Audio Feedback plus Transcripts in Graded Submissions

Introduction

This guide explains how to create audio feedback with or without transcripts. If you believe transcripts are *not* required for any students, you can **jump straight to the [Audio Feedback *Without* Transcripts](#)** section of this guide. However, you might like to consider *always* using Word online to initially record and transcribe regardless of where feedback is given; that way, you will have a record of all your feedback.
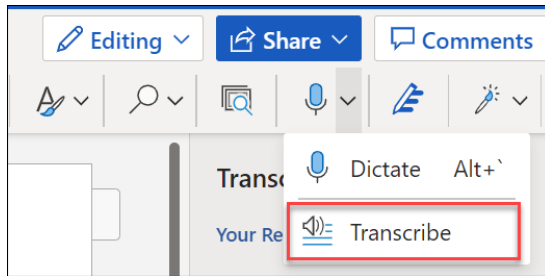
Audio Feedback *with* Transcripts

a) Creating a Transcript for Audio Feedback

There may be occasions when, for accessibility reasons, you need to provide a transcript of your audio feedback (voice comment). A straightforward way to do this is to use the **Transcribe** feature in Word online.

1. You will need to sign in to office.com/launch/word

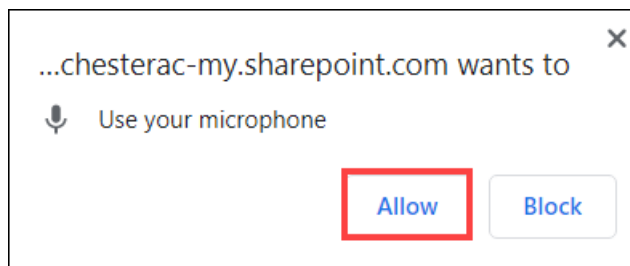2. Select **New blank document**.

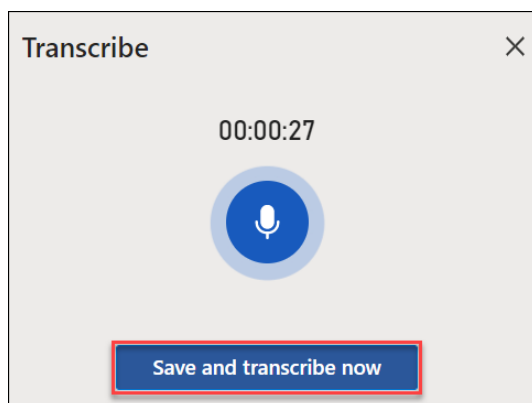3. From the Ribbon, press the arrow next to the microphone icon and select **Transcribe**.

4. Press the **Start Recording** button.
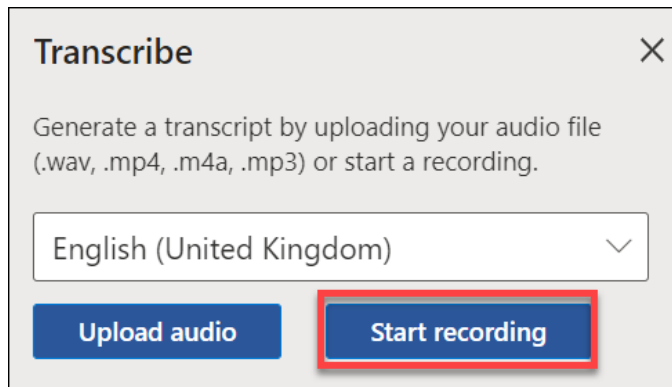
5. You may be asked to allow your browser to access your microphone. If prompted, press **Allow**.

6. Record your audio feedback. When you've finished, press the **Save and transcribe now** button.

Depending on the length of your recording, after a few seconds your transcript will appear along with your recording.

7. If you want to change your feedback, click the **New transcription** button. This will delete your original recording and transcript allowing you to start again.

