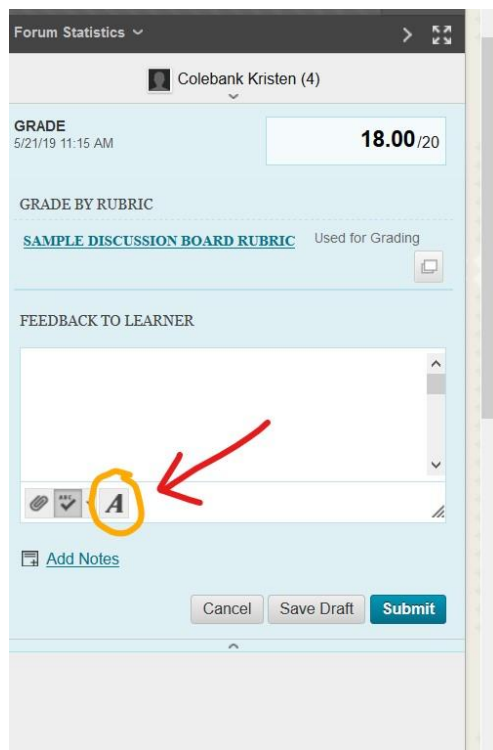# Blackboard Audio Feedback - Step-by-Step instructions

I want to mention that I went through these steps using Firefox as my web browser. I do not know if this tool will work using Internet Explorer. You might try it, but if it does not work, log into Blackboard using Google Chrome or Mozilla Firefox as your browser, and try it again.

And one other note, this does require that your computer have a microphone. Most laptops do. If you have a desktop computer, you should check. You can easily add an external microphone either as a headset, or as part of a USB-connected external web cam.
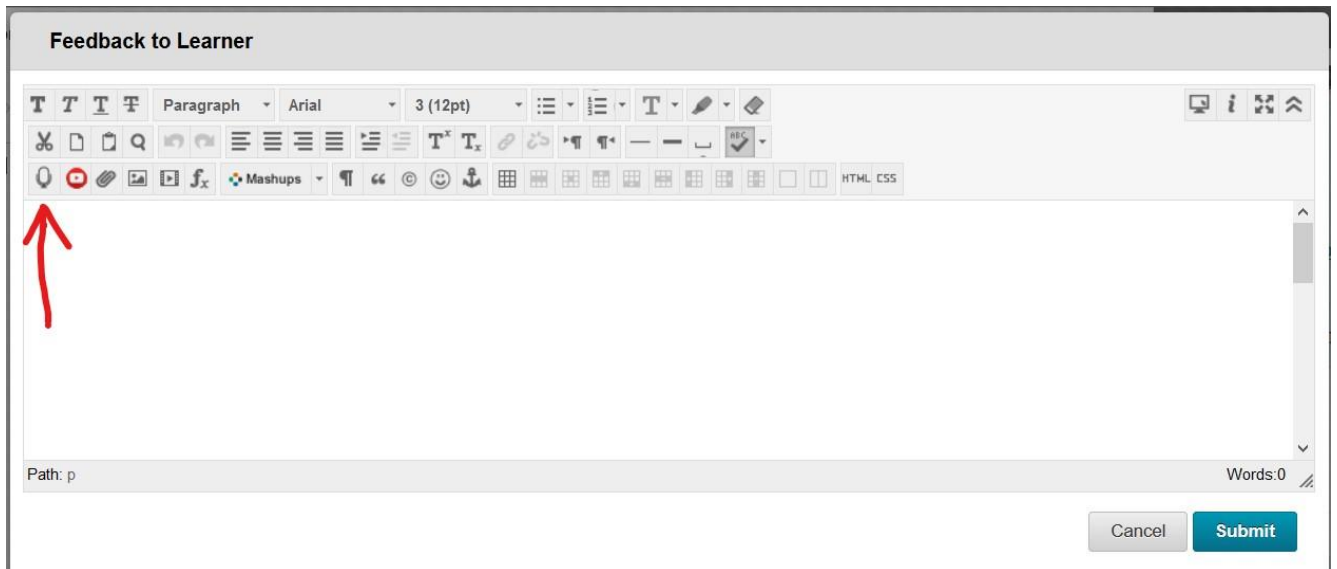
First, I set up a graded discussion board assignment in a Blackboard test course, and then went to the grading area.

