

## HOW TO CREATE, ANSWER, AND GRADE AUDIO QUESTIONS

Updated 01/14/15

This how-to guide will demonstrate how to set up, answer, and grade an audio recording question which is only available through **assessment builder** in the **Tests & Quizzes** tool in USAonline.

### Setting up an Audio Recording Question

1. In the **Tests & Quizzes** tool, give a name in the **Assessment Title** box, check **Create using assessment builder**, and click **Create**.

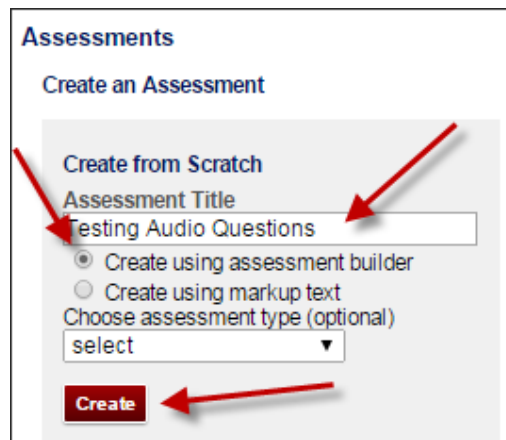


Figure1. Assessments settings

2. Click the drop down box next to **Add Question** and click **Audio Recording**.

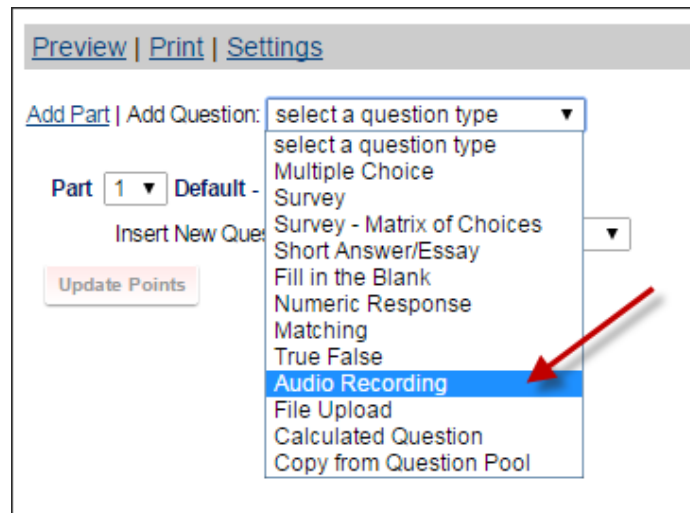


Figure 2. Question type dropdown menu

3. Add a point value for the question and type the question in the **Question Text** box. In addition, for this question type, you must type in how many seconds a student has to enter an audio response as well as the number of attempts.

**NOTE: Make sure you inform students how long they have to make the recording and how many attempts they will have.**

Answer Point Value

Question Text [Show/Hide Rich-Text Editor](#)  
What's your definition of Instructional Design?  
Please record your response for this answer with a complete sentence. You may have three attempts to answer this question and ten seconds in which to record your answer.

Attachments  
No Attachment(s) yet

[Add Attachments](#)

Time allowed (seconds): Indicate how long student has to record answer

Number of attempts : Indicate number of times students are allowed to re-record answer

Assign to Part

Assign to Question Pool

Feedback (optional) [Show/Hide Rich-Text Editor](#)

[Save](#) [Cancel](#)

Figure 3. Settings for **Audio Recording** question type

4. Click **Save**. The figure below shows how a completed question will appear.

Part  **Default - 1 question** [Copy to Pool | Edit](#)

Question  Audio Recording -  points [Remove | Edit](#)

What's your definition of Instructional Design?

Please record your response for this answer with a complete sentence. You may have three attempts to answer this question and ten seconds in which to record your answer.

Time allowed (seconds) 10  
Number of Tries Allowed: 3

Insert New Question

Figure 4. Completed audio recording question

## Answering an Audio Recording Question

1. When a student gets this type of question, they will click the blue link **Click to record your answer**. A box will appear and the recorder will load up. Please do not close the window.

