

Blended Learning Development: Activity Guide 1

Adding a PoodLL Voice Recorder Assignment

PoodLL is 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 PoodLL Voice Recorder to Enhance Blended Learning

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

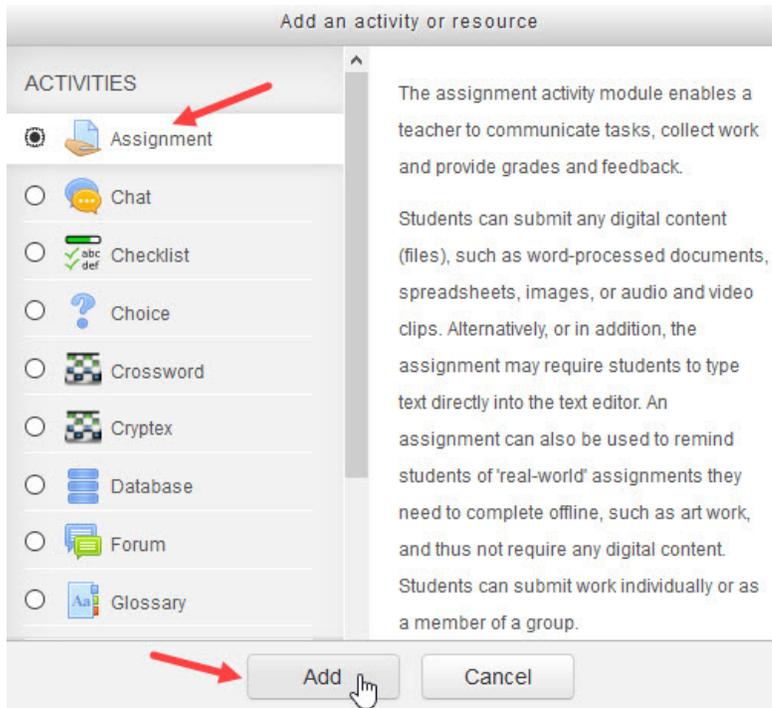
PoodLL is a tool that allows instructors and students to include video or audio recordings for demonstration, modelling, practicing, or assignment submissions. This help document gives instructors the steps to create a *PoodLL* speaking assignment that includes both written and audio instructions.

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



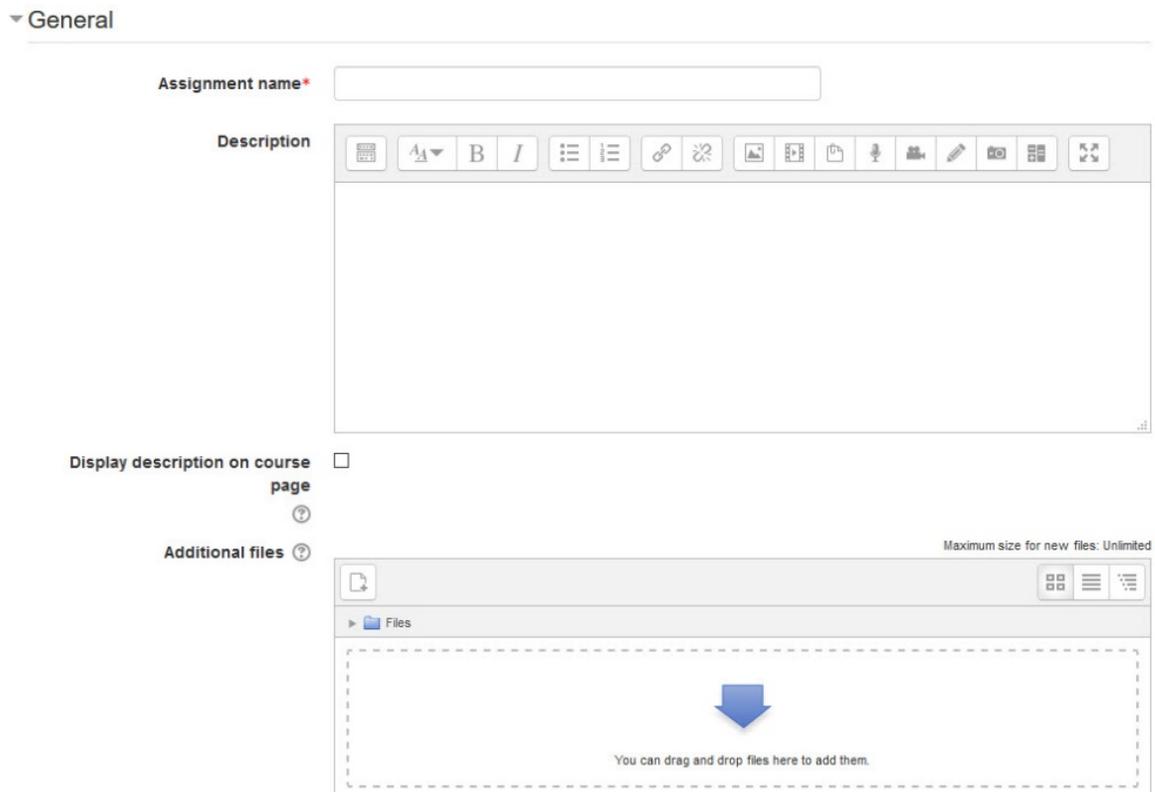
Step-by-Step Instructions for Adding a PoodLL Voice Recorder Assignment

