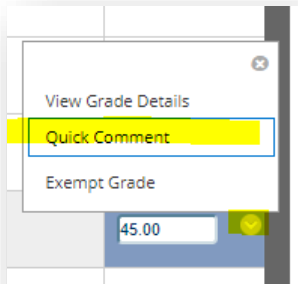


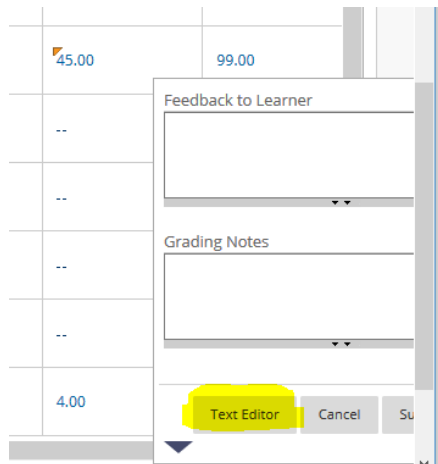
Adding a voice message to a grade other than Assignments.

You are able to leave voice comments for Assignments from within the Assignment grading tool. Visit the Assignment audio instructions.

Go to the Grade Center in Blackboard. Enter the appropriate grade for the student. Once the grade has been entered, click the same cell's dropdown arrow and select Quick Comment



Select the *Text Editor* at the bottom of the pop up.

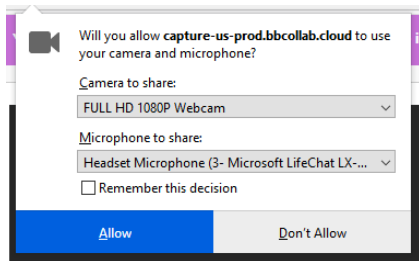


Only use **Feedback to Learner** if you want the student to have access to the written or verbal comments. (Students *never* see Grading Notes)

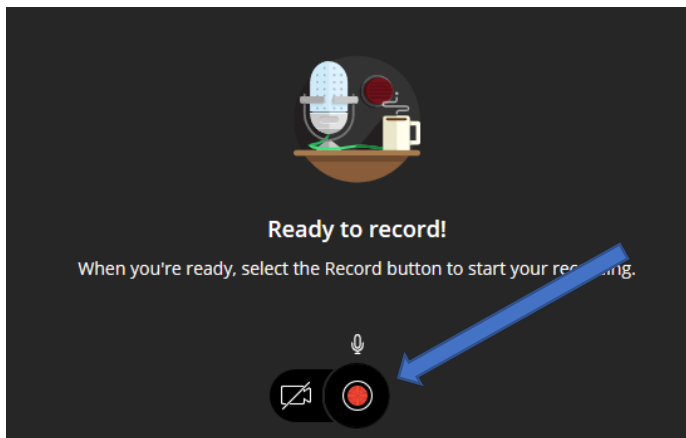
Click the Microphone in the lower left corner



Click allow if prompted to

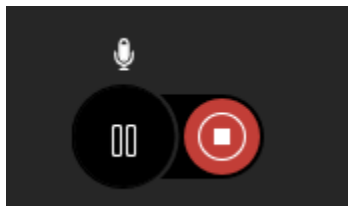


Click Red record button

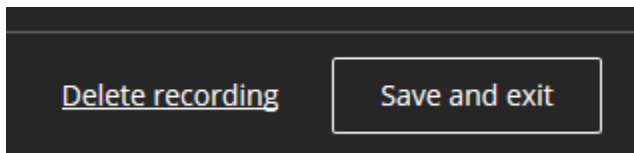


You will see a recording count down prior to it starting.

You may click pause or stop when you are ready.



Click Save and Exit



If desired you may rename the recording.

Click Insert Recording

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

Recording August 2, 2019 1:31 PM
01 : 13

*Recording Name
Recording August 2, 2019 1:31 PM

*Alternative Text
Recording August 2, 2019 1:31 PM

Insert Recording

Add any desired Test comments

Click submit

Cancel **Submit**

Feedback to Learner
or the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

You may also make text notes.

"Recording August 2, 2019 1:31 PM"

Words: 17

What will my students see?

When the students click on grades they will see a teal dialog bubble next to their score.

Grades			
Email			
Tools			
Help			
Online Office Hours			
Ereserve			
Upload Videos Here			
	Reflective Journal(a) Journal	May 20, 2019 7:45 AM SUBMITTED	- !
	Reflective Journal(b) Journal	May 20, 2019 7:47 AM SUBMITTED	- !
	GVSU Fun Facts Quiz (**Webcam**) - Requires Respondus LockDown Browser Test	Jul 18, 2019 11:26 AM GRADED	45.00 /6
	paper Assignment	Jul 24, 2019 11:34 AM GRADED	99.00 /100