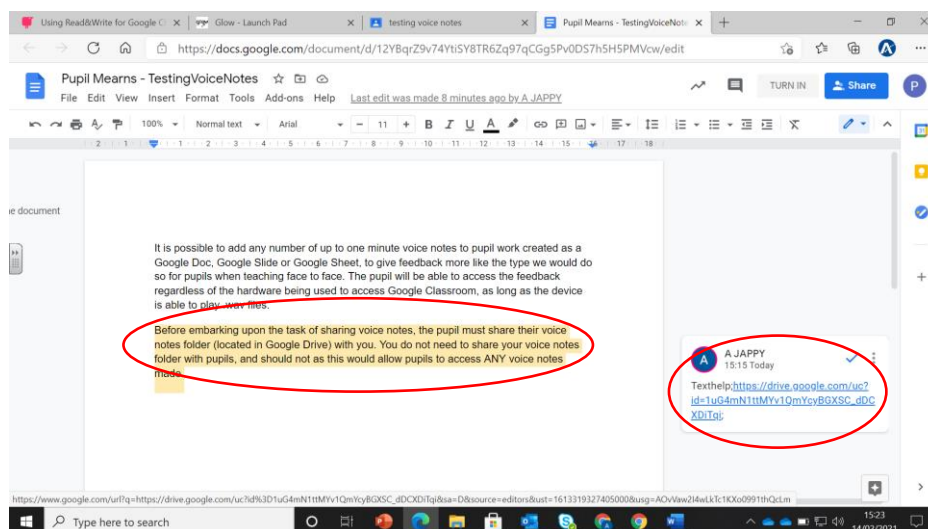


Accessing Voice Notes on Google Docs

Teachers are now able to add voice notes to the Google Docs you submit for marking.

To access voice notes, you must use a browser to access Google Classroom via GLOW. Voice notes will not necessarily work in the Google Classroom app - this depends on the hardware and software version you are using.

If your teacher has left a voice note on a Google Doc it will appear as shown below.



The voice note is linked to an area of text you have input into your Google Doc. The voice note refers to the area of text highlighted above.

To access the voice note, either double click on the highlighted text or click on the link (shown to the right hand side).

When you click on either of the above, a new tab or window will open in your browser redirecting you to the file stored in a shared area of Google Drive. You can pause and replay the voice note as many times as you wish. Once you have listened to the voice note, close the tab and either action the advice or move onto the next voice note.

