

## About Audio Feedback

Audio feedback can be a useful tool to provide students with comments about their papers. Instructors can record their voice and insert the sound clip directly into a PDF file. Audio feedback extends the benefits of handwritten or typed notes by allowing a more detailed and personable explanation of a student's work.

## Getting Started

Before you begin recording audio comments, you will need:

- an electronic copy of the student's paper saved as a Microsoft Word document. Usually this means the student has e-mailed you his or her paper or has uploaded it into an [ANGEL dropbox](#).
- a speaker and microphone connected to your computer. To make the process easier and decrease background noise, use a headset microphone instead of a gooseneck.

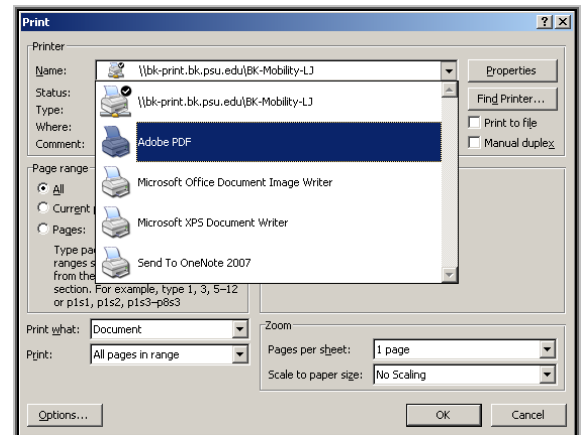


- Adobe Acrobat (standard or professional version), not just Adobe Reader, installed on your computer.

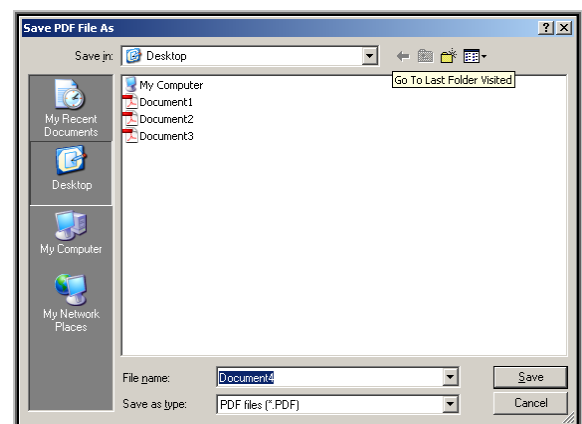
## Converting the Document

Before audio comments can be inserted in the document, the file first must be converted to a PDF file. To do so, follow these steps:

1. Open the document in Microsoft Word.
2. Select **File** and in the drop down menu select **Print**.
3. Under printer selection, select **Adobe PDF**.
4. Select **OK**.



5. Chose a name for the PDF file and a location to where it should be saved.
6. Select **Save**.

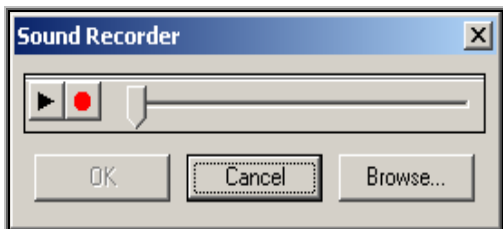


## Creating an Audio Comment

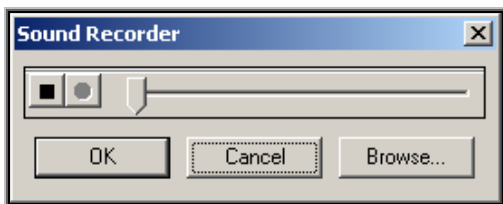
After you open the PDF file of the student's assignment in Adobe Acrobat, follow these steps to insert an audio comment:

1. Select **Comments** from the horizontal task bar.
2. Select **Comment & Markup Tools**.
3. Select **Record Audio Comment**. An image of a speaker will appear. Click the spot in the document where you want the audio comment to be inserted.

The **Sound Recorder** box will pop up.



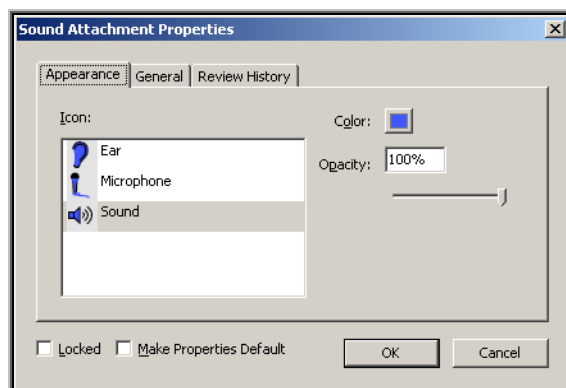
4. When you are ready to record your comment, click the **red circle**. Adobe Acrobat will begin recording your voice.
5. When you are finished, click the **black square**. The recording will stop.



