



# How to Upload Speaking Assignments

Speaking assignments should be submitted on Canvas in the same way you submit a written assignment.

## RECORDING THE ASSIGNMENT

We recommend using Audacity ([www.audacityteam.org](http://www.audacityteam.org)) to record your submission. It allows you to record your assignment, edit the recording if needed, and save the file as an MP3.

If you prefer to use another tool to record the assignment and need to convert the file to MP3 format, you can do so on this website: <http://www.clipconverter.cc>.

## SUBMITTING THE ASSIGNMENT

Within your course on Canvas, navigate to 'Assignments' on the navigation bar.

Click on the assignment in the list:

Assignment 01		-/100 pts
Quiz 01: Les matières et l'emploi de temps / ...		-/100 pts
Assignment 02		-/100 pts
Quiz 02: Pour décrire le caractère / Pour décr...		-/100 pts
Assignment 03		-/100 pts
Quiz 03: L'uniforme du collège / Ma vie au col...		-/100 pts

## INSTRUCTIONS: UPLOADING SPEAKING ASSIGNMENTS

The assignment details include the facts that it requires a file upload and that the File Type to be submitted is an MP3.

### Assignment 01

[Submit Assignment](#)

**Due** No Due Date    **Points** 100    **Submitting** a file upload    **File Types** mp3

[Assignment 01](#) 

box

KS3 FRENCH YEAR ONE ASSIGNMENT 01 (SPEAKING)

## KS3 French Assignment One (Speaking)



Prepare and record answers to the following questions in French. Submit a recording on Canvas as an .mp3 file.

1. Comment tu t'appelles?

Remember: The file must be in MP3 format. If you have an audio file in another format and need to convert the file to MP3 format, you can do so on this website: <http://www.clipconverter.cc>.

## IGCSE COURSES: SUBMITTING TWO FILES FOR AN ASSIGNMENT

If the assignment requires you to submit both a speaking assignment and a written assignment, you will need to upload the two files at the **same time**.

It is important that you submit the files together so that you will be able to access the feedback your tutor gives you on the assignment.

### Assignment 01

[Submit Assignment](#)

**Due** No due date    **Points** 100    **Submitting** a file upload    **File types** mp3, doc, docx, and pdf

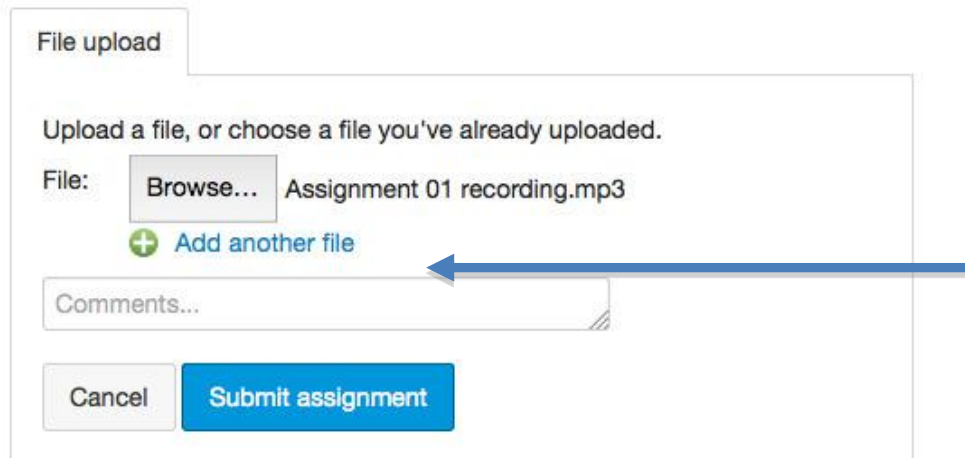
[Assignment 01](#)  

