



## 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](mailto: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 \(p. 4-7\)](#)

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

### [Step 4: Save your Answers and Upload your Worksheet \(p.8-9\)](#)

### [Step 5: Wait for a Stamp from the LLC \(p. 9\)](#)

### [Step 6: Submit Your Recording to Your Professor \(p.10\)](#)



## 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.



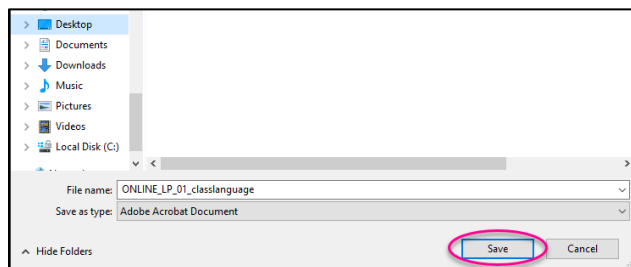
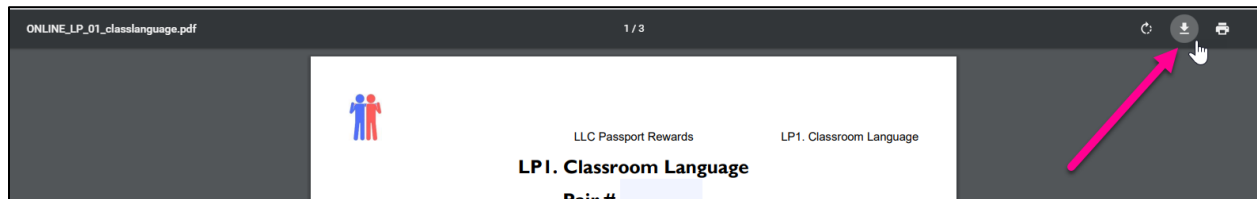
## STEP 2: MEET YOUR PARTNER IN THE LLC

### 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. 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).
3. [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).
4. 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. **Only one partner needs to download and save the activity.**



### Complete the Activity with Your Partner

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.

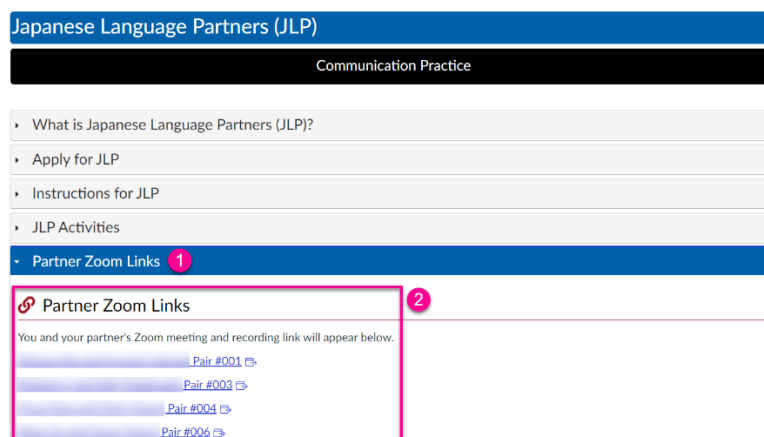
1. Log in to Canvas and choose LLC from your Dashboard.  
*(Here's an example for Japanese)*



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!

