



Adding Audio Feedback to Assignments – D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to add audio feedback when grading student submissions for an Assignment.

Steps

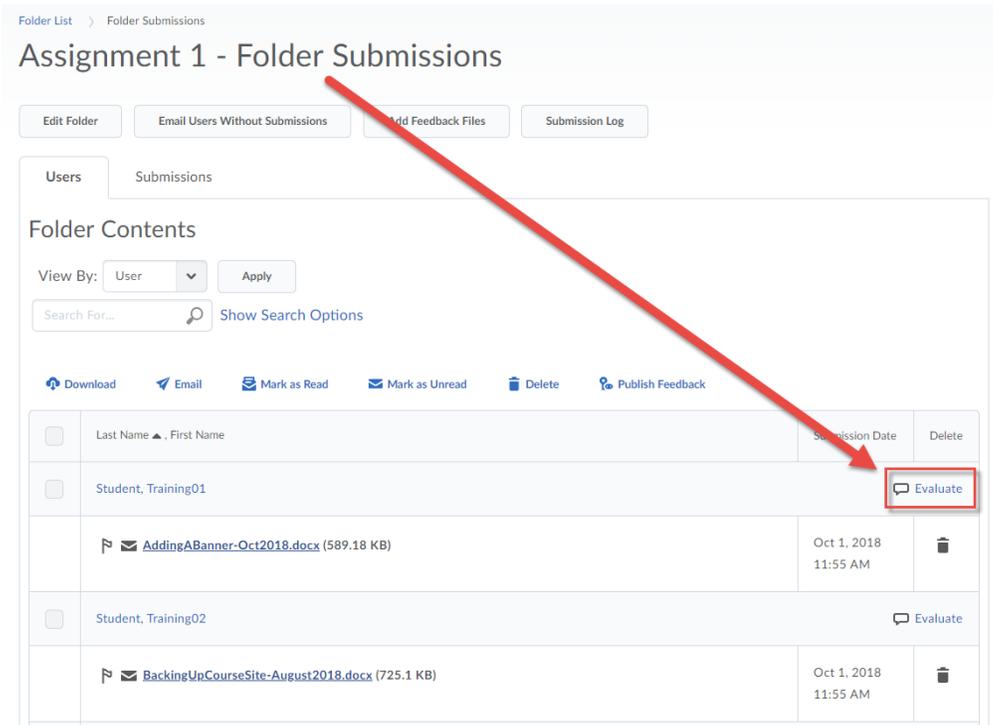
1. Go to the **Assignments** tool in your course.
2. Click on the title of the Assignment you wish to see submissions for.

The screenshot shows the 'Assignments' tool interface. At the top, there is a 'New Assignment' button and a 'More Actions' dropdown. Below that is a 'Bulk Edit' link. The main area is a table with columns: Folder, Completed, Evaluated, Feedback Published, and Due Date. The table contains several rows of assignments. The first row is highlighted with a red box around the 'Assignment 1' dropdown menu, and a red arrow points to it from above.

	Folder	Completed	Evaluated	Feedback Published	Due Date
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Assignment 1	5/9	2/9	1/9	
<input type="checkbox"/>	Assignment 2	3/9	3/9	3/9	
<input type="checkbox"/>	Assignment 3	0/9	0/9	0/9	Jun 13, 2014 9:00 PM
<input type="checkbox"/>	Text submission assignment	1/9	0/9	0/9	
<input type="checkbox"/>	On-Paper Submission - manually by learner	1/9	0/9	0/9	