You can select the **black triangle** to play your comment. If you are unhappy with it, you can select **Cancel**. The image of the speaker will appear on the screen again. Click once and the **Sound Recorder** box will pop up.

6. When you are satisfied, select **OK**.

A screen will pop up allowing you to choose an icon that will represent the audio clip in the document. You can also choose the color and opacity of the icon.



7. Select **OK**.

The icon representing the audio clip will appear in the document. By clicking and dragging the icon, you can place it anywhere in the document.

## Deleting an Audio Comment

Sometimes you may wish to delete an audio clip. To do so:

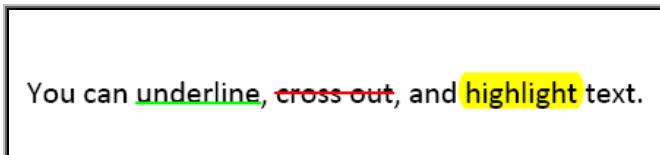
- Right click on the icon that represents the audio clip.
- Select **Delete**.

## Beyond Audio Feedback

Adobe Acrobat has other features that can complement audio feedback. These features replicate handwritten or typed comments.

### Underline, Cross Out, and Highlight

By highlighting a portion of text and then right clicking on it, you can **Underline**, **Cross Out**, or **Highlight** a section of text.

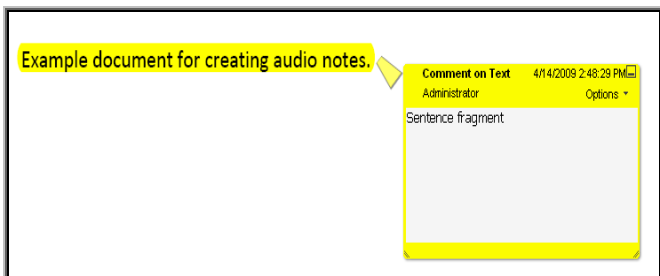


### Sticky Note

You may wish to leave a written comment about a portion of the student's writing. Simply highlight that section of text, right click, and select **Add Note to Text**.

A box will pop up in which you can type your written comment.

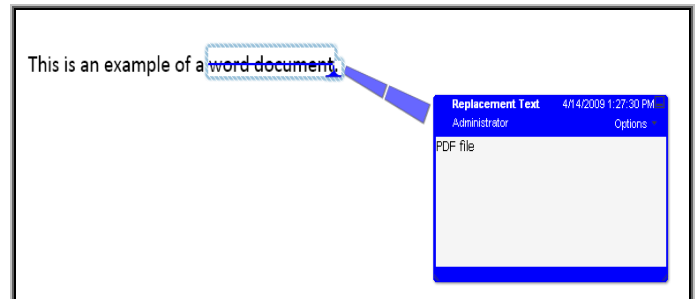
You can move the box by clicking and dragging on the yellow outline or resize it by clicking and dragging a bottom corner.



## Replace Text

If you want to suggest an alternative wording or phrase to one the student has written, highlight that section of text, right click, and select **Replace Text**.

A box will pop up in which you can type your suggested text. The student's text will remain on the screen, but the original text will have a line through it.



## **Returning the Paper to the Student**

To "return" the paper to the student, simply save the PDF file and upload it into the ANGEL dropbox.

Your students will need to have Adobe Reader installed on their computers in order for them to view the file and listen to your comments.

Adobe Reader can be downloaded for free at Adobe's website ([www.adobe.com](http://www.adobe.com)).

## Audio Feedback Tips

It is easy to get overwhelmed by using audio comments. Dr. Jeanne Rose, who uses audio feedback in some of her English classes and has conducted research on the topic, says “Audio comments took some getting used to, especially the first time I walked into my classroom and heard my own voice projecting from all of the computers. Once I developed a greater comfort level, I really appreciated the opportunity to provide detailed feedback to my students.” She offers the following suggestions:



“The best part was that the instructor could go into detail about things rather than just jotting down brief notes.”

-Student quote

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- Have a plan beforehand regarding how often and for what purpose you will use audio comments. For example, you may want to insert two audio comments at the beginning of the paper, one discussing the strengths of the paper and the other offering suggestions to improve the paper.
  - Use audio comments to focus on higher order concerns (such as content and organization) instead of lower order concerns (such as spelling and grammar).
  - Keep the audio files fairly short and cover one main point in each sound clip.
  - Focus on giving a few specific comments using examples from the paper instead of offering many general suggestions.
  - Be aware of your tone and inflection and how the student will interpret it.
  - Use audio comments for drafts and not final papers. Students tend to not care about the comments once the grade is given.
  - Audio feedback is likely to be more successful in smaller classes in which writing is a major focus.
  - Audio feedback is not suitable for every professor. You need to have a quiet, secluded area favorable to recording comments.
  - Consider the students. They need to have the resources that will allow them to view the file and listen to the audio comments.
  - Keep in mind that audio comments are just one of many tools available for offering feedback to students.