8. When you are satisfied with your recording, press the arrow on the **Add to document** button, and select the **Just text** option.
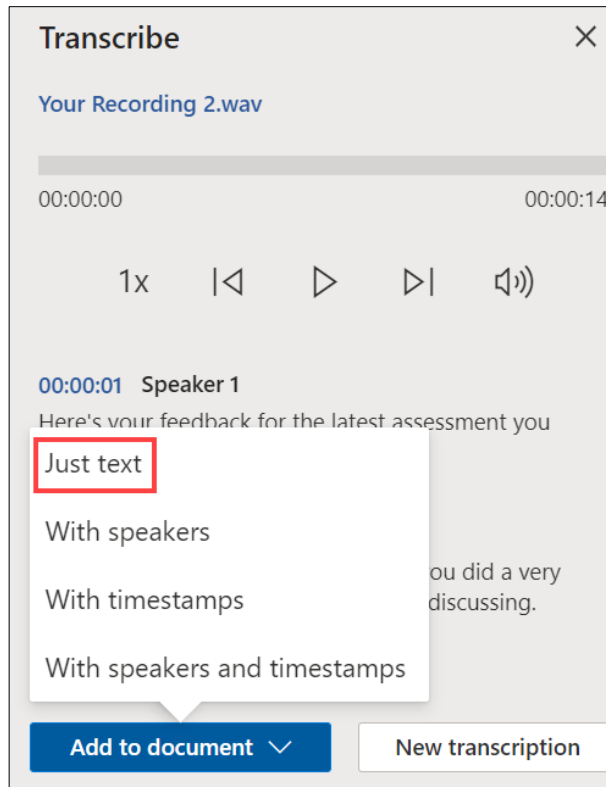
9. Your transcript will now appear in the Word (online) document along with a link to your recording.
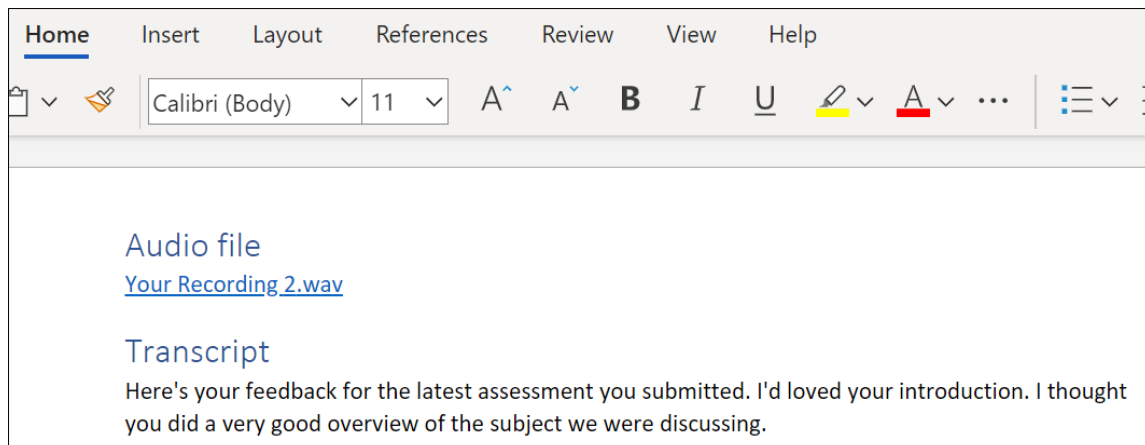
10. The Word (online) document will automatically be saved to your OneDrive. You can **rename the file** and **change the location** where you save it by pressing the down arrow next to the word Saved.
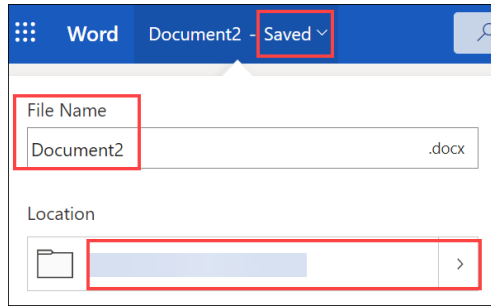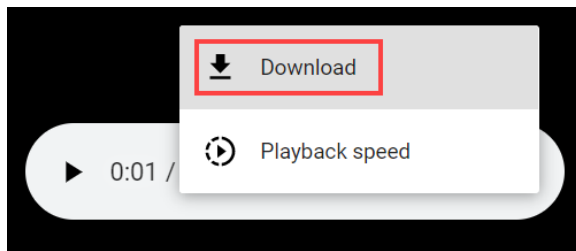
11.   At this stage, we strongly advise you to **download your audio feedback** too.

