

## 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](https://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 bellow:

[mycourses.siu.edu/d2l/home/548792](https://mycourses.siu.edu/d2l/home/548792)



#### Welcome to MyCourses

MyCourses is supported by the Center for Teaching Excellence and provides access to materials and activities for both on-campus and distance education courses.

Is your computer ready to run D2L Brightspace? [System Check](#) (highly recommended)

SalukiTech Solution Center  
(618) 453-5155

salukitech@siu.edu

The preferred method to logon to MyCourses for all SIU students, faculty, and staff is through [SalukiNet](#).

[SIU Account Login](#)

Guest Login ▶

#### SIU Mission Statement

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

[Get Help](#)

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)

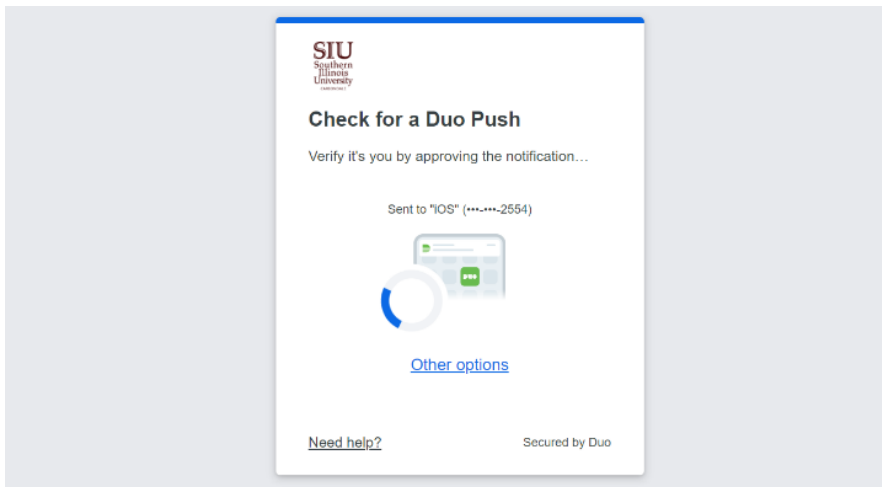
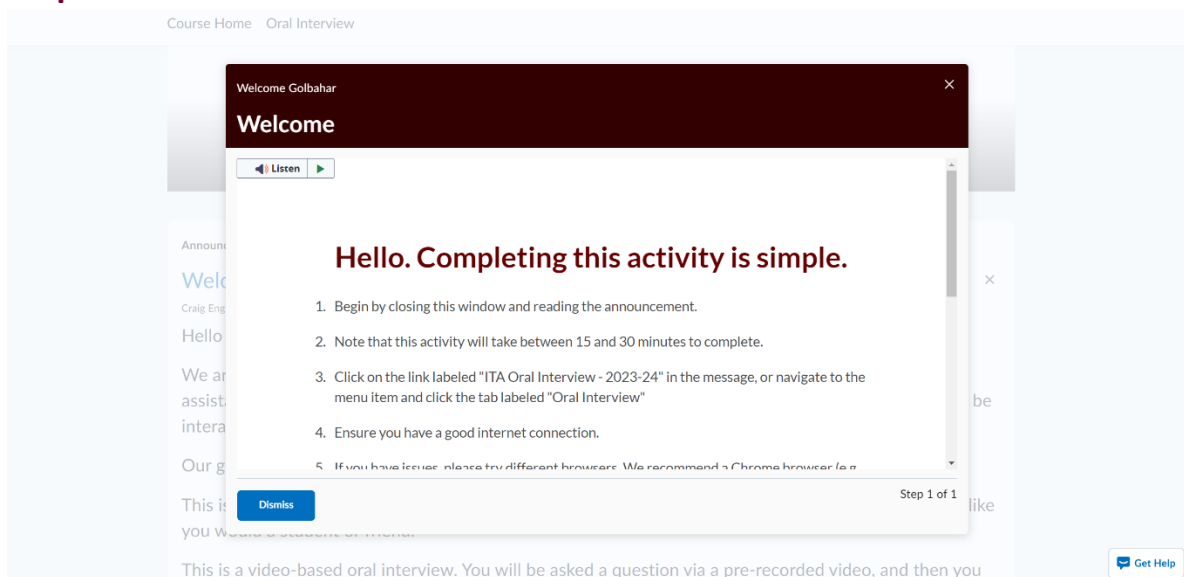


