

Providing Audio Feedback to Students

What You Will Need

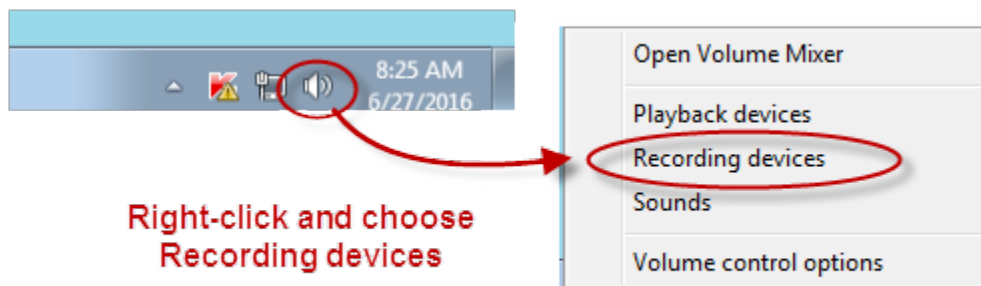
- 1- Microphone, either a head set or a separate desktop microphone. They plug into a USB port on the computer.



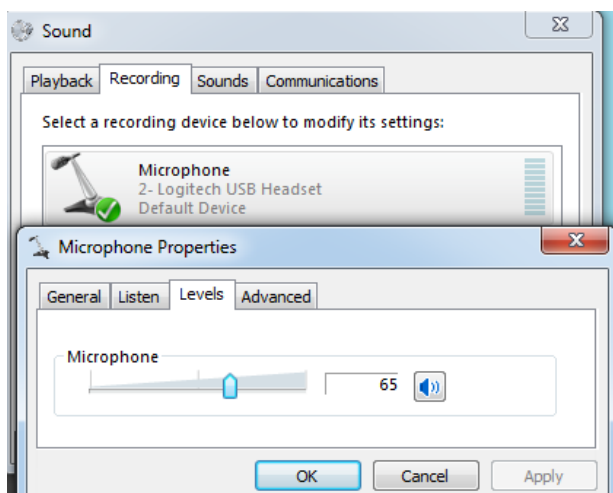
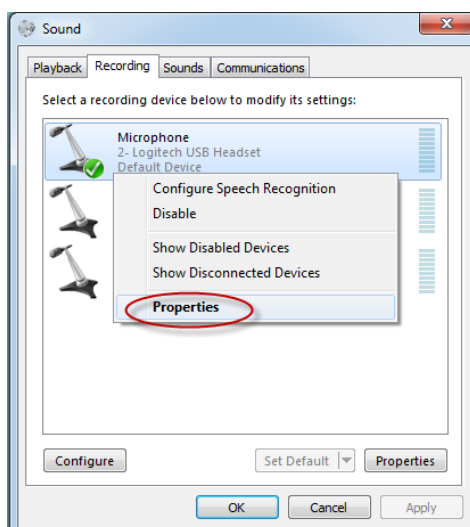
- 2- Sound Recorder program (Mac users using OS X 10.6 or later can use Quicktime Player to record)

