

## PoodLL Overview for Instructors

PoodLL is a tool that allow instructors and students to include video or audio recording for demonstration, modelling, practicing or assignment submission. This help document gives instructors the steps to include video and audio content for a variety of different edulinc tools.

### Recording an Assignment video

1. Click the *Turn editing on* button on the course home page.



2. Click the *Add an activity or resource* link in the topic where the activity should be added.



The *Add an activity or resource* window appears.



3. Select *Page* in the left panel under **ACTIVITIES**.



4. Click the *Add* button.

The *Adding a new Assignment* page appears.

Settings in the *General* section are used to set the general information about the activity.

5. Click in *Description box* to set an insertion point for the video.
6. Click on the *Record Video icon*.

#### ▼ General

**Assignment name\***

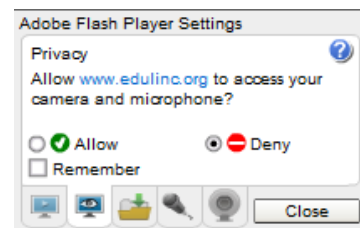
**Description**



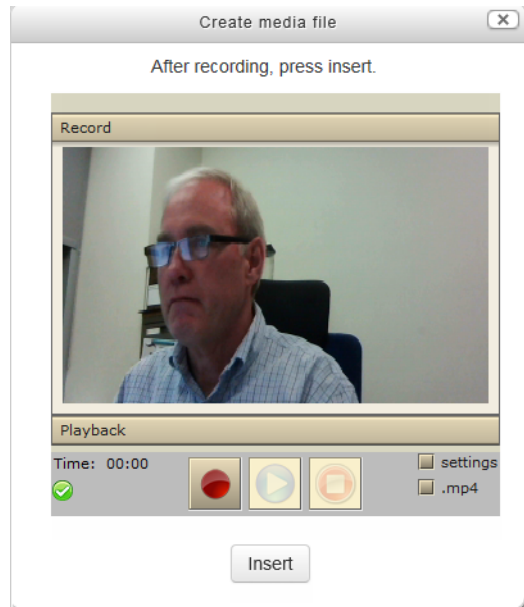
**5**

**6**  **Display description on course page**

7. The “Adobe Flash Player Settings” *pop up* may appear.
8. Choose allow to activate your computer’s camera.

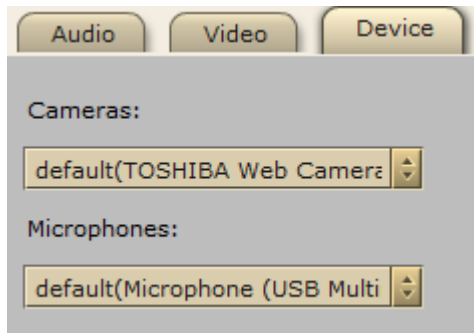
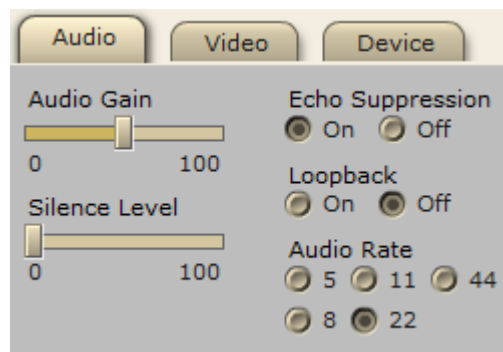


9. If you can see yourself in the screen behind this pop up, click on the *Close* button.
10. The *Create a media file* window is enabled.
11. Check the *.mp4* (file format)  .mp4
12. Optional – check the *settings* box.



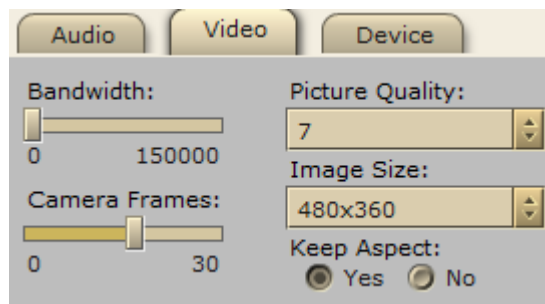
Several option *Tabs* appear

*Audio* offers several audio recording settings.



*Device* allows you to point to a camera and a microphone.

*Video* offers several video recording settings.



13. After you are satisfied with the settings, click on the *Record* option (at the top).



14. If you are ready to record your video, click on the *Record button*.



15. Click on the *Stop button*,  to finish recording your video.



16. The video is then uploaded to a server. Depending on your connection and the length of your video, it may take a few seconds to a minute.

