



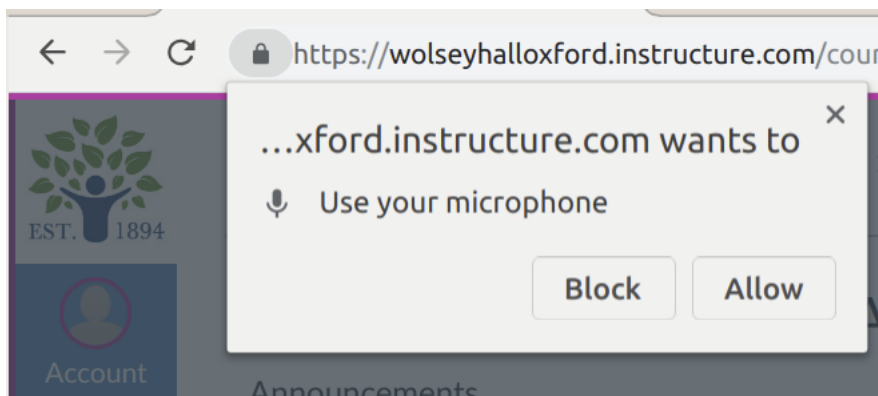
# How to Submit Speaking Assignments

Speaking assignments should be submitted on Canvas in one of two ways: either by recording yourself on Canvas, or by recording yourself using your computer or mobile phone's software.

## OPTION 1: RECORD DIRECTLY IN CANVAS

**NOTE:** This option requires a minimum upload speed of 1Mb/s. You can check your Internet speed at <https://www.speedtest.net/>

1. Within your course on Canvas, click on 'Assignments' in the course menu and then choose the assignment
2. Click 'Submit'
3. The first time, you will need to allow your browser to access your microphone and webcam



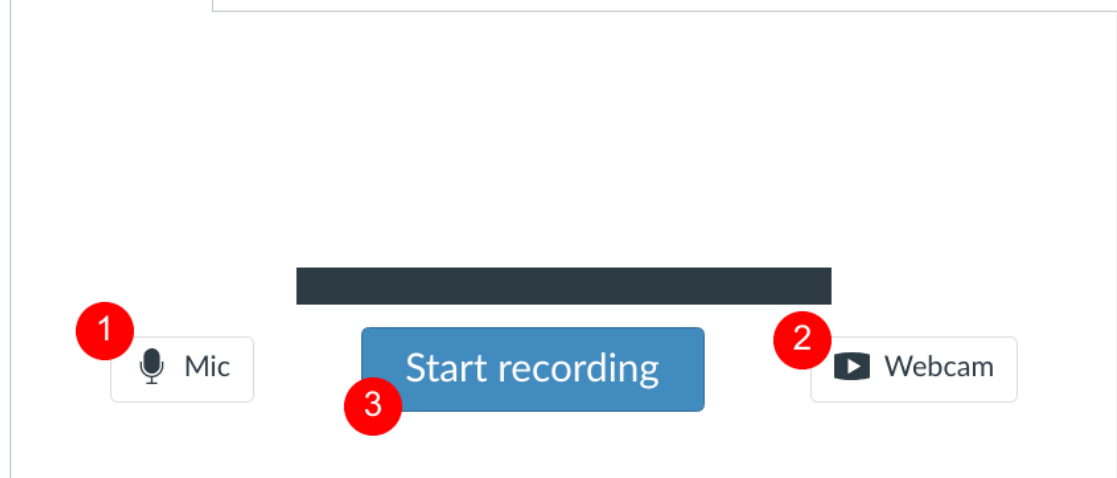
4. To select a microphone for your recording, click the Mic button [1]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the Webcam button [2]. Then click 'Start Recording' [3]

