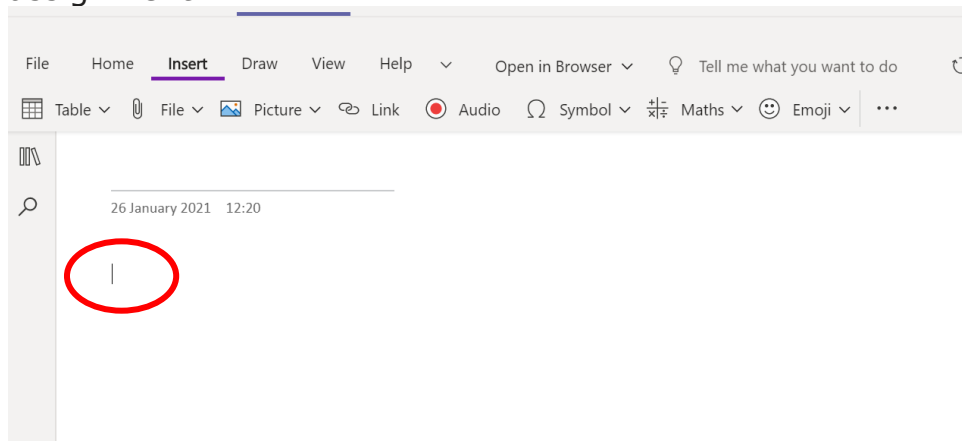


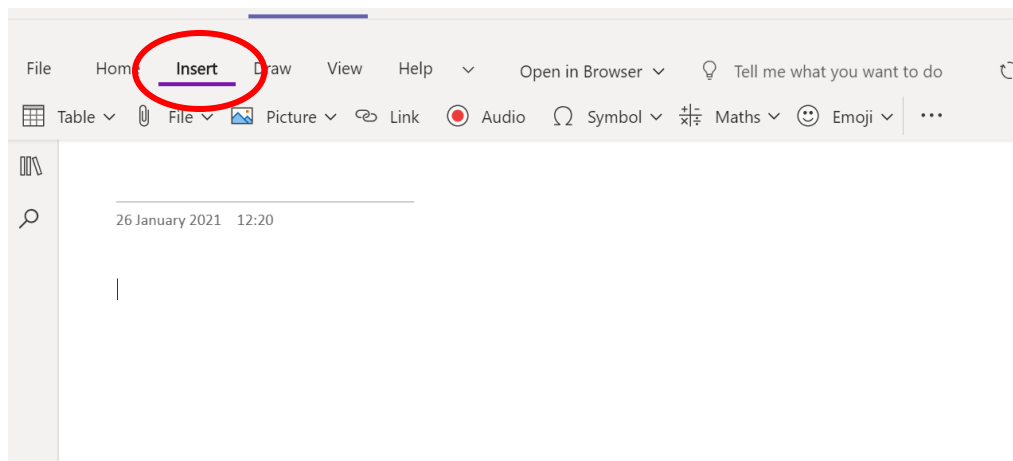
How to Insert an Audio into Assignments

When you are in the onenote attached to your child/ren's assignment you will have a toolbar.

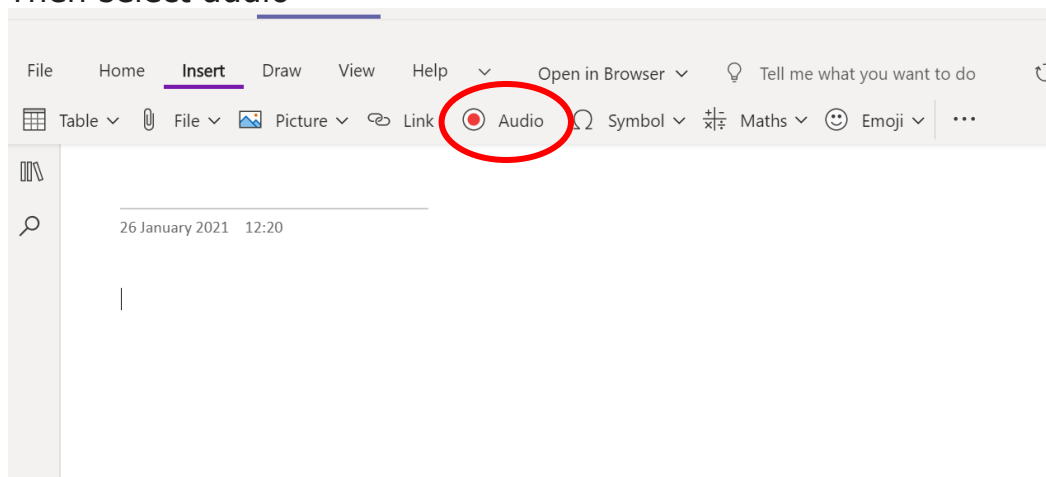
Make sure the cursor is where you want the audio to be inserted in the assignment.



