

How to Capture Student Audio Response in XpressLab

XpressLab includes built-in question and activity types, specifically designed to evaluate speaking skills and listening comprehension. Selecting the correct Activity Type for your learning and evaluation objectives, will allow you to capture a student's oral response to a question prompt.

It is important to note that adding an Audio recording widget using the Design Mode feature found in the Test Planner, or the slide-based Authoring environment, **cannot be used by students to record their own answers**. The Audio widgets added to your question slides using Design mode or Authoring Mode can **only be used by teachers to record an audio question prompt**. If you are looking for more information on how to record audio question prompts in XpressLab, please [click here](#).

In order to capture an audio response from students or test-takers, teachers must select the appropriate **Activity Type** and **Question Type**.

Students can record audio responses to oral question prompts using the following **Question Types**:

- **Audio Response Questions:** This Question Type is found in the **Standard Test** Activity Type. This Question Type requires students to record an oral response to a question prompt using the audio recording widget within the question slide. A time limit can be applied to limit the amount of time students have to record their response.
- **Oral Question with Sample Answer:** This Question Type is found in the Practice Test Activity Type. This Question Type requires the recording of an oral question prompt as well as a sample oral response. Students are then able to practice recording their own oral response to the question prompt. Students can then compare their oral response to the Sample Answer recording in order to practice their pronunciation and speaking skills.

The Question Types described above are found within the following Activity Types:

- Standard Tests (Audio Response Question Type)
- Practice Tests (Oral Question with Sample Answer)

Additional Activity Types can be used to capture oral responses from students. **The following Activity Types can be used to extend speech and capture audio response from students:**

- Oral Discussions
- Student Journals; and
- Student Presentations

How to Capture Oral Responses from Students using the Standard Test Activity Type

As explained above, **Audio Response Questions** can be added to a **Standard Test** Activity Type in order to capture oral responses from your students.

Use the following instructions to capture **oral responses** from students:

1. Activities are created within the context of a Course. Start by creating a new course or accessing an existing course using the **My Course List**.
 - Navigate to the My Course List by clicking on the **Courses** link from within the main navigation bar at the top of your screen.
2. Clicking on an existing course or creating a new course within the My Course list directs you to the **Course Dashboard**. Use the Course Dashboard to either create a new Standard Test activity, or select an existing Standard Test activity from within the Activity List.
 - **To create a new activity**, click on the red **New Activity +** button located at the top of the Course tab within the Course Dashboard. Select **Standard Test** from the **Select an Activity Type** drop down list of options located at the top of the new Activity Information page, below in Step 1: Activity Settings. Then, complete the remainder of the Activity Information page. Once you have completed the New Activity page, click the **Save** button. This will direct you to the **Activity Dashboard**.
 - **To select an existing Standard Test activity**, use the Activity List located on the **Course tab** found on the left side of the Course Dashboard page. Use the **Type** column to locate a Standard Test activity. Then, click on the name of the activity to access the **Activity Dashboard**.
3. Click on the red **Test Planner** button, located above the Student Activity graph, found on the right side of the **Activity Dashboard**. This will direct you to the **Test Planner**.

4. The **Audio Response Question** is a human-reviewed or objective style question type. As a result, this question type *cannot* be added to a Section or Testlet that **already contains** an auto-marked question type, such as: Multiple Choice, Fill in the Blank, Text Passage Correction, Multi-Question Slides, and/or Matching Questions. If your Standard Test already includes any of the auto-marked question types listed above, then you **must create a new Section and Testlet** for your Audio Response question type. [Click here](#) for more instructions on authoring Standard Tests using the Test Planner.
5. When you're ready to add an Audio Response Question, click the **New Question** within the appropriate Section and Testlet. Then select **Audio Response Question** from the drop down list of options. Selecting the **Audio Response Question** will direct you to the Question Properties page.
6. The **Audio Response** question *prompt* can be written or audio based. To add a written question prompt, select the **Text Question** option. Then, enter your question prompt in the **Text to Display** field.