Above, you see the grading controls (I awarded 18 out of 20 points) and below the grade is a "Feedback to Learner" area.
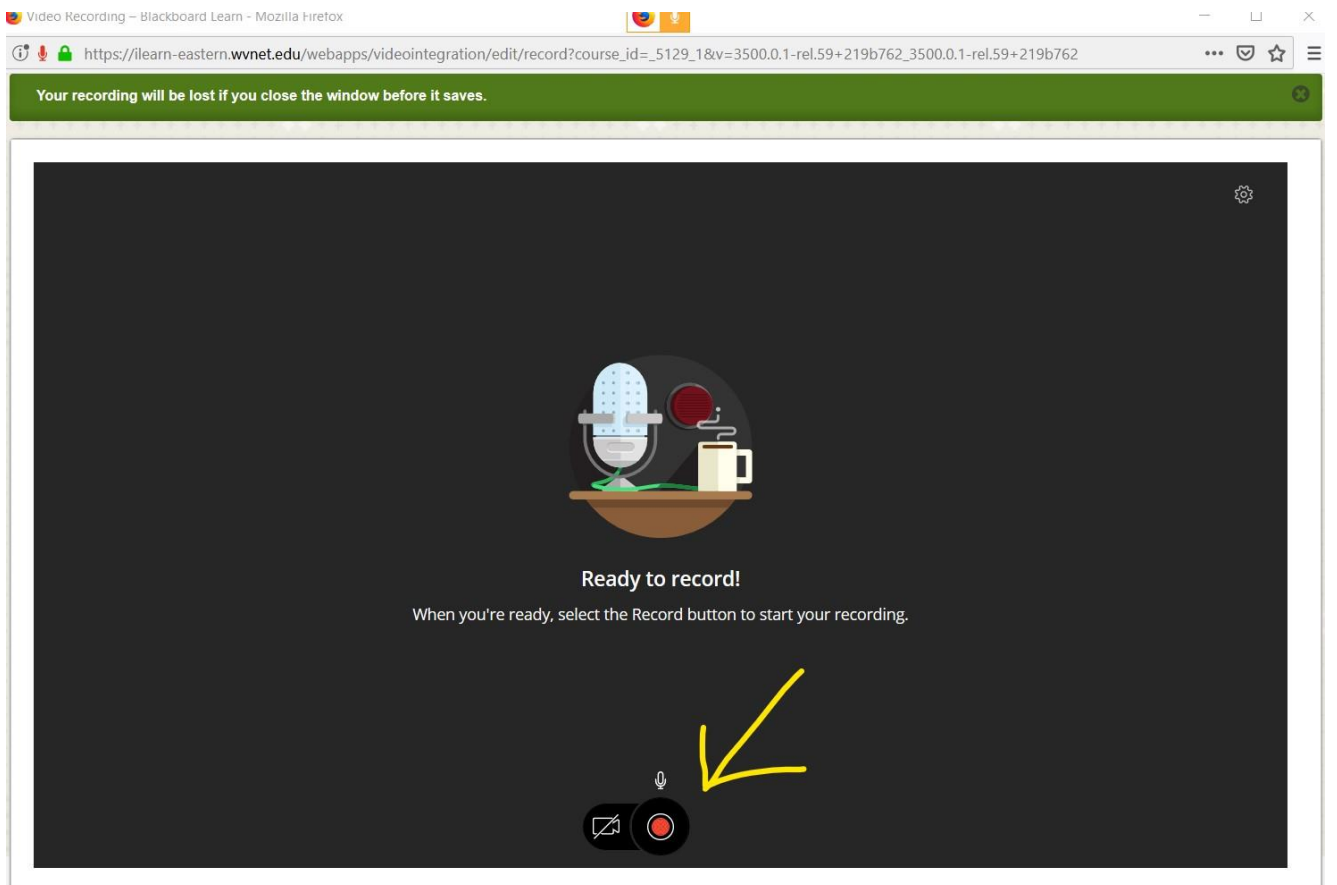
I can type directly in that box, but for more controls, I can hit the "A" button at the bottom of the Feedback editor for a more full-featured text editor.

