

Recording an Audio Assignment Description using PoodLL

Instead of simply providing learners with a text assignment description, an instructor can record a audio introduction to an assignment.

(Note: The steps to adding an audio recording to the instructions for an assignment also apply to labels, pages, forums, blogs or any Moodle module with the text editor toolbar.)

Setting up an Assignment with a Text and Audio Prompt

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 *Assignment* in the left panel under ACTIVITIES.

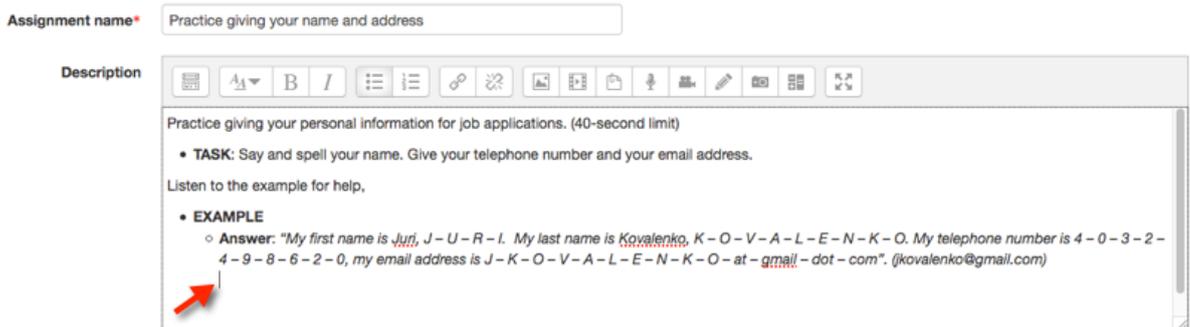
 Assignment

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*. Type the instructions you would like learners to read. Move the insertion point to where you would like the audio player to display.



Assignment name* Practice giving your name and address

Description

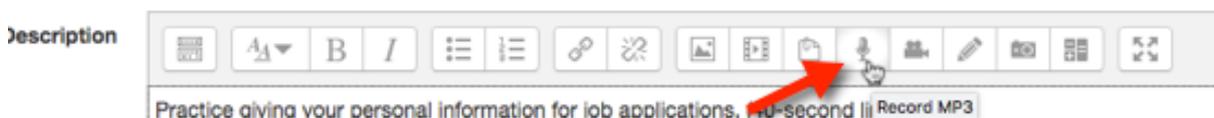
Practice giving your personal information for job applications. (40-second limit)

- **TASK:** Say and spell your name. Give your telephone number and your email address.

Listen to the example for help.

- **EXAMPLE**
 - **Answer:** "My first name is Juri, J - U - R - I. My last name is Kovalenko, K - O - V - A - L - E - N - K - O. My telephone number is 4 - 0 - 3 - 2 - 4 - 9 - 8 - 6 - 2 - 0, my email address is J - K - O - V - A - L - E - N - K - O - at - gmail - dot - com". (jkovalenko@gmail.com)

6. Click on the *Record Mp3 icon*.



Description

Practice giving your personal information for job applications. 40-second | Record MP3

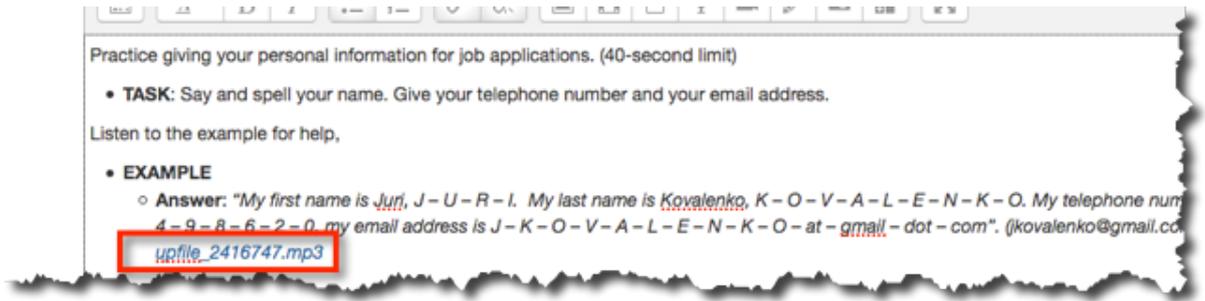
7. The “Adobe Flash Player Settings” *pop up* may appear.
8. Choose allow to activate your computer’s microphone.
9. Click on the *Close* button.



10. The *Create media file* window is enabled



11. Click on the *Record button*.
 12. Click on the *Stop button*, to finish recording your audio.
- It is a good idea to preview the recording before inserting it into your course.
13. Press the *Play button* to preview your audio.
 14. If the audio does not meet your expectations, record over this audio. (go to step 11)
 15. If the audio meets your expectations, click on the *Upload button*.
 16. The audio is then converted and uploaded to a server. Depending on your connection and the length of your recording, it may take between a few seconds to a minute.
 17. Click on the *Insert button*.
 18. The *audio link* will appear in the Page document.



19. Complete the other sections for the assignment.

20. Click the *Save and display* button to save/update the activity.

The assignment is displayed.

Practice giving your name and address

Practice giving your personal information for job applications. (40-second limit)

- **TASK:** Say and spell your name. Give your telephone number and your email address.

Listen to the example for help,

- **EXAMPLE**
 - **Answer:** "My first name is Juri, J - U - R - I. My last name is Kovalenko, K - O - V - A - L - E - N - K - O. My telephone number is 4 - 0 - 3 - 2 - 4 - 9 - 8 - 6 - 2 - 0, my email address is J - K - O - V - A - L - E - N - K - O - at - gmail - dot - com". (jkovalenko@gmail.com)

Click on the **Add submission** button to record your voice.

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



22. Use the *Switch role to... student* function in the *Administration* block to preview the activity.
Or, use an unused student ID to test the assignment, in order to be able to see how marking it will work.