Assignments - 3.2 - Creating & Grading PoodLL Audio Recording Assignments

Why Do This

The PoodLL voice recorder gives you the capability to add this media anywhere the text editor is available. For an instructor this includes adding short video instructions in the description field of any activity (or resource), as well as assignments that require audio responses from the students. You can also provide audio feedback to these assignments.

Recordings get less reliable as they get longer. Best not to venture over 2 or 3 minutes.

Setup/Playback Requirements

- **Use a recent version of Firefox or Chrome**.
- If using an external microphone and/or camera, connect these to your computer *before* proceeding.
- Check/ adjust your computers settings to ensure the attached devices are set as the default for recording.

Troubleshooting

Please see the PoodLL website list of common problems and solutions. If you're unable to resolve your issue, contact cchelp@csusm.edu.

Get help with:

Recording within the Text Editor
Recording within an Assignment
Recording within a Quiz Question

Recording within the Text Editor

In the text editing area, locate the microphone icon and click on it. You may need to click to expand icon, to locate it.
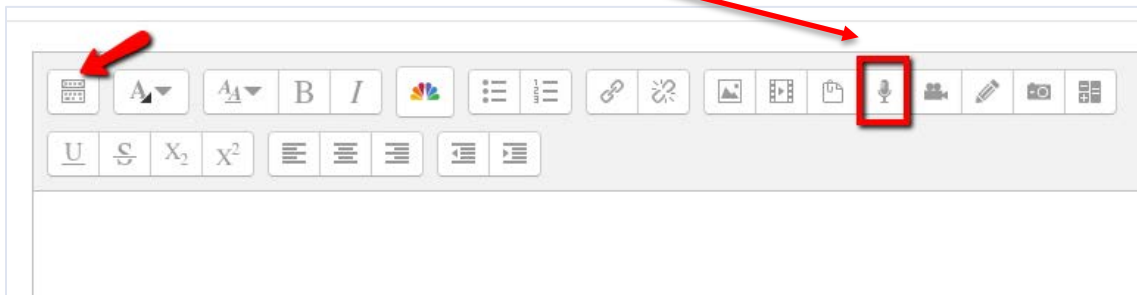

The first time you record, you may see a message asking you to click to allow Cougar Courses to access your microphone. If the recorder doesn't appear, check for a popup window, or your computer notifying you that it has blocked a popup you'll need to enable.
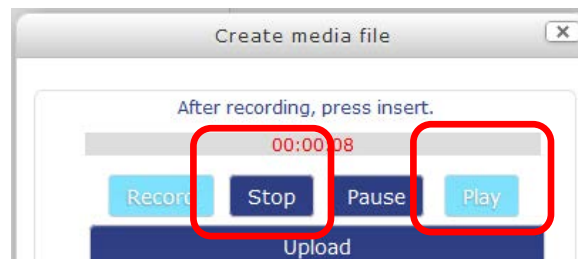
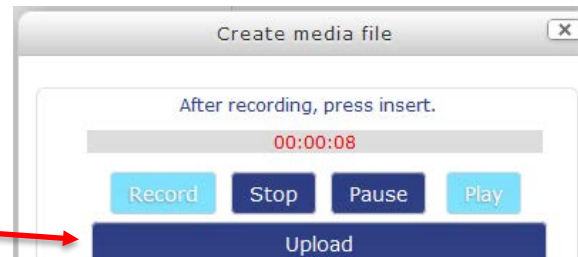# Assignments - 3.2 - Creating & Grading PoodLL Audio Recording Assignments

1. Click **Record** to begin your recording. This will start the timer.
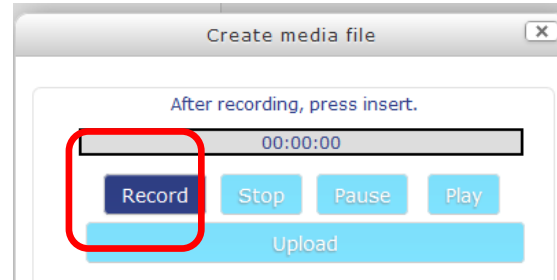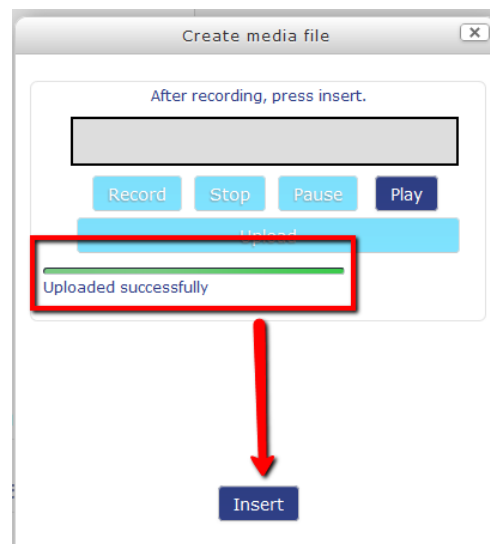
2. Click **Stop** when finished.

3. The **Play** button will allow you to listen to your recording before clicking the Upload button. You can start over by clicking **Record** again.

4. Click the **Upload** button to submit your recording.

5. Once you see the *Uploaded successfully* message, click **Insert**.

6. Once the recording is Inserted, it will appear in the text field with a .mp3 file extension. Do not attempt to change the name of this file.

poodllfile5955887497f9d1.mp3

Creating an Audio Recording Assignment

1. On your course homepage, click the *Add an activity or resource* link at the bottom of the topic where you wish to add the Assignment.
2. Select Assignment from the list of Activities.
3. Click the Add button.
4. Complete the General and Availability sections as you would for any assignment.

