

# Guide for ITA Oral Interview Evaluators

Need help? Watch This How-to Video: <https://youtu.be/qp95WGAt9p8>

The steps below summarize the procedure demonstrated in the How-to Video. **For visual instructions, go to Page 2.**

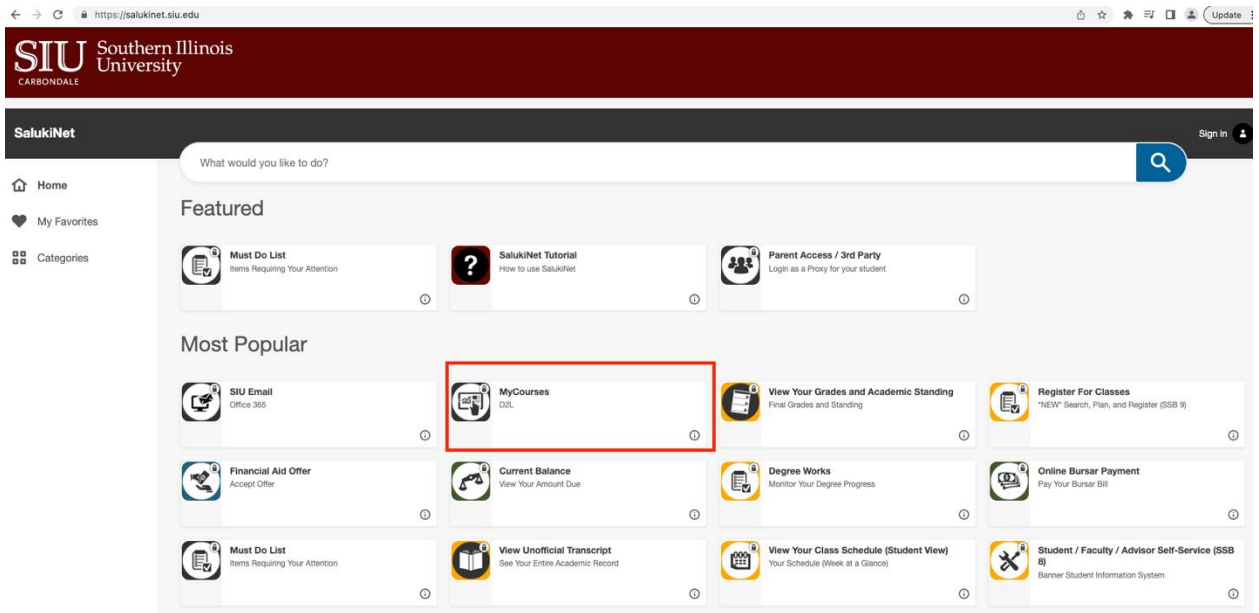
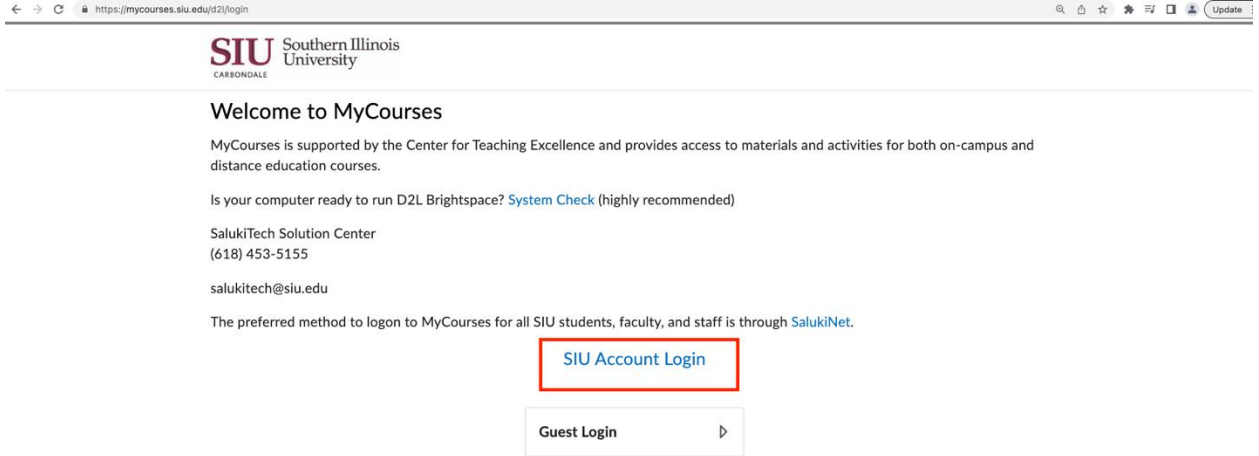
1. Log into [mycourses.siu.edu](https://mycourses.siu.edu). You can also reach through [Salukinet](#).
2. Click on the blue 9-dots-cube at the top of the page. Search for ITA Resources.
3. Close the student welcome box.
4. Click on "Oral Interview" at the top of the page.
5. Click "Continue"
6. Find name of student you've been assigned. Click on the student's name. ***(Note that the Score Pass indicates that the student completed all interview responses as instructed. It does not mean the student has already passed the interview.)***
7. Watch student responses; take notes on paper. Look for the questions below.
8. Click on the Homepage ITA Resources tab. Click on "Grades" at the top of the screen.
9. Find student and click on name on left side of the screen
10. Scroll down until you find your reviewer number. Click on "Show Comments and Objective Based Assessments"
11. Add Feedback (to student) – optional
12. Add Private Comments (to other reviewers) – optional
13. Complete the rubric
14. Click "Save and Close"
15. Confirmation box – click Yes

