

## PoodLL Overview for Instructors

A PoodLL assignment allows instructors to collect voice recordings from students and provide feedback. This document explains how instructors can create a PoodLL speaking assignment with both written and voice instructions. The “Grading PoodLL Assignment Submissions” document explains how instructors can provide feedback to learner Poodle assignment submissions.

(Note: The steps to adding a voice 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 a PoodLL 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.



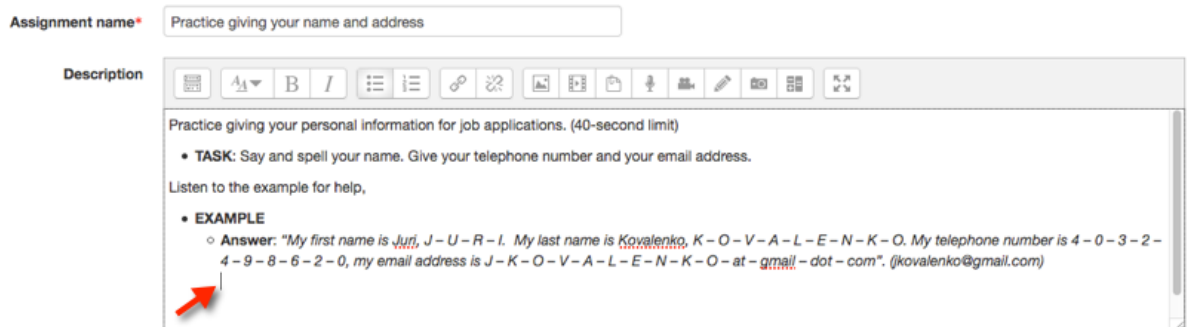
3. Select *Page* in the left panel under ACTIVITIES.

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.

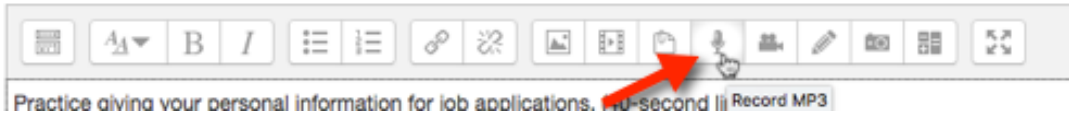
5. Click in *Description* box. Type the instructions you would like learners to read. Move the insertion point to where you would like the audio player to display.



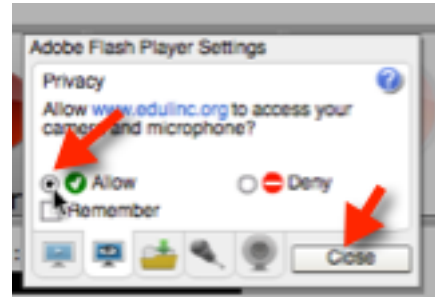
The screenshot shows the Moodle assignment creation interface. At the top, there is a text input field for the assignment name, which contains the text "Practice giving your name and address". Below this is a rich text editor for the description. The description text reads: "Practice giving your personal information for job applications. (40-second limit)". It includes a task: "TASK: Say and spell your name. Give your telephone number and your email address." and an example: "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)". A red arrow points to the end of the example text in the description box.

6. Click on the *Record Mp3* icon.

Description



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.

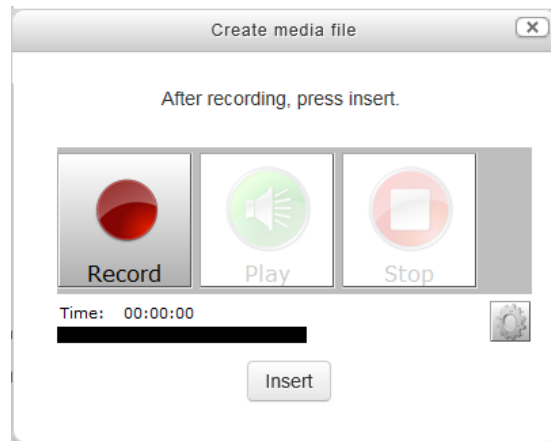


10. The *Create media file* window is enabled.

11. Click on the *Record button*.



12. Click on the *Stop button*, to finish recording your audio.



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



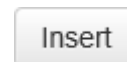
It is a good idea to preview the recording before inserting it into your course.

14. Press the *Play button* to preview your audio.

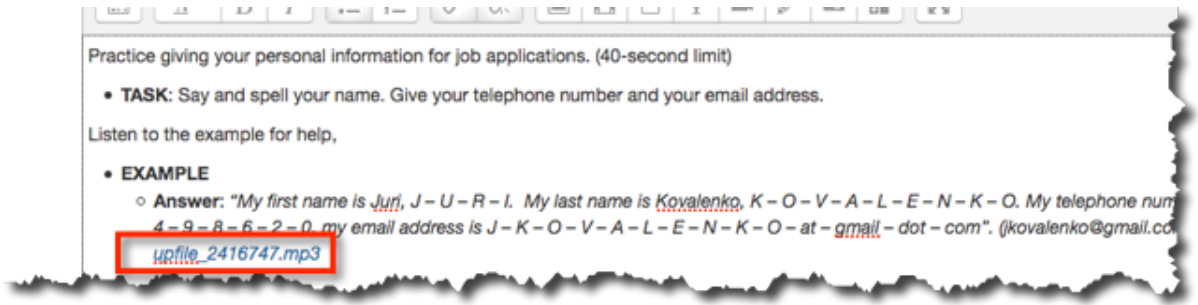


15. If the audio does not meet your expectations, record over this audio. (go to step 11)

16. If the audio meets your expectations, click on the *Insert button*.



17. The *audio link* will appear in the Page document.



18. Complete the other sections for the assignment. It is advised to disable or change the default *Allow submission from* and *Due date* settings.

#### ▼ Availability

Allow submissions from       Enable

Due date       Enable

De-select these options

19. In the *Submission Types* section, check the *Online PoodLL* option. Leave the *File submissions* option selected if your students may be submitting assignments from an Android device.

#### ▼ Submission types

Submission types  Online PoodLL  File submissions  Online text

20. The *PoodLL Recorder Type* should be left at *MP3 voice recorder*. Set the time limit in the *PoodLL Rec. Time Limit* text box.

PoodLL Rec. Type

PoodLL Rec. Time Limit

Maximum number of uploaded files

21. In the *Feedback Types* section, check the *Feedback comments* and *Feedback PoodLL* options.

#### ▼ Feedback types

Feedback types  Feedback comments  Feedback files  Offline grading worksheet  Feedback PoodLL

Comment inline

Steps 22 to 27 are the same in all Moodle assignments. They are not unique to PoodLL assignments.

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

## ▼ Common module settings

**Visible**  ▼

**ID number**

**Group mode**  ▼

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.

23. The *ID Number* setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)

24. The *Group mode* setting enables the use of groups. (More information is available in the *Groups* documentation in the Stage 3 *Course Management* section.)

25. 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**

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

Add restriction...	
<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"/>	

27. 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

28. 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.

Use the *Switch role to... student* function in the *Administration* block to preview the activity.