

## Adding a Voice Recorder Assignment

Avenue has an online voice recorder that students can use to record, play back and save their speaking samples. The recording can be saved to a local computer in .MP3 format.

### Using the Voice Recorder to Enhance Blended Learning

One of the strengths of the voice recorder is that it can be used to provide individualized feedback to students. A voice recorder activity could be a good follow up activity to an in-class pronunciation lesson.

[+ Add an activity or resource](#)

It is a tool that allows instructors and students to include video or audio recordings for demonstration, modelling, practicing, or assignment submissions. This help document gives instructors the steps to create an audio speaking assignment that includes both written and audio instructions.

**Note:** The following steps explain how to use the microphone toolbar icon to embed a voice recording and the video toolbar button to embed a video. These instructions can be applied apply to labels, pages, forums, blogs, or any Moodle module with the text editor toolbar.



If you are adding an audio voice recorder activity to your course, please share with your students how you will use it to complement a face-to-face lesson in the Moodle Activities for Blended Learning Wiki.

### Step-by-Step Instructions for Adding an Audio Voice Recorder Assignment

1. On your course, click the **Turn editing on** button.

[Turn editing on](#)

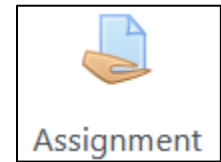
2. In the topic where the link to the **Assignment** should appear, click the **Add an activity or resource** link.

The **Add a new activity or resource** pop-up appears.

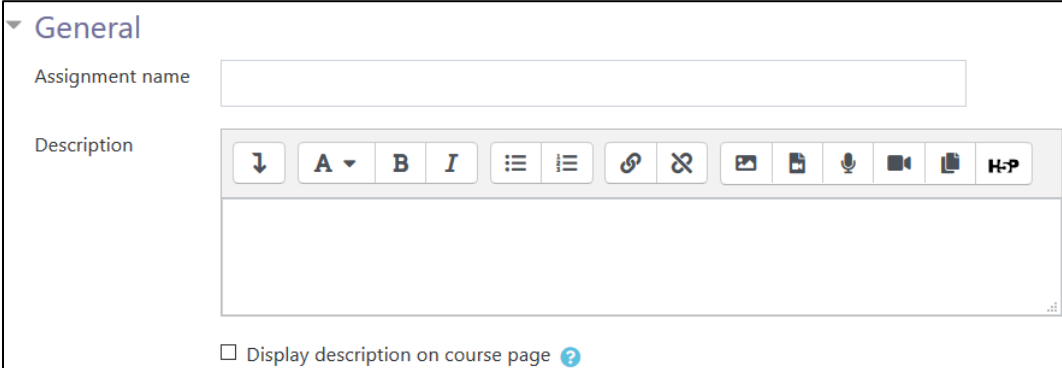
[+ Add an activity or resource](#)


3. Select **Assignment** in the **Activities** tab.

The **Adding a new Assignment** page appears.






The **General** section is used to update general information about the activity.

A screenshot of the 'General' section in the assignment editor. It features a 'General' header with a dropdown arrow. Below it is an 'Assignment name' text box. Underneath is a 'Description' text box with a rich text editor toolbar above it. The toolbar includes buttons for bold (A), italic (I), bulleted list, numbered list, link, unlink, insert video, insert audio, insert image, and help (H-P). At the bottom of the form is a checkbox labeled 'Display description on course page' with a help icon.

1. Type a descriptive name in the **Assignment name** text box.
2. Click the **Show/hide advanced buttons above** the **Description** text box to display the Text editor toolbar if needed. 
3. Type detailed instructions for the speaking task in the **Description** text box. These are the instructions for students. It is recommended that the instructions indicate the maximum length of the recording. You can add a video or audio recording to your instructions.
  - Click on this link to read how to add a video to your instructions - [Recording a PoodLL Speaking Assignment Video](#)
  - Click on this link to read how to add an audio recording to your instructions - [Setting up a PoodLL Speaking Assignment with a Text and Audio Prompt](#)
4. To display the instructions on the course home page, select **Display description on course page**. (To keep the page less cluttered this is not recommended.)
5. Use the **Additional files** upload area to attach files that will be attached to the **Assignment** description, an answer template, or answer key for example.

The **Availability** section is used to set start and due dates for submissions if necessary.