## Questions

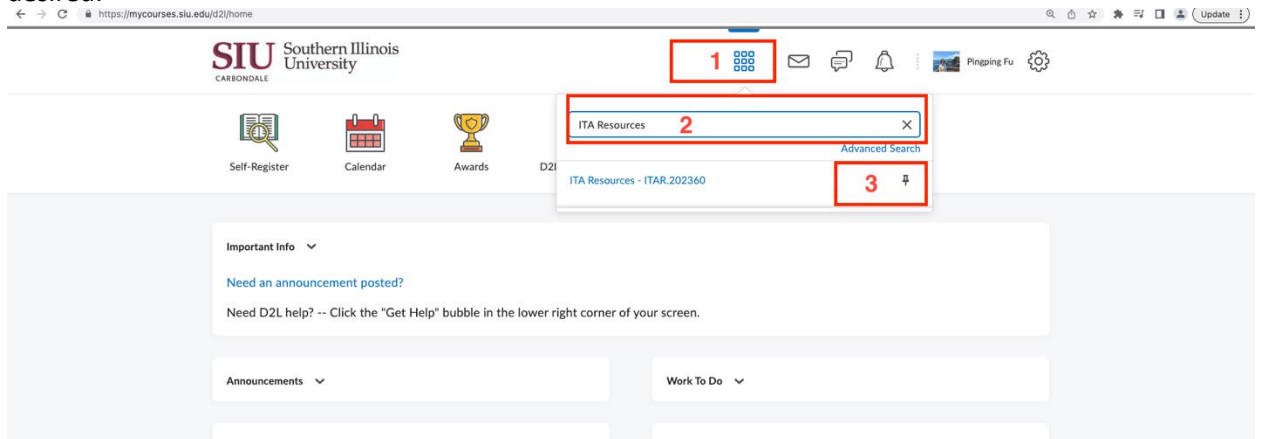
1. State your full name and spell it.
2. Tell me a little bit about yourself. Where are you from? Why did you choose Southern Illinois University Carbondale and what degree program you are in? What level are you? Are you a master or PhD? Or, anything else that is relevant?
3. How long have you been in Carbondale? And what do you like about Carbondale so far?
4. Is there anything about Carbondale that has surprised you so far?
5. What is something that you would like others to know about the country from where you came?
6. Okay, so now let's get to some specific questions related to your field. Please explain to me your research and you're going to be studying, in very simple terms, to undergraduate students.
7. Now tell me about a concept that every new person to the field would need to know in order to do research or studies in that field. Think of this like if you're taking a basic introductory course, what concept would everybody need to know or what concept gets you excited and explain that to me!
8. Choose a concept that you struggled with learning early on and explain it so someone can understand it more easily. For example, you might use an analogy or comparison, anything that you think would make a difficult concept easy to understand to someone who was just learning the idea for the first time.
9. That's it we appreciate your time. If there's anything else that you feel like you'd like to add please do so. Otherwise, we will be in touch very shortly with your results. Welcome to SIU and I look forward to meeting you in person.