12. To do this, click on the **Your Recording.wav** link in the Word (online) document. The audio file will appear in a new tab in your browser.
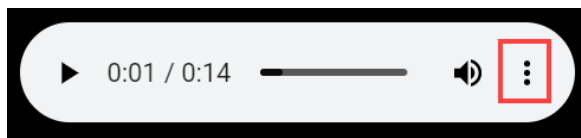

13. Click on the **three dots** and select the **Download** option.

14. Save your recording to a **memorable place on your computer or in OneDrive**.

Your feedback is now available in audio and text formats.

## b) Audio Feedback & Transcripts Using Turnitin / Cadmus

1. From your Word (online) document, **highlight your transcript** and **copy it**.

2. Open the student submission you want to provide a transcript for. Feedback Studio will open.

3. Click on the **Feedback Summary icon** and **paste the transcript** that you copied from the Word (online) document into the **Text Comment** box on the right.
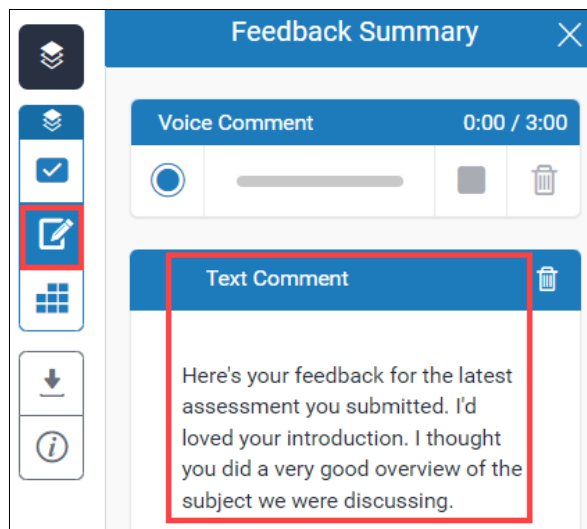

4. If you wish, you can now also use this transcript as a **script** to **record a Voice Comment** (max. 3 minutes) on the student's submission too.

c) Audio Feedback & Transcripts Using Graded Journals, Discussions, Wikis, Blogs, Assignments

1. Set up the graded Journal / Discussion / Wiki / Blog / Assignment in your Blackboard course.

2. You can **upload the audio file** (**voice comment**) you downloaded from your Word (online) document and use the **Transcript** (from the same document) as your text feedback to the student.