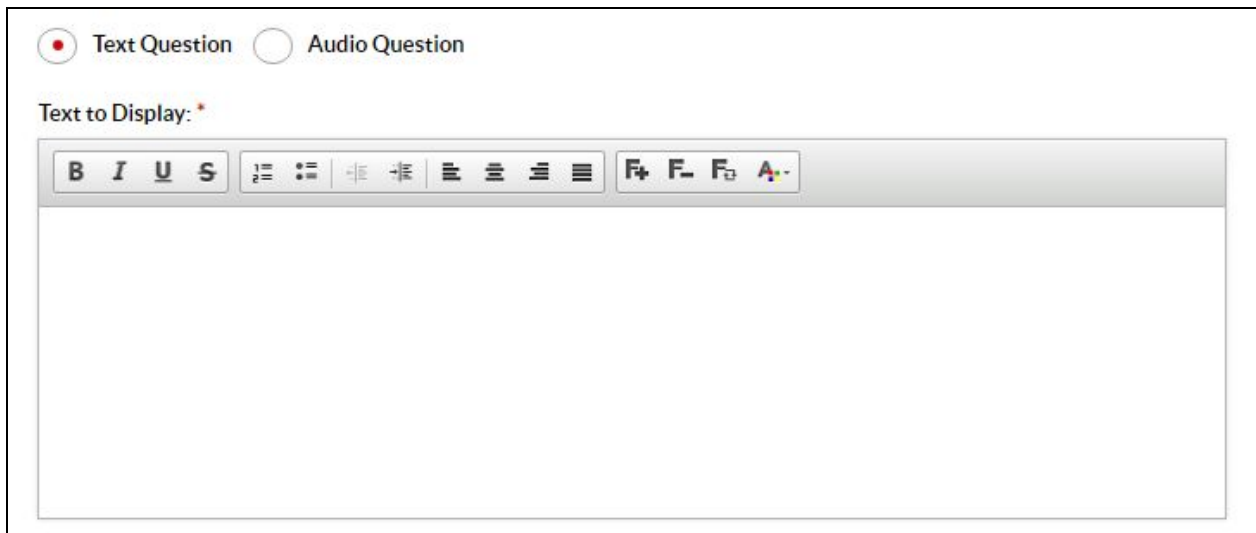
The image shows a software interface for creating a question. At the top, there are two radio buttons: 'Text Question' (which is selected) and 'Audio Question'. Below these is a label 'Text to Display: *' followed by a large text input area. Above the input area is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a color picker (A).

Image: Add a Written Question Prompt for the Audio Response Question Type

- To add an audio or oral question prompt, select the **Audio Question** option. Then, use the audio recording widget to record your oral question prompt. Or, upload an audio file as the question prompt by clicking on the Upload Audio icon



and selecting an audio file from your local computer.

Use the configurable settings if you wish to limit the number of times students can replay the question prompt (**Limit question replays to**), or require the question to **Autoplay** when students arrive to the question slide.

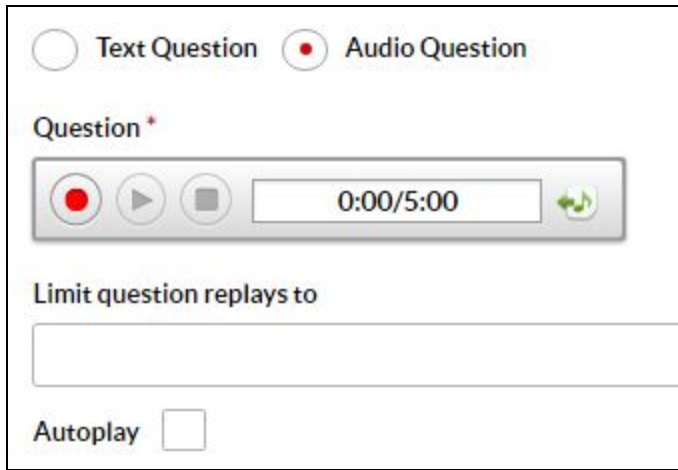
The image shows a configuration window for adding an audio question prompt. At the top, there are two radio buttons: 'Text Question' (unselected) and 'Audio Question' (selected). Below this is a 'Question' label with a red asterisk. Underneath is a media player interface with a red record button, a play button, a stop button, a time display showing '0:00/5:00', and a green refresh button. Below the media player is a 'Limit question replays to' label followed by an empty text input field. At the bottom, there is an 'Autoplay' label followed by an unchecked checkbox.