It is a good idea to preview the video before inserting it into your course.

17. Press the *Play button* to preview your video.



18. If the video does not meet your expectations, record over this video. (go to step 14)

19. If the video meets your expectations, click on the *Insert button*.



20. The *video link* will appear in the Page document.



21. Change the labelling of the *hyperlink*.

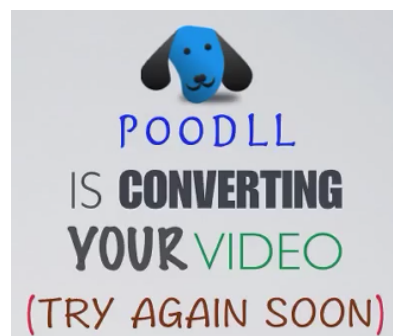
Click on the **Link** below to lean about this unit.

[Introduction Video](#)

22. Complete the other sections for the assignment.

23. Click on the *Save and Return to course button*

24. On the *Assignment page*, you may/hear see a conversion message



25. In the *Submission Types* section, check the *Online PoodLL* option

26. Select the *Video Recorder* in the *PoodLL Rec. Type* text box

27. Set the time limit in the *PoodLL Rec. Time Limit* text box

## ▼ Submission types

**Submission types**  Online PoodLL  File submissions  Online text

**PoodLL Rec. Type** Video Recorder

**PoodLL Rec. Time Limit** 90 seconds

28. In the *Feedback Types* section, check the *Feedback PoodLL & Feedback comments* options

29. The *PoodLL Recorder Type* should be MP# voice recorder

## ▼ Feedback types

**Feedback types**  Feedback comments  Feedback files  Feedback PoodLL  Offline grading worksheet

**Comment inline** No

**PoodLL Recorder Type** MP3 Voice Recorder

**Show download link** no

30. In the **Common module settings** section choose settings based on your requirements.

## ▼ Common module settings

**Visible** Show

**ID number**

**Group mode** No groups

- 31. The *Visible* 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 on a course home page.
- 32. The *ID Number* setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
- 33. The *Group mode* setting enables the use of groups. (More information is available in the *Groups* documentation in the Stage 3 *Course Management* section.)
- 34. Settings in the *Restrict access* section can be used to limit access to the activity. (More information is available in the *Conditional Release* documentation in the Stage 3 *Course Management* section.)

## ▼ Restrict access

Access restrictions    None



Add restriction...

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


Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
Cancel	






- 36. Settings in the *Activity completion* section are used to set completion tracking, a grading requirement and the expected completion date. (More information is available in the *Completion Tracking* documentation in the Stage 3 *Course Management* section.)

## ▼ Activity completion

**Completion tracking**  Do not indicate activity completion 

**Require view**  Student must view this activity to complete it

**Require grade**   
 Student must receive a grade to complete this activity  
 Student must submit to this activity to complete it

**Expect completed on**  23  June  2017    Enable

37. Click the *Save and return to course* button to save/update the activity.

The *Assignment* activity link appears on the course main page. Use the *Switch role to... student* function in the *Administration* block to preview the activity.

## Grading an Assignment video

30. On the course, locate then click on the *Assignment icon*



31. The Assignment Grading Summary page appears

## Library Visit

Please read your comments about the library visit. Please include you favorite part of the trip, the resource you chose and what you thought of the tour. Keep your comment to 60 seconds or less.

## Grading summary


Participants	2
Drafts	0
Submitted	1
Needs grading	1
Due date	Tuesday, 27 June 2017, 12:00 AM
Time remaining	3 days 12 hours

[View all submissions](#)

[Grade](#)

32. Click on the *View all submissions* button

33. A listing of the individual student submissions appears (note Teresa's below)

User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online PoodLL	Submission comments
	Teresa Renfrew	trenfrew@hotmail.com	Submitted for grading	Grade 35	Edit	Wednesday, 7 June 2017, 1:30 PM	[video submitted]	Comments (0)

34. Ensure that the *Status* is set to "Submitted for grading"

35. Click on the *Grade* button

36. A *Submission for Grading* screen appears

37. Play the file

38. Enter a numerical grade

Grade out of 100 ?

39. Insert *Feedback comments* if necessary

Feedback comments

Well done. You covered all of tasks in this assignment. You may have given more information about the....]

40. Provide audio feedback if required.

Feedback PoodLL

Record Play Stop

Time: 00:00:00

41. Allow another attempt if necessary

Allow another attempt

42. Check the *Notify students* if you wish the students to be alerted that the assignment has been graded

43. Click on *Save changes*

Notify students

Save changes

44. Click *Ok*

