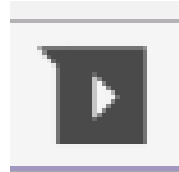


# Google Voice Notes to Support Note-taking and Reading Comprehension

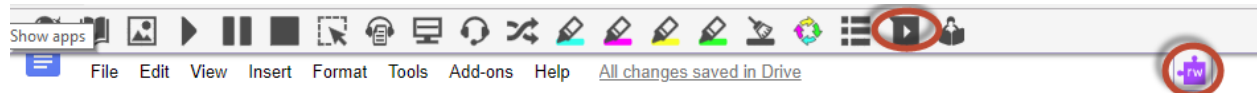
## Why

Students may struggle with writing and/or memory when taking notes to support comprehension. Voice notes (voice recording) provides an option for students to speak about and record their thoughts, then listen back later. Voice notes can be used by the teacher as part of a scaffolded note-taking strategy or by the student.



## How (see examples on page 2)

1. The student and/or teacher can write a little as one word or simply pick a word with a larger body of text to attach a voice file.
2. Activate the read and write toolbar by clicking on the puzzle piece
3. Click on the “Voice Note” icon (black background with white triangle)



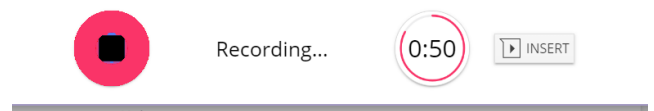
Abraham Lincoln

Birth place

Early Life

Family

4. A recording bar will open. When you are ready to record place the cursor on the word the voice note addresses then click on the microphone and speak. Your voice is recorded. You have up to 60 seconds for each voice note.



5. When you are finished speaking click on the black box to stop the recording. You have two options

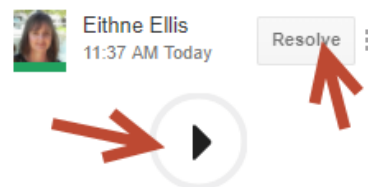
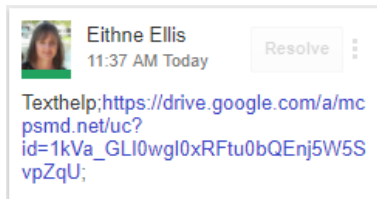
- Playback the recording to check for accuracy, and re-record if necessary.

- Insert the recording into your document–

note you will see a rainbow effect along the bottom of the recording bar when it is “entering” the voice note. This process might take a few seconds.



6. When you insert the voice note it appears in a window on the right side of your page - it appears as a blue link, when you hover over it to play the blue link changes to a “play” triangle - click to listen.



7. When you no longer need the voice note click on resolve and it disappears

Note: A unique pale yellow highlight is created over the word attached to the voice note. When you play the voice note the pale yellow color changes to a brighter color so you can identify which note applies to which word. This feature allows teachers to use this feature for students to answer comprehension questions orally - see examples above