

## How to create an online audio/video/drawing assignment in Moodle

In your Moodle course, *turn editing on*.

Click *Add an activity or resource* in the section you want.

Select *Assignment* and *Add*.

Give it a *name* and *description*. The description is the instructions for the student.

I recommend something like you see in the image below.

You can set *availability* dates if required.

In the *Submission types* put a checkmark in *Online text*, and remove the checkmark from *File submissions*.

In *Submission settings* you might want to change *Attempts reopened* to *Manually*.

In the *Grade* section set a maximum grade for this assignment.

In the *Activity completion* section set it up to give students a checkmark on their Moodle page when they have submitted this assignment.

Click the *Save and return to course* button at the bottom of the screen.

Testing the assignment: (\*note: you can't do this as a teacher because you don't get an *Add submission* button – contact EdTech if you want to enroll a test student)  
Click on the assignment.

Read the instructions then click the *Add submission* button.

Here's the top left icon your students may need to click to be able to see the microphone icon in the bottom row of menu buttons.



Once you click it you get this.



the last 6 buttons on the bottom row are

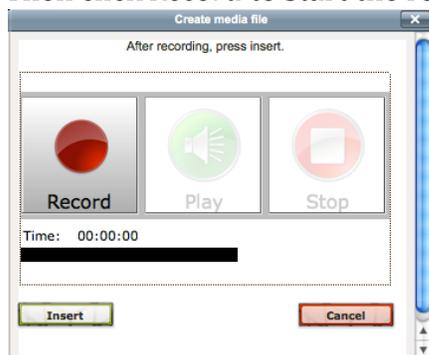
- toggle full screen mode
- record mp3
- record audio
- record video
- draw a picture
- take a picture

You can ask your students to use any of these. For an audio recording select mp3.

You may have to wait a moment while the software finds your microphone. It will ask you for camera and microphone access. Click *Allow*.

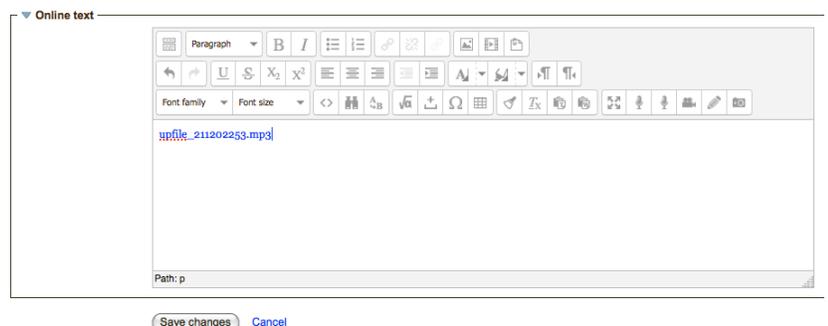


Then click *Record* to start the recording.



Click *Stop*, and play it back if you want. Once you're happy, click *Insert* to save it.

You end up with something that looks like this.



Click *Save changes* at the very bottom to submit your assignment.

To listen to and grade the assignment you click on the assignment, then click *View/grade all submissions*.

To use video, have students click the camera icon.

To have them draw a picture, they click the pencil icon.