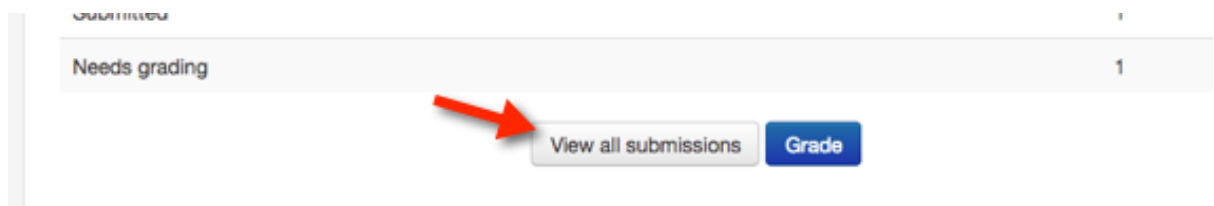


PoodLL Assignment Overview for Instructors

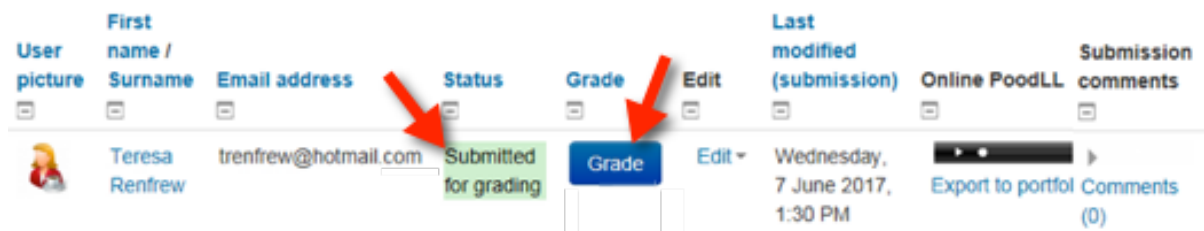
A PoodLL assignment allows instructors to collect voice recordings from students and provide feedback. This document explains how instructors can provide feedback to student PoodLL assignment submissions.

Grading/Providing Feedback on a PoodLL Assignment

1. Click on a Speaking assignment on the course page.
2. Scroll down (if necessary) to the View all submissions button and click on it



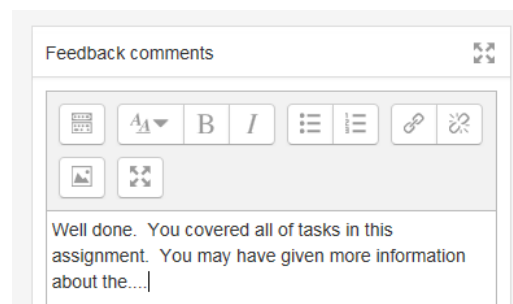
3. Ensure that the *Status* is set to "Submitted for grading"



4. Click on the *Grade* button
5. A *Submission for Grading* screen appears
6. Play the file
7. Enter a numerical grade. The default for the PoodLL Assignments in the LINC Courseware is 1. A score of 1 can indicate the assignments is completed. A score of zero can be used if it is incomplete and needs to be resubmitted. A blank indicates the assignment has not been attempted or graded.

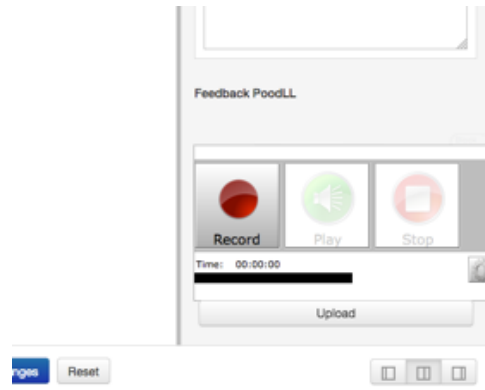


8. Type your feedback in the Feedback comments section

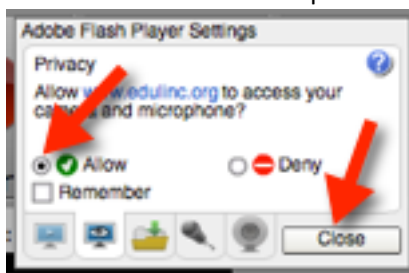


You can also provide audio feedback.

Scroll down to “Feedback PoodLL”



Allow access to the microphone if prompted.



Click the Record button to record your feedback.



Click Stop to end the recording.



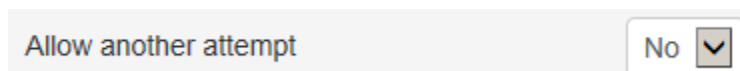
Click Play to Preview the recording.



Click Record to start over, or Upload to add your audio feedback to this submission.

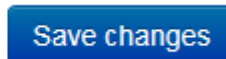


9. Allow *another attempt* if necessary (and available)



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

Notify students



32. Click on *Save changes*

33. Click *Ok*