The visual instructions below show the procedure demonstrated in the How-to Video.

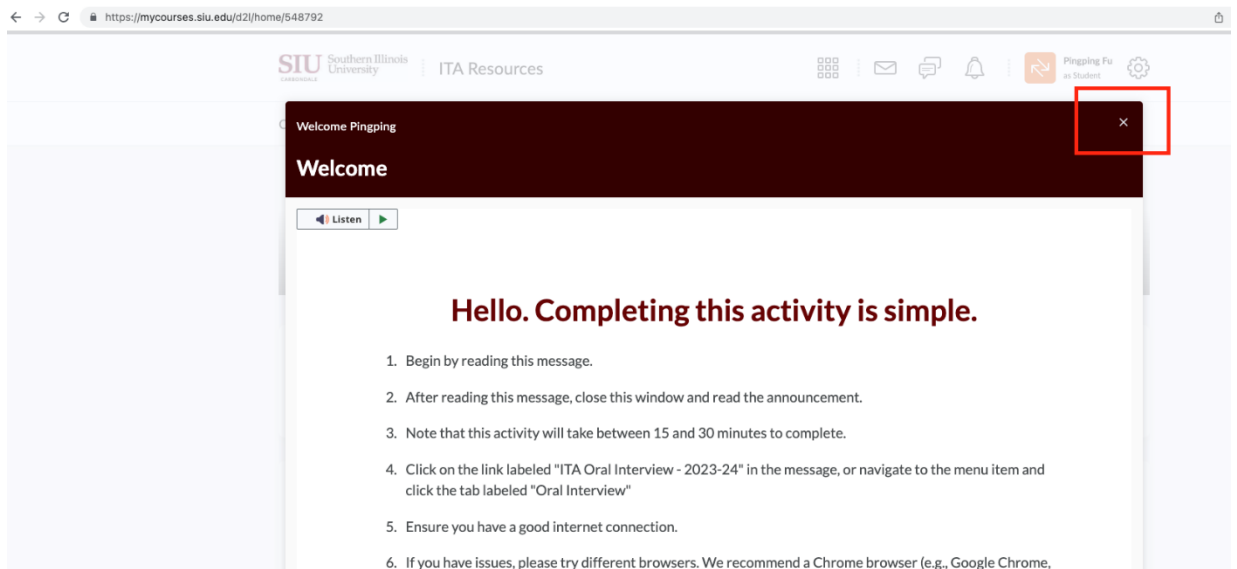
1. Log into [mycourses.siu.edu](https://mycourses.siu.edu). You can also reach through [Salukinet](#).



