

Audio Portfolios

Online Speaking Practice

www.audioportfolios.com

Contact Dennie Hoopingarner for information about this program.
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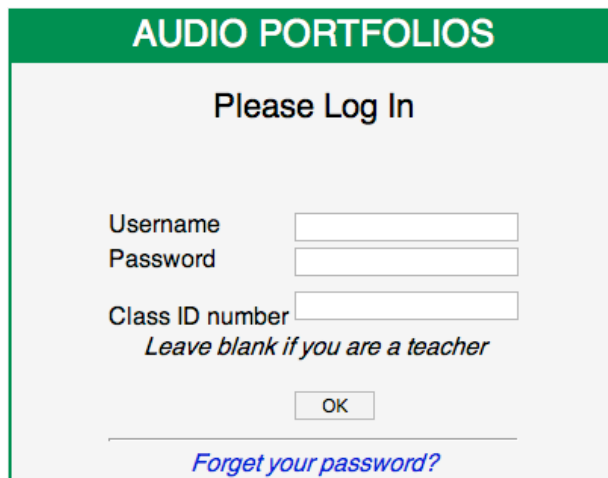
To log in:

Students:

Your instructor will give you a username, password and class ID number. Enter them in the form, then click the OK button.

Instructors:

Use the same form to log in. Type your username and password, then click the OK button.



The image shows a login form titled "AUDIO PORTFOLIOS" with a green header. Below the header, it says "Please Log In". There are three input fields: "Username", "Password", and "Class ID number". Below the "Class ID number" field, there is a note: "Leave blank if you are a teacher". At the bottom of the form, there is an "OK" button and a link that says "Forget your password?".

For Students

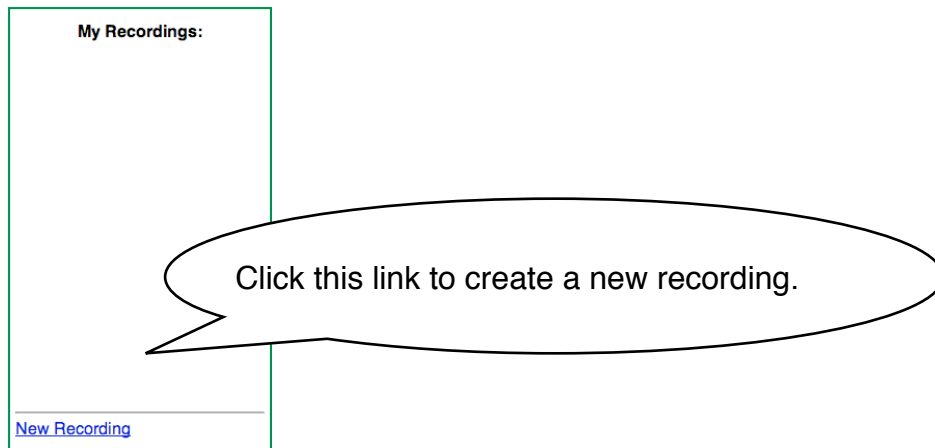
Introduction: Audio Portfolios is a program that allows you to record and play back audio files for your language class. The program requires a high-speed Internet connection, a browser with the Flash plugin, and a microphone and speakers.

The program uses streaming technology. When recording, the file is streamed up to the server as you record. You do not have to upload the recording: it happens automatically.

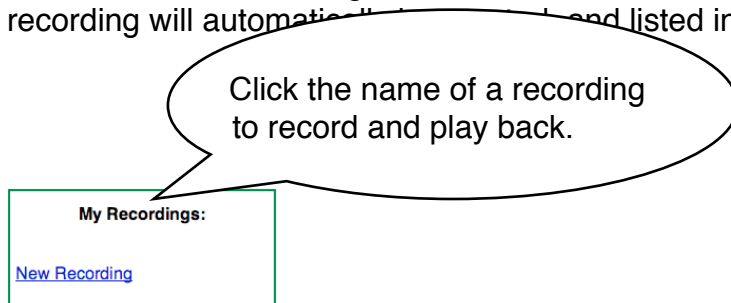
Your recordings are stored on the server. This means that you can access the program from anywhere in the world where you have broadband Internet access.