▼ Availability

|                        |      |         |        |      |      |   |  |
|------------------------|------|---------|--------|------|------|---|--|
| Allow submissions from | 14 ▾ | April ▾ | 2020 ▾ | 00 ▾ | 00 ▾ |  | <input checked="" type="checkbox"/> Enable |
| Due date               | 21 ▾ | April ▾ | 2020 ▾ | 00 ▾ | 00 ▾ |  | <input checked="" type="checkbox"/> Enable |
| Cut-off date           | 14 ▾ | April ▾ | 2020 ▾ | 11 ▾ | 50 ▾ |  | <input type="checkbox"/> Enable            |
| Remind me to grade by  | 28 ▾ | April ▾ | 2020 ▾ | 00 ▾ | 00 ▾ |  | <input checked="" type="checkbox"/> Enable |

Always show description

1. The **Allow submissions from** setting specifies the times and dates for students to submit an assignment. Any submissions received after this date are marked as late.
2. The **Due date** setting specifies the date that the assignment is due.

Note: The **Enable** check box for both these lines is checked by default, and if it is disabled, students are able to submit an assignment as soon as it becomes available.

3. The **Cut-off date** setting specifies the date after which assignments are no longer accepted. Any assignments submitted after this date are not accepted, except with an agreed-on extension.
  4. The **Always show description** check box is enabled by default. If disabled, the **Assignment Description** above will become visible to students only at the **Allow submissions from** date.
- Settings in the **Submission types** section are used to indicate the submission types and the allowable number and size of accompanying files. There are four types. These are **Cloud Poodll**, **File submissions**, **Online Poodll** and **Online text**.

▼ Submission types

Submission types  Cloud Poodll  File submissions  Online Poodll  Online text

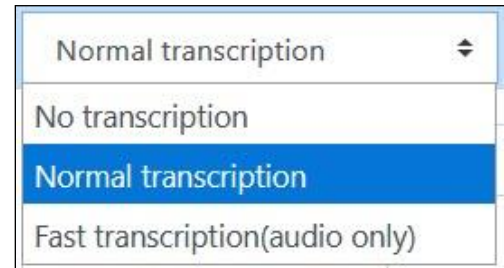
5. The **Submission types** setting specifies the types of submission students can make by checking one or more of the four check boxes.

-----Cloud Poodll-----

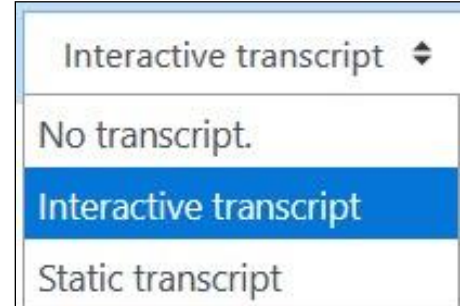
|   |  |
|---|--|
| Cloud Poodll Rec. Type                          | Audio Recorder ▾                                     |
| Cloud Poodll Rec. Skin                          | Burnt Rose ▾   |
| Cloud Poodll Rec. Time Limit                    | 0 minutes ▾  |
| Cloud Poodll Days to keep file                  | 365 ▾  |
|   | <input checked="" type="checkbox"/> Enable Transcode |
| Enable Transcription                            | Normal transcription ▾                               |
| Cloud Poodll Speaker Language                   | English (US) ▾                                       |
| Cloud Poodll Transcript Display (teacher)       | Interactive transcript ▾                             |
| Cloud Poodll Transcript Display(student)        | Interactive transcript ▾                             |
| -----   |  |
| Maximum number of uploaded files <span>?</span> | 20 ▾   |
| Maximum submission size <span>?</span>          | Course upload limit (50MB) ▾                         |
| Accepted file types <span>?</span>              | <input type="text"/> <span>Choose</span>             |

6. The **Cloud PoodLL Rec. Type** allows students to record spoken words with the online recorder.
7. The **Cloud Poodll Rec. Skin** sets the looks of the recorder.
8. The **Cloud Poodll Rec. Time Limit** sets the recording maximum time. Use this to limit long submissions or the possibility of a learner forgetting to stop their recorder at a reasonable time.

9. The **Cloud Poodll Days to keep file** sets the lifetime of a recording on the Avenue server. The setting can be set to **Never Expire**.
10. If the **Enable Transcode** is checked the transcription settings become active.
11. In the **Enable Transcription** three options are available: **No transcription**, **Normal transcription** and **Fast transcription** (audio only - no visual descriptions).



12. The **Cloud Poodll Speaker Language Enable** sets the speaker's language. This is important for transcription.
13. The **Cloud Poodll Transcript display (teacher)** drop-down settings determine the presentation of the transcript.