1. Click the *Turn editing on* button on your course home page.
2. Click the *Add an activity or resource* link in the topic where you want to add this activity.
The *Add an activity or resource* window appears.
3. Select *Assignment* in the left panel under *ACTIVITIES* and click the *Add* button.



The *Adding a new Assignment* page appears.

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



4. Type a descriptive name in the *Assignment name* text box.
5. Click the *Show editing tools* tab in the *Description* text box to display the Text editor toolbar if needed.
6. Type detailed instructions for the speaking task in the *Description* text box. These are the instructions for students. (It is recommended the instructions indicate the maximum length of the recording.)
 - To read how to add a video to your instructions, see the document Adding Video to an Assignment Description, in Activity Guide 2
 - To read how to add an audio recording to your instructions, see the document Adding Audio to an Assignment Description in Activity Guide 2
7. 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.)
8. 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  8 February 2018 00 00  Enable

Due date  15 February 2018 00 00  Enable

Cut-off date  8 February 2018 15 50  Enable

Always show description 

9. 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.
10. 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, if it is disabled, students are able to submit an assignment as soon as it becomes available.
11. 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.
12. 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.

▼ Submission types

Submission types Online PoodLL ? File submissions ? Online text ?

PoodLL Rec. Type MP3 Voice Recorder ▼

PoodLL Rec. Time Limit 30 seconds ▼

Maximum number of uploaded files 1 ▼ ?

Maximum submission size ? Activity upload limit (50MB) ▼

Word limit ? Enable

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

Note: The *Online PoodLL* type is not checked by default, to use the *Online PoodLL* recorder, check the checkbox as in the image above.

- The *Online PoodLL* type 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.)
- The *File submissions* type allows students to upload external files, e.g. a PowerPoint presentation or camcorder recording.
- *Online text* type allows students to enter text directly into an online text editing box, and is also useful if they are submitting digital work and need to copy-paste, e.g., the URL of a YouTube video as part of their assignment.

14. The *PoodLL Rec. Type* allows for MP3 Voice Recording or Video Recorder.

15. The *PoodLL Rec. Time Limit* allows teachers to set a time limit for student recordings. Input a number in the text box corresponding to the drop-down menu pictured above. Realistic options include *seconds* and *minutes*. If the time limit field is zero, the recording allocation is unlimited.

16. The *Maximum number of uploaded files* setting specifies the maximum number of files students are allowed to upload with their assignments.

