Read&Write for Google Chrome – Voice Note

Introduction

The Voice Note feature will record a one minute or less audio clip of your voice. This can then be inserted as a comment in a Google document. Voice notes also save in a separate folder your Google drive each time you create one, which can be reorganized. Once the document is shared, this voice note can be played by that person. Teachers may use this tool to leave directions when absent, or leave comments when editing documents. Students may use this to remind themselves in their planning process, or to answer questions in a document.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Creating a Voice Note in a Google Document

This tutorial assumes:

- Access to Google Chrome browser on a Windows, Mac or Chromebook computer and NOT a tablet.
- Read&Write extension for Google Chrome is installed.
- Access to the premium features. Click here to find out how.
- Access to the internet.

Case Study

Dean is a Grade 9 student in English class. He has written a short essay on connections he had made from the book he finished reading. He was to make a connection to self, text, or world. After writing his paper using the Talk&Type tool, he shares his Google document with his teacher for revision and edits. She uses the Voice Note tool to leave comments and further directions for Dean.
Voice Note using Read&Write for Google Chrome

1. Create a new or Open a shared document with the text you would like to leave a Voice Note on (1) in Google Docs using your Google drive in the Chrome web browser.

   Ensure that the Read&Write Chrome extension is running. If the extension is active, a purple icon will appear in the top right hand corner of the Chrome window.

   Click on the icon (2) to activate the Rea &Write toolbar.

   Note: You may type text, or open a shared document

2. Select the text you wish to insert a Voice Note comment for (1).

   Click on the Voice Note Icon (2).
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<td>3</td>
<td>A bar will appear at the top of the document. <strong>Click</strong> on the microphone tool to record your voice comment (1).</td>
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<td>4</td>
<td>The countdown timer gives you 1 minute to record your voice. When you have finished recording your Voice Note, <strong>Click</strong> on the <strong>Stop</strong> icon (1). You may listen to your Voice Note by <strong>Clicking</strong> the <strong>Play</strong> icon (2). <strong>Click</strong> on the <strong>Insert</strong> button to insert your Voice Note into the document (3).</td>
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<td>5</td>
<td>If you are the user listening to the comments, <strong>Click</strong> on the highlighted selection you wish to listen to (1). The corresponding Voice Note <strong>will come forward</strong> (2). <strong>Click</strong> on the <strong>play</strong> icon to listen to the voice note, and <strong>pause</strong> icon to suspend the recording.</td>
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After listening the Voice Note,

- You may **Click Resolve** after addressing the comment.
- **Type** in the *Reply* box to type a response
- **Click** on the 3 dots for the *edit, delete, or link to the comment*, which will provide you with a link to listen to the Voice Note.

To see all your Voice Notes, **Navigate** to your Google Drive (1).  
A new folder will have been **created** named *My Voice Notes* (2). 
This folder will contain all your documents with Voice Notes.