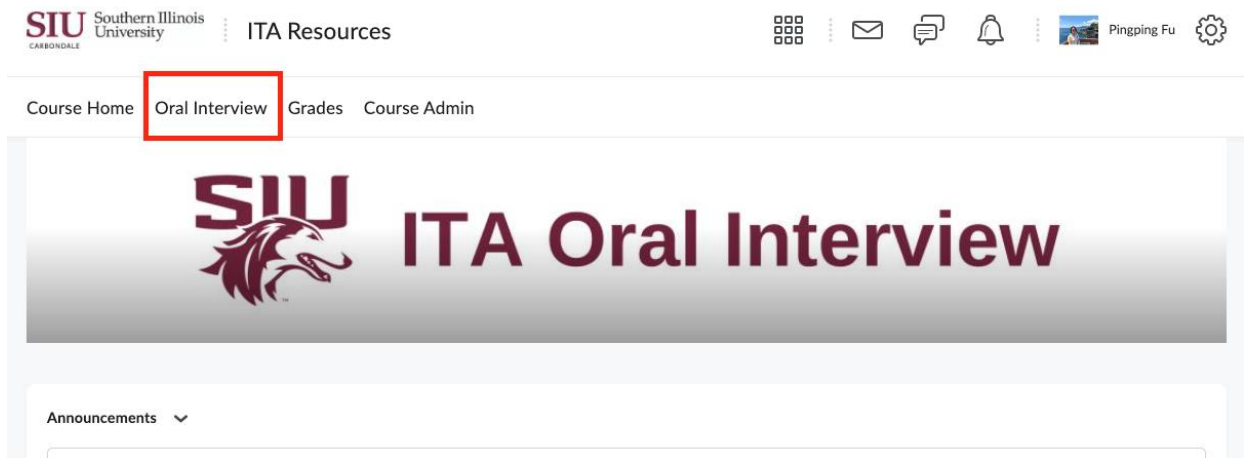
2. Click on the blue 9-dots-cube at the top of the page. Search for ITA Resources. Pin the course if desired.



3. Close the student welcome box.



4. Click on "Oral Interview" at the top of the page.



5. Click "Continue"

← → ↻ 🔒 https://mycourses.siu.edu/d2l/auth/api/token?x\_a=u-LhGus4EAdcifPPXapglw&x\_b=\_V6gq0I2hwS6H9mfkSjk-Yu4JkaQIsNyWDd6d8IQlo&x\_target=https%3A%2F%2Fysu-na.youseeu

Application YouSeeU Prod v3.5 by YouSeeU is trying to access your information. Would you like to proceed?

Do not ask me again for this application



6. Find name of student you've been assigned. Click on the student's name. (**Note that the Score Pass indicates that the student completed all interview responses as instructed. It does not mean the student has already passed the interview.**)

**Insights - Progress**

Learner: 1/4 Submitted  
 Instructor: 1/4 Published

2 Not Viewed | 1 Viewed | 0 In Progress | 0 Needs Evaluation | 0 Evaluated | 1 Published

Learners (4)			
Name	Status	Score	Submission Time
GR Golbahar Rafie Dehkordi	Viewed	-	-
MA Mohammad Al Rjoob	Published	Pass	May 29, 2023 9:15 PM
MF Monika Fudala	Not Viewed	-	-
PF Pingping Fu	Not Viewed	-	-

POWERED BY **bongo**

7. Watch student responses; take notes on paper. Look for the questions below.

**ITA Oral Interview - 2023-24**

Question and Answer

Score: Pass (Auto Pass)

