

The Assignment tool in ulearn allows instructors to leave audio or video feedback to students on their assignment submissions. Instructors can leave feedback to students as part of the grading process for assignments, in addition to written comments.

Instructions

Note:

To submit audio feedback, you will need to have a microphone or a webcam (which can record audio only).

To submit video feedback, you will need to have a webcam (which can record both audio and video).

 Navigate to the Full Grade Center and locate the assignment for the student you wish to grade and/or leave audio or video feedback for. Click on the down arrow next to the attempt and then click the attempt.



2. Over on the right hand part of the assignment screen, click on the **arrow** pointing down to expand the grading panel.



Assignment Details 🗸	53 >
GRADE LAST GRADED ATTEMPT	· _ /100
ATTEMPT 3/24/23 3:07 AM	/100
Submission	

3. Grade the paper as you normally would. When it's time to record audio and/or video feedback, click the **Full Content Editor** icon (looks like an A).

e toolbar. press ALT+F10 (PC) or ALT+FN+F10 (Mac)).
ill, well written paper, Dee! There are some for improvement, however. Please click on the ned audio file for more detailed feedback.	
ra s :h	e toolbar. press ALT+F10 (PC) or ALT+FN+F10 (Mac 'all, well written paper, Dee! There are some s for improvement, however. Please click on the :hed audio file for more detailed feedback.

4. Click on the **+ add content** icon in the last row. If you do not see the **+** icon, click the icon with the 3 dots to expand the menu.

!≡ ∨	A	~	<u>*</u> ~	<u> </u>		
¶۰	_	÷	RBC 、	~ N	r	
· †	{;}	۲	0	2	Ð	

5. From the Common Tools, click on **Insert from Webcam.**



Com	Common Tools							
o t	lnsert from Webcam							
+	Insert Local Files							

6. The Insert from Webcam screens appears. To set up your microphone or webcam, click the gear icon on the top right corner (a). When ready to record, click the camera icon to turn on the webcam if leaving audio feedback with video. If you prefer to just leave audio feedback, click the red record button (b).



7. Recording will begin with a countdown from 5 to 0. The max recording length is 5 minutes.





8. Speak clearly. Press pause (a) if you need to pause during the recording. Otherwise, when done, click the red stop button (b).



9. To listen to the recording, press the **play button** (triangle). If you are not satisfied with the recording, you can click **Delete** recording (you will be able to re-record following the steps above). Otherwise, if you are satisfied with the recording, click **Save and exit.**

00:50 ↔	
Delete recording	Save and exit

10. Type a name for the recording. Click **Insert Recording** when done.

Your recording will be lost if you close the window before it saves.	0
Feedback on Paper #1 for Dee Student 0: 49 *Recording Name Feedback on Paper #1 for Dee Student *Alternative Text Feedback on Paper #1 for Dee Student	

11. The recording is seen on the Text Editor box. When done, click **Submit** to save the recording.



	to alle.		to Le	arner	A1 T - FAL - I	10 (14)													
B	I	ur, pre ⊻	S	Paragraph	~	Open San	s,s ∨	10pt		~ =	i ~ i≡ ~	<u>A</u> ~	<u>∠</u> ~ <u>I</u>	; x (j Ĉ	≡	Ē	₫.	••
\times^2	×2	${\mathscr S}$	Ŀ.	,¶ ¶ ∢		±. № ~	~	۳ ،	Ω	9	$\blacksquare \lor \bowtie$	⊞ ⊞	œ ⊞	H	ŦŦ	ز	K 7	Ð	
Overa	ll, well	writt	en pap	er, Dee! The	re are sor	ne areas for i	mprovem	ent, howe	ver. Plea	ase click or	the attached a	audio file fo	r more detail	led feedback	L				

12. The audio and/or video feedback will appear again along with any written feedback you have left for the student in the Feedback to Learner box. Ensure that you left a grade for the assignment. Click **Submit** one more time. Students will be able to see and hear any feedback left on assignments via the My Grades page.