14. The **Maximum number of uploaded files** set the number of recordings that can be stored on the Poodll Cloud.
15. The **Maximum submission size** set the storage size of a recording file.
16. The **Accepted file types** is activated by clicking on the **Choose** button. The **Accepted File Types** pop up appears offering scores of options. Choose these carefully as you will be responsible for playing them. We recommend MP3 for audio.

Note that the **Accepted file types** setting can also be set to allow students to upload external files, e.g. a PowerPoint presentation or camcorder recordings.

17. The **Online PoodLL** section allows students to record spoken words with the online recorder. (Android devices may not support the **PoodLL** recorder. Use **File submissions** for Android users to access the camcorder to record spoken assignments.)

----- Online Poodll -----





Poodll Rec. Type


Poodll Rec. Time Limit

Current Submission:

Active

Poodll Whiteboard Back Maximum file size: 50MB, maximum number of files: 1

 Files  



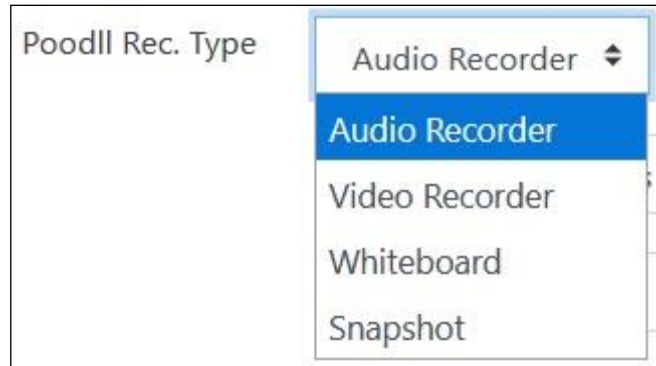
You can drag and drop files here to add them.

Poodll WhiteBoard Size

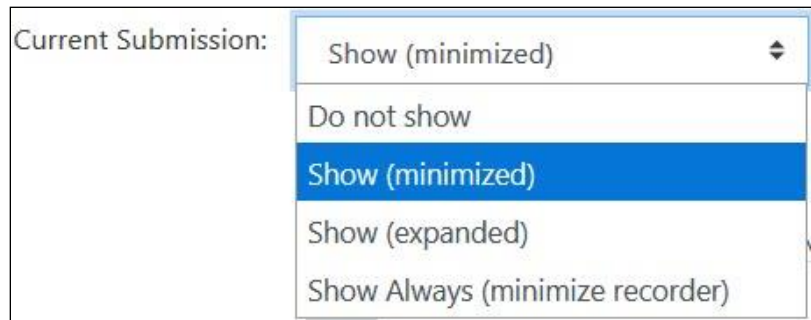
-----

Word limit   Enable

18. The **PoodLL Rec. Type** allows for **Audio Recording, Video Recording, Whiteboard** and a **Snapshot** image.



19. The **PoodLL Rec. Time Limit** allows teachers to set a time limit for student recordings, type a number in the text box and be sure to select **seconds, minutes, days, months** from the drop-down menu.
20. The **Current Submission** provides display options for the current submissions. These include **Do not show, Show (minimized), Show (Expanded)** and **Show Always (minimize recorder)**.



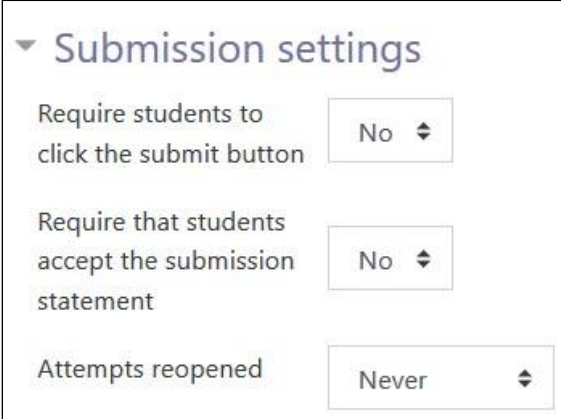
21. Setting the **Active** drop down to **No** prohibits the learners from submitting more recordings.
22. The **Poodll Whiteboard Back** sets a background for the Poodll whiteboard.
23. The **Poodll Whiteboard size** sets the dimensions of the Poodll whiteboard.