3. In the **Folder Submissions** area, click on the **Evaluate** link for the first student in the table.

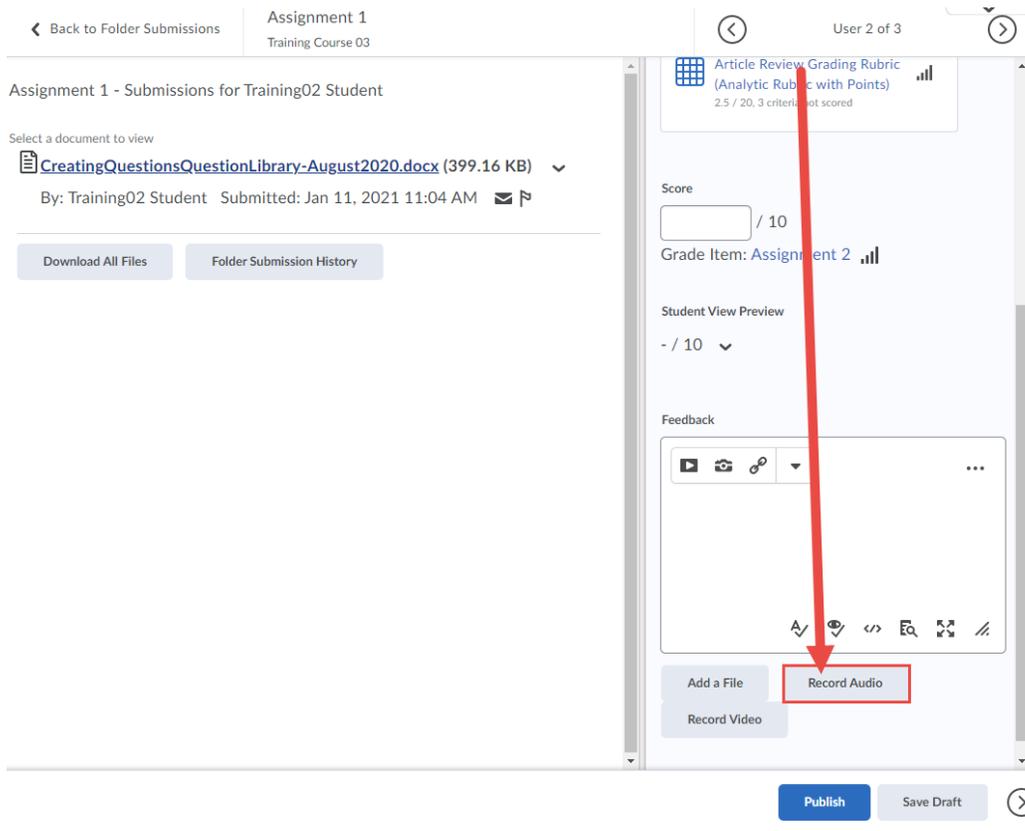


The screenshot shows the 'Assignment 1 - Folder Submissions' page. At the top, there are navigation links: 'Folder List' and 'Folder Submissions'. Below this is the title 'Assignment 1 - Folder Submissions'. There are four buttons: 'Edit Folder', 'Email Users Without Submissions', 'Add Feedback Files', and 'Submission Log'. Below these are tabs for 'Users' and 'Submissions'. The 'Submissions' tab is active. Underneath is a 'Folder Contents' section with a 'View By:' dropdown set to 'User' and an 'Apply' button. There is a search bar and a 'Show Search Options' link. Below the search bar are icons for 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The main content is a table with columns for 'Last Name, First Name', 'Submission Date', and 'Delete'. The first row is for 'Student, Training01' and has an 'Evaluate' link. The second row is for a file named 'AddingABanner-Oct2018.docx' (589.18 KB) with a submission date of 'Oct 1, 2018 11:55 AM' and a 'Delete' icon. The third row is for 'Student, Training02' and has an 'Evaluate' link. The fourth row is for a file named 'BackingUpCourseSite-August2018.docx' (725.1 KB) with a submission date of 'Oct 1, 2018 11:55 AM' and a 'Delete' icon. A red arrow points from the top right towards the 'Evaluate' link for the first student.

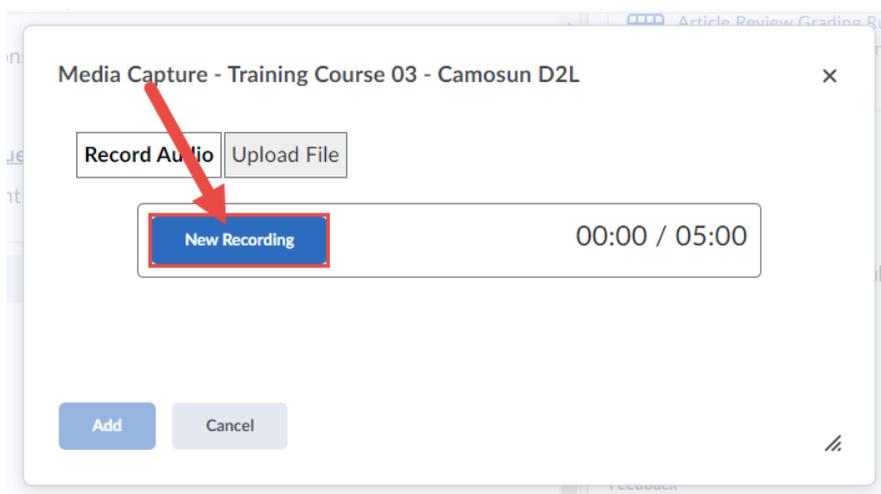
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Training01		Evaluate
	AddingABanner-Oct2018.docx (589.18 KB)	Oct 1, 2018 11:55 AM	
<input type="checkbox"/>	Student, Training02		Evaluate
	BackingUpCourseSite-August2018.docx (725.1 KB)	Oct 1, 2018 11:55 AM	