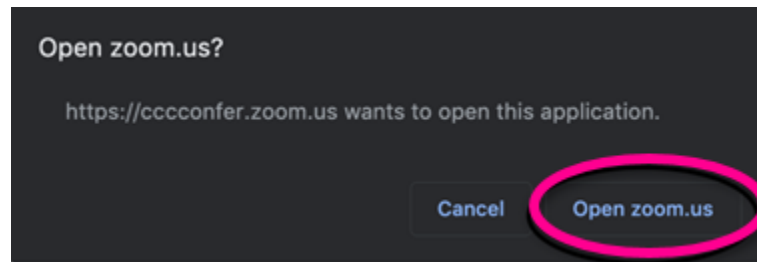




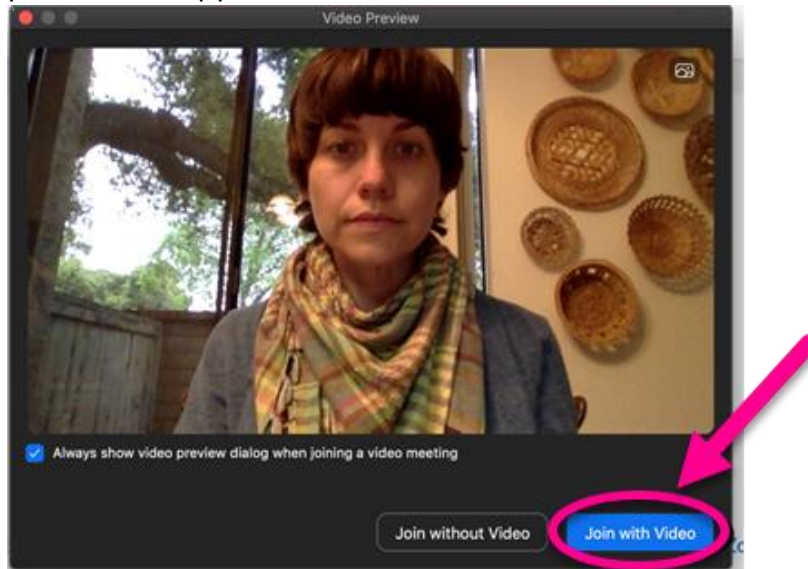
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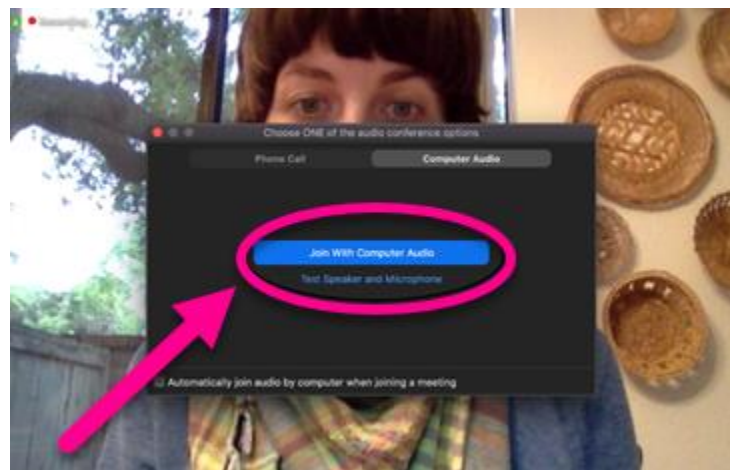
4. Your computer might ask you to open the Zoom app. Go ahead and click to open.



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. Recording will begin automatically.



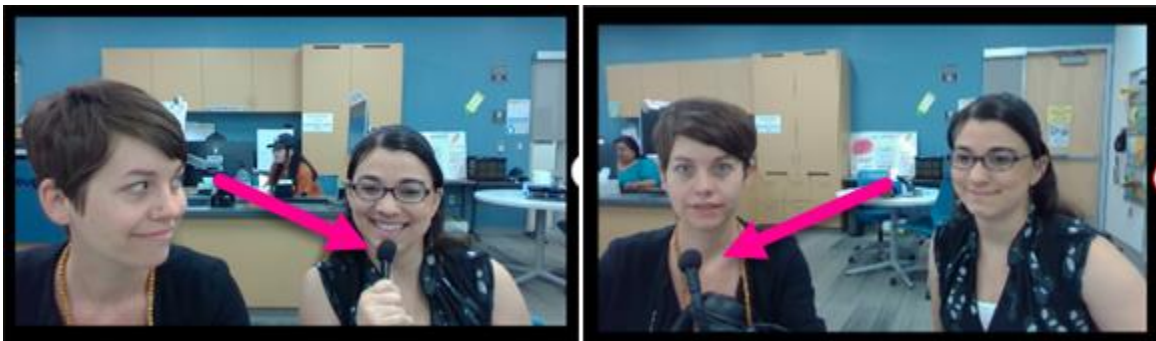


7. **State your names, your pair number, and the activity you are doing.** For example, "We will now perform the dialogue for JLP01." This helps the LLC staff match the worksheet you submitted to the Zoom video in case you have done more than one activity and thus have more than one video. **If you are on campus in the Language Learning Center, you do not need to share your screen. However, both people need to be in frame.**

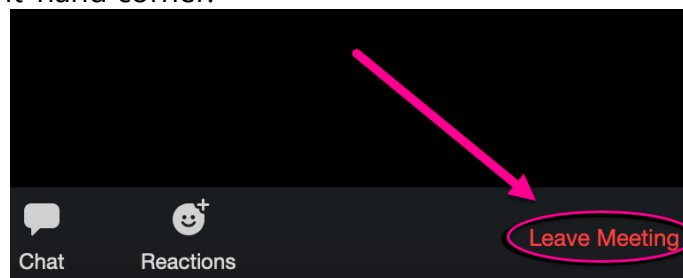
**Important:** Each LP activity must have its *own* Zoom recording. You can't record dialogues for multiple LP activities in one Zoom recording.