Settings in the **Feedback types** section are used to set the options of leaving feedback: **Feedback comments, Annotate PDF, Offline grading worksheet, Feedback files** and **Feedback Poodll**.

24. The **Feedback comments** setting is used to enable feedback comments, e.g. traditional comments, uploaded files etc. for each submitted assignment.

25. The **Annotate PDF** setting is used to provide feedback, marked up over the submitted document.
26. The **Offline grading worksheet** setting is used to insert a worksheet with student grades when marking the assignments.  
Note: The assignments are not actually submitted to the teacher by the students; the worksheet functions as a placeholder.
27. The **Feedback files** setting is used to enable feedback comments through a teacher created document.
28. The **Feedback PoodLL** setting is used to insert an online voice recorder for teachers to give spoken, video or Whiteboard feedback.
29. The **Show download link** drop-down menu can be set to **no** or **yes**. This choice allows learners to just listen to the teacher's comments online, or to listen online and also to have a link to download the MP3 file.
30. The **Poodll Whiteboard size** sets the dimensions of the Poodll whiteboard.

Settings in the **Submission settings** section are used to set the options of finalizing of the submission, confirming the integrity of the students' work, and limiting the number of assignment submission times.



▼ Submission settings

|   |         |
|---|---------|
| Require students to click the submit button           | No ▾    |
| Require that students accept the submission statement | No ▾    |
| Attempts reopened                                     | Never ▾ |

31. The **Require students to click the submit button** setting specifies whether the student submission is final or in draft on uploading. If **Yes** is clicked, students will have to click a **Submit** button to declare their submission as final, with no changes allowed. If **No** is clicked, assignments will stay in draft form on uploading, and students will be able to make changes to their assignments at any time.



32. The **Require that students accept the submission statement** setting specifies whether a student is required to accept the submission statement. If **Yes** is clicked, students are required to accept the submission statement (i.e. to declare that their submission is their own work). If **No** is clicked, accepting the submission statement is not required.

Note: **No** should be clicked if the **Require students to click the submit button** has also been set to **No**.

33. The **Attempts reopened** setting specifies if and how many times an assignment is allowed to be reopened. If **Never** is clicked, a student submission cannot be reopened by a student. If **Manually** is clicked, a student submission can be opened by a teacher. If **Automatically until pass** is clicked, a student can reopen his/her submission until he/she achieves the minimum passing grade set out in the **Grade book**.

Note: If **Never** is clicked, then the **Maximum attempts** drop-down menu (located below the **Attempts reopened** drop-down menu) remains greyed out. It can be enabled only when **Manually** or **Automatically until pass** is clicked in the **Attempts reopened** drop-down menu.

Settings in the **Group submission settings** section are used to set the parameters for assignment submissions from students working in groups.

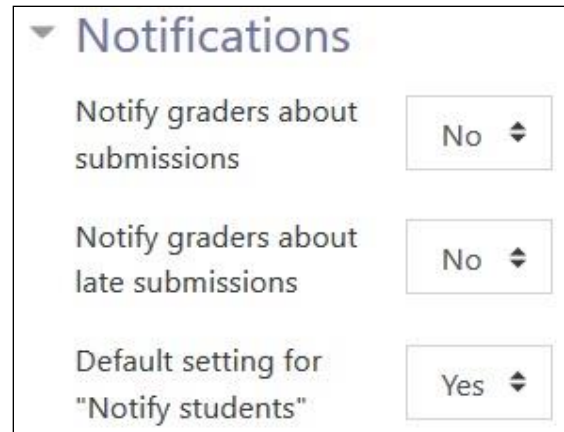
| Group submission settings        |   |        |
|----------------------------------|---|--------|
| Students submit in groups        | ? | Yes ▾  |
| Require group to make submission | ? | No ▾   |
| Require all group members submit | ? | No ▾   |
| Grouping for student groups      | ? | None ▾ |

The **Students submit in groups** setting specifies whether students are required to participate in a group during the completion of the assignment and then submit it as a "group" assignment.

Note: If **No** is clicked, the **Require group to make submission**, **Require all group members submit** and **Grouping for student groups** drop-down menus remain greyed out. If **Yes** is clicked, these drop-

down menus are enabled, with their default settings.

Settings in the **Notifications** section are used to set up teacher notifications regarding the timing of assignment submissions.



