How To Complete Language Partners Activities: online

Hello Language Partners! This guide will walk you through everything you need to know. This page has an overview of the basic steps. Click on any step to see more details. If you need help at any point, email langlab@mtsac.edu. We will answer you anytime during our regular business hours.

Step 1: Register for the LLC and Apply for Language Partners (p. 2)

This is a very important first step! You won't be able to complete the other steps without doing this one first!

Step 2: Choose and Download an Activity (p.3)

If you are having trouble saving your answers to your PDF, check out this section first.

Step 3: Meet your Partner on Zoom (p. 4-5)

Step 4: Share your Screen and Complete the Worksheet (p. 6)

Step 5: Perform your Dialogue (p. 7)

This is the most important step for earning your stamp. Many students forget this part!

Step 6: Save Your Answers and Upload Your Worksheet (p. 8-9)

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Step 1: Register for the LLC and Apply for Language Partners

1. You must be registered for the LLC before you begin working on any Language Partners activities. Follow the steps on our website to register in a few clicks.
2. After you register, apply for Language Partners on our website. If you and a classmate have agreed to partner with each other, you can let us know on your application.

   NOTE: *Both* partners need to fill out the application *and* list each other's names in the space provided.

If you don't have a specific partner in mind, don't worry! When you come to this question, choose "No" and we will match you with another student on the waiting list.

Whether you choose your partner or let us choose for you, wait for an email from the LLC saying "New Partner Match!" This means that we have processed your application and you and your partner can begin activities.

Step 2: Choose and Download an Activity

1. [Visit our website](#) to choose your activity. Depending on your language of study, you may need to complete [general World Language Partners Activities](#) or Language Partners Activities designed for your specific study language (see [Japanese](#), [Korean](#), and [SIGN](#) activities on our website).
2. Each activity is available in both an accessible Word File and a fillable PDF file. The PDF file is recommended because you can type your answers directly onto the form.

WATCH OUT!

It's really important that you *download* the PDF and *save* it to your computer before you begin working. If you only open the PDF in the browser, you will not be able to save your answers.
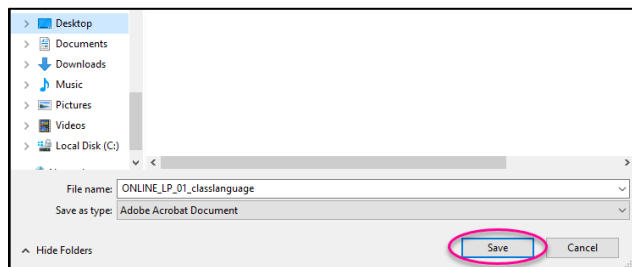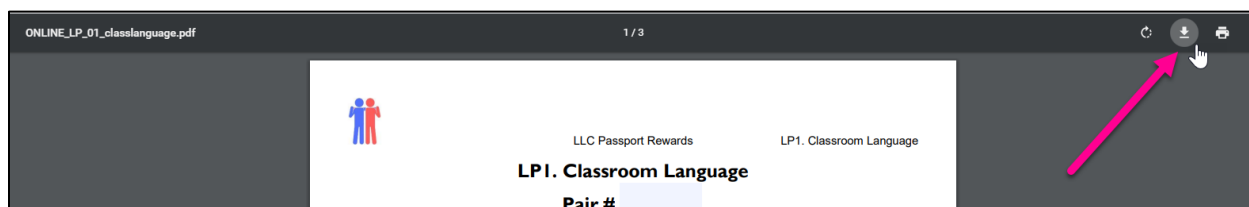
IMPORTANT: You should then open your PDF using Adobe Acrobat Reader. If you don't already have this program, you can [download and install it for free here.](#)