Submission Time: May 29, 2023, 9:15 PM

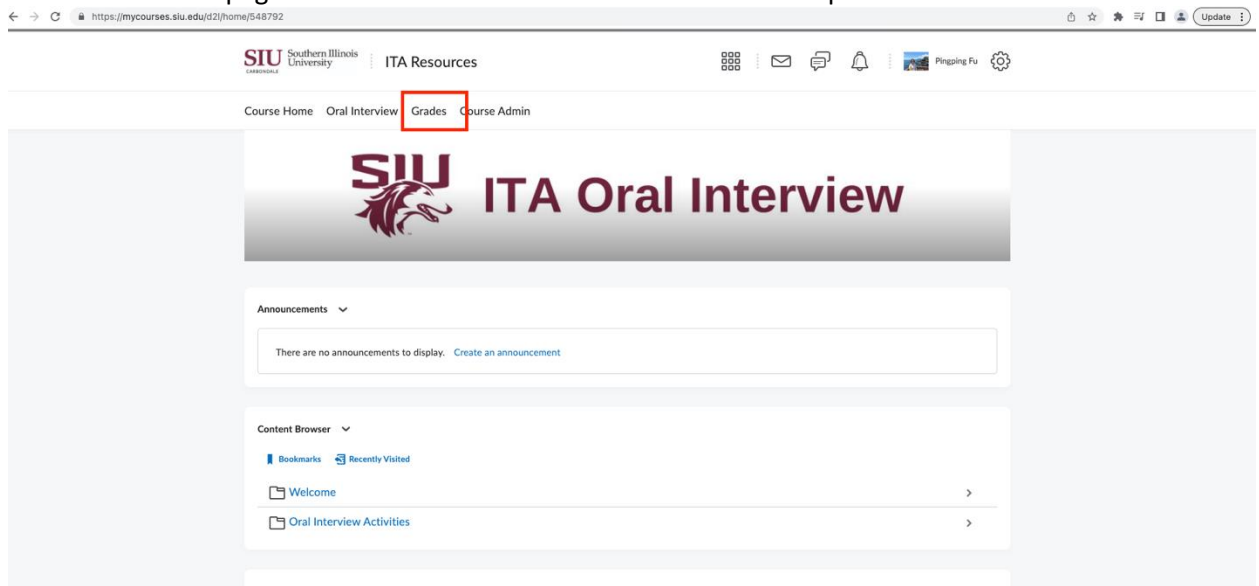
**Submission**

1. Please play and then respond to the question. [Video: 00:32]
2. Please play and then respond to the question. [Video: 00:45]
3. Please play and then respond to the question. [Video: 00:21]
4. Please play and then respond to the question. [Video: ...]

No comments

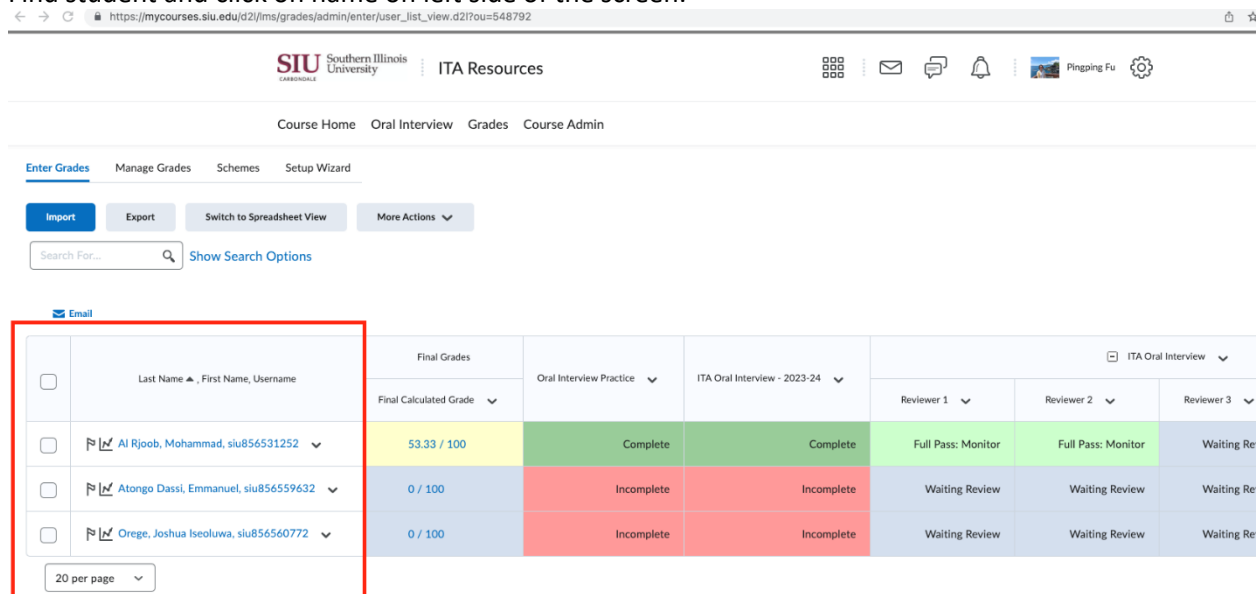
Comment...