The screenshot shows a settings panel titled "Notifications" with a downward arrow icon. It contains three rows of settings, each with a text label and a dropdown menu:

| Setting Label                         | Current Value |
|---------------------------------------|---------------|
| Notify graders about submissions      | No            |
| Notify graders about late submissions | No            |
| Default setting for "Notify students" | Yes           |

34. The **Notify graders about submissions** setting specifies whether the teacher receives notification messages about assignment submissions. If **Yes** is clicked, the teacher receives a message whenever a student submits an assignment early, on time or late. If **No** is clicked, the teacher will not receive such messages.
35. From the **Notify graders about late submissions** drop-down menu, click **Yes** to enable receiving messages whenever a student submits an assignment late. Click **No** to disable receiving such messages.

Settings in the **Grade** section are used to configure various aspects of grading the submitted assignments.

▼ Grade

Grade

Type

Maximum grade

Grading method

Grade category

Grade to pass

Blind marking

Hide grader identity from students

Use marking workflow

36. The **Grade** setting specifies how the assignment will be graded.

- If the default setting, **None** is clicked, only feedback will be provided.
- If **Point** is clicked, the desired maximum number of points on an 100-point numeric scale will be set.
- If **Scale** is selected and **Separate and Connected ways of knowing** is clicked, a student's approach to presenting his or her ideas and how this comes across in his/her submission will be evaluated.

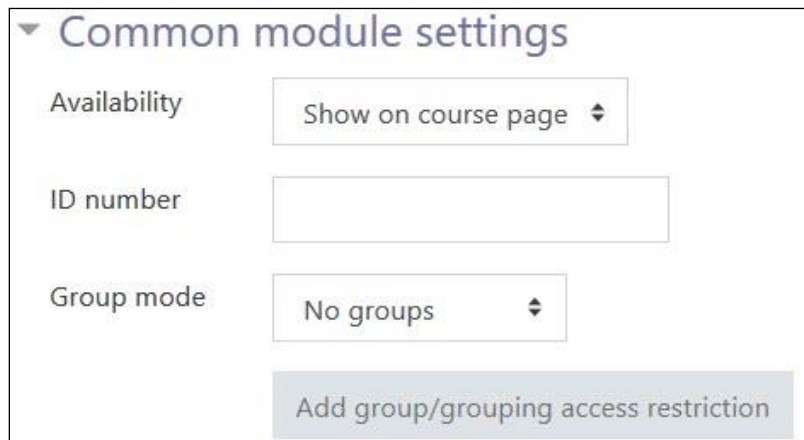
**Note:** The **Scale: Separate and Connected ways of knowing** option is often used to rate posts in a forum.

37. The **Grading method** setting specifies how the grading will be set up.

- If the default setting, **Simple direct grading** is clicked, the advanced grading method is disabled, and marks and summary feedback can be set up.

- If **Marking guide** is clicked, a comment and mark on each criterion is provided.
  - If **Rubric** is clicked, marking according to pre-set criteria and levels can be set up, and an overall mark is generated at the end.
38. The **Grade category** setting shows categories or ways of grouping assignment grades. **Uncategorised** is the default setting.
39. The **Grade to pass** field allows teachers to set the minimum grade required to pass. This setting will affect how grades are displayed in the gradebook and are used for activity and course completion if set up.
40. The **Blind marking** setting hides the identities of students who have submitted assignments.
41. The **Hide grader identity from** students allows the grading to be anonymous to students.
42. **Use marking workflow** can be used if teachers expect multiple rounds of marking and want to release marks to students only after final marking is done. If set to **yes**, marks will go through a series of workflow stages before being released to students.

The **Common module settings** section is common to many Moodle activities and resources.



▼ Common module settings

Availability

ID number

Group mode

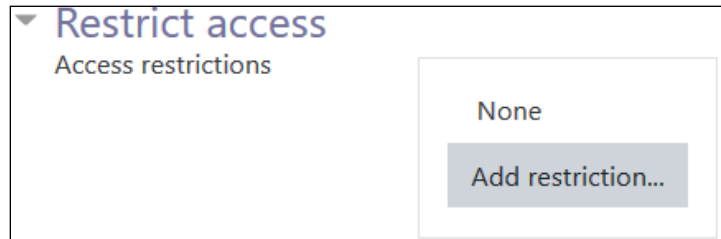
[Add group/grouping access restriction](#)

43. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled.
44. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the Avenue courseware.)