17. The *Maximum submission size* setting specifies the allowable limit of activity upload. Note: The recommended choice is *50MB* (the activity upload limit), otherwise students will receive error messages if they try to upload files larger than the maximum allowable file size.

18. The *Word limit* setting enables teachers to set a maximum number of words for *Online text* submissions.

Settings in the **Feedback types** section are used to set the options of leaving feedback,

uploading files with feedback and using a grading worksheet.

▼ Feedback types

Feedback types Feedback comments  Feedback files  Offline grading worksheet 

Feedback PoodLL 

Comment inline  No 

PoodLL Recorder Type MP3 Voice Recorder 

Show download link no 

19. The *Feedback comments* setting is used to enable feedback comments, e.g. traditional comments, images, hyperlinks to external files or resources for each submitted assignment. These appear in the *Feedback comments* panel.
20. The *Feedback files* setting is used to upload files with feedback when marking the assignments. This feedback can be displayed in the grade book.
21. The *Offline grading worksheet* setting is used if an instructor wants to grade offline. Instructors download the submissions and the assignment feedback form (usually a spreadsheet). Instructors assess offline and upload the assignment feedback form and, if necessary, marked up student submissions.
Note: Instructors cannot upload marks and feedback to Moodle if Rubrics or Marking Guides are enabled.
22. If the *Comment inline* option is set to *Yes*, the online submission text will be copied into the feedback comment field during grading, making it possible for instructors to comment inline (using a different colour, perhaps) within the original text
23. The *Feedback PoodLL* setting is used to insert an online voice recorder for teachers to give spoken feedback.
24. 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.

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 click submit button ?	No
Require that students accept the submission statement ?	No
Attempts reopened ?	Never
Maximum attempts ?	Unlimited

25. The *Require students click 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.
26. 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 click submit* has also been set to *No*.
27. 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.
28. The *Maximum attempts* setting specifies if, and how many times, a student can resubmit his/her assignment. *Unlimited* (the default setting) or one of the numbers (from 1 to 30) specifies the maximum number of submissions attempts that can be made by a student before the submission is no longer able to be reopened.

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  ▼

Require group to make submission  ▼

Require all group members submit  ▼

Grouping for student groups  ▼

29. 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, then the *Require all group members submit* and *Grouping for student groups* drop-down menus remain greyed out. If *Yes* is clicked, the *Grouping for student groups* drop-down menu is enabled, with its default setting of *None*. .Note: there must be groups established in the course for **Groups submission settings** to function.

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

▼ Notifications

Notify graders about submissions  ▼

Notify graders about late submissions  ▼

Default setting for "Notify students"  ▼

30. 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.

31. From the *Notify graders about late submissions* drop-down menu, click *Yes* to enable receiving a message 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

Scale

Maximum grade

Grading method [?]

Grade category [?]

Grade to pass [?]

Blind marking [?]

Use marking workflow [?]

Use marking allocation [?]

32. The *Grade* setting specifies how the assignment will be graded. If *Type* is set to *None*, only feedback will be provided. If *Type* is set to *Point*, the *Maximum grade* can be set to any number from 1 to 100. If *Type* is set to *Scale* and *Scale* is set to *Separate and Connected*, the student's approach to presenting his or her ideas and how this comes across in his/her submission will be evaluated. The work will be marked as *Mostly Connected Knowing*, *Separate and Connected*, or *Mostly Separate Knowing*. If *Scale* is set to *Default Competence Scale*, the work will be marked as *Competent* or *Not Yet Competent*.

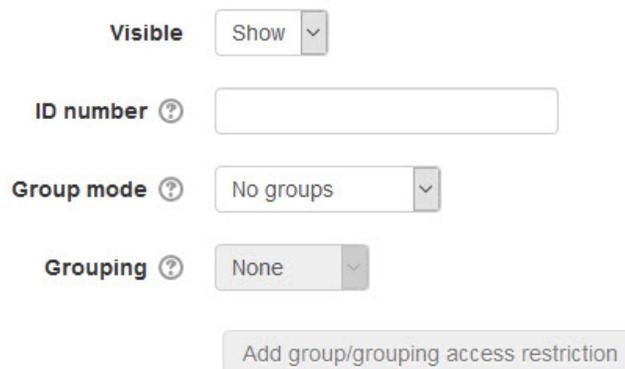
Note: The *Scale: Separate and Connected ways of knowing* option is often used to rate posts in a forum.

