

## Audio Feedback

# Recording & Delivery

How to record feedback on the Sony IC Recorder.  
How to upload audio feedback to your computer and to Blackboard



## What is Audio Feedback?

Audio feedback represents the opportunity to deliver verbal feedback to students on formative or summative work.

The process uses a basic audio recorder to generate audio MP3 files.

These files can then be delivered to students through Blackboard Grade Centre.

## Why Use Audio Feedback?

- Students who receive verbal feedback are **more likely to understand how to improve future work, and be more motivated to do so** (NUS, 2010/11, p.5).
- Speaking is **faster** than writing feedback once the skills are developed. This means feedback can be more detailed and of a higher quality (Rotherham, 2008).
- A tutor's voice can **personalise feedback** and be more **motivating** to the listener.
- The added tone of voice can help to **emphasise key points**, impressions or interpretations that could be difficult to convey with written words.
- Audio files offer an **alternative to 'illegible' handwriting**.

## Sections in this guide:

- 1 Using the IC Audio Recorder
- 2 Tips on recording
- 3 Uploading files to your computer
- 4 Uploading files to Blackboard Grade Centre

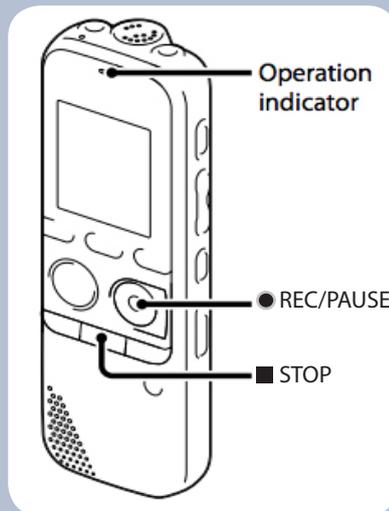
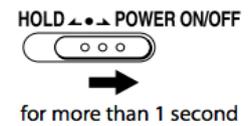
# Audio Feedback...

## ...How to use the recorder

### 1. Using the IC Recorder



**To switch the audio recorder on**, slide the HOLD ● POWER ON/OFF switch (1.1) in the direction of POWER ON/OFF for more than 1 second.

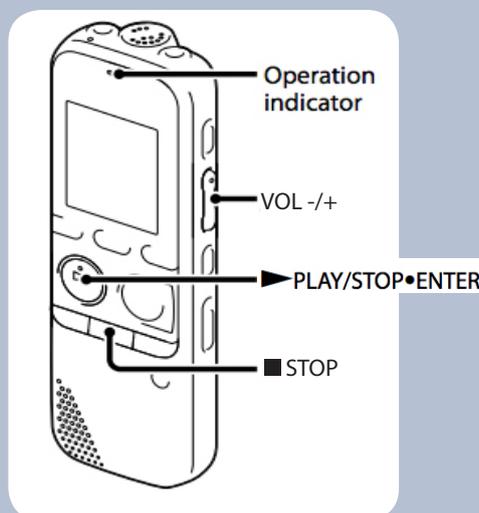


#### Record

Press ● REC/PAUSE. (1.2). Recording starts and the operation indicator (1.3) lights in red.

You can pause recording by pressing ● REC/PAUSE. Press ● REC/PAUSE again to restart recording.

Press ■ (stop) (1.4) to stop recording.



#### Listen

Press ► PLAY/STOP ● ENTER (1.5)

Playback starts and the operation indicator lights in green (1.6).

Adjust the volume by pressing VOL +/- (1.7).

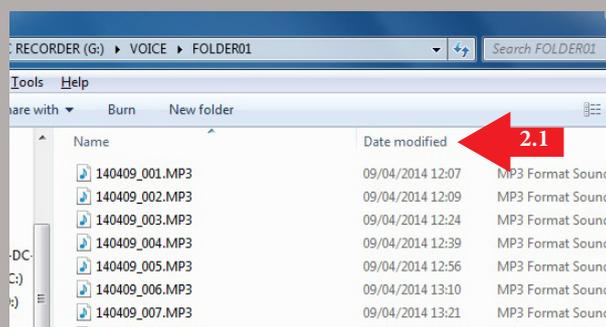
Press ■ (stop) (1.8) to stop playback.

## ...Tips on recording

### 2. Approaches and tips on recording audio feedback

Feedback can be organised and delivered in anyway which suits an individual tutor or module team's agreed approach. However, the following ideas are some tips from tutors already using audio feedback:

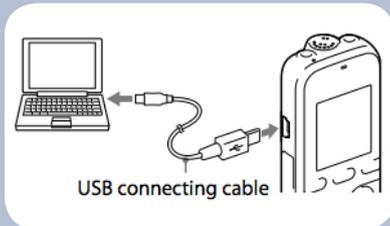
- **Start a recording with the name of the student and their student number.** This facilitates renaming the files once they are on your computer, and uploading them to the correct student on Blackboard at a later stage.
- Suggest that students **have their work and marking criteria in front of them** before they listen any further, as it will make feedback more meaningful.
- A suggested workflow is to:
  1. Read the student work.
  2. Make annotation marks of examples to feedback on i.e. those that relate to the marking criteria.
  3. Record your feedback.
- **Do not read from a script.** This would be time-consuming for you and sound unnatural to the student. Try to speak naturally from your annotation notes. If you make a mistake just carry on as you would in a regular conversation.
- If you need thinking time, use the 'Pause' button.
- **Do not record the grade in your audio file**, as it may change with the moderation process, and editing the audio file is not viable. Capture it on the marking sheet and upload that with the audio feedback.
- Aim for around **3 minutes** of recording - **5 minutes maximum**.
- **Keep a record of the date and time you make your recording** against the student's name on the marking list. When the files are transferred to your computer there is a 'Date modified' column with date and time of recording (2.1). This will help when you re-name your files with the student name once they are on your computer. (You can also play the file on your computer by double clicking on it to check the student's name).