Step 3: Meet your Partner on Zoom

1. Now that you have your activity saved to your (or your partner's) computer, you are ready to meet your partner online. Log in to Canvas and choose LLC from your Dashboard.
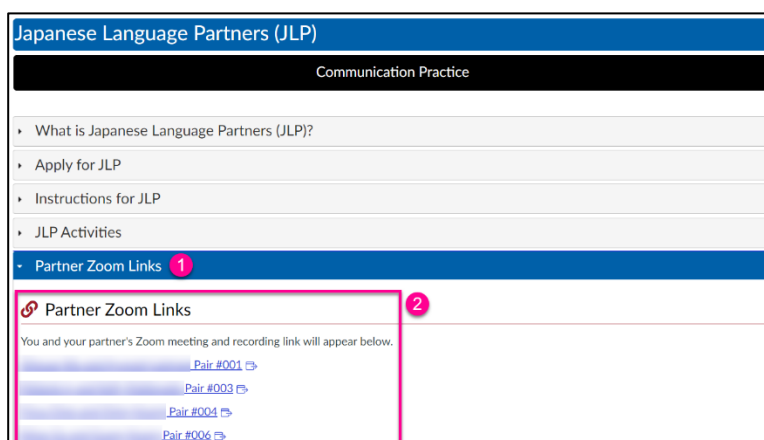*(Here's an example for French)*

2. From the Canvas Home screen, click on the menu item that says Language Partners.
(Picture example for French—other languages may look slightly different.)

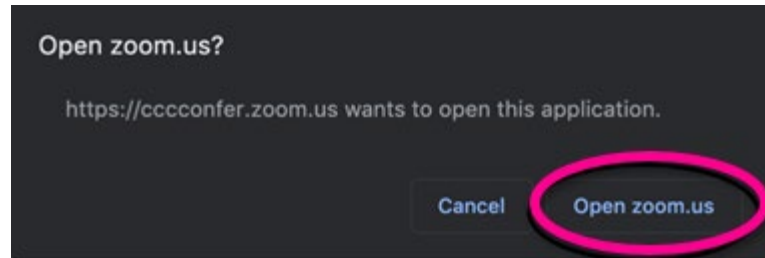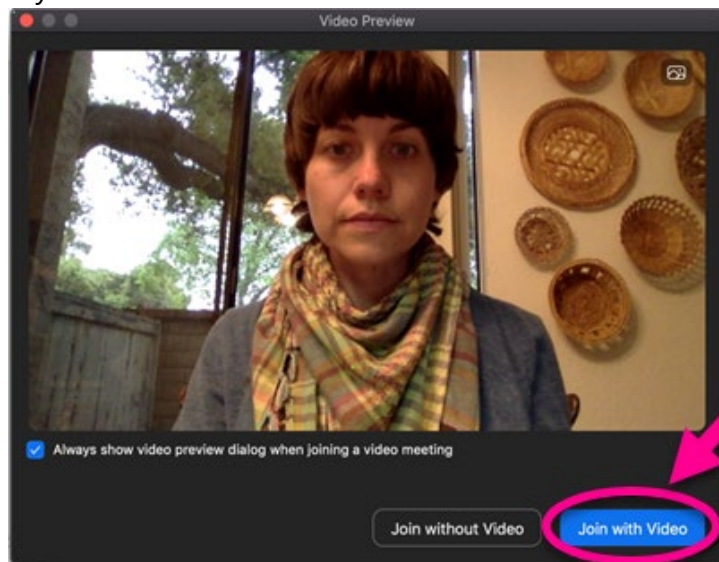3. Find your link by pair number and name, and click to enter your Zoom meeting room!

4. Your computer might ask you to open the Zoom app. Go ahead and click to open.

5. Next, a video preview will appear. Click on the blue "Join with Video" button so your partner can see you.


6. Now you will be prompted to choose one of the audio conference options. Click on the blue "Join With Computer Audio" button. Recording will begin automatically.
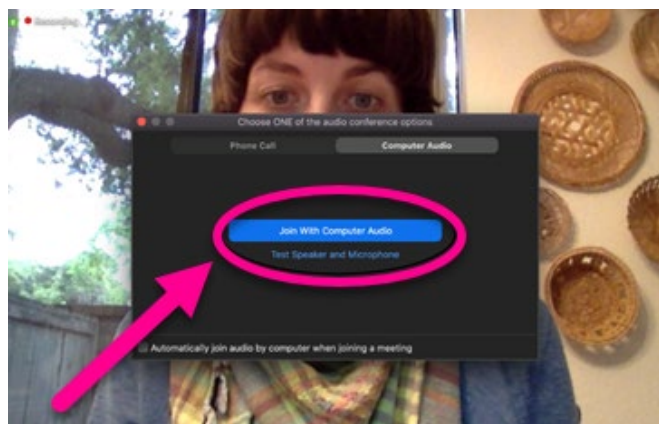
Step 4: Share your Screen and Complete the Worksheet