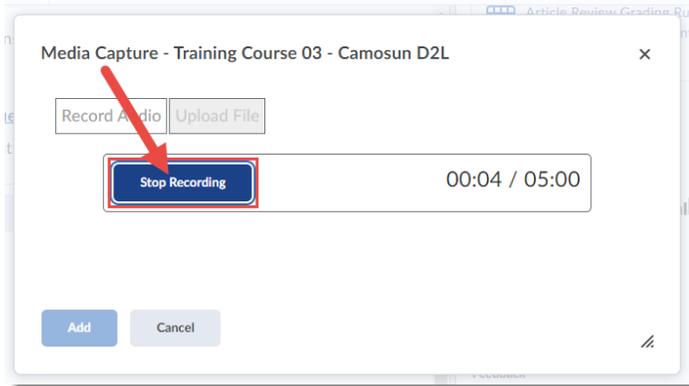
4. In the **Evaluate Submissions** area, in the right-hand panel, scroll down to the **Feedback** box and click the **Record Audio** button.



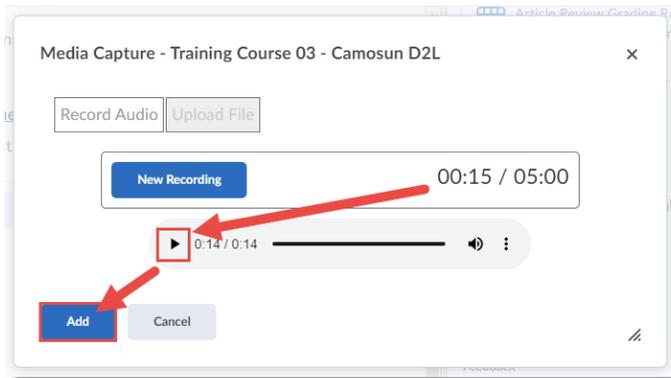
5. Make sure you have a microphone attached to your device, then in the **Media Capture** pop-up box, click **New Recording** (note that you also have the option to Upload a File from your device rather than recording it in the Assignments tool.) You can record for up to 5 minutes.



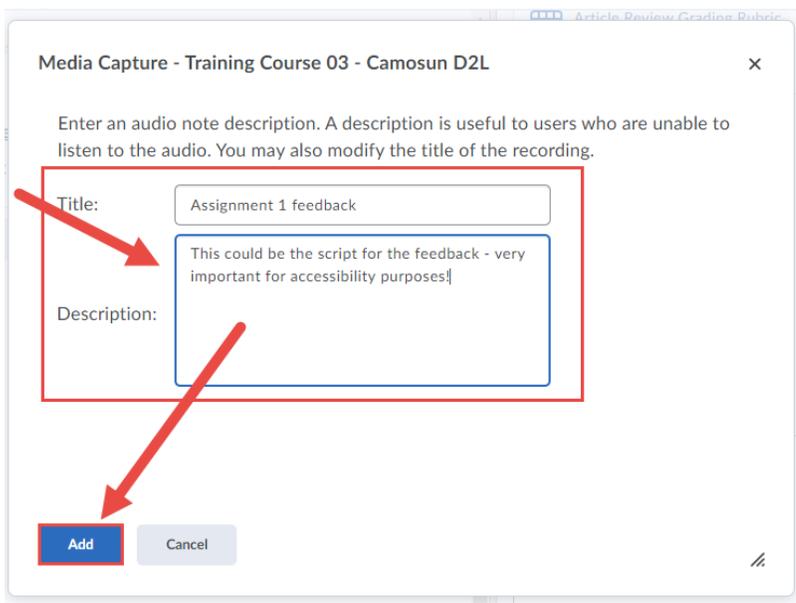
- Talk into your microphone, and when you have finished, click Stop Recording.



