

Adding Audio to an Assignment Description


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

To learn more options related to creating an assignment, go to the **Add an Assignment** document.

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. On your course, click the **Turn editing on** button.

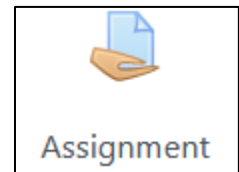


2. In the topic where the link to the **Assignment** should appear, click on the **Add an activity or resource** link.



The **Add a new activity or resource** pop-up appears.

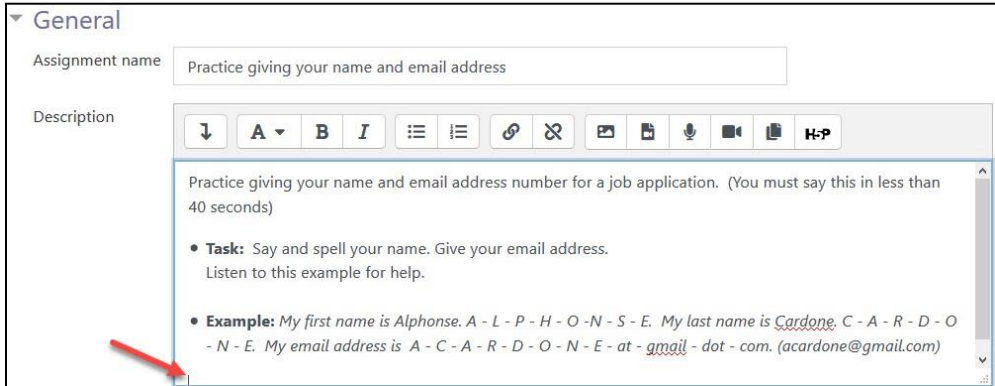
3. Select **Assignment** in the **Activities** tab.



The **Adding a new Assignment** page appears.

Settings in the **General** section are used to set the general information about the activity.

1. Type a descriptive name in the **Assignment name** text box.
2. Click in the **Description box**. Type the instructions you would like learners to read.

The screenshot shows the "General" section of the Moodle assignment configuration page. It features a text input field for "Assignment name" containing the text "Practice giving your name and email address". Below this is a rich text editor for the "Description". The description text reads: "Practice giving your name and email address number for a job application. (You must say this in less than 40 seconds)". It includes a "Task" section: "Say and spell your name. Give your email address. Listen to this example for help." and an "Example" section: "My first name is Alphonse. A - L - P - H - O - N - S - E. My last name is Cardone. C - A - R - D - O - N - E. My email address is A - C - A - R - D - O - N - E - at - gmail - dot - com. (acardone@gmail.com)". A red arrow points to the bottom-left corner of the description text area.

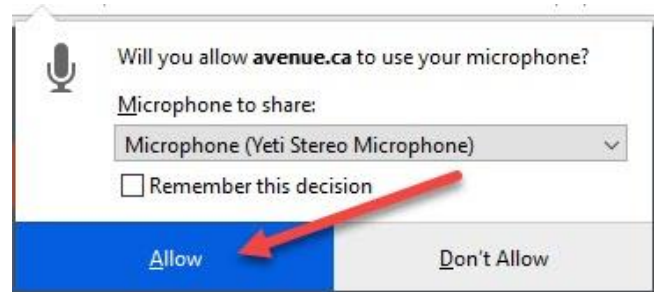
3. Move the insertion point to where you would like the audio player to display.
4. Click on the **Record Mp3** icon.



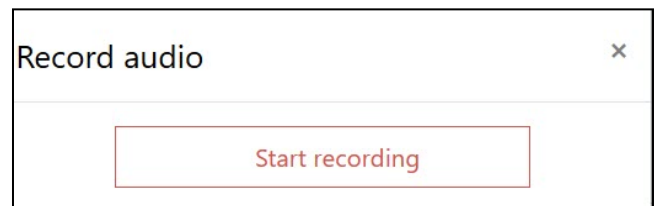
5. The **Audio Player Settings** pop up may appear.

Note that this pop up might look slightly different in different browsers.

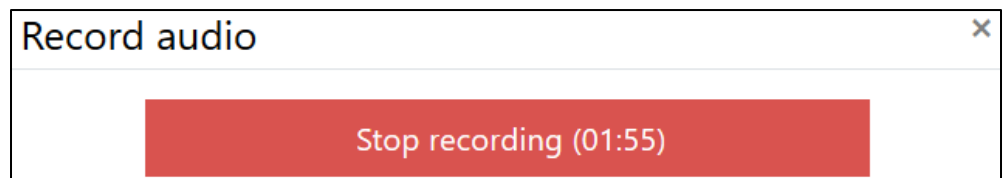
6. Choose **Allow** to activate your computer's microphone.



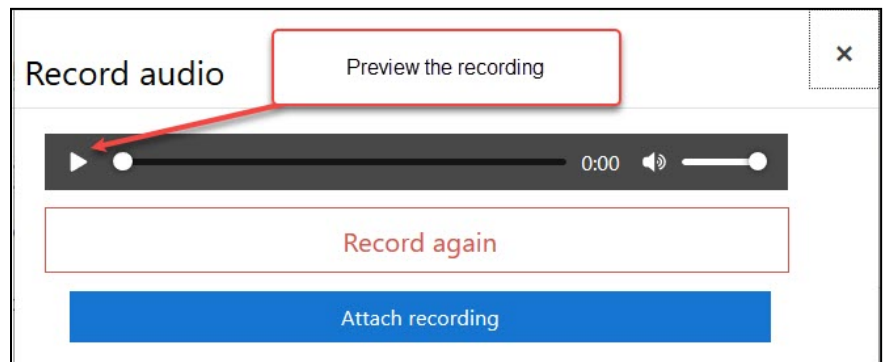
7. Click on the **Start recording** button.



8. Speak into the microphone.
9. Click on the **Stop recording** button to finish recording your audio.



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



10. Press the **Play** button to preview your audio.
11. If the audio does not meet your expectations, record over this audio. (Go to step 11)
12. If the audio meets your expectations, click on the **Attach recording** button.
13. The audio is then converted and uploaded to a server. Depending on your connection and the length of recording, it may take between a few seconds to a minute.
14. Click on the **Insert** button.


The **audio player** will appear in the **Assignment** document.

15. Complete the other sections for the assignment.
16. Click the **Save and display** button to save/update the activity.

17. On the **Assignment** page, you may hear/see a conversion message.
18. Use the **Switch role to... student** function to preview the activity. You can also use an unused student ID to test the assignment, in order to be able to see how marking it will work.

Practice giving your name and email address number for a job application. (You must say this in less than 40 seconds)

- **Task:** Say and spell your name. Give your email address.
Listen to this example for help.
- **Example:** My first name is Alphonse. A - L - P - H - O - N - S - E. My last name is Cardone. C - A - R - D - O - N - E.
My email address is A - C - A - R - D - O - N - E - at - gmail - dot - com. (acardone@gmail.com)



Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 27 April 2020, 12:00 AM
Time remaining	6 days 11 hours
Last modified	-
Submission comments	▶ Comments (0)

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