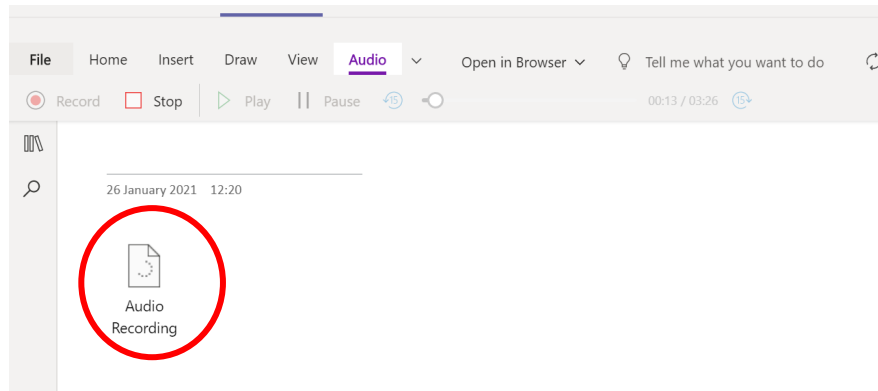
Select Insert.



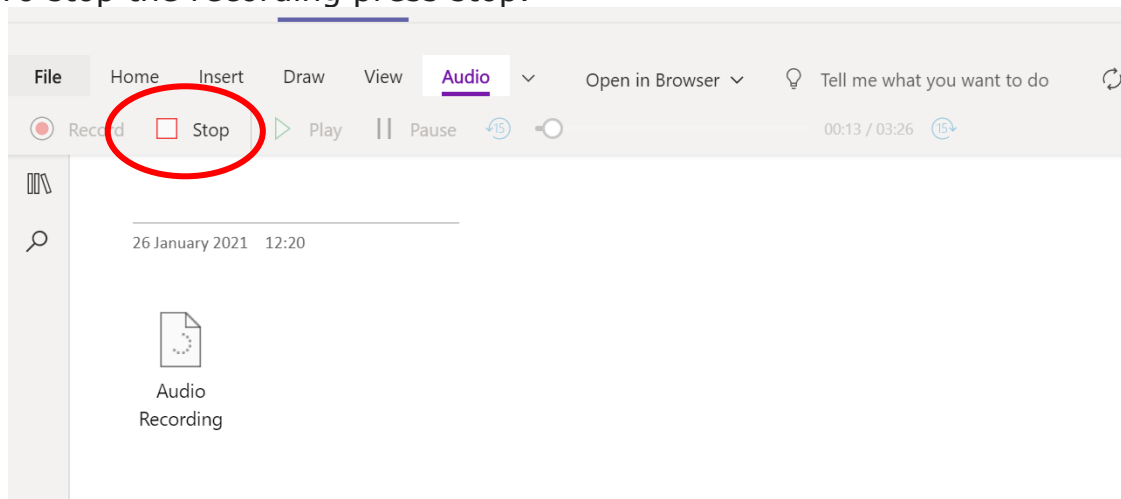
Then select audio



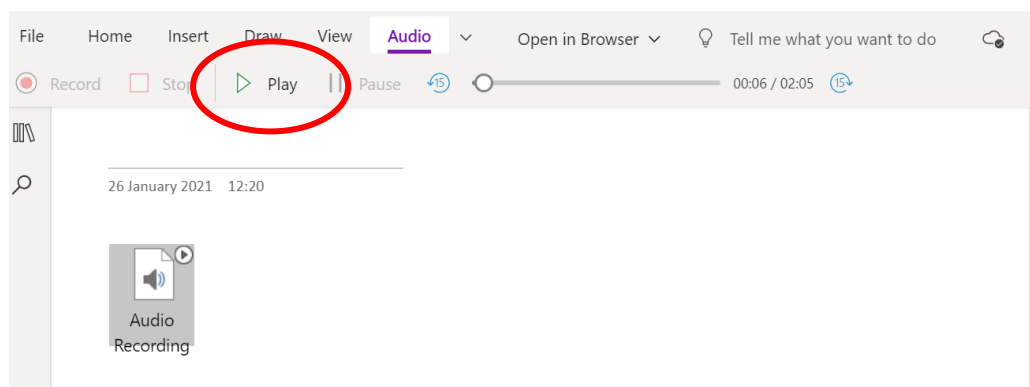
A file will appear (you may have to allow access to your microphone being use) and will begin voice recording straight away.



To stop the recording press stop.



Your child can also listen back to the recording by pressing play.



When your child hands in their assignment the teachers and teaching assistants will be able to listen to their audio recording.