

Voice Memo Responses to Student Work

In addition to writing margin comments on student work and filling out a rubric for them, I also spend 5-7 minutes recording a voice memo to each student after I have evaluated their work. I do this for major projects and students love it and it also saves me time.

The voice memo allows the students to hear my tone of voice as I am talking about their work. The other huge benefit of voice memos are that I know the students listen to them (as opposed to not knowing whether they read my comments). Once I record the memo (using a microphone that plugs in to my computer and recording software on my computer), I email the file to them. The student then has to listen to the file, make a bulleted list of what I talk about in the file, and give that document to me. By looking at their list, I know they listened to the memo and I can also know they understood my main points. I give them credit for the transcription before I hand it back to them. This way they have a clear list of things they need to do in order to revise their project.

You can listen to a couple of the voice memos I have recorded for students by clicking on the link on the “Evaluation of Student Work” web page.