Record/upload media comment



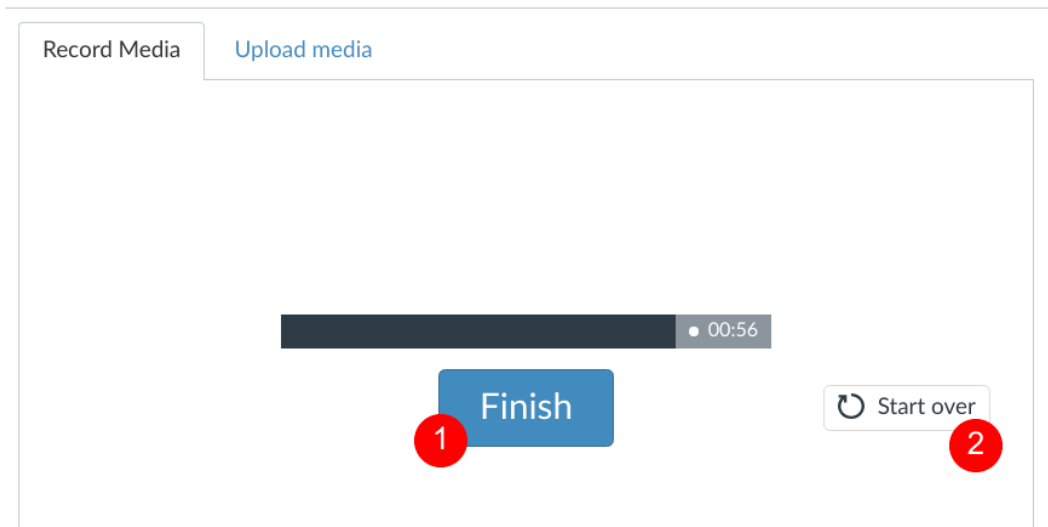
Record Media

Upload media

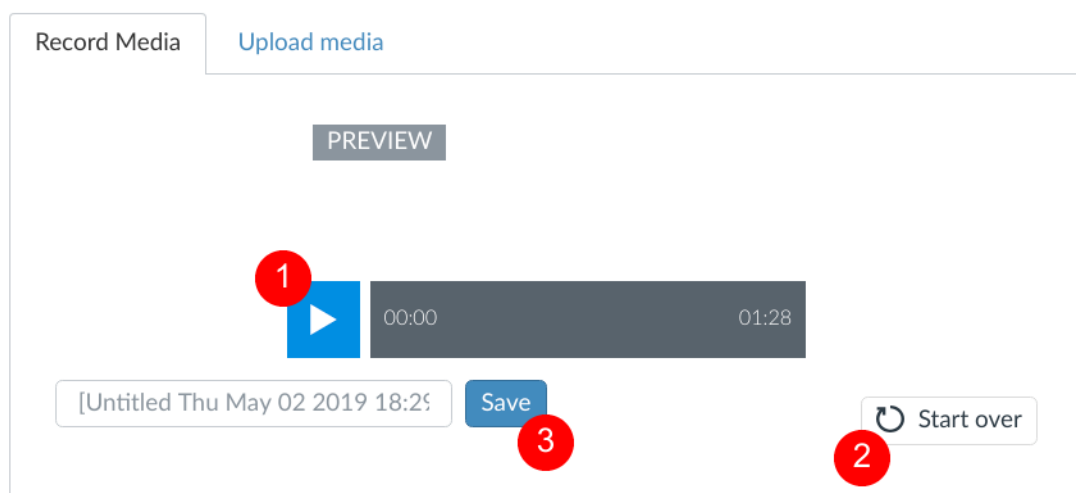


## INSTRUCTIONS: SUBMITTING SPEAKING ASSIGNMENTS

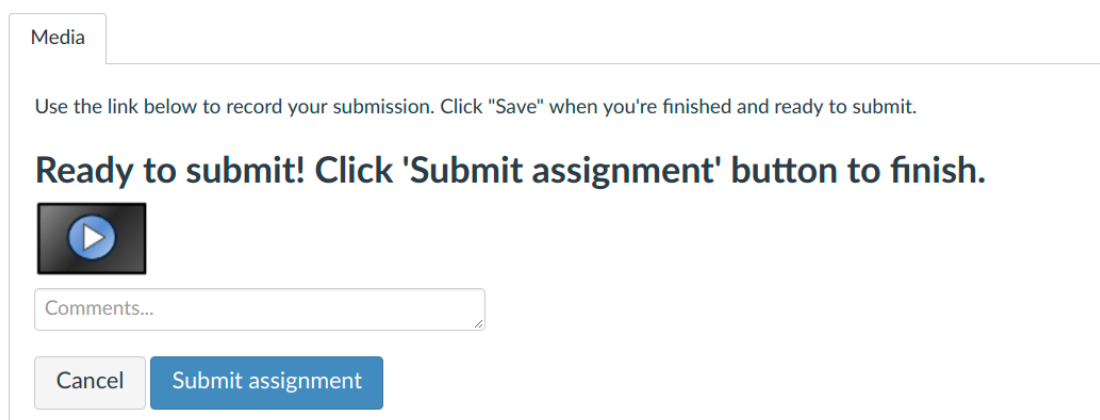
5. Click 'Finish' [1] when you are happy with your recording, or 'Start over' [2] make a new recording.



