



How to Complete Language Partners Activities: On Campus

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, visit the front desk in the LLC or 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: Meet your Partner in the LLC \(p.3\)](#)

[Step 3: Log in to Zoom and Record your Dialogue \(p. 4\)](#)

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

[Step 4: Submit your Recording to the Front Desk and Wait for a Stamp from the LLC \(p.7\)](#)

[Step 5: Submit Your Recording to Your Professor \(p.7\)](#)



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.

Specific Partner Preference

Please note: If you choose a specific partner, that person must also submit their own application and list your name in this section.

Would you like to work with a specific classmate? *

Yes (enter classmate name in text entry below)

No, please find a partner for me

Classmate Name (Make sure this person also fills out the application with YOUR name!)

Morgan Gilbertson

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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.

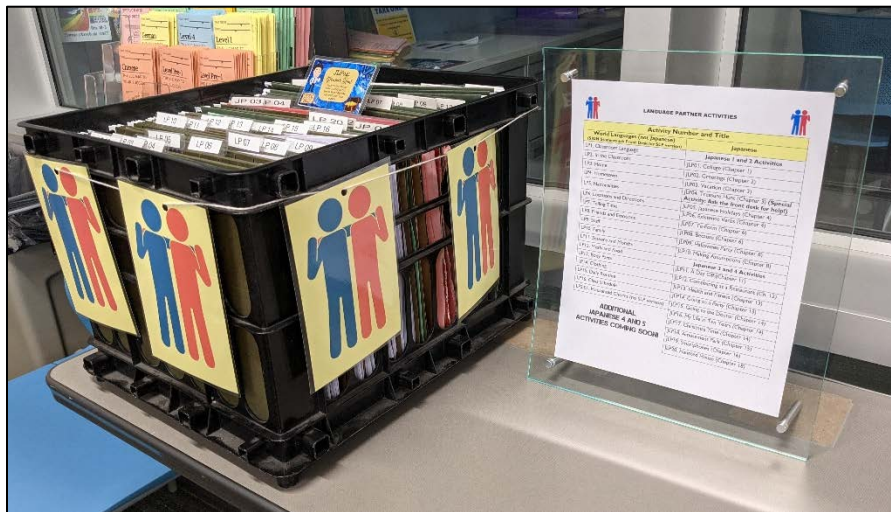


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Step 2: Meet Your Partner in the LLC

Choose an Activity

1. After receiving your “New Partner Match” email, contact your partner and coordinate a time to meet in the LLC. It is recommended you plan to meet with your partner for at least an hour to complete your first activity.
2. Come into the LLC to choose your activity. We have 16 activities that can be used by all World Languages, 16 ASL activities, and 1 extra-challenging Level 2 activity for World Languages. In addition, Japanese has its own set of activities based on the Genki textbook. Japanese students should only complete these activities unless they receive special permission from their instructor.
3. You can pick your activity out of the box near the main entrance of the LLC. If there are no more copies left of your chosen activity, notify the front desk staff and they will print one out for you.



Complete the Activity with Your Partner

Sit together with your partner in the LLC (when you check in, be sure to let the staff know you’re working on Language Partners so that you can be seated together). Complete all the exercises in your chosen activity. On the last page, you will write a dialogue based on the topic of the activity you chose.



Step 3: Log in to Zoom and Record Your Dialogue

When you reach the end of your worksheet, it's time to record your dialogue in Zoom.

Note: Since you and your partner will be in the LLC together, you only need to log in to Zoom on one computer. You will share a headset microphone when you record your dialogue.

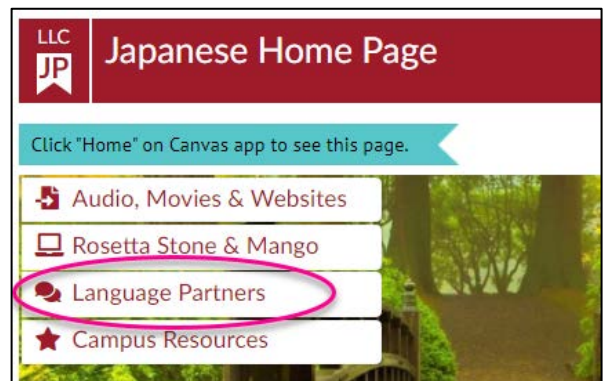
1. Log in to Canvas and choose LLC from your Dashboard.

(Here's an example for Japanese)

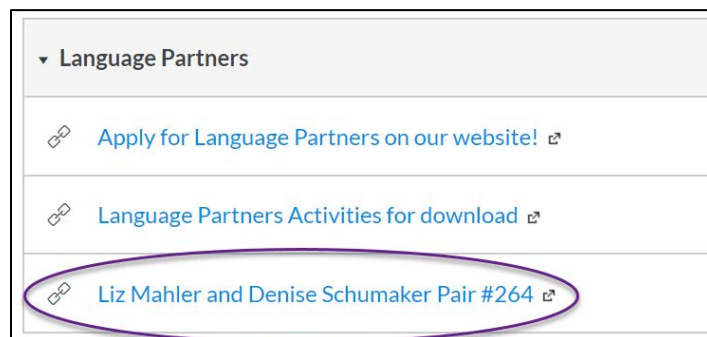


2. From the Canvas Home screen, click on the menu item that says Language Partners.

(Picture example for Japanese—other languages may look slightly different.)



