Step by Step Guide for Online International Teaching Assistant (ITA) Oral Testing

Important!

To complete this activity, you will need an SIU email and password. If you have not claimed your Network ID (Dawg number) and SIU email, go to this guide first to get the required credentials: oitkb.siu.edu/knowledge-base/account-claim

Step 1: Go to “ITA Resources” page
1. Go to the oral interview site by using the link below:
   mycourses.siu.edu/d2l/home/548792
2. Log into your SIU account with your SIU email address and password to access the interview site
3. Verify your access using Duo (also obtained from SIU Office of Information Technology)
1. Read the instruction first and then close the window.
2. On the “ITA Resources” page, you will see an announcement titled, “Welcome, Complete your ITA Oral Exam”
3. In that announcement, click the link titled, “ITA Oral Interview.” If you would like, you can complete the “Oral Interview Practice” and then proceed to the official interview
Figure 2. Welcome Message (Sample, read in D2L)

Step 3. Take the Exam – Operating in a tool called “Bongo”

1. A new tab or page will open with “Bongo”
2. Watch the “Instructions” video
Now, Activate your recorder

3. Click the grey box that says, “Activate Recorder”
4. You may get a pop up that asks for permission to use your camera and microphone, click “Allow”

5. Click “Start Question,” and a recorded question will play. When it’s complete, your recording will start.
   a. After answering, click “Stop.”
      If you are doing the practice test, you can retake the recording before submitting by clicking on the three dots shown next to your record and choosing retake
   b. Click “Next Question” when ready (Mic and Camera are green)
Step 4. Record Video
Each video has a minimum requirement of 10 seconds.

1. Listen to the question asked in the video.
2. Wait for the recording to start, then speak clearly and respond to the question. Remember to respond naturally. Treat this activity as a conversation.
3. When finished, click “Next Question,” and repeat.
4. Lastly, ensure your videos are finished processing, and your screen shows all your completed videos, like this:

You’re done! Thank you for completing the online ITA testing; we will evaluate your results soon and contact you.