#### IMPORTANT NOTE:

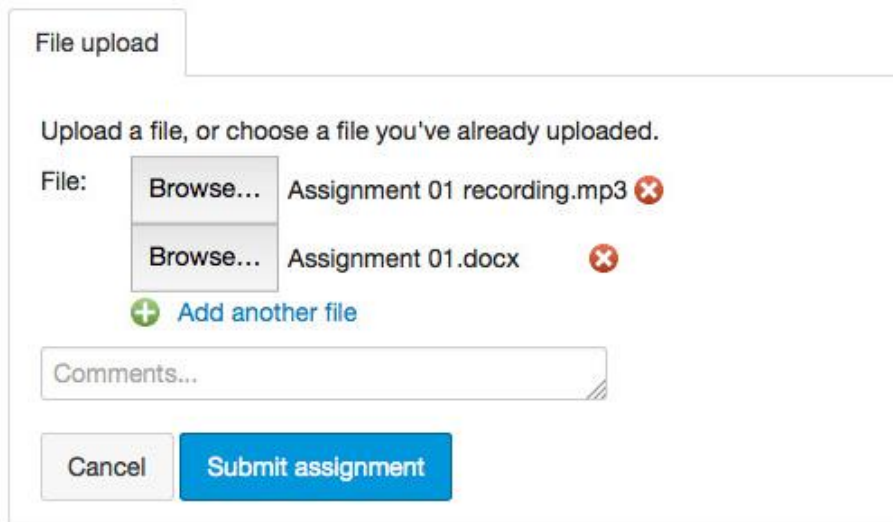
Your mp3 recording along with your written file (PDF/doc/docx) will need to be uploaded at the same time as part of a single submission for this assignment.

## INSTRUCTIONS: UPLOADING SPEAKING ASSIGNMENTS

Once you have uploaded one file, click on '**Add another file**'. You will then be able to select another file to submit. The order in which you upload the file is not important.



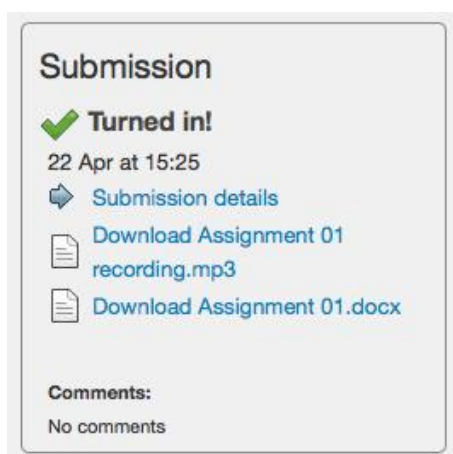
The screenshot shows a 'File upload' tab. Below the heading is the instruction 'Upload a file, or choose a file you've already uploaded.' Under 'File:', there is a 'Browse...' button and the text 'Assignment 01 recording.mp3'. Below this is a green plus icon followed by the text 'Add another file'. A blue arrow points from the right towards this text. At the bottom, there is a 'Comments...' text box, a 'Cancel' button, and a blue 'Submit assignment' button.



This screenshot shows the 'File upload' interface with two files listed. Under 'File:', there are two 'Browse...' buttons. The first is followed by 'Assignment 01 recording.mp3' and a red 'x' icon. The second is followed by 'Assignment 01.docx' and a red 'x' icon. Below the files is a green plus icon followed by the text 'Add another file'. At the bottom, there is a 'Comments...' text box, a 'Cancel' button, and a blue 'Submit assignment' button.

Click on 'Submit Assignment.'

You will then see a confirmation that two files have been uploaded.



The screenshot shows a 'Submission' confirmation box. It features a green checkmark icon and the text 'Turned in!'. Below this is the timestamp '22 Apr at 15:25'. There are three links: 'Submission details' with a document icon, 'Download Assignment 01 recording.mp3' with a file icon, and 'Download Assignment 01.docx' with a file icon. At the bottom, under the heading 'Comments:', it says 'No comments'.