45. The **Group** mode setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)

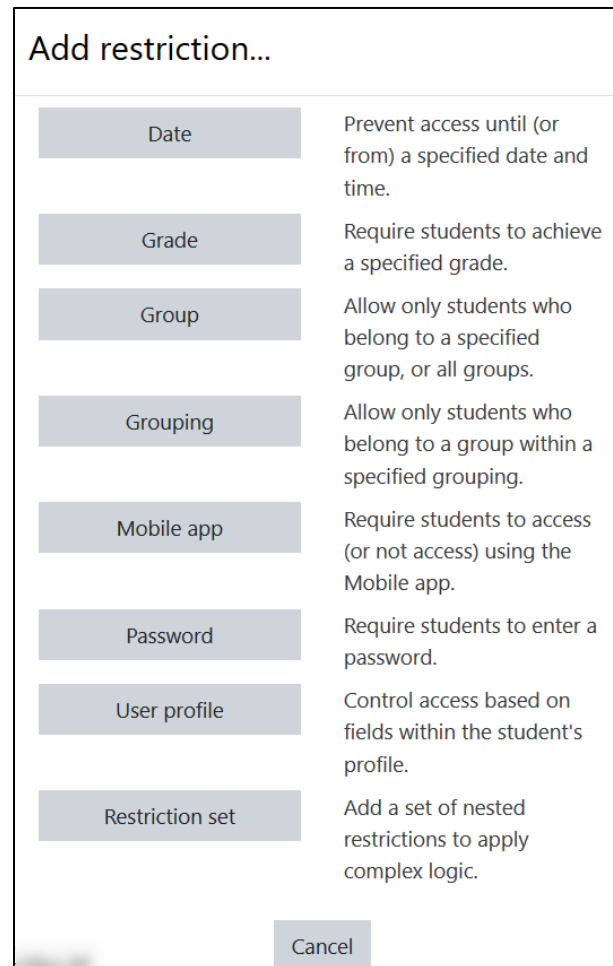
46. If you choose **Separate groups** for **Group mode**, another option appears for **Grouping**. This option enables a collection of groups to gather together and work as a larger group.

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Setting up and Using Restrict Access Settings** documentation in the Stage 3 **Course**

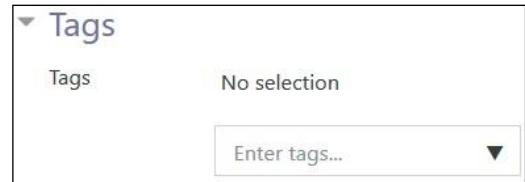


**Management** section.)

Upon selecting the **Add a restriction...** button, a restriction pop-up appears.



The **Tags** sections can be used to add keywords to the assignment.



When everything is ready with the settings, teachers can select **Save and display** or **Save and return to course** to add the new PoodLL speaking assignment.

47. Click the **Save and display** button to save/update the activity, or click the **Save and return to course** button. The **Assignment** activity link appears on the course main page. Use the **Switch role to...** student function in **your Profile** drop-down to preview the activity and test out the assignment settings.

## Deployment Tips

- The settings cannot be changed after the students have begun to submit their assignments.
- A new column is automatically created in the grade book each time an assignment is created. Teachers working in settlement language training programs may not want to use the grade book; however, the **Assignment** activity module can still be used.
- Grade book columns can be hidden for any assignment by navigating to the grade book and clicking the **Turn editing on** button to reveal this option.
- If asking students to submit voice or video recordings as an assignment task, ensure that the appropriate **Maximum file upload size** is selected.

## Assignment Activity Help files

[Moodle documents: Assignment module](http://docs.moodle.org/39/en/Assignment_module)

<[http://docs.moodle.org/39/en/Assignment\\_module](http://docs.moodle.org/39/en/Assignment_module)>

[Moodle documents: Assignment settings](http://docs.moodle.org/39/en/Assignment_settings)

<[http://docs.moodle.org/39/en/Assignment\\_settings](http://docs.moodle.org/39/en/Assignment_settings)>

[Moodle documents: Using Assignment](http://docs.moodle.org/39/en/Using_Assignment)

<[http://docs.moodle.org/39/en/Using\\_Assignment](http://docs.moodle.org/39/en/Using_Assignment)>

[Moodle documents: Assignment FAQ](http://docs.moodle.org/39/en/Assignment_FAQ)

<[http://docs.moodle.org/39/en/Assignment\\_FAQ](http://docs.moodle.org/39/en/Assignment_FAQ)>

[LearnIT2Teach documents: New HTML 5 Help](#)

< <http://learnit2teach.ca/wpnew/help/new-html-5-help> >