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

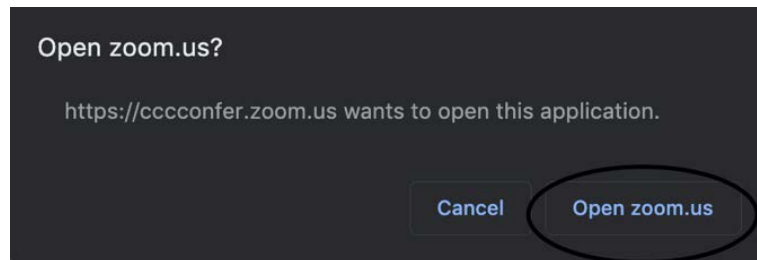




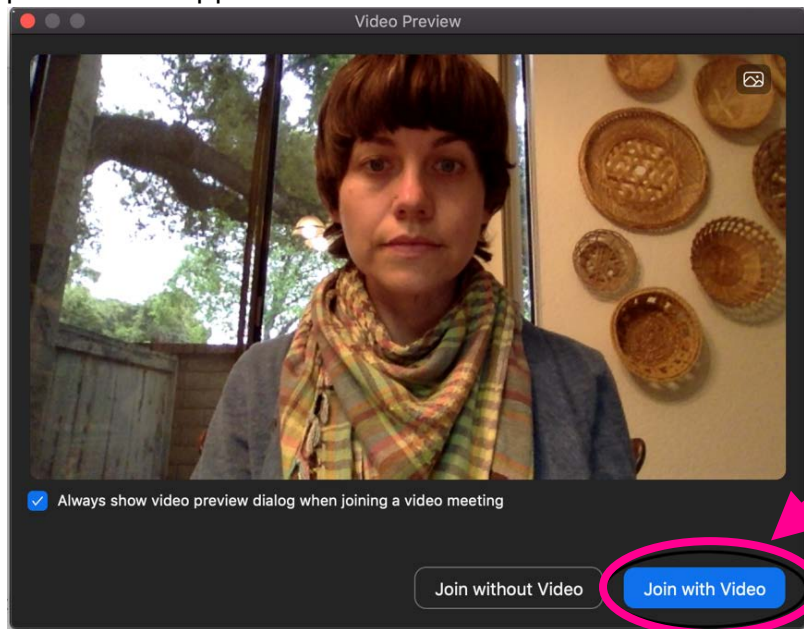
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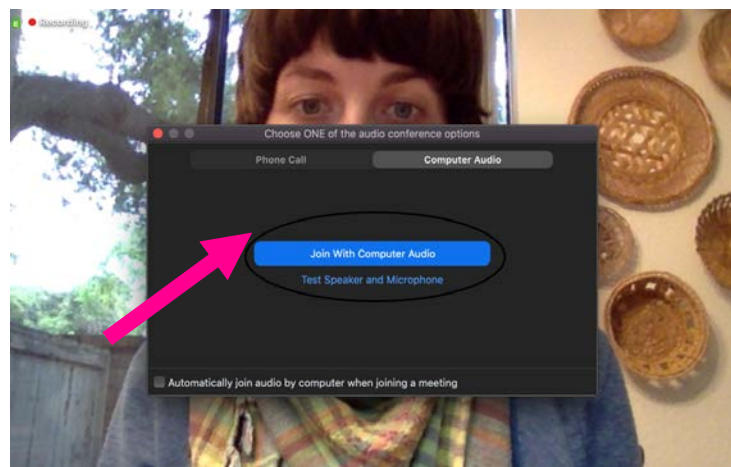
4. Your computer might ask you to open the Zoom app. Go ahead and click to open.



5. Next, a video preview will appear. Click on the blue "Join with Video" button.



6. Now you will be prompted to choose one of the audio conference options. Click on the blue "Join With Computer Audio" button.





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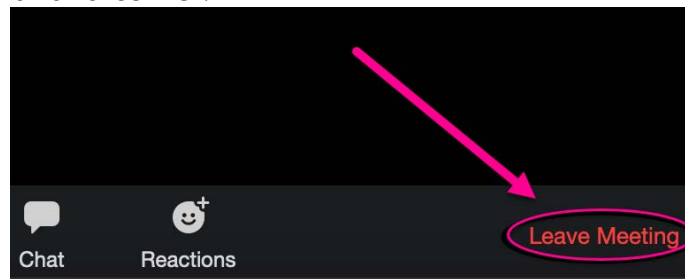


- Recording will begin automatically. Perform your dialogue together on the recorded video call.

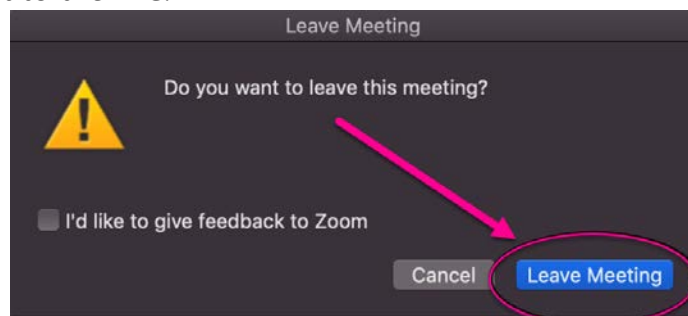
Important: When you are recording, pass the microphone back and forth between you and partner. If you don't do this, you won't be heard on the video!



- When you're ready to end your meeting with your partner click on "Leave Meeting" in the bottom right hand corner.



- 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 4: Submit Your Worksheet to the Front Desk and Wait for a Stamp from the LLC

Hand in your worksheet to a worker at the LLC front desk. Once we receive your worksheet and your recording is processed, the LLC will review your work and send you an email saying, "You've Earned a Stamp!"

This email will include:

- a. A link to your recording
- b. A digital passport showing all the stamps you've earned so far

Step 5: Submit Your Recording to Your Professor

1. When you receive the "You've Earned a Stamp" email, 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!

