

<p>□ What type of media files can I upload into Moodle</p>	<p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• MP3 and MP4's are the media files accepted by Moodle and that the students can easily use.</li> </ul>
<p>□ How do I convert my files</p>	<p><b>How to:</b></p> <p><b>1. Convert sound to mp3 and video files to mp4 using MediaCoder</b>          For reasons of uniformity and ease of file manageability, all video files must be uploaded to Moodle in .mp4 format. Similarly, all audio files must be uploaded to Moodle in .mp3 format. MediaCoder is a free universal audio/video transcorder which is up to the task. It is designed for Windows and can be used on a Mac. It can be downloaded to your computer and used to convert your audio files to mp3 and your video files to mp4. The instructions below will describe the process.</p> <p><b>2. Download and Install MediaCoder</b>          The free program can be found and downloaded at the following website: <a href="http://www.mediacoderhq.com">www.mediacoderhq.com</a>. On the resulting page, scroll down to the heading, "Get MediaCoder Now" and click, <i>Download MediaCoder Full Edition</i>. Once you navigate to this page, click the version number underneath "64-bit Version Installer" if you are using Windows. If you are using a Mac, click the version number underneath "32-bit Version Installer" (This program is supported on Mac OS X via Darwine). This version number should match the latest version number in bold in the center of the page. You will be asked to choose a download server. Start with <i>Mirror #1</i>. If the download does not begin promptly, click on the blue text which reads <i>other download mirrors</i> and try the next mirror site. Once the executable file has been downloaded into your default download directory, run the file to install MediaCoder.</p> <p><b>3. Opening the MediaCoder application</b>          MediaCoder is a robust and complex audio/video tool which we will be used to perform a routine file conversion. Find <i>MediaCoder x64</i> in your list of program applications and run it. When you run this program for the first time, the application will open up to a webpage thanking you for using MediaCoder. Check, <i>Turn off this screen on startup</i>, and click the blue, "Start Now", button. The webpage will navigate to a sponsored website (you can close the browser at this point) and the MediaCoder application will open in another window.</p> <p><b>4. Using the MediaCoder application to convert to mp3 and mp4 files</b>          Once the application is open, the audio or video file can be added by clicking on the "Add" button in the upper left corner of the screen and selecting, "Add File". A dialog box will appear which will allow you to add a file. Add your video or audio file(s) for conversion. Please note that you can convert multiple files to the same type (i.e., mp3 or mp4) in one pass.          If the file is a video, click the "Video" tab in the bottom left section of the application front screen. Next, select "MPEG4" in the drop-down box next to <i>Format</i>. Click the "Start" button in the top right portion of the page. This action will start the conversion process. It is completed when the blue progress bar for "Current Task" and "Total Tasks" reach the end. The resultant file(s) will appear in the same folder as the original file.          If the file is an audio clip, click the "Audio" tab in the bottom left section of the application front screen. . Next, select "MP3" in the drop-down box next to <i>Format</i>. Click the "Start" button in the top right portion of the page. This action will start the conversion process. It is completed when the blue progress bar for "Current Task" and "Total Tasks" reach the end. The resultant file(s) will appear in the same folder as the original file.</p>