Hola estudiantes,

Many of the assignments you need to complete in our Spanish class are VOICE ACTIVITIES, which means that you need to create a script and record yourself reading your sentences. Besides your recording, please ALWAYS include the script of your sentences in the Student Comments box, so I can use it to read along as I listen to your recording. That way,if there are pronunciation problems, I can still grade your work without you having to resubmit the recording (unless there are mistakes- then you may correct and resubmit for a better score if you wish).

(If you are a Spanish 2 student, get your script ready using my HELP FOR ASSIGNMENTS section in our course Home Page!!!)

BELOW I'M EXPLAINING FOUR METHODS YOU MAY USE TO RECORD YOUR VOICE AND SUBMIT YOUR RECORDINGS:

IMPORTANT: DO NOT USE MAC for recordings or any other programs, such as "Pages". It doesn't work in our course.

A. Method number 1: Use the iPhone VOICE MEMOS app

If you have an iPhone- PLEASE use the Voice Memo app

First, record your audio using the "voice memos" app which is built in into all of the iPhones. (If you are a Spanish 2 student, get your script ready using my HELP FOR ASSIGNMENTS section in our course Home Page!!!)

Next, after you record the audio, there is a share button. You can email the audio file to your own email.

After you email it to yourself, the audio file should be in a MP4 file, and it will let you save it to your computer and add it to the assignment page, by going to the ASSESSMENTS or GRADEBOOK section of our Main Menu. Click ADD FILE, and attach your voice recording. (Go to the ASSESSMENTS or GRADEBOOK section of the course, scroll down past the Student Comments box, Click ADD FILE, choose the saved audio file, Click Submit.)

IMPORTANT: The Discussion Groups DO NOT accept these type of audio file. PLEASE submit any Discussion Voice Activity audio file recorded with your phone DIRECTLY to the ASSESSMENTS or GRADEBOOK sections, INSTEAD of the Discussion Groups! You WILL NOT lose any points.

B. Method number 2: Use your computer VOICE RECORDER

If your computer microphone is working, go to Programs, and find the computer VOICE RECORDER program. (If you are a Spanish 2 student, get your script ready using my HELP FOR ASSIGNMENTS section in our course Home Page!!!). Record yourself reading the sentences, stop, and SAVE the recorded file giving it the name of the assignment. (Examples: 1.00, 1.03, 3.04, ETC.)

Next in the course menu go to ASSESSMENTS (or GRADEBOOK if you are re-submitting), click the title of the assignment.

Below the Students Comments box, scroll down until you see "ADD FILE", and click. Find your audio recording. To the right, click the tiny box next to Submit for Grading, Click Submit for grading again. DONE:)

IMPORTANT: The Discussion Groups DO NOT accept this type of audio file. PLEASE submit any Discussion Voice Activity audio file recorded with your phone DIRECTLY to the ASSESSMENTS or GRADEBOOK sections, INSTEAD of the Discussion Groups! You WILL NOT lose any points.

C. Method number 3: Submit a VOICE ACTIVITY using the computer microphone and the Add Audio feature below the Student Comments box (PLEASE MAKE SURE THE MICROPHONE IS WORKING, AND USE INTERNET EXPLORER instead of Google Chrome, or I will not be able to hear anything! Always click the "Play" or "Preview" button, to make sure there is sound, the volume is good, and nothing skipped or got cut off!):

1. Make sure you have a script in Spanish ready following the Assignment directions. (If you are a Spanish 2 student, get your script ready using my HELP FOR ASSIGNMENTS section in our course Home Page!!!)

2. Then go the Assessments or Gradebook tab, click on the assignment.

3. Type your script in the Student Comments box, and Click ADD AUDIO. Type a title for the recording. Record yourself, making sure that you hold the microphone very close to your mouth, and that you speak loud and clear. PREVIEW YOUR RECORDING, to make sure that there is sound and nothing got cut off! If you like it, click SAVE. In the "My sounds" box, click the title of the recording you just created, then Click "MAKE LINK" to get a link. The link will appear in the Student Comments box. Click OK. Click SUBMIT for grading, and you are done :)

D. Method number 4: IF YOUR MICROPHONE IS NOT WORKING, and you don't have access to an iPhone: use audiopal.com

IF YOU HAVE PROBLEMS WITH THE MICROPHONE, PLEASE USE AUDIOPAL.COM!!! It's an alternate method to record your voice. BUT: IF YOU KNOW OF ANOTHER PROGRAM TO RECORD YOUR VOICE THAT YOU PREFER, YOU MAY USE IT.

Here are the Directions for using audiopal.com. You will record your voice using a telephone (cell phone, home phone, classroom phone) :

1. Write your script. (If you are a Spanish 2 student, get your script ready using my HELP FOR ASSIGNMENTS section in our course Home Page!!!) Type it in the Student Comments box for the assignment, by going to the ASSESSMENTS or the GRADEBOOK section of the Main Menu.

2. ON THE COMPUTER, open a new window, and Go to audiopal.com.

3. Follow the steps shown there:

a. Dial the number

b. Enter the passcode, record your voice

c.Preview your recording (press 1), and save it (press 2).

d.Enter an e-mail address where the link of your recording can be sent. (If you are doing this at school, use your gmail address if you have one. If you don't have one, please create a gmail account. That way, you'll be able to access the e-mail right away in the classroom computer.)

4. On a NEW WINDOW, Open the e-mail message where your recording link was sent.

5. Copy the link using your mouse COPY feature. You will see the link on the tab that says "OTHER". Highlight and Copy it. You can click at the bottom of the box, where it says "Copy to Clipboard".

6. Come back to the Student Comments box for the assignment, and Paste the link using your mouse PASTE feature.

7. Click Submit for Grading.

I hope this helps.

Hasta pronto,

Sra. Santiago