Submission Types
5. *Submission types*: select **Online PoodLL**.
6. *PoodLL Rec. Type:* select **Audio Recorder.**
7. *PoodLL Rec. Time Limit*: set the maximum time for the recording, by **selecting minutes or seconds** from the dropdown, and **entering a number** in the field to the left. Important: Voice recordings should be 3 minutes or less.

Feedback types

When grading, you have the option to provide the student with an audio recording of your feedback in addition to, or in place of the other options. Note: you may select more than one option.

8. *Feedback types*: select **Feedback PoodLL**.
9. *PoodlLL Recorder Type:* select **Audio recorder**.
10. *Show download link:* selecting "yes" will add a download button so students to download your audio feedback recording.


11. Complete the remaining sections as you would for any other assignment.
12. Click Save and return to course.

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Grading an Audio Recording Assignment

1. Click the assignment name on your course homepage.
2. On the Grading summary, click the **Grade** button.

Grading summary

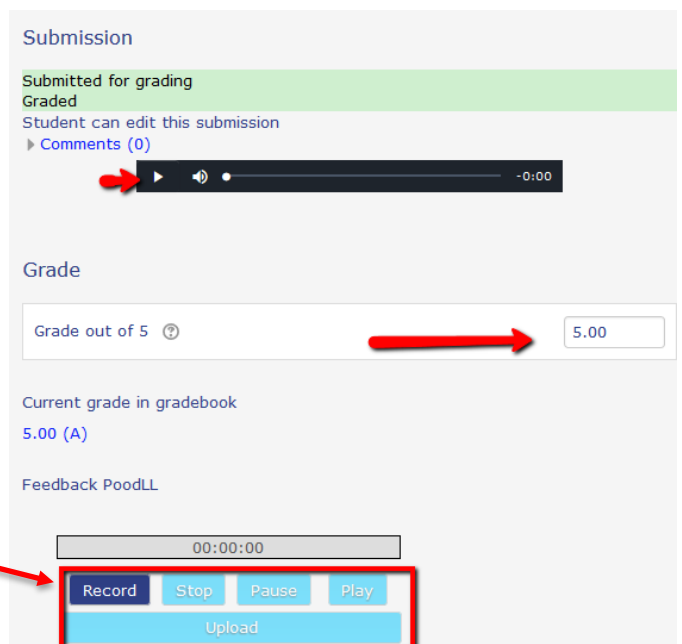| Participants |
| --- |
| Submitted |
| Needs grading |

View all submissions · Grade
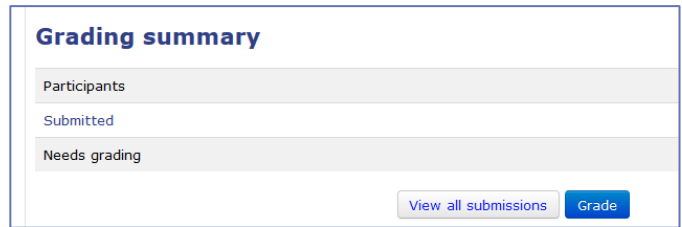
3. To navigate between submissions, use the next arrow or the change user dropdown at the top right.
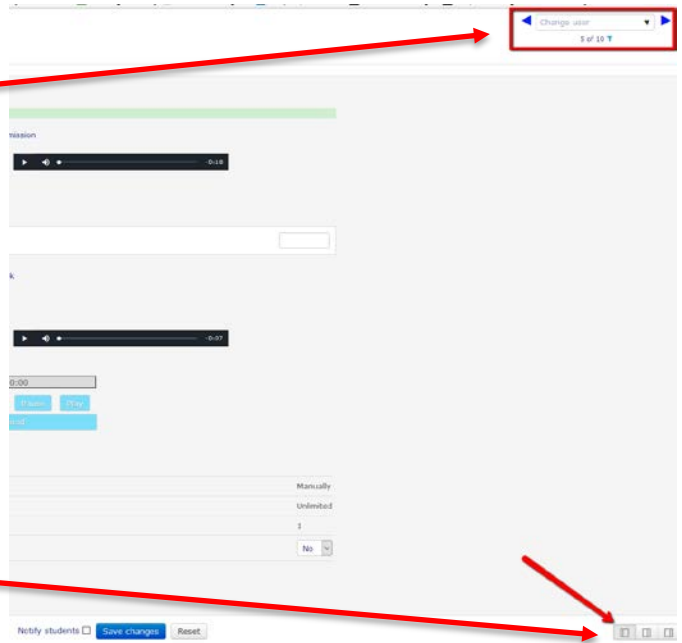
4. If the submission type is set only to audio, click the first icon at the bottom right of the screen, to expand the right pane.

5. Listen to the student's submission.
6. Enter a **grade**.

Submission

Submitted for grading
Graded
Student can edit this submission
▶ Comments (0)

Grade

Grade out of 5 ⓘ   5.00

Current grade in gradebook

5.00 (A)

Feedback PoodLL

00:00:00

Record · Stop · Pause · Play
Upload

7. Use the *Feedback PoodLL* recorder to record your feedback.

8. Once your feedback has been uploaded, the player will display just above the recorder.

9. Scroll to the bottom and **Save changes** <u>before navigating to the next submission.</u>