Using Audio Feedback

This guide contains:

- ✓ **Using Portable recorders for feedback**
- ✓ **Getting Started**
- ✓ **Downloading from device**
- ✓ **Uploading to Grade Centre**

"It's so easy to do, and the students love the feedback they're getting"
- HWB Staff member

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Using Portable Recorders
& handheld audio devices for feedback

There are two kinds of audio recorder available from the technicians (F306 – Robert Winston Building) – and are distinguished by how you connect them to your PC. One has a USB connector inbuilt to plug straight into the PC, and the other requires a USB lead to connect to the PC. This is included when you borrow it.

Figure A - Recorder Type 1, Recorder Type 2

First step when you receive the recorder is to ensure there are no files on the device still. If you're unsure how to delete these files, speak to technical services, where you borrowed the device from and they will help you.

Figure B - Hold Buttons - Type 1, Type 2

The hold button (figure b) is the on-off switch for the device. Ensure this is set to the on position before starting. When it is set to on, the screen will display information.

Using Portable Recorders
... continued

Figure C - Record Button - Recorder Type 1, Recorder Type 2

It's important to note that the record button (Figure C) is also used as a pause button. The stop button will finalise that particular recording, resulting in a fragmented few recordings for the same feedback file. Using pause ensures you are working with just one file per feedback recording.

If you do make an error, its best to stop the recording and start again, making a note of the file name which you want to keep or if you're confident with deleting files on the device simply delete it.

Figure D - Playback Buttons - Recorder Type 1, Recorder Type 2

If you want to listen to what you have recorded, use the rewind, play and forward buttons (figure D). The file names will be displayed on the screen.

"Don't be afraid to use the pause button to recompose your thoughts, or to have a break."

"Students don't mind umms and ahhs - surveys of our students show they prefer audio feedback with them left in."

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Using Audio Feedback

Getting Started
...Hints and Tips

- Do a short test recording in the first instance, then play it back, to ensure that the device is working correctly.

- Ensure you're in a quiet room where you won't be disturbed by others talking in the background, phones ringing or doors being opened/closed.

- To start; Make sure the hold button is released to the on position, this is verified by the screen displaying information.

- When you have read the student work, and are ready to record press the record button once. Do not hold it down during the recording. You don't need to hold the device in your hand, the microphones will pick up your voice just off your desk.

- A good technique when you start is to state;

  - Who the student is you're giving feedback to
  - Their student number
  - Who you are.

It's advisable to ask your students to have the marking criteria and assignment guidelines to hand while they listen to the feedback. Then give a brief overview of how the feedback will be structured e.g. in terms of giving the strengths initially, followed by how the student could improve, and finishing with a bullet point overview of the feedback.

You could also use the in-line marking tools to highlight particular areas you're talking about with numbers - e.g. add a text comment labelled '1' and in the audio feedback say "We're looking at the paragraph labelled '1' in your annotated feedback file on Grade Centre - then talk about that point.

"Ask your students to refer to the marking grid or their work as they listen."

"Combine audio feedback with in-line marking by using the in-line tools to highlight areas you've spoken about in the audio feedback."

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Downloading from the device

... onto a PC

Ensure that your computer is on and that you have logged in.

The digital recorder you have used will either have a USB stick component, or you will have a lead which you connect to the computer. If you are using a lead, please note that the connecting parts have arrows on them, the arrow should be facing downwards when you connect the to the computer and the digital recorder.
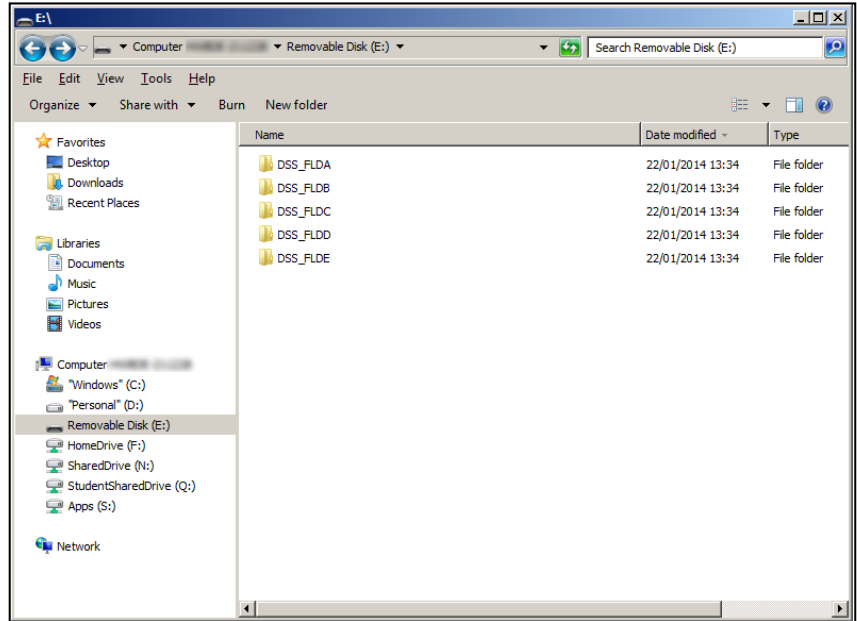
- At the side of the recording machine is a 'hold' button, ensure that this is off, (you will know this because information will appear on the screen) and plug into the USB slot.