3. To do this, open the student's submission in your Blackboard course and press the **Add Content** icon.
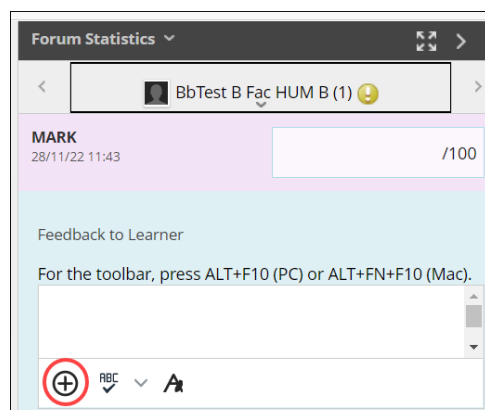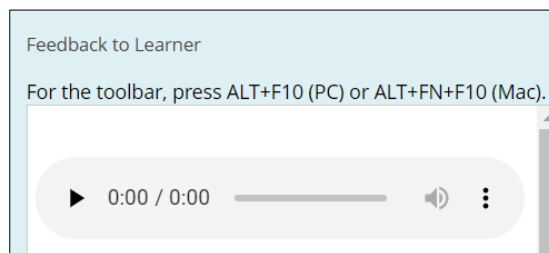
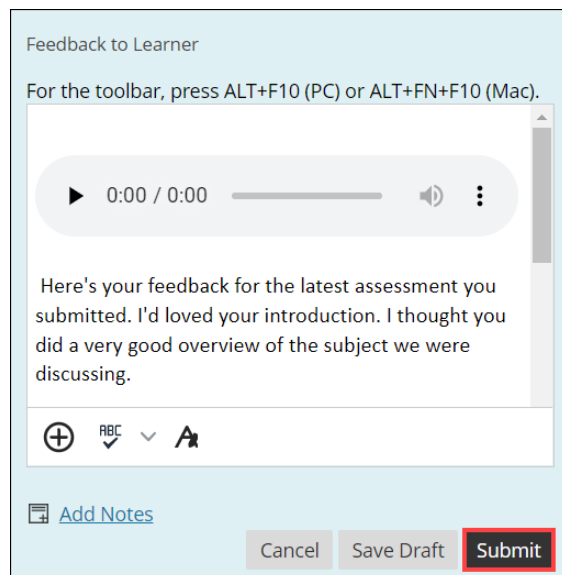4. Press the **Insert Local Files** link.
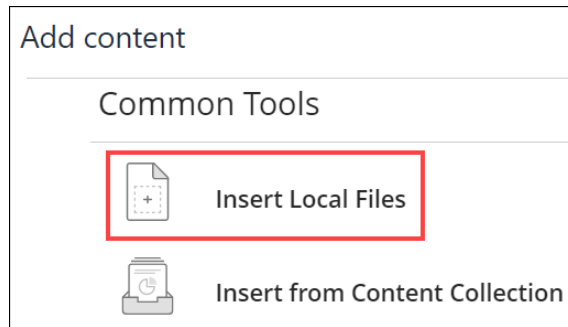
5. Select the recording you downloaded from the Word (online) document and click **Open**.
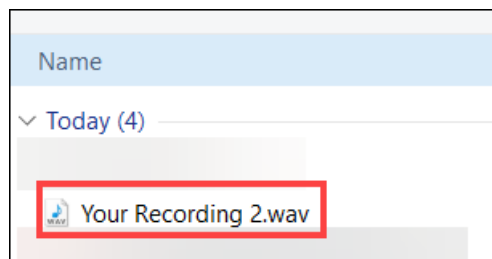
6. Your audio file will be **displayed in the Feedback to Learner** box.

7. If a transcript is required, **copy the transcript** from the Word (online) document and **paste it below the audio recording** in the same Feedback to Learner box.

8. Press the **Submit** button.

9. Finally, press the Submit button at the bottom of the Feedback to Learner panel.

Audio Feedback *without* Transcripts

## a) Audio Feedback in Turnitin / Cadmus

1. Open the student submission you want to provide feedback on.
   Feedback Studio will open.

2. Click on the **Feedback Summary icon** to view the **Voice Comment panel**.

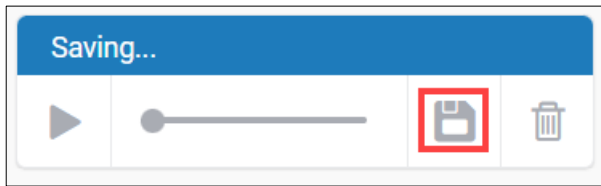3. Press the **round button** to start recording your audio feedback.
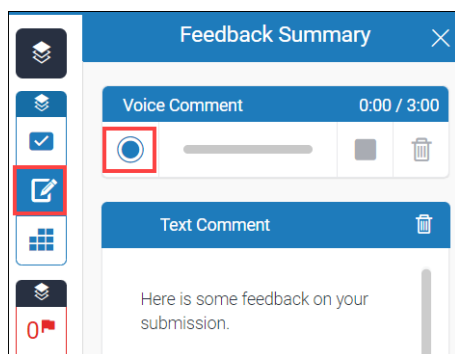
4. You can **pause** your recording if you need to.