1. Be sure to have your Language Partner activity open on your desktop. Only one activity file needs to be filled out per pair, though both students will need to submit a copy after it is completed. Decide which partner will type the activity responses in the document. The partner who is typing will need to share their screen so that both partners can view the document at the same time. To share your screen, click on the "Share Screen" green icon at the bottom of the screen.
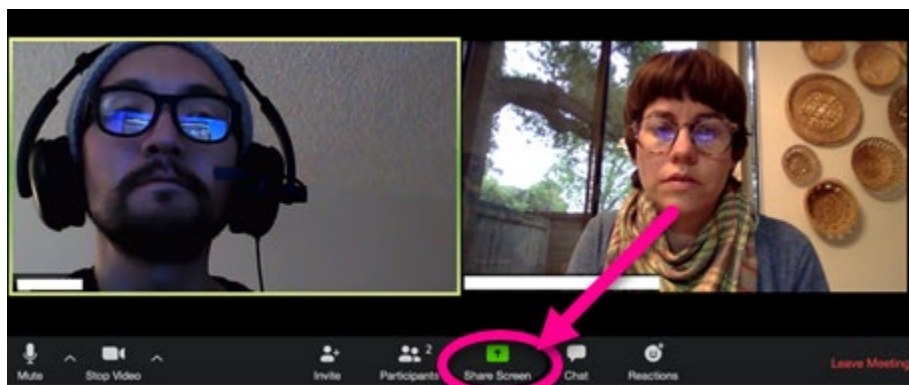
2. After clicking Share Screen, you will need to select what screen to share. Make sure you have your activity open on your desktop. Select the one that displays your Language Partner activity. Once the right screen is selected, click the blue "Share" button in the bottom right-hand corner to begin sharing.
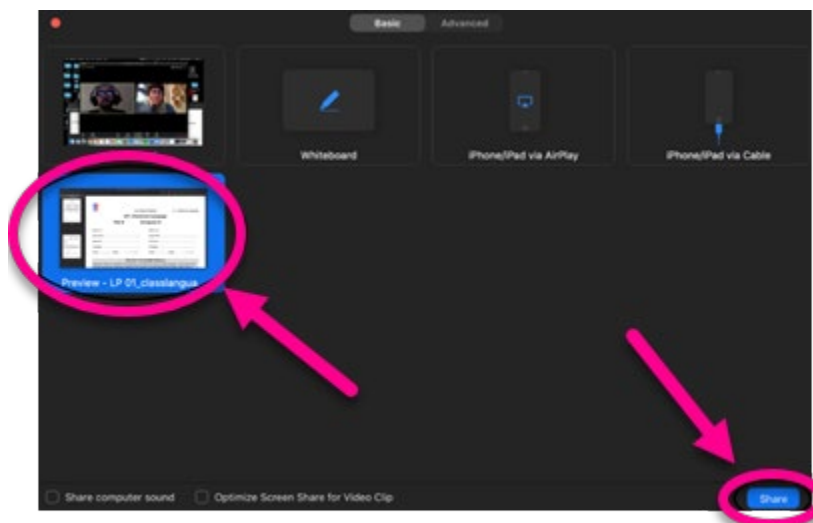
3. Complete each section of the activity together on the recorded video call.

Step 5: Perform your Dialogue

1. The end of each Language Partners activity asks you to create a dialogue.

    IMPORTANT! **Don't forget to perform your dialogue exchange after creating it.**

    This is the part the LLC will look for when it comes time to award your stamp.
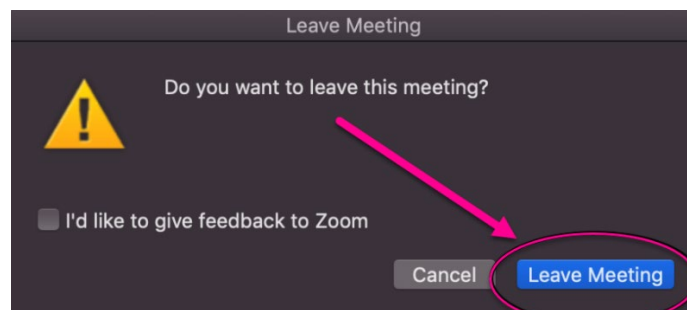
2. When you are completely finished, you can end Screen Share by clicking on the red "Stop Share" button.