Figure 1. SIU Duo Push Authentication

## Step 2. Review The ITA Interview Site



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

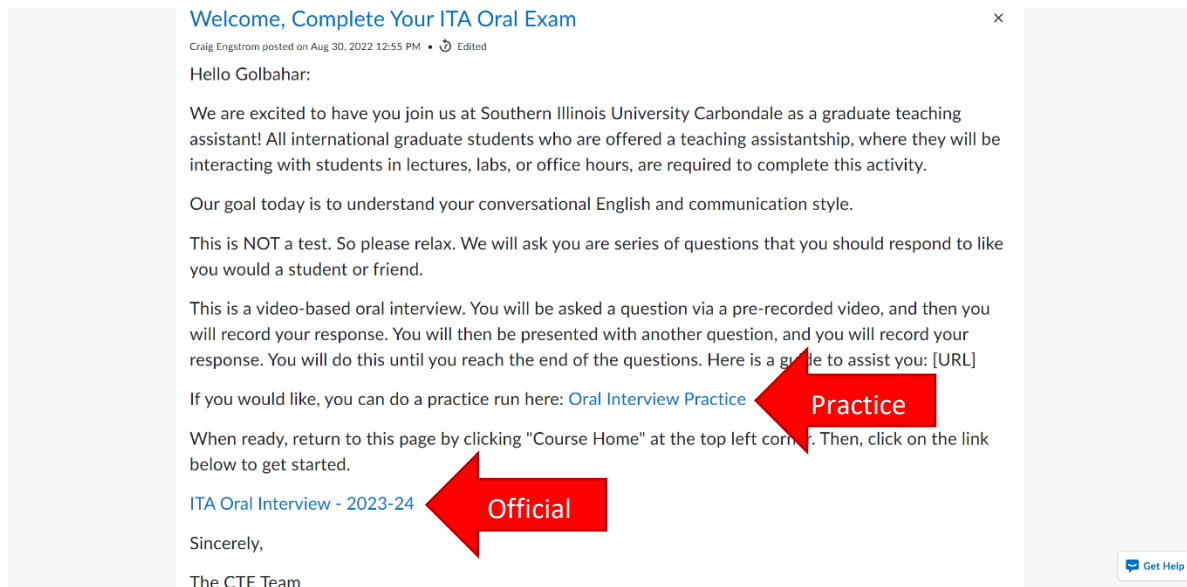
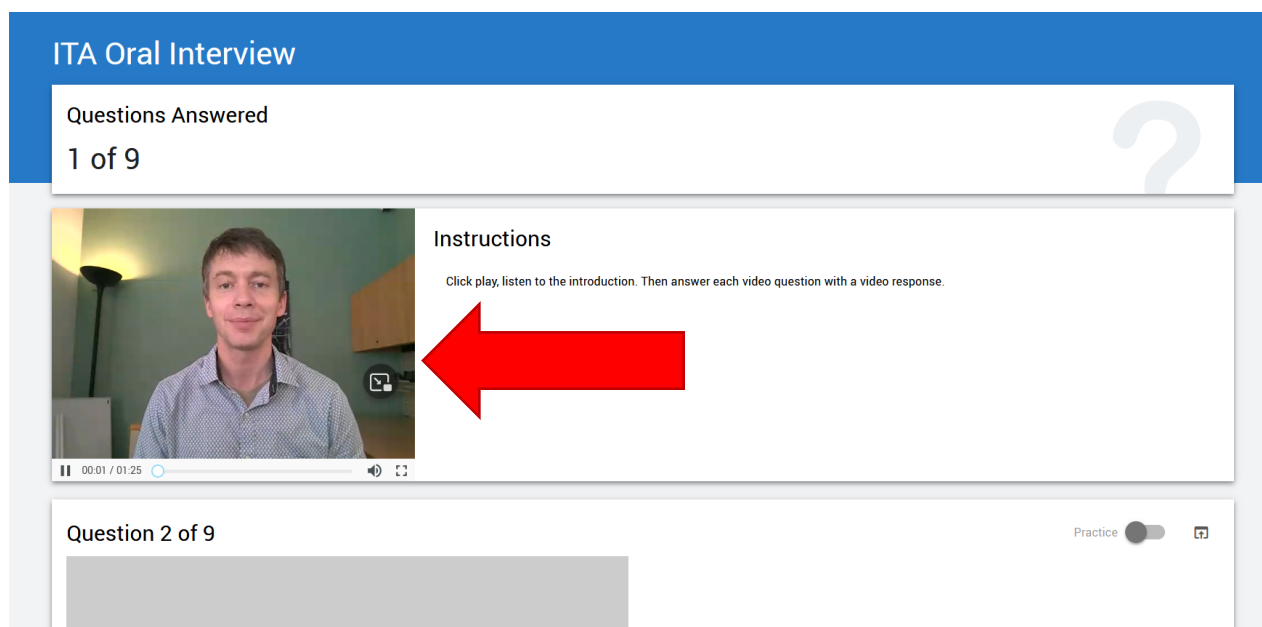


Figure 2. Welcome Message (Sample, read in D2L)

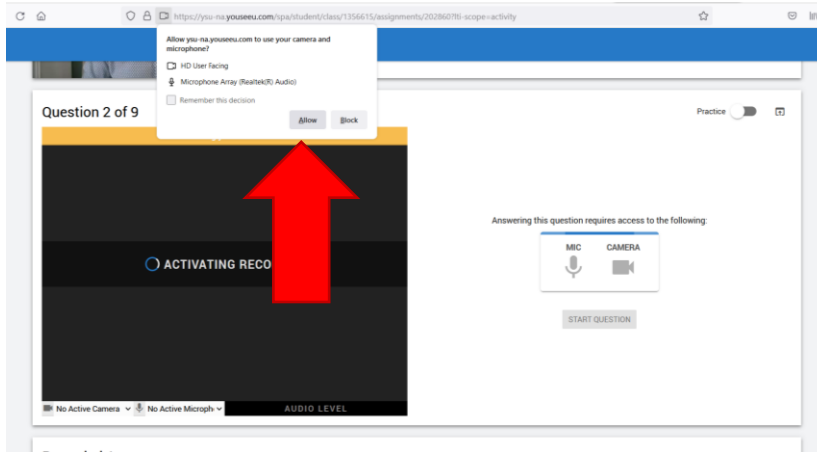
### Step 3. Take the Exam – Operating in a tool called “Bongo”