33. The *Grading method* setting specifies how the grading will be set up. If *Simple direct grading* (the default setting) 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. (Rubric assessment is covered in detail in the document: *Assignment Rubrics*, in Activity Guide 2). If *Marking guide* is clicked, a comment and mark on each criterion is provided. (See [Marking Guide](https://docs.moodle.org/37/en/Marking_guide) <https://docs.moodle.org/37/en/Marking_guide> for information about using this method).

34. The *Grade category* setting shows categories or ways of grouping assignment grades. *Uncategorised* is the default setting. If grade categories are set up in the course, they would appear as options.
35. 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.
36. The *Blind marking* setting hides the identities of students who have submitted assignments.
37. *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.
38. *Use marking allocation* can be combined with the *marking workflow* to assign markers to students.

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

▼ Common module settings



The screenshot shows the 'Common module settings' section of a Moodle activity configuration page. It includes the following settings:

- Visible:** A dropdown menu set to 'Show'.
- ID number:** An empty text input field.
- Group mode:** A dropdown menu set to 'No groups'.
- Grouping:** A dropdown menu set to 'None'.
- Add group/grouping access restriction:** A button to add restrictions.

39. 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.
40. The *ID Number* setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
41. The *Group mode* setting enables the use of groups. (More information is available in the *Groups* documentation in the Stage 3 *Course Management* section.)
42. The *Grouping* option enables the use of groupings (a collection of groups).

Settings in the **Restrict access section** can be used to limit access to the activity. (More information is available in the *Conditional Release* section of the Stage 3 *Course Management* section.)

▼ Restrict access

Access restrictions

None

When the *Add restriction...* button is selected, a pop up appears.

Add restriction...	
<input type="button" value="Activity completion"/>	Require students to complete (or not complete) another activity.
<input type="button" value="Date"/>	Prevent access until (or from) a specified date and time.
<input type="button" value="Grade"/>	Require students to achieve a specified grade.
<input type="button" value="Group"/>	Allow only students who belong to a specified group, or all groups.
<input type="button" value="Grouping"/>	Allow only students who belong to a group within a specified grouping.
<input type="button" value="User profile"/>	Control access based on fields within the student's profile.
<input type="button" value="Restriction set"/>	Add a set of nested restrictions to apply complex logic.
<input type="button" value="Cancel"/>	

Settings in the **Activity completion** section are used to set completion tracking, grading options 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 ⓘ 13 ▼ February ▼ 2018 ▼ Enable

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

▼ Tags

Tags No selection

Enter tags... ▼ [Manage standard tags](#)

43. 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.

Save and return to course Save and display Cancel

44. 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 the *Administration* block to preview the activity and test out the assignment settings. Or, use an unused student ID to test the assignment, in order to be able to see how marking it will work.

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/31/en/Assignment_module)
http://docs.moodle.org/31/en/Assignment_module
- [Moodle documents: Assignment settings](http://docs.moodle.org/31/en/Assignment_settings)
http://docs.moodle.org/31/en/Assignment_settings
- [Moodle documents: Using Assignment](http://docs.moodle.org/31/en/Using_Assignment)
http://docs.moodle.org/31/en/Using_Assignment
- [Moodle documents: Assignment FAQ](http://docs.moodle.org/31/en/Assignment_FAQ)
http://docs.moodle.org/31/en/Assignment_FAQ
- [LearnIT2Teach documents: New HTML 5 Help](http://learnit2teach.ca/wpnew/help/new-html-5-help/)
http://learnit2teach.ca/wpnew/help/new-html-5-help/