Your recordings:

When you log into the program, you will see a list of all your recordings.



To make a new recording, first click the "New Recording" link. A container for your new recording will automatically appear and listed in your recordings.

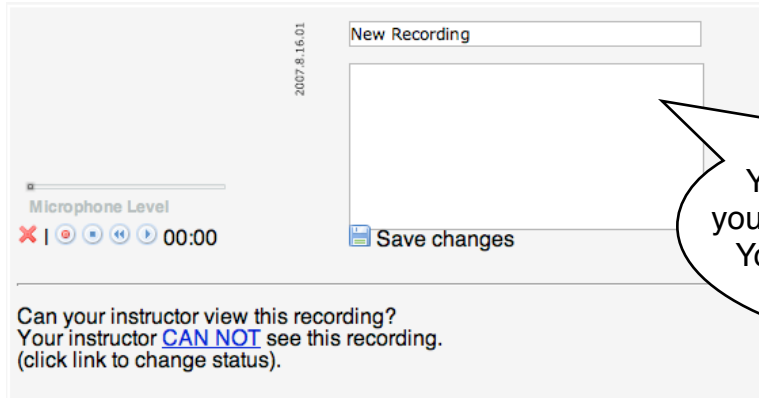


To access a recording, click its name. The recording console will appear.

The recording console:

The recording console looks like this:

The name of the recording goes here. You can change it at any time.



You can type text here for yourself, or for your instructor to see, Your instructor can leave notes for you here, too.

You might see this dialog box asking for permission to access your computer's camera and/or microphone.



Click the "Allow" button. If you click the "Remember" checkbox, the system will remember your settings, and you won't see the dialog box again.

After you have selected a recording, you can record and play back audio clips.

Sharing recordings:

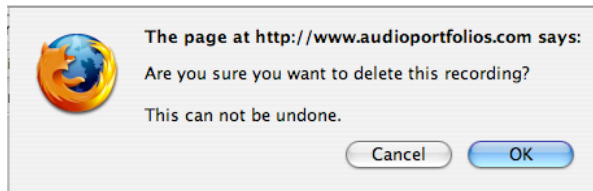
Your instructor might ask you to make a recording visible to him/her. Each recording can be tagged for accessibility to your instructor. The status of each recording is shown under the recording console. To change the status of a recording, just click on the link.

Can your instructor view this recording?
Your instructor **CAN NOT** see this recording.
(click link to change status).

Can your instructor view this recording?
Your instructor **CAN** see this recording.
(click link to change status).

Deleting recordings:

Clicking the delete icon (✖) will delete the recording. You will be asked to confirm the deleting. Deleting is irreversible.



Changing your account information:

You can change your username and password by clicking the “Account Information” link at the top of the screen.

Logged in as Sparty Spartan. [\[Account Information\]](#) [\[Log Out\]](#)

This is your account information. Make changes as you like, then click the OK button.

My Name:	<input type="text" value="Sparty Spartan"/>
Email Address:	<input type="text" value="sparty@msu.edu"/>
username:	<input type="text" value="sparty"/>
password:	<input type="text" value="sparty"/>
	<input type="button" value="OK"/>

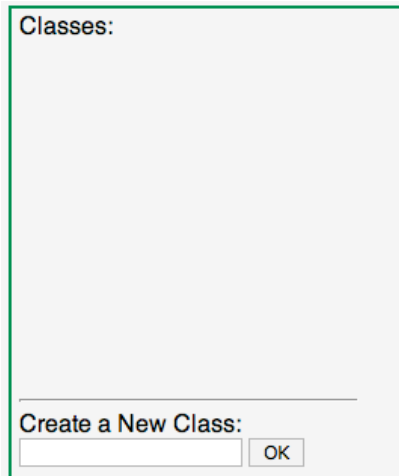
Your changes will take effect instantly. Click the “Continue” link to return to the main page.

Account info updated. [Continue](#)

For Instructors:

Log into the program using your username and password. Do not type a class ID number.

