

Instructions for oral expression activities that require voice recording

► My **evaluation** (assignment or final evaluation) includes an **oral expression** activity that I have to **record and send** to my tutor. How do I do this?

1. Carefully **read** the **instructions** in your **assignment** or **final evaluation** file.
2. **Begin** by completing any **written** activities required for the evaluation. If there are none, skip Step 4.
3. Once you have **completed** the written activities and **your document file (the written portion of the evaluation)** is **ready**, go back to the **evaluation page** and click **Submit evaluation**. At this point the voice recording tool will become accessible.
4. **Upload** (drag-and-drop) the document file containing **the written portion** of your evaluation. This way you will **avoid forgetting** to submit it with your audio file!
5. Record your **oral expression** activities. Use the **recording tool** provided to create **audio files**, following the **procedure** below.

▼ How to use the voice recording tool

1. If the **Adobe Flash Player Settings** window appears on your screen, follow these steps:

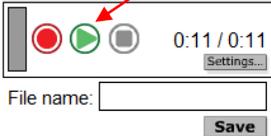
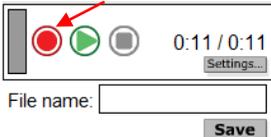
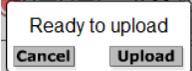
- a) Select **Allow**.
- b) Select **Remember** (this way, the next time you need the voice recording tool, you will not need to authorize the application).
- c) **Close** the window.



2. **When the tool appears:**

- a) Click the **record** button.
- b) Record your presentation. When you are finished, click the **stop** button.



<p>c) If you want to listen to your presentation before saving the file, click the play button.</p>	
<p>d) 1. If you are not happy with your recording, click record again (this will erase your recording without saving it) and start over.</p>	
<p>d) 2. If you are happy with your recording, enter the file name and then click Save.</p>	
<p>e) Click Upload to load your file to the assignment page.</p>	
<p>That's it! Your audio file has been created and will be sent to your tutor with your other assignment files.</p>  <p>Even at this stage, you can listen to your recording again and erase it by clicking the X.</p>	
<p>Some evaluations may require you to make more than one audio file. Don't worry! Just follow the same procedure for each new recording.</p>	
<p>3. Finally, make sure that all your files – the written portion and the voice recording(s) – are there and click Submit evaluation again. Then follow the instructions on the screen.</p>	