

Extracting Audio from an Audio CD using Quicktime Pro for use in WebCT or WebPages

What you will need:

- Quicktime Pro: \$29 upgrade to Professional version available from <http://www.apple.com/quicktime/>
- iTunes: free download available from: <http://www.apple.com/itunes/overview/>

1. Insert audio cd into CD drive.
2. iTunes will automatically open.
3. Uncheck unwanted soundtracks.
4. Click **import** button.
5. Select **Name** of desired track and drag it to the desktop.
6. Typically, iTunes will save a .m4a file. You will need to convert this file to something that can be read outside of iTunes with Quicktime Pro (\$29 from Apple.)
 - a. Launch Quicktime.
 - b. Open File.
 - c. Export as .WAV, .MOV or .MP4.
(If export is not available you need to upgrade to the Professional version.)
 - d. Both Mac and Windows base computers can read .wav files.

Including Audio File in WebCT

1. Navigate to organizer page to hold your audio clips or create a new one. (**Add Page or Tool**, Select **Organizer Page**.)

2. Insert the .WAV file by following these steps:

- a) Select **Add page or Tool**.
- b) Select **Single Page** within **Pages** column.
- c) Enter **title** for item as it should appear on the Organizer page.
- d) Click **browse** button.
- e) Click **Choose File** button.
- f) Select the .WAV file from your desktop.
- g) Click the **Upload** button.
- h) Click **Add Selected** button (the file just uploaded will be selected by default.)
- i) Back at the "Add Single Page" page you have to *Decide where to show the link to this item*. Check box next to **On an Organizer Page** making sure the appropriate organizer page is listed.
- j) Click **Add** button.
- k)

3. When in **View** mode, you should be able to play back audio clips within WebCT. If this does not work it is possible that you have to update your version of the Quicktime player.