After I click that "A" button (it takes a couple of seconds, don't worry), this is what appears:

Feedback to Learner

Path: p   Words:0
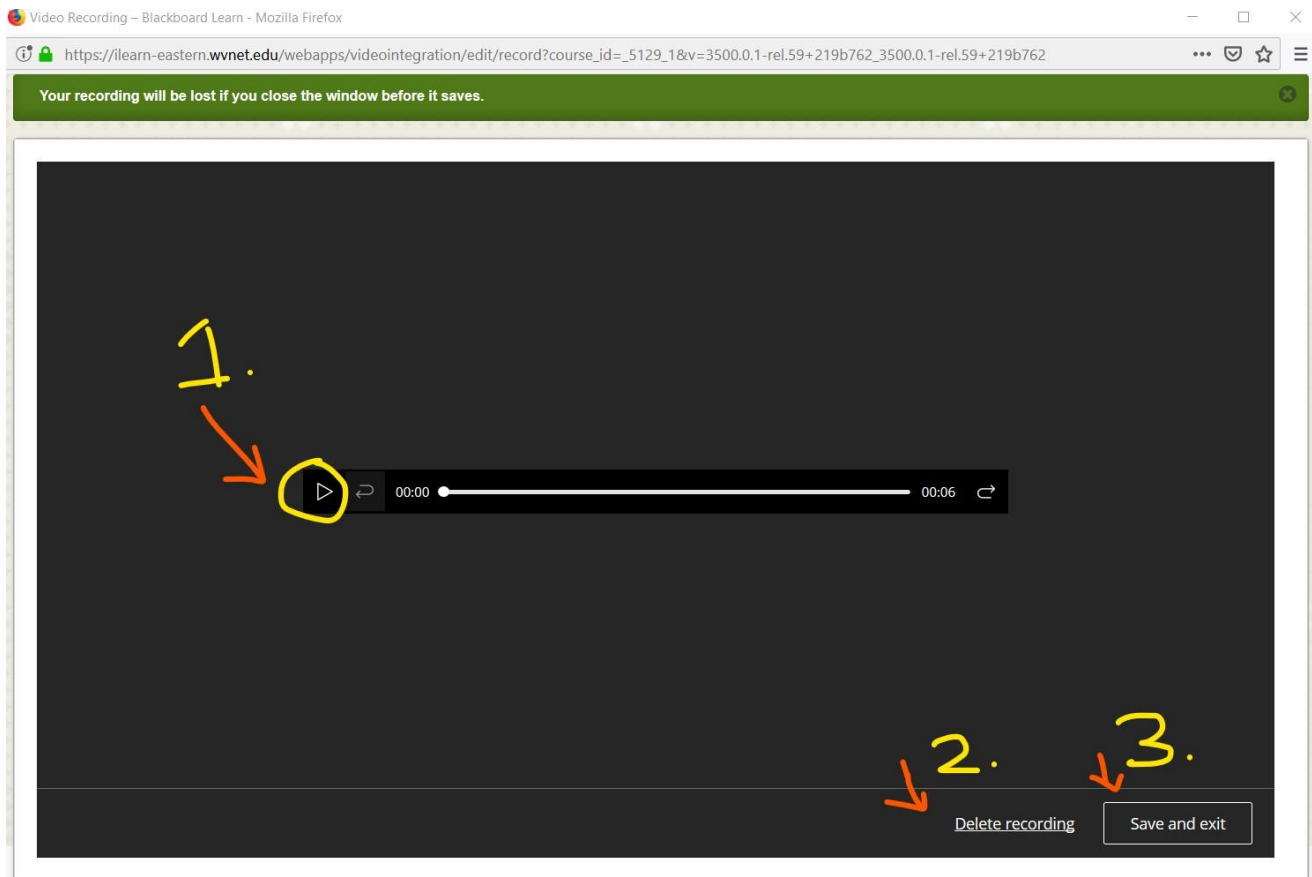
Cancel   **Submit**

Notice at the bottom row of controls, far left, there is a microphone icon. So click that microphone button next.

A new screen will appear (and you may have to agree to allow your camera or microphone to be used by your browser). Once those permission have been granted, this is the next screen that appears.

Video Recording – Blackboard Learn - Mozilla Firefox

https://ilearn-eastern.**wvnet.edu**/webapps/videointegration/edit/record?course_id=_5129_1&v=3500.0.1-rel.59+219b762_3500.0.1-rel.59+219b762

Your recording will be lost if you close the window before it saves.

Ready to record!

When you're ready, select the Record button to start your recording.

At the bottom (notice the video icon is crossed out because this is an audio recording tool) there is a red circle. If you push that, a countdown starts, and then you can start talking.

Once you have finished offering your feedback, this is the next screen that you will see:

I numbered the options on this screen so we could go through all of them.