Image: Add an Audio Question Prompt for the Audio Response Question Type

7. If you wish to allow students to re-record their audio answer to the question prompt, enter a numerical value representing the number of times students can re-record their response using the **Allow Re-Record of Answer** field.
8. To allow students to listen to their audio recording prior to moving on to the next question or submitted their completed test, click the **Allow Recording Playback** checkbox. If this checkbox is *not* selected, students will not be able to listen to their recording.
9. Enter a numerical value representing the student's **Maximum Response Length** using the **Minutes** and **Seconds** field. Students will be able to record their response up until the time limit entered here.
10. Select the **Auto Record** button to automatically start recording a student's response within the first few seconds of arriving to the question slide. If the **Auto Record** checkbox is *not* selected, students can click the Record button within the Response audio widget when they are ready to record their response to the question prompt. Selecting this checkbox reduces the amount of prep time students are given prior to

recording their response.

11. Enter a maximum grade value for the question by typing a numerical value within the **Value** field. The number entered here represents the maximum value of a perfect answer.

12. Click the red **Save** button once you have added the Audio Response Question Properties. Clicking Save will direct you back to the Test Planner.

13. To format the Audio Response Question, or to add additional multimedia elements such as more audio recordings, video clips, texts, or images, click the **Design Mode** icon  located in the **Manage** column within the Testlet.



Image: Accessing Design Mode from within the Test Planner

14. Selecting the **Design Mode** icon directs you to the slide-based authoring environment. Use the Formatting Toolbar found along the top of the slide to format and adjust your question content.

- Click and drag any element within your question slide in order to re-arrange and format the question slide.
- Click the **Add Object** drop down found within the navigation bar at the top of the authoring interface in order to add additional multimedia elements such as, more audio recordings, video clips, images, text, shapes, etc. **It is important to note that adding an Audio widget using the Add Object drop down found within the Design Mode authoring interface, cannot be used by students. Adding**

Audio in Design Mode allows teachers to record or upload additional audio prompts for their students.

- When you have finished modifying the question slide, click the **Edit** button from within the main navigation bar at the top of the authoring interface.
Then, select **Save** from the drop down list of options. Click the red **Exit (X)** button found in the top left corner of the authoring interface to return to the Test Planner.

How to Capture Oral Responses from Students using the Practice Exercise Activity Type

As described on page one of this document, the **Oral Question with Sample Answer** question type can be added in the **Practice Exercise** activity type. This question type allows students to practice their speaking skills *without* having to submit their results for marks.

Use the following instructions to capture student audio responses using the Practice Exercise activity type:

1. Activities are created within the context of a Course. Start by creating a new course or accessing an existing course using the **My Course List**.
 - Navigate to the My Course List by clicking on the **Courses** link from within the main navigation bar at the top of your screen.
2. Clicking on an existing course or creating a new course within the My Course list directs you to the **Course Dashboard**. Use the Course Dashboard to either create a new Practice Exercise activity, *or* select an existing Practice Exercise activity from within the Activity List.
 - **To create a new activity**, click on the red **New Activity +** button located at the top of the Course tab within the Course Dashboard. Select **Practice Exercise** from the **Select an Activity Type** drop down list of options located at the top of the new Activity Information page, below in Step 1: Activity Settings. Then, complete the remainder of the Activity Information page. Once you have completed the New Activity page, click the **Save** button. This will direct you to the **Activity Dashboard**.
 - **To select an existing Practice Exercise activity**, use the Activity List located on the **Course tab** found on the left side of the Course Dashboard page. Use the

Type column to locate a Practice Exercise activity. Then, click on the name of the activity to access the **Activity Dashboard**.

3. Click on the red **Test Planner** button, located above the Student Activity graph, found on the right side of the **Activity Dashboard**. This will direct you to the **Test Planner**.
4. Use the **New Question** drop down found within a Section and Testlet to add a question to your Practice Exercise. To allow students to record their own response to an oral question prompt, select the **Oral Question with Sample Answer** option from within the **New Question** drop down.