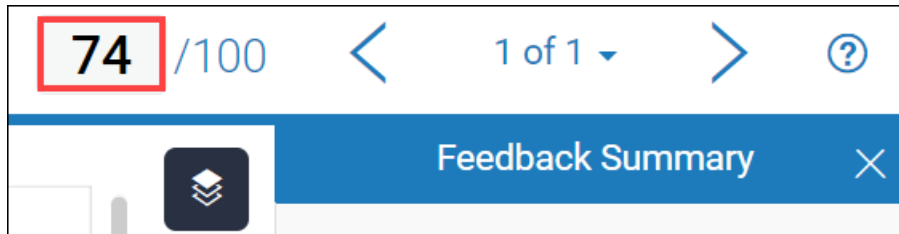5. When you are happy with your audio feedback, press the **Stop** icon.
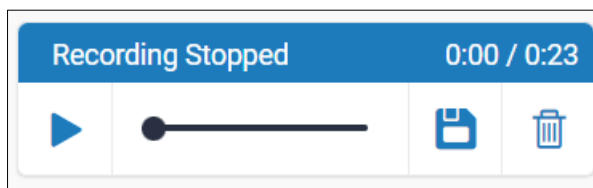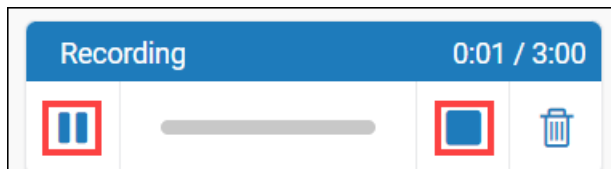
6. Press the **Play** icon to listen back to your audio feedback.
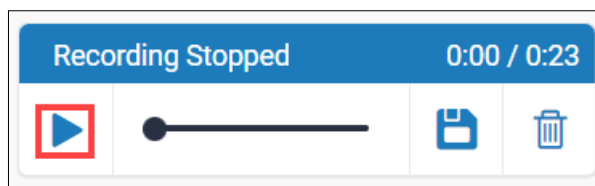
7. Press the **Save** icon (floppy disc icon).

8. Type the **mark** in the grading box above the Feedback Summary panel.

9. Close the Feedback Studio window. Your audio feedback and mark will be saved automatically.

## b) Audio Feedback in Graded Journals, Discussions, Wikis, Blogs, Assignments

1. You can **upload the audio file** (**voice comment**) you downloaded from your Word (online) document as audio feedback for the student submissions.

2. To do this, open the student's submission in your Blackboard course and press the **Add Content** icon at the bottom of the Feedback to Learner panel on the right.
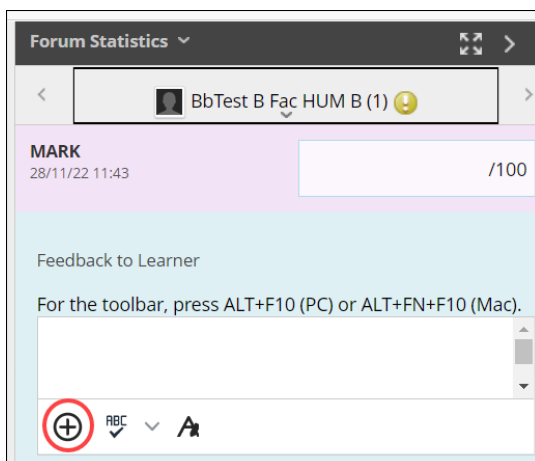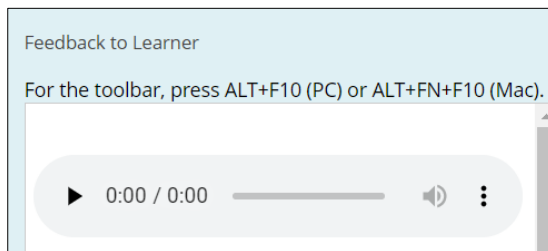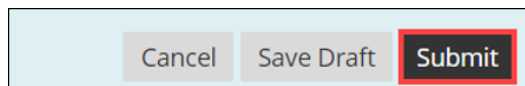

