

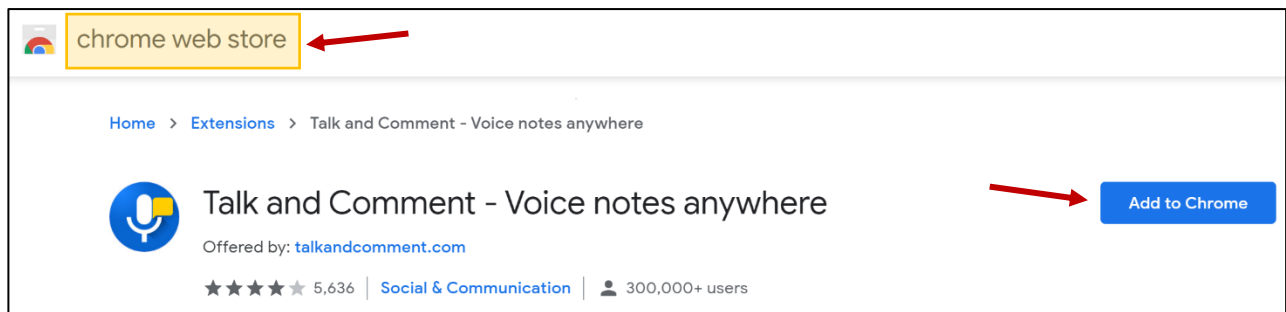
Talk and Comment Extension

The Talk and Comment Google Chrome Extension will allow you to **record and add voice comments** to just about any online program, including Google Classroom, Google Forms, and many other online programs.

Check out this 2-minute video [tutorial](#) to see how this simple tool could be a real game-changer.

***NOTE:** Recordings are **NOT** accessible on smartphones. Students must use the Google Chrome web browser on a computer/laptop. Smartphone users will see that a recording is listed, but they won't be able to play it.

Open Google Chrome and search for "talk and comment extension". Open the link for the [Chrome Web Store](#). Click the button to **ADD TO CHROME**. If prompted, allow the program **access to your microphone**.



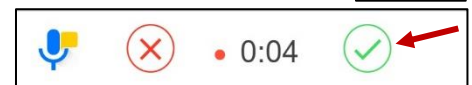
You will now see this icon on the right side of your screen. It is visible on most internet sites. This extension only works in Google Chrome.



When you are ready to record, click the icon and begin speaking. When you are finished, press the green checkmark.

***NOTE:** Recordings are best when they are 4 seconds or longer.

***NOTE:** If the recording isn't working, refresh your page.



You will immediately be prompted with the following pop-up. The link to the recording is automatically copied for you. Press OK.



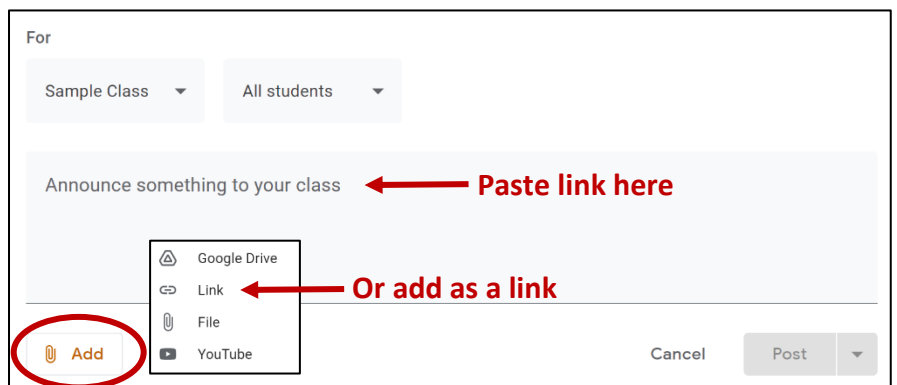
Then open the program you would like to add the voice recording to and paste the link.

***NOTE:** Recordings are only active for 90 days.

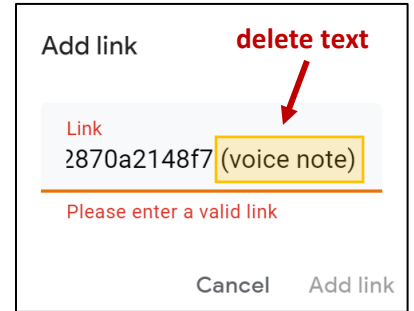
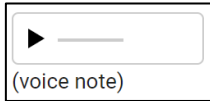
Google Classroom Applications:

Announcements:

1. To add the recording as an announcement, open the **STREAM** in your Google Classroom.
2. You can paste the recording directly in the message area. You do not need to delete the words (voice note) at the end.



- You can also add text and/or attachments to the announcement. You are not limited to just the link.
- You can add the recording as link instead of pasting it into the message area. Click the **ADD** button and choose **LINK**. You will need to delete the words (voice note) at the end of the web address.
- After adding the web address (either as a message or a link), it may take a few seconds for the link to convert and show as a **PLAY** button.



