

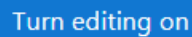
## Adding a Record Audio Question to the Quiz

**Record audio** questions allow the students to respond to questions by recording audio directly in their web browser. These recordings can be graded manually by the teacher.

### Step-by-Step Instructions for Adding a Record Audio Question

Steps 1-9 below guide you through the process of creating a new quiz from scratch. If you already have a quiz and want to add **Record audio** items, click on your quiz name in the course. Then click on the **Actions** menu. Choose **Question bank** from the drop-down menu, and click on **Create a new Question**. Then go to step 10 below.

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

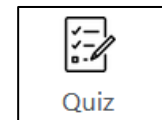
A blue rectangular button with the text "Turn editing on" in white.

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

A rectangular button with a blue plus sign icon on the left and the text "Add an activity or resource" in blue.

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

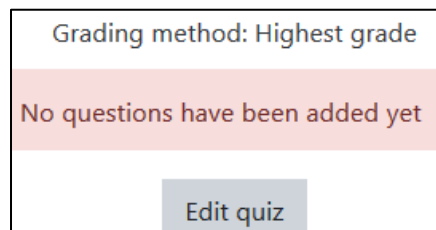
3. Select **Quiz** in the **Activities** tab. The **Add a new Quiz** window appears.



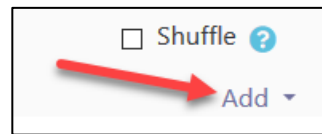
4. Input a quiz name, for example "Super Foods".

5. Click on the **Save and Display** button.

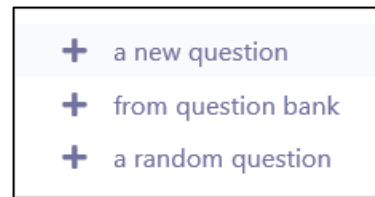
6. The quiz editor informs that there are no questions associated with the quiz yet.



7. Click on the **Edit quiz** button.

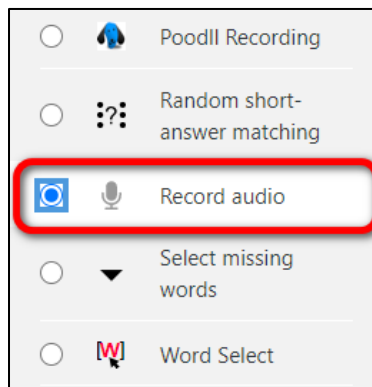


8. To add a new quiz question, click on the **Add** link.



9. Choose **+ a new question** from the drop-down list.

10. Choose **Record audio**.



11. Click on the **Add** button.

12. Choose the **Category** to which you want to add the question.

13. Type a **Question name**.

14. In the **Question text** textbox, type in the instructions for the question. You can add audio or video here if you wish. For example, type "Talk about the super foods of your first country. Say what is special about these super foods. Explain how people eat them."

15. Set a **Default mark** for your question.

16. If you would like to give general feedback after the students respond to the question, type it in the **General feedback** textbox. Note that this is not feedback for correct or incorrect responses, but rather more information about the content of the question. You can add links, images, audio or video files here. This feedback will be the same for all students.
17. Click on the **Tags** section to expand it. Note that here you should only use keywords or tags from the unit that enable you to search the question in the question bank later, and not tags used for the portfolio.
18. Click on the **Save changes** button.
19. The **Record audio** question is now added to your quiz. Scroll down the list of questions to see the new item highlighted in green on the **Quiz bank** page.
20. Click on the **Edit** drop-down menu to **Edit** the question if needed, or **Preview** the item.
21. Try out the question in **Preview** mode by choosing the answer and clicking on **Submit and finish**.

Talk about the super foods of your first country. Say what is special about these super foods. Explain how people eat them.

No recording

Start recording