

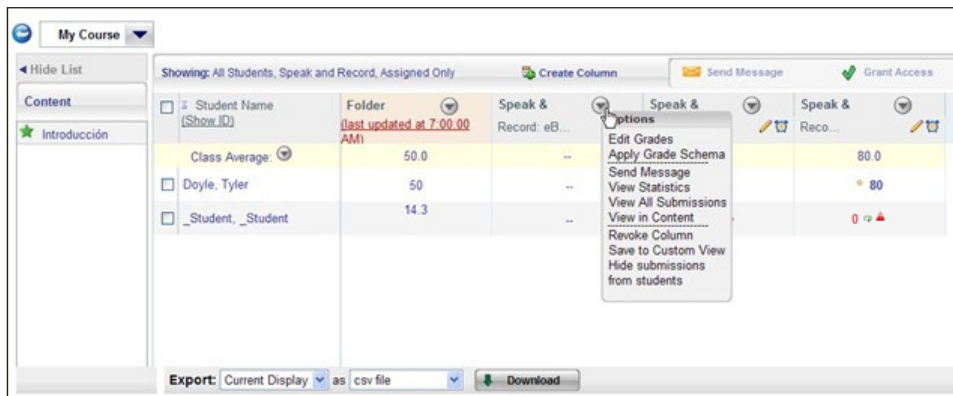
Grade Speak and Record Activities and Save Recordings

This guide explains how to grade Speak and Record activities and save recordings on Realidades.com.

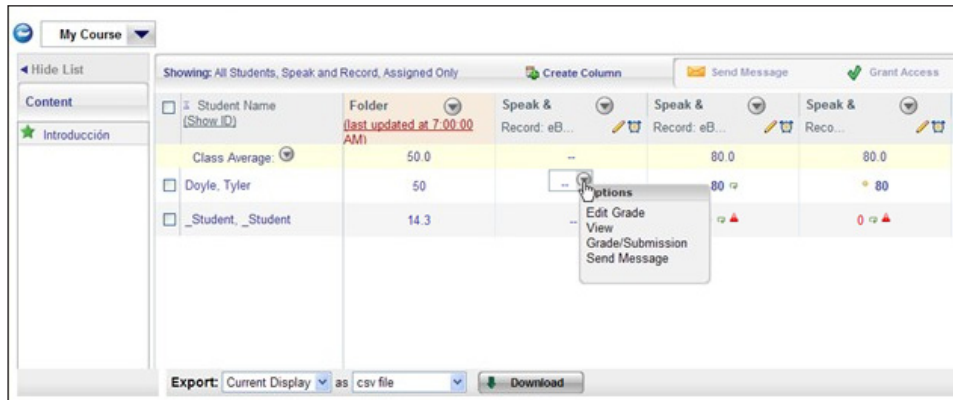
To grade Speak and Record activities, select the class and click **Gradebook** on the Classes channel.



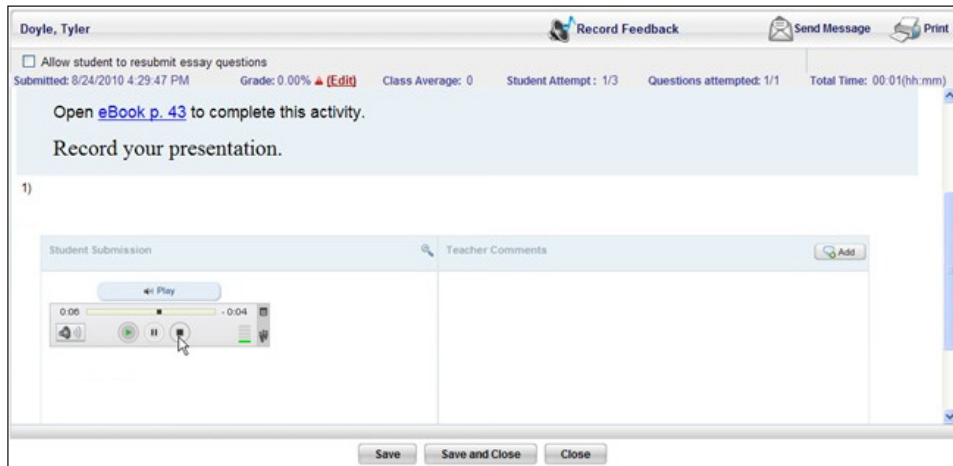
On the Gradebook tab, customize the view to show only the Speak and Record activities. To view submissions from all students, click the Options arrow to the right of the activity title and select **View All Submissions**.



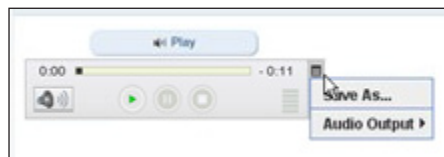
To view a single submission, click the Options arrow on a student's row within the activity column and select **View Grade/Submission**.



Navigate to the recording, and click **Play** to activate the player device. Now click the play icon to listen to the student's submission. Click stop when finished.



To save recordings, click the top right corner of the player and select **Save As**.



Through this function, create a folder for the specific student and save the recording. In addition, teachers can add the file to a student's digital portfolio or e-mail the file to a parent or guardian.

Teachers can type feedback for students and use the recorder to record a customized message.

Scroll to the bottom, type in the grade, and click **Save and Close**. This activity only had one recording and is worth one point. The percentage grade now appears in the Gradebook. Type in a decimal, such as 0.8 for a grade of 80 percent.

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