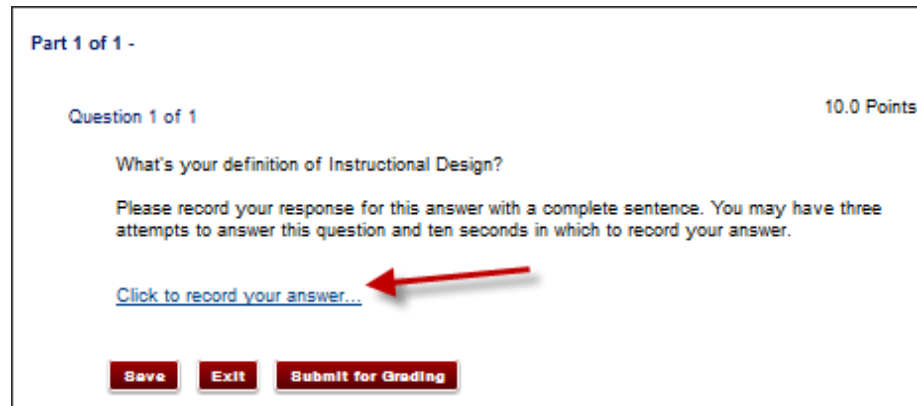


Figure 5. The blue link to load voice recorder

**NOTE:** Depending on the security settings on your computer, you may need to click **Run** before the recorder will load.

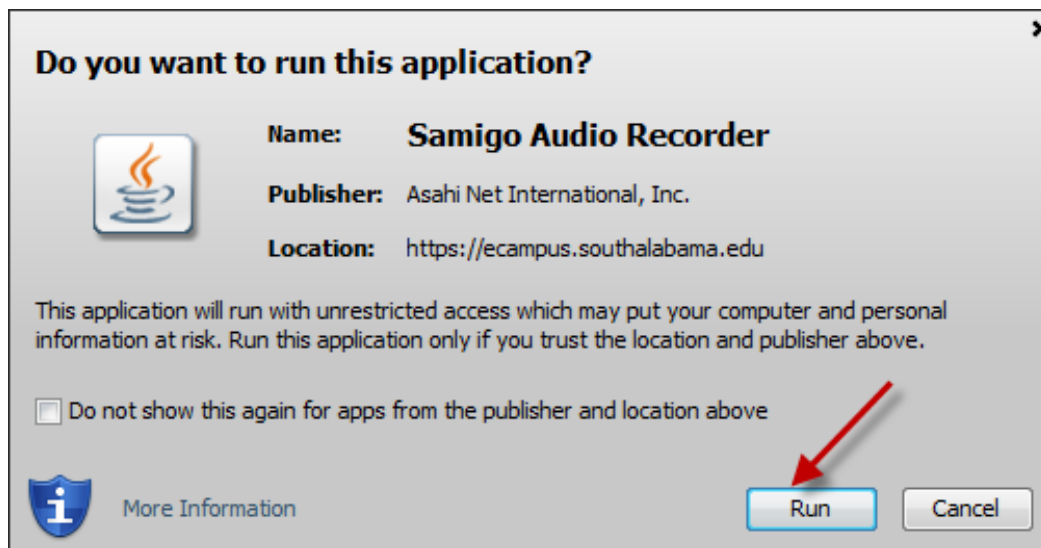


Figure 6. The **Run** button

2. To record a response, a student will click **Record**. To listen, click **Play**. When finished, click **Save/Close**.