Number 1 - Points to the player controls where you can play back your draft recording (it's so much fun to hear yourself talk on a recording…. Not). But this play back is useful to make sure you said what you meant to say. You can play it back as many times as you want.

Number 2 - If the recording is terrible, and you do not want the student to hear it, then choose the "Delete recording" button near the bottom right. At this point the permissions requests begin again, if you allow use of your microphone, etc., and then you can make a new (and better) recording.
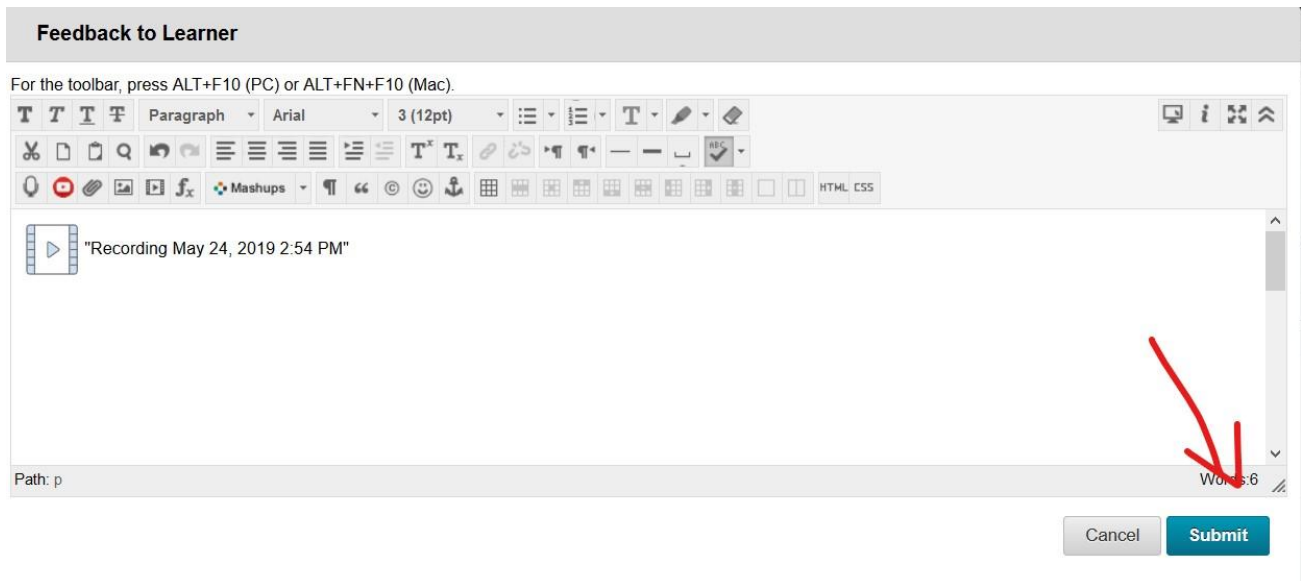
Number 3 - If you like the sound of your voice, and you think the audio feedback is great, then choose the "Save and Exit" button at the bottom right.

The next screen, which you see above, shows you the recording, and the default name will be the day and time the recording is made. If you want, you can rename the audio file… say something like "Discussion Board 1 – Feedback for John" which you would type in the "Recording Name" field. But it's not required that you change the file name.

+++

You will then return to the full text editor, and you will see the image of the audio file in the editing window:

You can add more text if you like, or you can just choose the Submit button at bottom right.

This will take you back to the Grading screen:

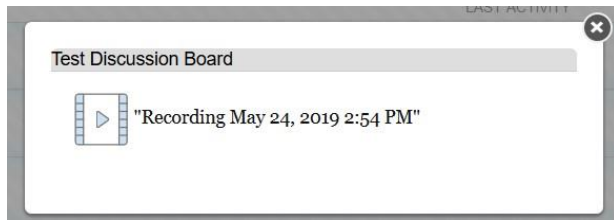To submit the grade (and include your audio feedback), choose Submit.

That's it! When students look in their gradebook, usually listed as My Grades or My Results in the course sidebar, they will see a little speech balloon icon next to the grades that include feedback (and this feedback marker will show up whether the feedback is text or audio or both):

If the student clicks on the speech balloon, a popup screen opens with the text or audio link inside it and the link can be clicked to open up a sound player similar to the one you used to review the audio file before attaching it:

That's it!

I hope this audio feedback tool might be useful for you and for your students.