- Choose 'Open folder to view files using Windows Explorer by clicking on 'OK' if you are prompted, else browse to 'Computer - HWBxxxxx' and single left click 'Removable Disk'.

- The recorder is laid out into a folder structure (above), enter folder A, and highlight the relevant file or files, right click the mouse, edit, copy, paste on to a location of your choice i.e. F drive, or 'desktop' etc. Alternately you can do this one at a time by right clicking each file and 'Copy' then pasting to the location desired.

- Relocate the files you've copied, and double left click on the first file.

- Listen to the individual feedback file to identify the student, then rename the file with the students name by right clicking once on the file number, then "Rename", this will allow you to change the file name. Please note you **MUST** keep '.WMA' otherwise the computer will not identify this as an audio file. Click off the text into the white space or click on 'enter' to complete renaming.

Using Audio Feedback

## Uploading Grades & Feedback
... onto Grade Centre

This section assumes that a student has handed in work. If this isn't the case, please follow the instructions for an offline submission in our Grade Centre Guide booklets. If you're using the new in-line grading feature, its important to make sure that the assignment is not visible to students before putting the mark and feedback up via the inline tool. There is guidance around this in the Grade Centre Guide booklets also around this.

STEP 1 -
In grade centre head to the relevant grade column, then to the student in question. There should be a yellow exclamation mark within the cell. Click the **Chevron** next to it, 🟡, and **'View Grade Details**'.

STEP 2 -
The 'view grade details' page will show you all this students' attempts for this assessment, and the details and grade history associated. On the right hand side, click **'View Attempt**'
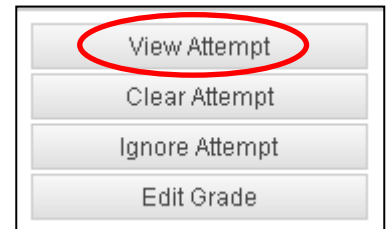
STEP 3 -
In the 'view attempt' page, you see a preview of the student work on the left, and grading, comment & download details on the right.

There are two ways of adding feedback to a student submission now. You can add a feedback file as you could previously. To do this, follow the steps 6 & 7.. If you want to annotate your document start at step 4 on this page.

STEP 4 - To annotate work live on screen:
To annotate the work live on screen see the preview of the assignment on the left side. Now click 'Comment'. Which brings up a menu of commenting options (below);

Comment Options -->

Uploading Grades & Feedback
... Continued

STEP 5 - To annotate work live on screen:
'Comment' will give you a margin based annotation based on an area of text or a diagram, a highlighted text area, or a point. You can select the options for these by clicking the little down triangle (circled above) next to comment. 'Draw' will let you draw on top of the work, 'Highlight' will let you select text and highlight it in one of 4 colours, 'Text' will let you add supplementary text on top of the work, and 'Strikeout' will let you cross out text.

Examples of annotation (comments, text, drawing, highlight etc.)
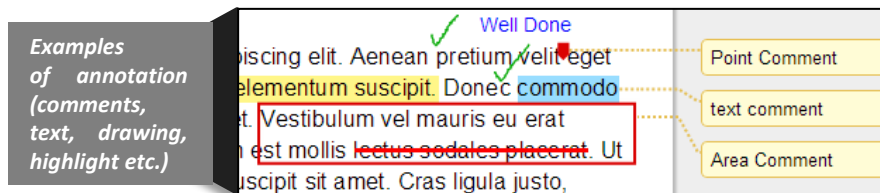
STEP 6 - Adding a feedback file & comments:
To **add** the **grade** you wish to give the student **enter the mark** into the **'Attempt' box** for this attempt. It will display how much the mark is out of by saying e.g. [space for mark] / 100.

STEP 7 - Adding a feedback file & comments:
To **add** a **feedback** file to this attempt **click the paperclip** icon and **attach your file** with the **browse dialog** box which pops up. **Find the file** you want to attach and press the **'Open'** button. At this point you can click **'Submit'** and you will be **returned to the grade details** screen for that student. **To move onto the next student** without re-loading grade centre, **click the move onwards icon** as pictured right to move to another student in the list.

This will also take into account any smart view you are in. You can find out more about Smart Views in the Grade Centre Guide booklet.

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For more information and support regarding audio feedback please contact:

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