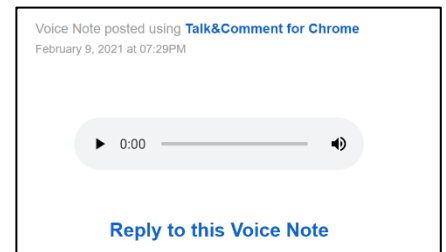
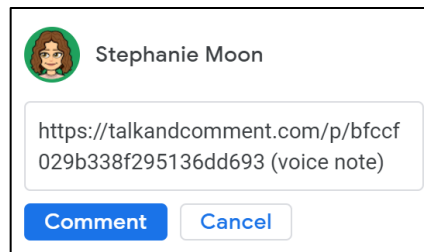
Comments:

- Create your recording, open the student work and highlight the text you would like to comment on.

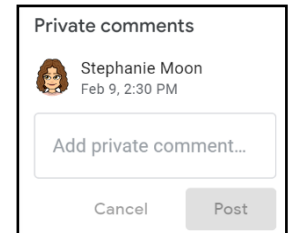
- Click on the **COMMENT** button on the right side.



- Paste the link in the comment section and press the **COMMENT** button to post. The link will not turn into a "PLAY" button; however, the students can click the link to open a new tab where they can listen to the recording.

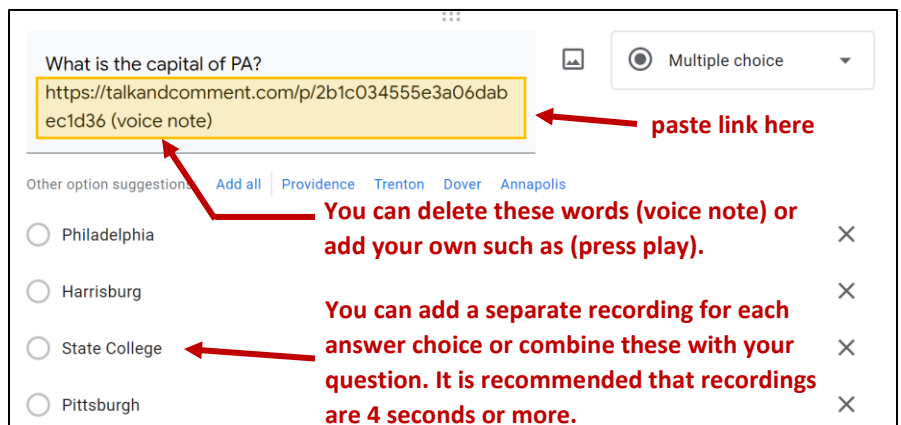


- If it is an overall comment, you can paste the recording in the **PRIVATE COMMENT** area and press **POST**. The link will not turn into a "PLAY" button; however, the students can click the link to open a new tab where they can listen to the recording. It will not show as a link for the teacher, but it will for the students.



Google Form: Click [HERE](#) for a Video Tutorial.

- Open your Google Form. You can add the recording directly to the question and/or answers.
- Type the question.
- Create your recording. The link will automatically be copied.
- Click after the question and paste the recording link.

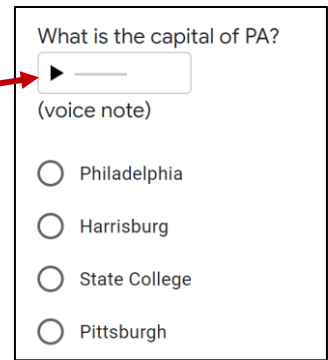


NOTE: If you record the question **and answer choices in **ONE** recording, make sure that you do **NOT** shuffle the answer choice order. You are still able to shuffle the question order in your test because **the recording link is PART OF the question.***

5. This is what the students see. The recording is shown as a play button.


**NOTE: Recordings are active for 90 days.*

Students will press **PLAY** to hear your recording.

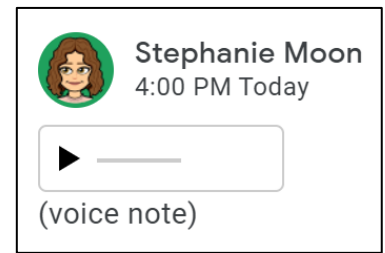
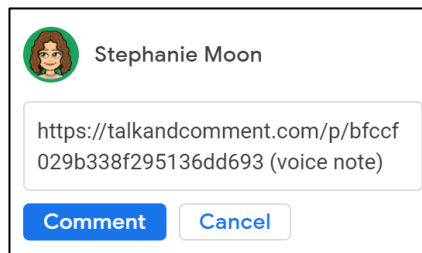


Google Docs & Slides:

Comments:

1. Create your recording and open the Google Doc/Slide.
2. Highlight the text, picture, shape, etc. that you would like to comment on.
3. Click on the **COMMENT** button in the toolbar menu at the top. 

4. Paste the link in the comment section and press the **COMMENT** button to post. The link will turn into a "PLAY" button.

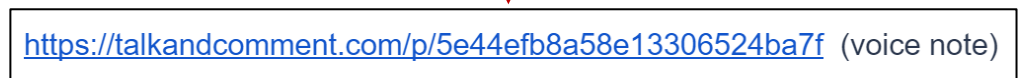


Adding Link Directly to Page or Slide:

1. Create your recording and open the Google Doc/Slide.
2. Paste the link directly on the page or slide.

Place your cursor here and press the spacebar one time.

3. Place your cursor at the end of the address and press the spacebar one time. This will turn the address into a link.



4. Students will click on the link and then press the PLAY button that is displayed to hear the recording.

