



## 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

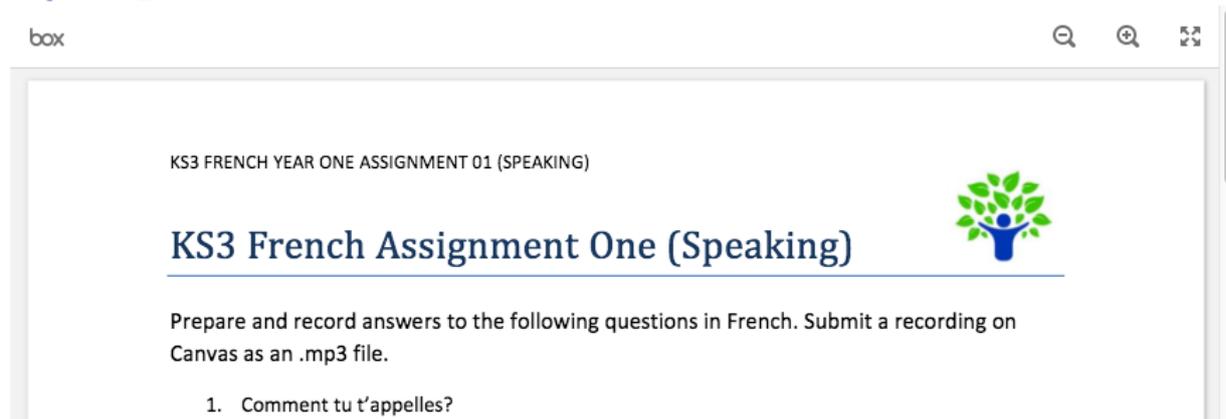
The assignment details include the facts that it requires a file upload and that the File Type to be submitted is an MP3.

### Assignment 01

Submit Assignment

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

Assignment 01 



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

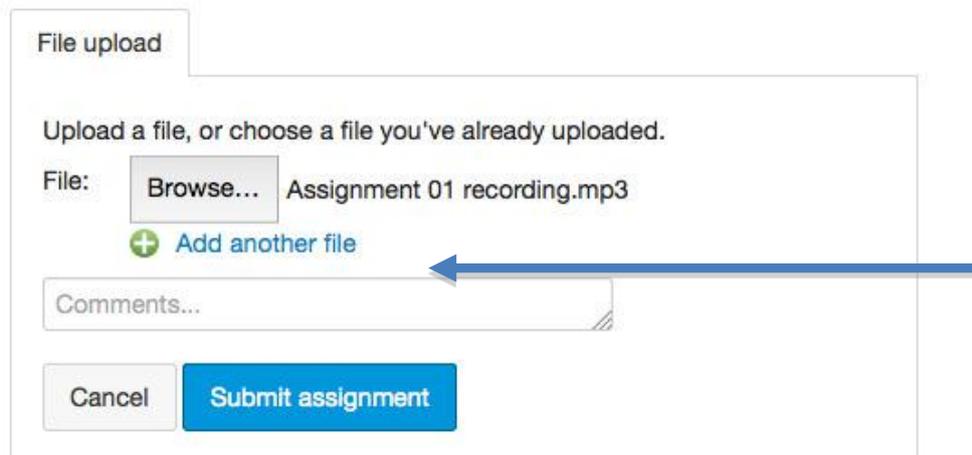
Assignment 01  

#### IMPORTANT NOTE:

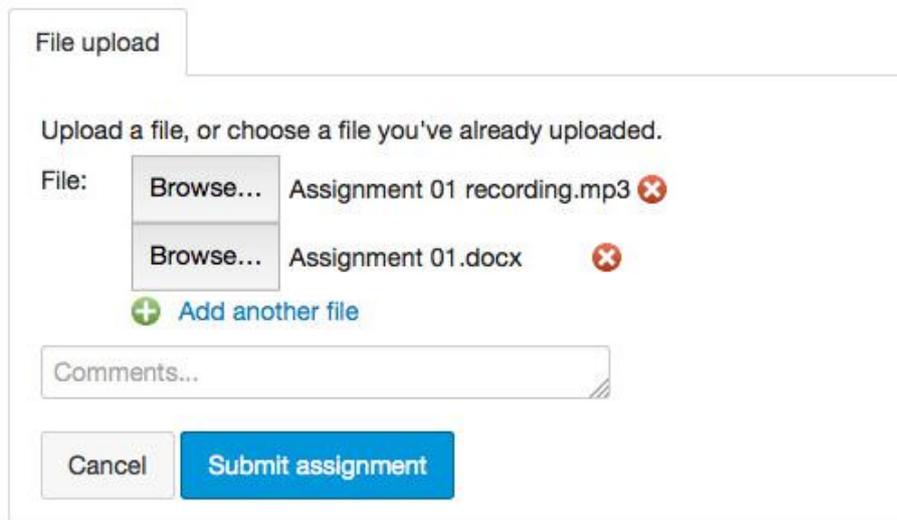
Your mp3 recording along with your written file (PDF/doc/docx) will need to be uploaded at the same time as part of a single submission for this assignment.

## 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.



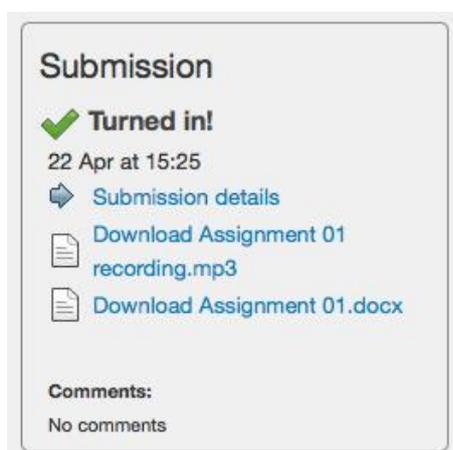
The screenshot shows a 'File upload' window. At the top, it says 'Upload a file, or choose a file you've already uploaded.' Below this, the 'File:' section shows a 'Browse...' button followed by the text 'Assignment 01 recording.mp3'. Underneath, there is a green plus icon and the text '+ Add another file'. A blue arrow points from the right towards this button. Below the file list is a 'Comments...' text area. At the bottom, there are two buttons: 'Cancel' and 'Submit assignment'.



This screenshot shows the 'File upload' window after two files have been added. The 'File:' section now lists two items: 'Assignment 01 recording.mp3' and 'Assignment 01.docx', each with a 'Browse...' button and a red 'x' icon to its right. The '+ Add another file' button is still present below the list. The 'Comments...' text area and the 'Cancel' and 'Submit assignment' buttons are also visible at the bottom.

Click on 'Submit Assignment.'

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



The screenshot shows a 'Submission' confirmation box. At the top, it says 'Submission' in bold. Below that is a green checkmark icon followed by the text 'Turned in!'. Underneath, it shows the date and time '22 Apr at 15:25'. There are three links: 'Submission details' with a blue arrow icon, 'Download Assignment 01 recording.mp3' with a document icon, and 'Download Assignment 01.docx' with a document icon. At the bottom, it says 'Comments: No comments'.