8. Click on the Homepage ITA Resources tab. Click on “Grades” at the top of the screen.



The screenshot shows the top navigation bar of the ITA Resources page. The 'Grades' tab is highlighted with a red rectangular box. Below the navigation bar, there is a large banner with the SIU logo and the text 'ITA Oral Interview'. Underneath the banner, there are sections for 'Announcements' (with a 'Create an announcement' link) and 'Content Browser' (with links for 'Welcome' and 'Oral Interview Activities').

9. Find student and click on name on left side of the screen.



The screenshot shows the 'Enter Grades' page. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below these are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A search bar is present with the text 'Search For...' and a 'Show Search Options' link. Below the search bar, there is an 'Email' button. The main part of the page is a table with the following columns: 'Last Name ▲, First Name, Username', 'Final Grades', 'Oral Interview Practice', 'ITA Oral Interview - 2023-24', 'Reviewer 1', 'Reviewer 2', and 'Reviewer 3'. The first three rows of the table are highlighted with a red rectangular box. The first row shows a student named 'Al Rjoob, Mohammad' with a grade of 53.33 / 100 and 'Complete' status for both Oral Interview Practice and ITA Oral Interview. The second and third rows show students 'Atongo Dassi, Emmanuel' and 'Orege, Joshua Iseoluwa' with a grade of 0 / 100 and 'Incomplete' status for both Oral Interview Practice and ITA Oral Interview.

	Last Name ▲, First Name, Username	Final Grades	Oral Interview Practice	ITA Oral Interview - 2023-24	Reviewer 1	Reviewer 2	Reviewer 3
<input type="checkbox"/>	Al Rjoob, Mohammad, siu856531252	53.33 / 100	Complete	Complete	Full Pass: Monitor	Full Pass: Monitor	Waiting Re
<input type="checkbox"/>	Atongo Dassi, Emmanuel, siu856559632	0 / 100	Incomplete	Incomplete	Waiting Review	Waiting Review	Waiting Re
<input type="checkbox"/>	Orege, Joshua Iseoluwa, siu856560772	0 / 100	Incomplete	Incomplete	Waiting Review	Waiting Review	Waiting Re

10. Scroll down until you find your reviewer number. Click on “Show Comments and Objective Based Assessments”

[https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\\_user\\_edit.d2l?ou=548792&d2l\\_itemid=6153048&d2l\\_itemid=683993](https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade_user_edit.d2l?ou=548792&d2l_itemid=6153048&d2l_itemid=683993)

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**ITA Oral Interview - 2023-24** 0 / 0% of final grade  
 Grade:  / 10 (0 / 0) Scheme: Complete

Associated with the External Learning Tool ITA Oral Interview - 2023-24

[Show Comments](#)

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**ITA Oral Interview** 53.33 / 100% of final grade  
**Reviewer 1** 25 / 33.33% of final grade  
 Grade:  / 20 (25 / 33.33) Scheme: Full Pass: Monitor

[Show Comments and Objective Based Assessments](#)

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**Reviewer 2** 28.33 / 33.33% of final grade  
 Grade:  / 20 (28.33 / 33.33) Scheme: Full Pass: Monitor

[Show Comments and Objective Based Assessments](#)

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**Reviewer 3** 0\* / 33.33% of final grade  
 Grade:  / 20 (0\* / 33.33) Scheme: Waiting Review

[Show Comments and Objective Based Assessments](#)

11. Add Feedback (to student) – optional

[https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\\_user\\_edit.d2l?ou=548792&d2l\\_itemid=6153048&d2l\\_itemid=683993](https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade_user_edit.d2l?ou=548792&d2l_itemid=6153048&d2l_itemid=683993)

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**ITA Oral Interview - 2023-24** 0 / 0% of final grade  
 Grade:  / 10 (0 / 0) Scheme: Complete

Associated with the External Learning Tool ITA Oral Interview - 2023-24

[Show Comments](#)

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**ITA Oral Interview** 53.33 / 100% of final grade  
**Reviewer 1** 25 / 33.33% of final grade  
 Grade:  / 20 (25 / 33.33) Scheme: Full Pass: Monitor

[Hide Comments and Objective Based Assessments](#)

Feedback

Very good. Carbondale is small, but more time to study. :-)

Private Comments  
*Anyone who can grade this activity can see these comments*

May need some minor classroom observation.

