

Audio Files of UEA Lectures

Upload Instructions

The upload of audio files to the central repository will be performed by specific authorised members of staff within your faculty. This will usually be your school's IT technical staff.

If you require authorisation to upload lectures to the repository you should telephone Richard Woods or Alex Alexander on extension 3953.

Instructions for Authorised Uploaders

The Audio repository is stored on a UEA central file storage area. To upload files you will need to open this shared network resource in Windows Explorer.

1. Start Windows Explorer
2. Enter the following UNC network address into the explorer Address Bar:
<\\cis-vfs2\cis-audio>
3. Choose the appropriate folder for your faculty – FOH, ART, SCI, SSF or Central and open it to see its subfolders.
4. Choose the appropriate subfolder for the module for which the lecture was being given.
5. Copy the audio file into this folder and rename it so that it follows a standardised format for lecture audio file names.

Format: ModuleID-YY-MM-DD

Example: AMSA1F02-09-10-06.mp3

6. Inform the module organiser that the audio file has been uploaded and send them the URL so that they can post it to Blackboard.

The URL will take the following form:

<http://idmutils.cis.uea.ac.uk/Lectures.asp?faculty=FACULTY&module=MODULE&filename=FILENAME>

FACULTY should be replaced with the Faculty code for your school, eg ART.

MODULE should be the full module name, eg AMSA1F02-09.

FILENAME should be replaced with the file name you just gave to the audio recording. Do not add the file extension (.mp3) to the URL.

For example:

<http://idmutils.cis.uea.ac.uk/Lectures.asp?faculty=ART&module=AMSA1F02-09&filename=AMSA1F02-09-10-06>