8. 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!



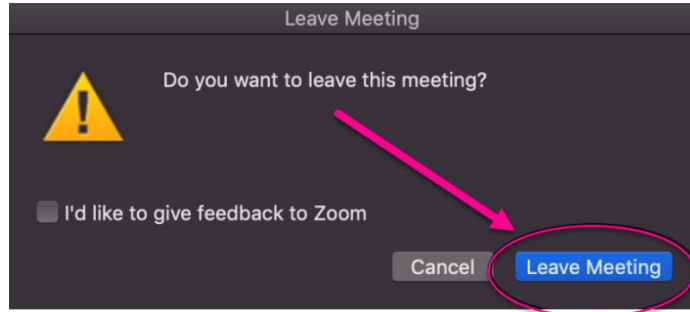
9. When you're ready to end your meeting with your partner click on "Leave Meeting" in the bottom right-hand corner.



10. 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.



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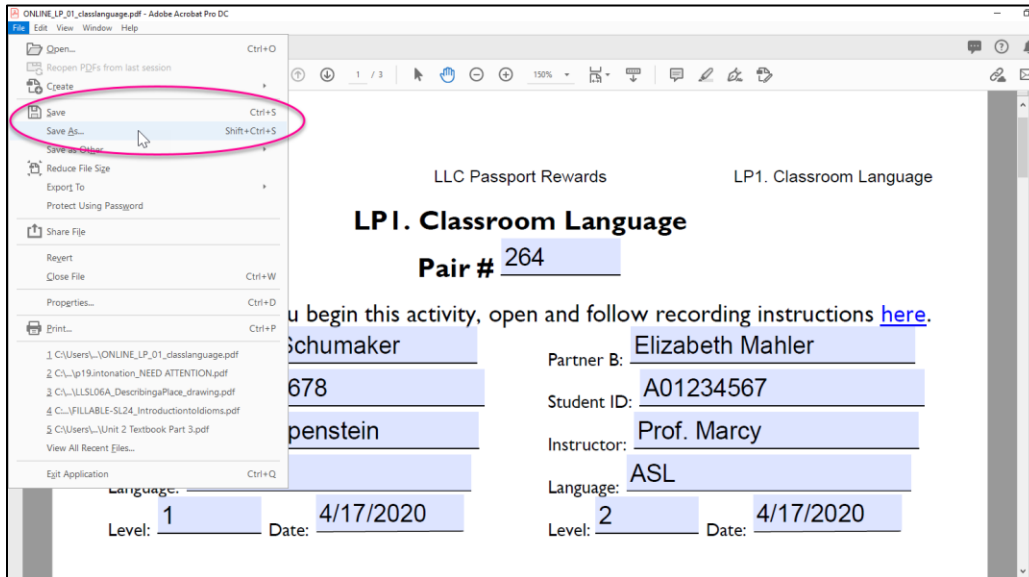




## STEP 4: SAVE YOUR ANSWERS AND UPLOAD YOUR WORKSHEET

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. **Only one partner needs to complete these steps.**

**Language Partners (LP)**

Communication Practice

- What is Language Partners (LP)?
- Apply for LP
- Instructions for LP
- LP Activities
- Partner Zoom Links
- ▾ **Submit Completed LP Forms** 1

Submit Completed LP Form Here

2 Use [this link to submit](#) all of your LP activity forms after you and your partner complete them.





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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).

LP FORM Submit Here -- Assignment (only for students doing LP)

Attempt 1 IN PROGRESS Next Up: Submit Assignment Add Comment

Choose a submission type

Web URL **1** Upload Canvas Studio More

Webcam Photo or Canvas Files

Drag a file here, or  
**2** Choose a file to upload

**3** Submit Assignment

LP FORM Submit Here -- Assignment (only for students doing LP)

Attempt 1 SUBMITTED on Apr 5, 2023 7:35pm Next Up: Review Feedback Attempt 1 Score: N/A Add Comment

## STEP 5: WAIT FOR A STAMP FROM THE LLC

Once you complete your online recording and submit your PDF to the LLC, the LLC will review your submissions 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 6: 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!