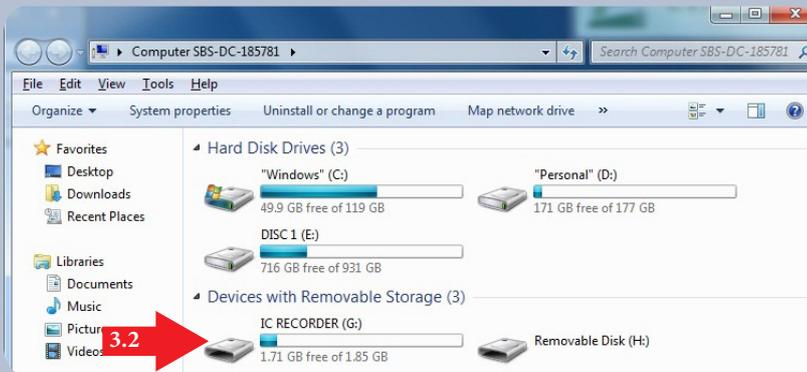
# Audio Feedback

## ...Uploading files

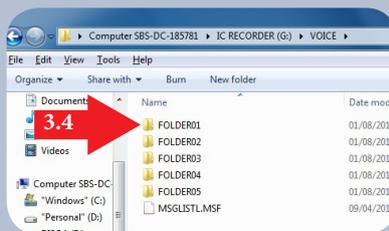
### 3. Uploading files to your computer



Connect the audio recorder to your computer with a mini USB/USB cable (3.1).

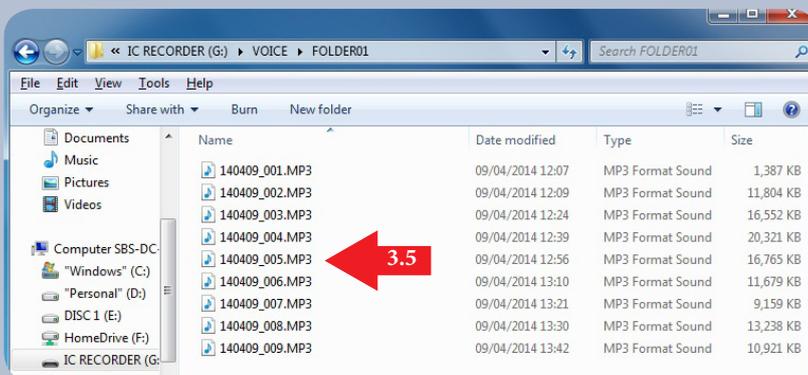


Open 'Computer' and double click on 'IC Recorder' (3.2) to open it.



Double click on the 'VOICE' folder (3.3) to open it.

Double click on 'FOLDER 01' (3.4) to open it. (FOLDER 01 is the default folder destination for files unless you have selected a different one).



You will now see your files (3.5).

Select them all (CTRL A), copy them (CTRL C), and paste them to the desired location folder (CTRL V).

Once you have checked you have all the files copied to your location folder, delete all the files off the IC Recorder. (Select all of the files (CTRL A), right-click and select 'Delete'.

## ..Uploading files to Blackboard

### 4. Uploading audio feedback files to Blackboard Grade Centre

<http://goo.gl/B1Eeqf>

How do I add feedback to grade centre for a piece of students work submitted online?

**Step 1:** From the **Control Panel**, click **Grade Centre** then **Full Grade Centre**.

**Step 2:** In **Full grade centre** go to the assessment 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 3:** This page will show you all this students' attempts for this assessment, and the details and grade history associated. On the right side, click **View Attempt**.

**View Attempt** **Clear Attempt** **Ignore Attempt** **Edit Grade**

**Step 4:** In the **Grade Assignment page**, on the right of the assignment preview is a section called **Assignment details**. Below this there is a section called **Grader Feedback**.



**Step 5:** In the text box below you can **add any comments**. You can also click the **paperclip icon**  to attach a feedback file e.g. A word document or an audio file.

**TIP:** You will also add your marks on the same screen. Above there is a section called **Attempt** and you can add in a mark here.

**Step 6:** Click **Submit** at the bottom of the page

Copy the URL above into your browser and it will take you to a step-by-step instruction page on uploading feedback files to Grade Centre.

#### Sources:

HEFCE. (2011) 2011 National Student Survey summary data.  
Available at: <http://www.hefce.ac.uk/whatwedo/it/publicinfo/nationalstudentsurvey/nationalstudentsurveydata/2011/>

NHS/HSBC. (2010/11) NHS/HSBC Student Experience Full Report.  
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Available at: <http://www.jisc.ac.uk/publications/reports/2009/soundsgoodfinalreport.aspx>