### 12. Add Private Comments (to other reviewers) – optional

← → ↻ https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\_user\_edit.d2l?ou=548792&d2l\_itemid=6153048&d2l\_itemid=683993

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ITA Oral Interview - 2023-24 0 / 0% of final grade

Grade  / 10 (0 / 0) Scheme: Complete

Associated with the External Learning Tool ITA Oral Interview - 2023-24

▶ Show Comments

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ITA Oral Interview 53.33 / 100% of final grade

Reviewer 1 25 / 33.33% of final grade

Grade  / 20 (25 / 33.33) Scheme: Full Pass: Monitor

Hide Comments and Objective Based Assessments

Feedback

Very good. Carbondale is small, but more time to study. :-)

Private Comments  
 Anyone who can grade this activity can see these comments

May need some minor classroom observation.

### 13. Complete the rubric.

← → ↻ https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\_user\_edit.d2l?ou=548792&d2l\_itemid=6153048&d2l\_itemid=683993

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Rubric Name: ITA Oral Interview

Graded by Craig Engstrom

Criteria	Weak 1 point	Needs Work 2 points	Good 3 points	Very Good 4 points	Excellent 5 points	Criterion Score
Fluency <a href="#">Add Feedback</a>	Constant searching for words/verb tense, Difficulty forming a response.	Frequent hesitation/searching for words. Overly translating before a response.	Moderate halting/hesitating. Visibly translating before responding. Can rephrase and respond.	Occasional hesitation/searching for words. Can self-correct. ✓	Confident responses Smooth/continuous flow. Natural Pauses	4 / 5
Pronunciation <a href="#">Add Feedback</a>	Little communication or communication is incomprehensible due to errors.	A considerable number of errors interfere with comprehensibility.	Frequent errors confuse the audience and require guessing the meaning.	Comprehensible, generally correct. Occasional errors. ✓	Phonetically correct. Almost error-free. A genuine effort to sound like a native speaker.	4 / 5
Vocabulary and Syntax <a href="#">Add Feedback</a>	Limited vocabulary is often repeated. A large number of grammatical errors that impede communication.	Inadequate vocabulary or incorrect use. Many grammatical errors that limit communication.	Basic vocabulary level needed to respond. Occasional grammatical errors, speaker self-corrects some.	Good, appropriate Vocabulary. Minor grammatical errors that do not impede communication. ✓	Wide range of vocabulary No grammatical errors, Speaker self-corrects without hesitation.	4 / 5
Content <a href="#">Add Feedback</a>	Rarely responds appropriately to questions/statements	Sometimes responds appropriately to questions/statements.	Frequently appropriately to questions/statements ✓	Almost always responds appropriately to questions/statements	Responds appropriately to questions/statements.	3 / 5

Save and Close
Save
15 / 20

14. Click "Save and Close"

← → 🌐 https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\_user\_edit.d2l?ou=548792&d2l\_itemid=6153048&d2l\_itemid=683993

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**Save and Close** Save 15 / 20

15. Confirmation box – click Yes.

← → 🌐 https://mycourses.siu.edu/d2l/lms/grades/admin/enter/grade\_user\_edit.d2l?ou=548792&d2l\_itemid=6153048&d2l\_itemid=683993

Rubric Name: ITA Oral Interview

Graded by Craig Engstrom

**Confirmation**

You are about to save changes. Are you sure you want to continue?

Criteria	Weak 1 point	Needs Work 2 points	Good 3 points	Very Good 4 points	Excellent 5 points	Criterion Score
Fluency <a href="#">Add Feedback</a>	Constant searching for words/verb tense, Difficulty forming a response.	Frequent hesitation/searching for words. Overly translating before a response.	Moderate halting/hesitating. Visibly translating before responding. Can rephrase and respond.	Occasional hesitation/searching for words. Can self-correct. ✓	Confident responses Smooth/continuous flow. Natural Pauses	4 / 5
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Total 15 / 20