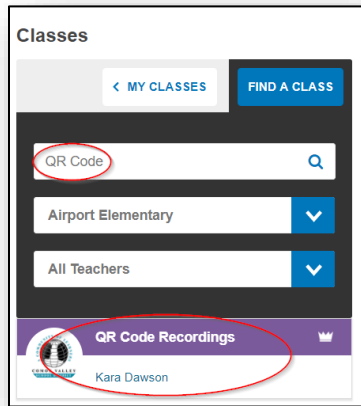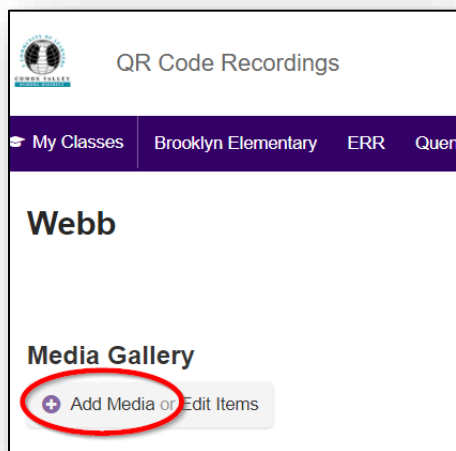## How to create QR codes and save voice recordings in My Site:

1. Open your email and find the email from the student or ipad with the voice recording. Right click on the recording file in your email and click **Save As**…
2. Save the recording on your computer, in a folder that you create for that class. I have been naming the recordings by the name of the book. Don't put any spaces in the file name ex. TheKissThatMissed.mp3
3. Log in to "**My Site**" and find the "**QR Code Recordings**" page

4. Look at the navigation bar at the top and find the school and class that the student is from and click on it
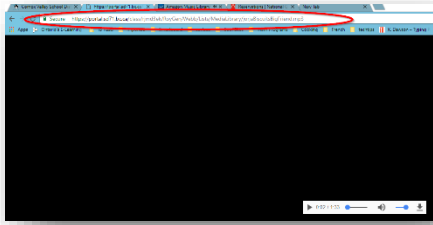5. **Click on +Add Media**

6. Click **Choose File** and find the recording on your computer where you saved it. Then click on **ok.** When the next screen comes up scroll to the bottom and click **Save**.
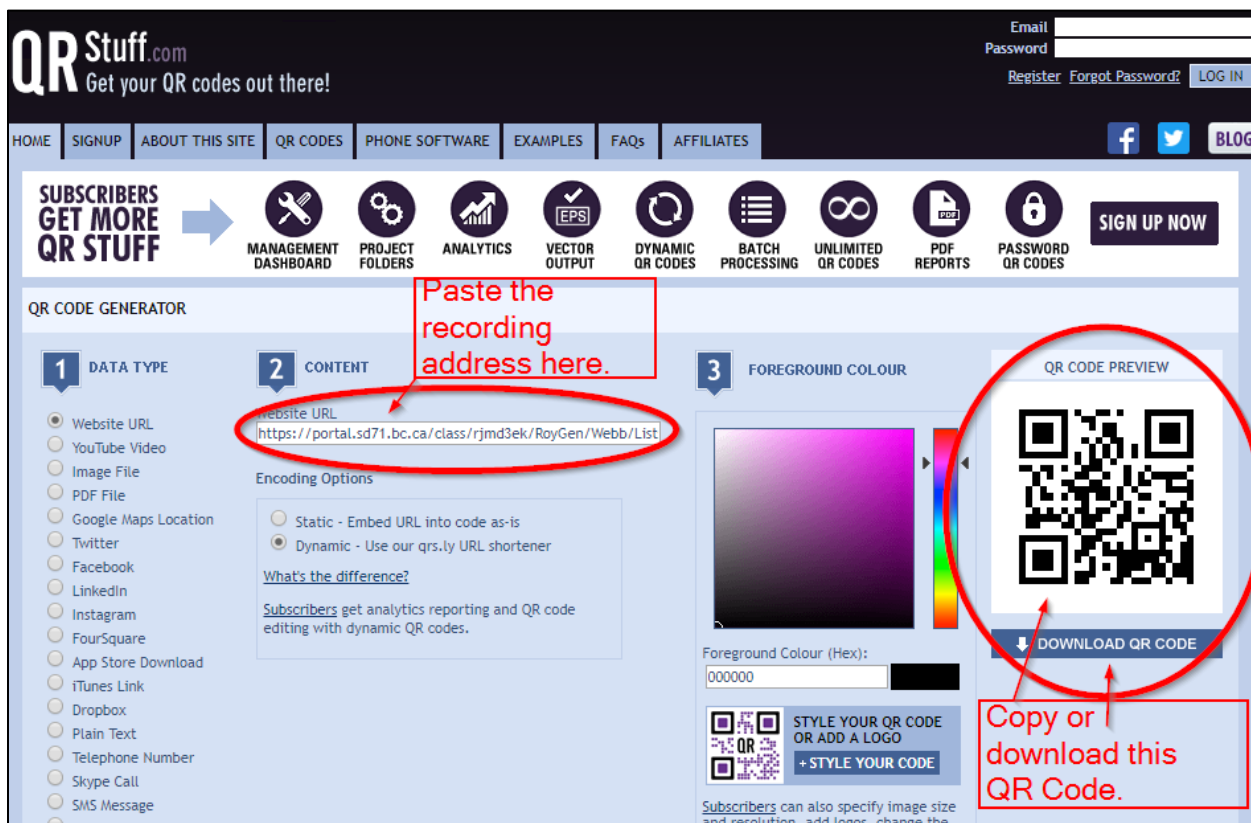
Now you need to create a QR Code:

1. Open the voice recording file from **My Site** by clicking on it

2. Copy the URL (web address) from the top

3. Open a **QR Code Generator-www.qrstuff.com** works fine
4. Paste the URL of the voice recording in the spot for the Website address. It will generate a new code for us on the right side of the screen
5. Click to download the QR code and save it to your computer (save it by the name of the book again with no spaces)

6. Open the code and copy it, then paste it on the page where the codes are saved. I use Green shot:
    a. Click on   at the bottom of your screen
    b. Click and drag to create a square around your QR Code
    c. Click on **Copy to Clipboard**
    d. Press **Ctrl + V** or right click and click **Paste** to paste it into your desired destination For example:

Woo hoo-you are done!