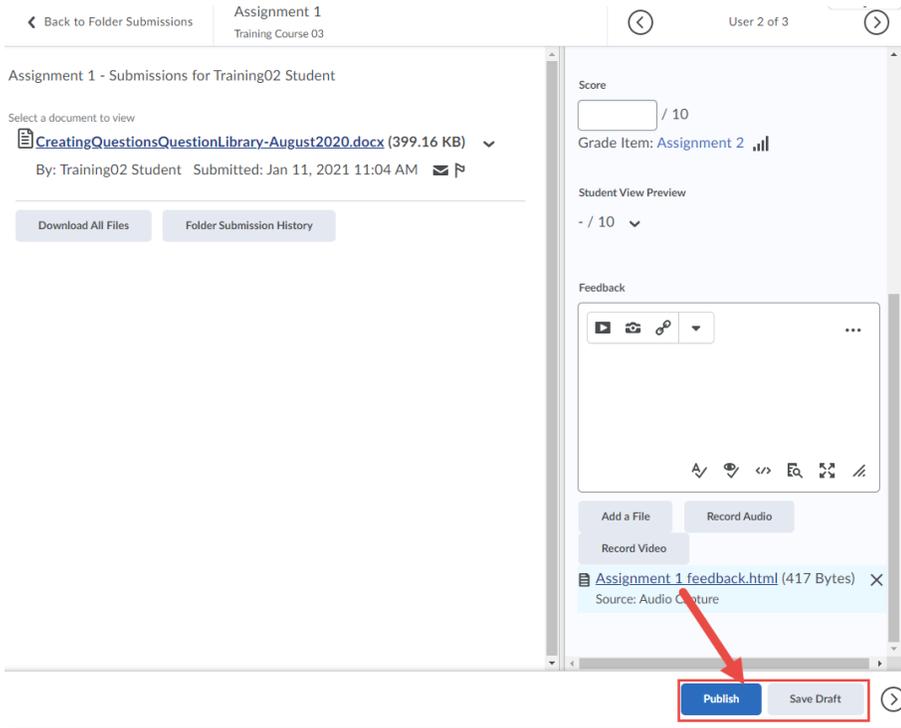
- Review your recording by clicking **Play** (arrow). Click **Add** when you are done.



- Give your file a Title and a description, and click **Add**.

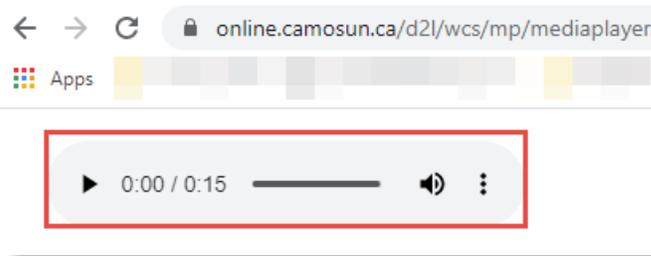
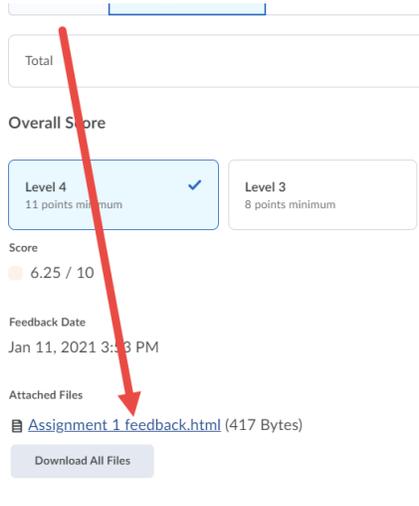


9. Your audio feedback link will now appear under the Feedback box. Click **Publish** or **Save Draft**, and move on to grade the next student.



Things to Remember

Record Audio adds an HTML file as an attachment to the Feedback. If you would like students to be able to play feedback right in their Feedback area, you will need to upload an audio feedback file to Kaltura and then embed it (using **Insert Stuff**) into the **Feedback** box. If you do use the **Record Audio** function, students click the Feedback link in the Assignments area, then scroll down to the **Attached Files** area to click on the feedback link. They will then be asked to save the HTML file to their device and they will need to open it from there. It will open in a browser and allow them to play the feedback file.



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