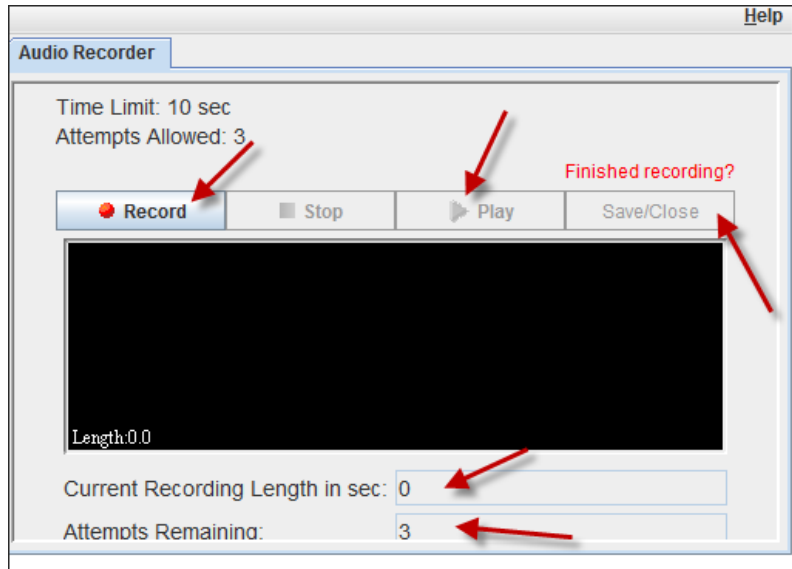


Figure 7. The Audio Recording window

Below is what the question looks like after a student has made at least one attempt. Here they can record their response again if more than one attempt is permitted. A student should click the **Submit for Grading** button to submit the response.

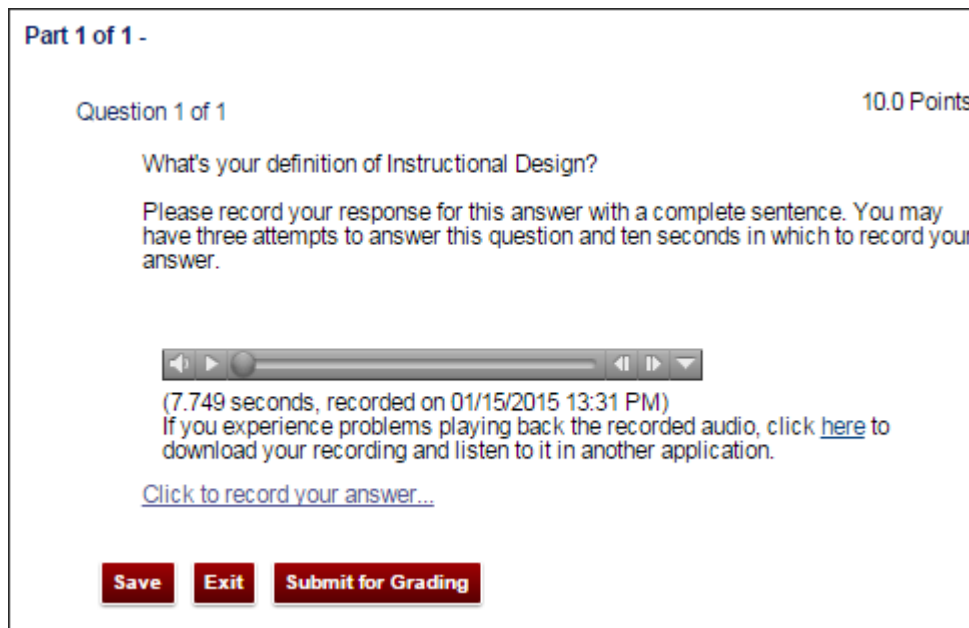


Figure 8. Student response

## Grading an Audio Recording Question

1. To grade, go to the **Tests & Quizzes** tool, under **Published Assessments**, click the **Select Action** drop down box next to a test that has submissions, and click **Scores**.