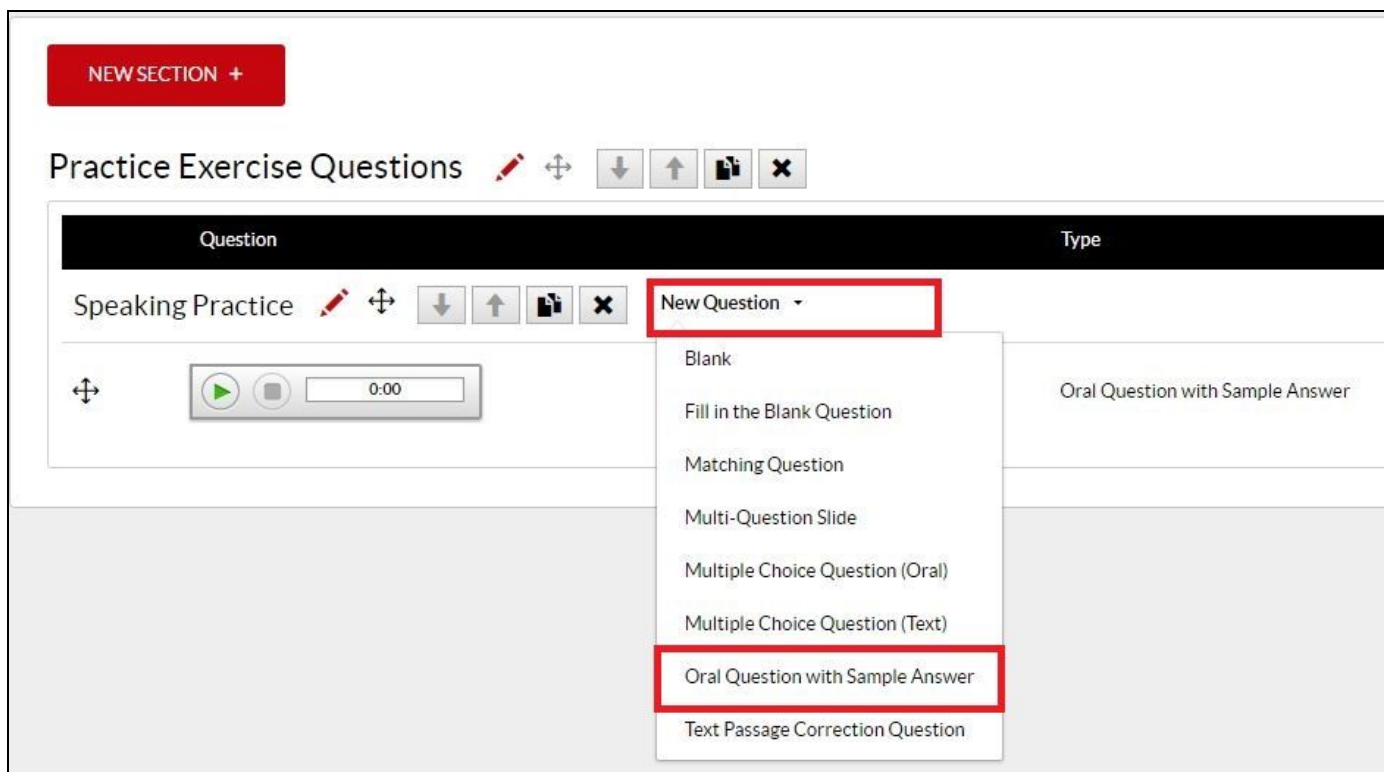


Image: Add a Oral Question with Sample Answer to a Practice Exercise

5. Use the Question audio recording widget to record your oral question prompt. Click the red **Record** button to record your own oral question prompt. Or, upload an existing audio file by clicking the Audio Upload icon located in the right corner of the audio recording widget .

- Click the **Choose File** button and use the File Upload window to locate the audio file from your local computer. Click **Open** to upload the audio file.
6. To limit the number of times students can replay the question prompt, type a numerical value within the **Limit question replays to** field.
 7. Select the **Autoplay** checkbox to automatically play the question prompt as soon as a student arrives to the question slide. If the **Autoplay** checkbox is *not* selected, students will have the option to click the Play button within in the Question Prompt recording widget.
 8. Use the **Sample Answer** audio recording widget to record an example of the correct answer to your oral question prompt. Click the red **Record** button to record your own sample answer. Or, upload an existing audio file by click the Audio Upload icon located in the right corner of the audio recording widget  .
 - Click the **Choose File** button and use the File Upload window to locate the audio file from your local computer. Click **Open** to upload the audio file.
 9. Click the red **Save** button once you have added the Oral Question with Sample Answer Question Properties. Clicking Save will direct you back to the Test Planner.
 10. To preview your activity as your students will see it, click the red **Preview as Student** button, located in the top right corner of the Test Planner.
 - Click the red **Next** and **Previous** buttons in the bottom left corner of the Student Preview in order to flip through your activity questions.
 - Click the red **X** in the top left corner to return to the Test Planner.