1. A new tab or page will open with “Bongo”
2. Watch the “Instructions” video



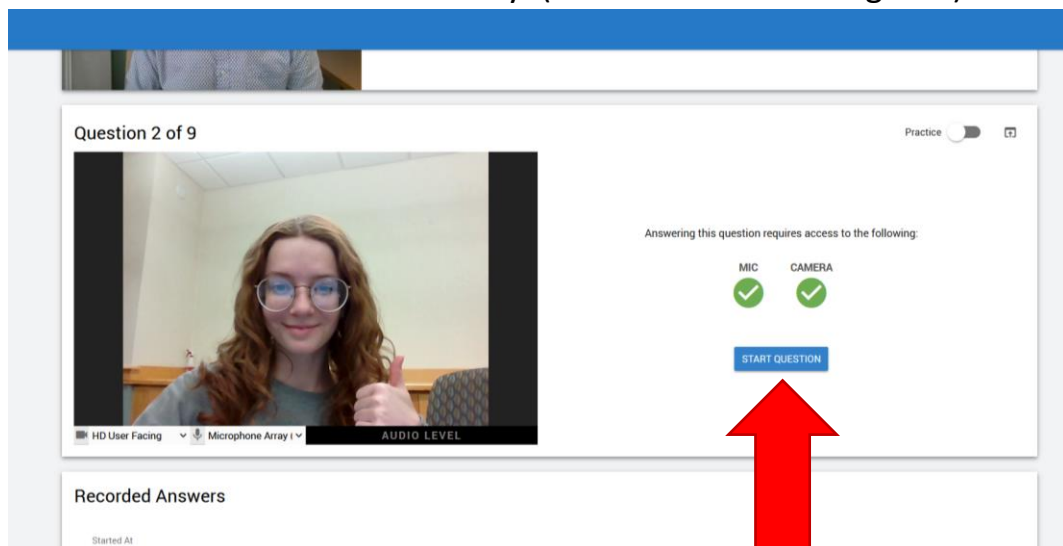
### Now, Activate your recorder

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.”

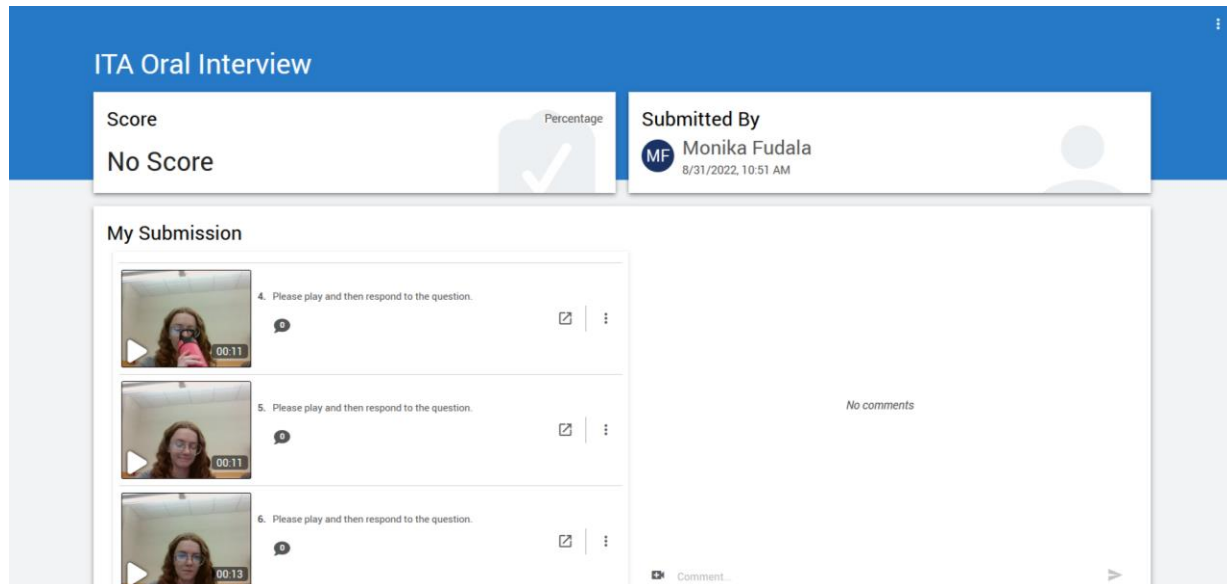
If you are doing the practice test, you can retake the recording before submitting by clicking on the three dots shown next to your record and choosing retake
  - b. Click “Next Question” when ready (Mic and Camera are green)



## 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.**