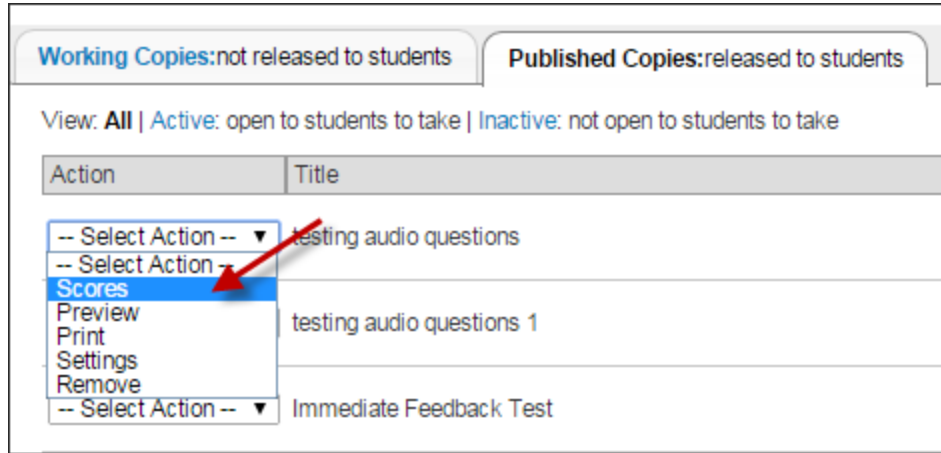


Figure 9. Submission status view

2. Click a student's name to grade the question. Click **Update** when you are finished grading.

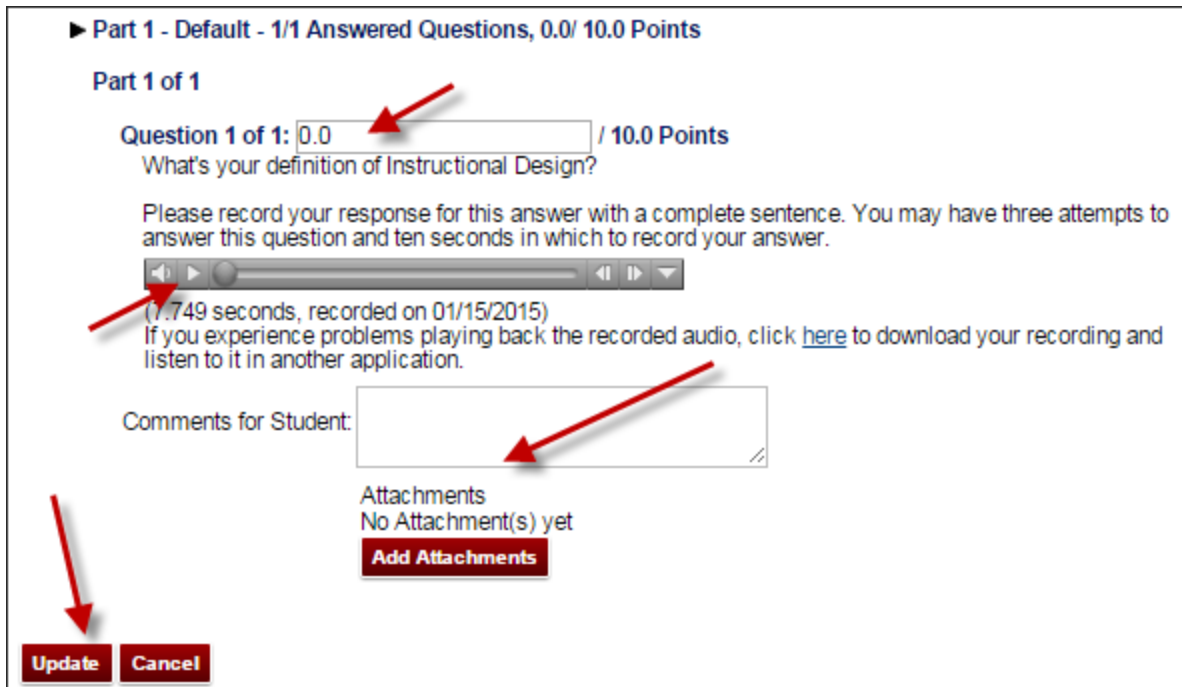


Figure 10. The grading page

**\*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.**