When you log into the program for the first time, there will be no classes under your account. You must create class lists and student accounts for your students to use.

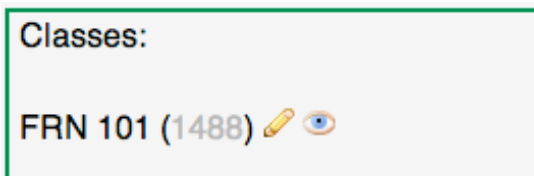


Classes:



Create a New Class:

Creating classes

Type the name of your class in the input box, then click the OK button. Your class will instantly appear in the list of classes.

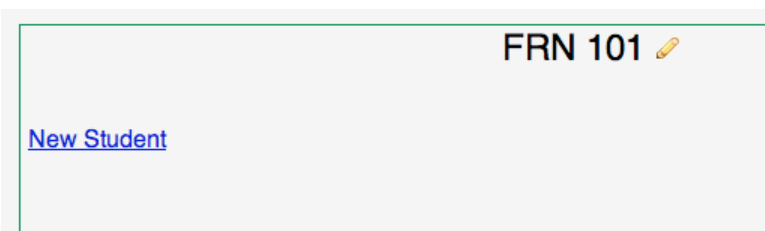



Classes:

FRN 101 (1488)  

Adding and Editing student accounts

Click the pencil icon next to the name of your class. A panel will appear on the screen where you manage student accounts for this class.

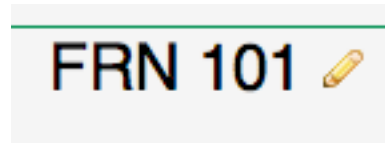


FRN 101 

[New Student](#)

There is no limit to the number of classes or student accounts that you can create. The only restriction is that you may only use the program for classes that you yourself teach.

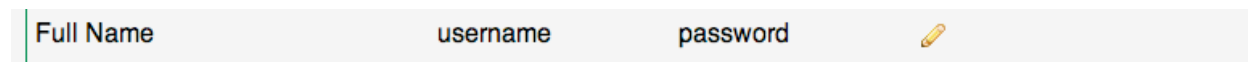
You can change the name of your class by clicking the pencil icon next to the class name.



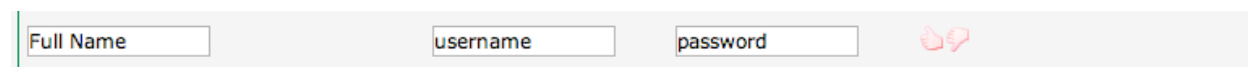
Make changes, then click the thumbs-up icon to save. Click the thumbs-down icon to cancel.



Add students to the class list by clicking the “New Student” link. A placeholder account is created for you. Click the pencil icon next to the record to edit it.



Make your changes, then click the thumbs-up icon to save your changes.



Class ID number:

Every class has a unique ID number. To log into the program, students use the username and password that you give them, plus the ID number for the class. The class ID number is listed in parentheses after the name of the class. In the picture below, the class ID number is 335.

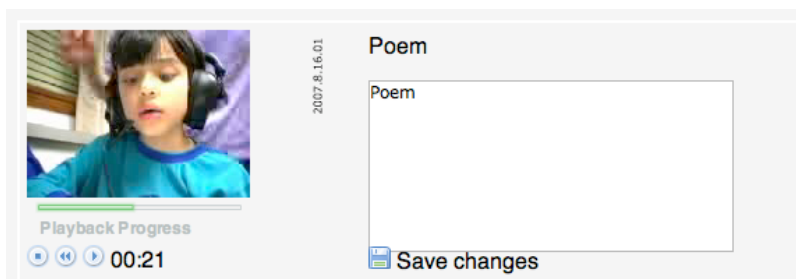


Viewing Student Work:

To view student recordings, click the eye icon next to the name of the class. You will see a listing of every shared recording by every student in the class.



Click on the eye icon to listen to the recording. If the student recorded video, the video will show up. Otherwise, only audio will be available.



You can leave text feedback for your student by typing in the text box next to the recording console. Click the icon labeled "Save changes" to save.