6. When you are finished, you can listen back to your recording [1]. You can then re-record by clicking on 'Start again' [2] or give the recording a name and save if [3] if you are happy with it.



7. Now click 'Submit assignment' to submit your recording to your tutor.



## OPTION 2: RECORD ON YOUR COMPUTER OR MOBILE DEVICE

We recommend using the free, open-source software 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 a WAV or MP3 file.

WAV files are larger than MP3 files, so if you have a slower Internet connection and struggle to submit your file, we recommend converting it to MP3.

**NOTE: In order to export to MP3, you will need to download an Audacity extension.**

If you have a Mac, download the 'RECOMMENDED Installer Package' for LAME here:

<https://lame.buanzo.org/#lameosxdl>

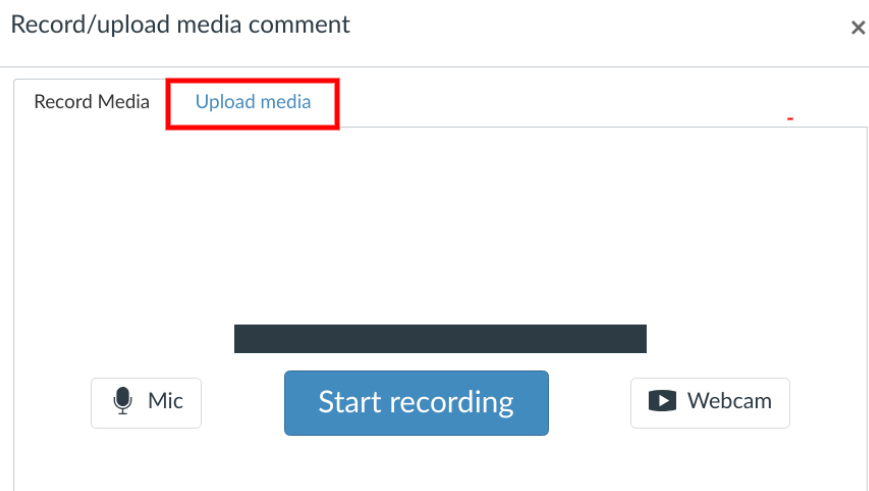
If you have a PC, download the 'RECOMMENDED Installer Package for LAME on OSX' here:

<https://lame.buanzo.org/#lamewindl>

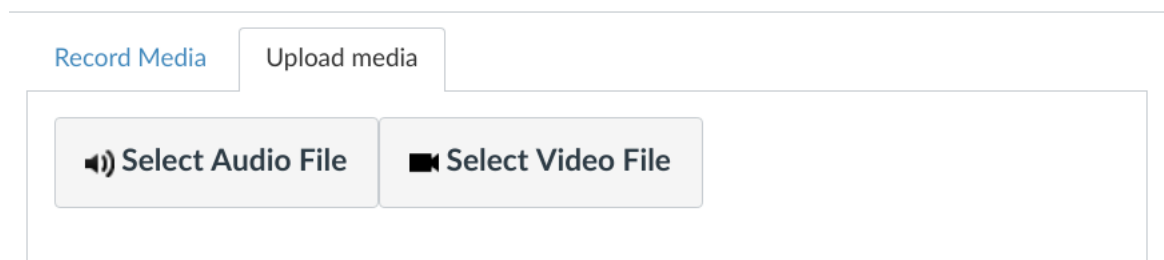
You may also use any other software you prefer.

Once your assignment is finished, submit it on Canvas:

1. Within your course on Canvas, click on 'Assignments' in the course menu and then choose the assignment
2. Click 'Submit'
3. Click on the 'Upload media' tab



4. Select 'Audio File' or 'Video File' as needed




## INSTRUCTIONS: SUBMITTING SPEAKING ASSIGNMENTS

5. Once the file has finished uploading and returned to the following screen, click 'Submit assignment' to send it to your tutor

Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

**Ready to submit! Click 'Submit assignment' button to finish.**



Comments...

Cancel

Submit assignment