Recording Your Feedback

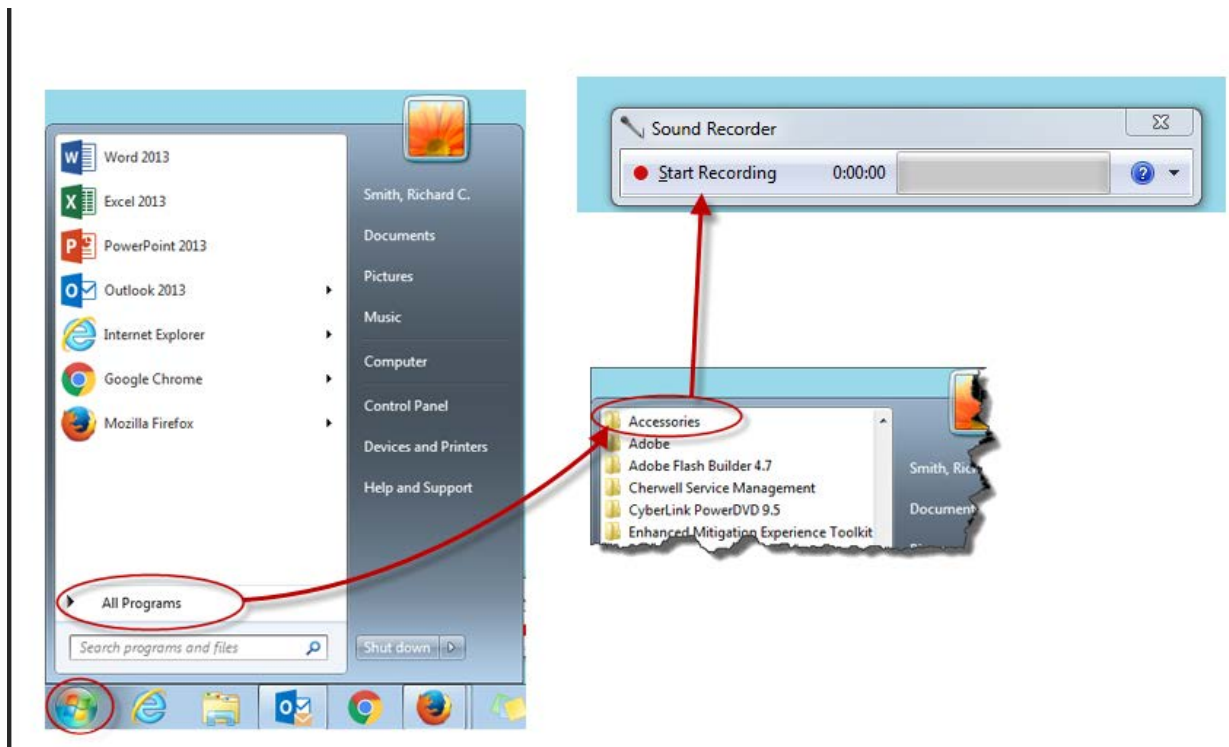
- 1- Be sure the microphone is plugged in.
- 2- In the bottom right corner of your screen, **right-click** on the Sound icon (speakers) and choose Recording Devices.



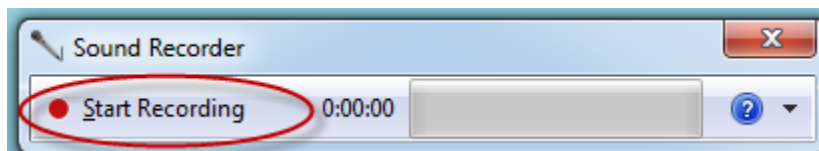
Click on the installed microphone (it will have a green checkmark) and set the sensitivity. A level of 50 – 65 usually works well.



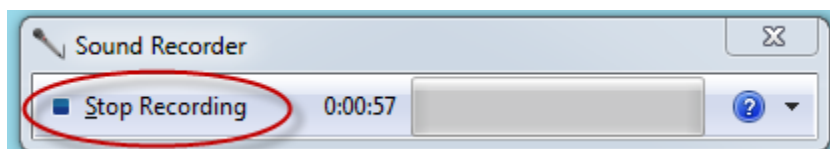
- 3- Open the Sound Recorder program found in the Accessories folder in the Start menu on Windows machines.



- 4- When you are ready to record, click the "Start Recording" button and speak into the microphone.



- 5- When you are finished, you will see that the button now says "Stop Recording" When you click that, you will automatically be prompted to save the file.



Putting Your Feedback into Blackboard

- 1- In the Grade Center, go to the attempt that needs grading. Click in the grade box to expand it, then, at the bottom of the feedback section, click the paperclip and find the sound file you saved.
- 2- Finish grading the attempt and the file will be attached when you click the Submit button.