3. Press the **Insert Local Files** link.
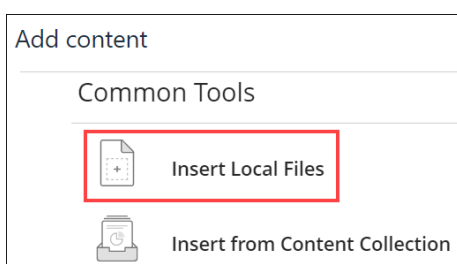
4. Select the recording you downloaded from the Word (online) document and click **Open**.
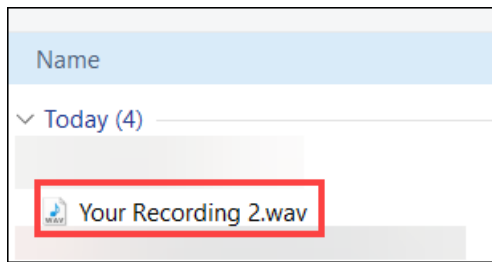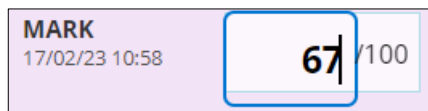

5. Your audio file will be **displayed in the Feedback to Learner** box.

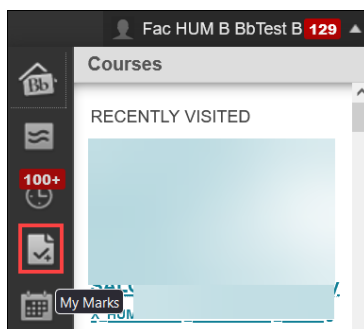6. Press the **Submit** button.
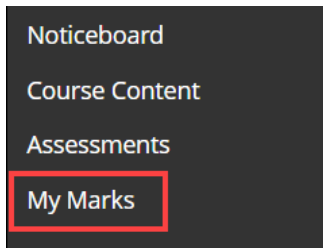

7. Type a mark for the submission.

How Do Students Access Their Feedback?

Students can access their feedback from **two places** within Blackboard.

1. From the dropdown menu via the arrow next to their name in the top right-hand corner of the screen and selecting the **My Marks** icon.
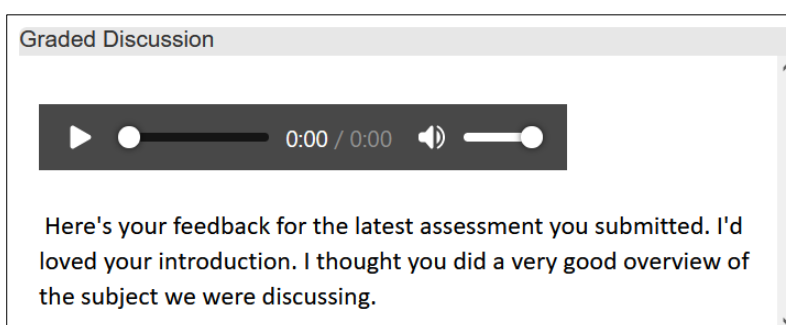
2. From the **My Marks (My Grades)** link in the left-hand navigation menu within the relevant course.

The student will then see a list of their graded work. A **speech bubble icon** will be displayed for any audio feedback.

By clicking on the speech bubble icon, the student will see a pop-up window containing their feedback.

Students can **download any audio feedback** by following the guidance at the end of https://documents.manchester.ac.uk/display.aspx?DocID=13011.