3. When you're ready to end your meeting with your partner click on "Leave Meeting" in the bottom right-hand corner.
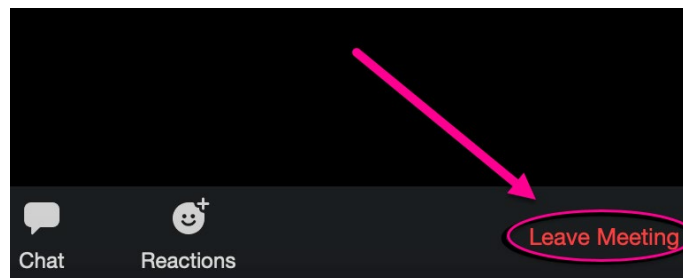
4. A pop-up will appear to confirm that you want to leave the meeting. If you are ready to end the meeting, click on blue "Leave Meeting" button. Your recording will be automatically sent to the LLC.
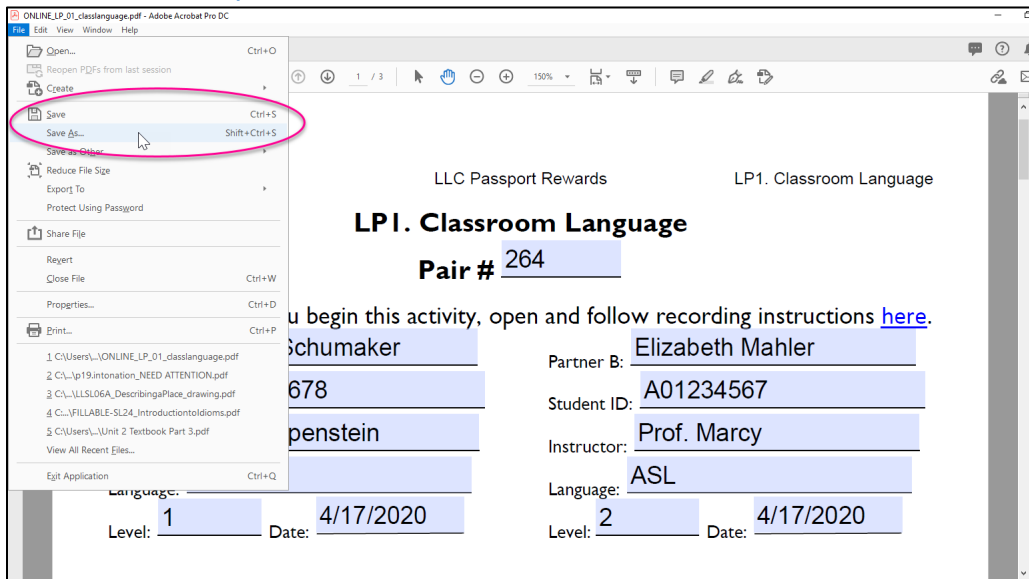
STEP 6: SAVE YOUR ANSWERS AND UPLOAD YOUR WORKSHEET

1. When you're completely finished with your recording, be sure to save your answers to your PDF.

    NOTE: You *cannot* save your answers in the browser. You must be working in Adobe Acrobat. See Step 2.

2. Go back to the LLC Canvas page for your Language. Choose Language Partners from the Home Page menu and submit the PDF with your answers. **Both partners need to complete these steps.**

3. Scroll down and click the "Upload" button. Click the box that says "Choose a file to upload" and select your activity file from your computer. Then click the blue "Submit Assignment" button. You'll then receive confirmation of your submission (as seen below).

Step 7: Wait for the Recording Link from the LLC

Once you complete your online recording and each partner submits the PDF activity to the LLC, the LLC will review your submissions and send you an email containing a link to your recording to submit to your professor.

Step 8: Submit Your Recording to Your Professor

1. When you receive the email containing the link to your recording, you can share that link with your professor. Many professors are accepting the links in Canvas assignments. *Tip: Ask your professor how they want to collect the links for Language Partner recordings.*
2. Repeat this process with your partner again to complete the next Language Partner activity!