1. Confirm Your Account and Sign In

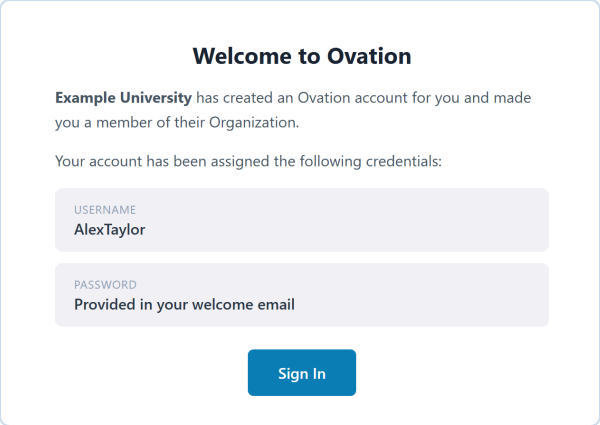
IMPORTANT

Before you begin: Have your Ovation welcome email or your instructor's sign-in instructions ready. You will need a computer, phone, or tablet with a microphone and a steady internet connection. Links in this guide open the relevant app pages.

STEP 1

Open your Ovation account email

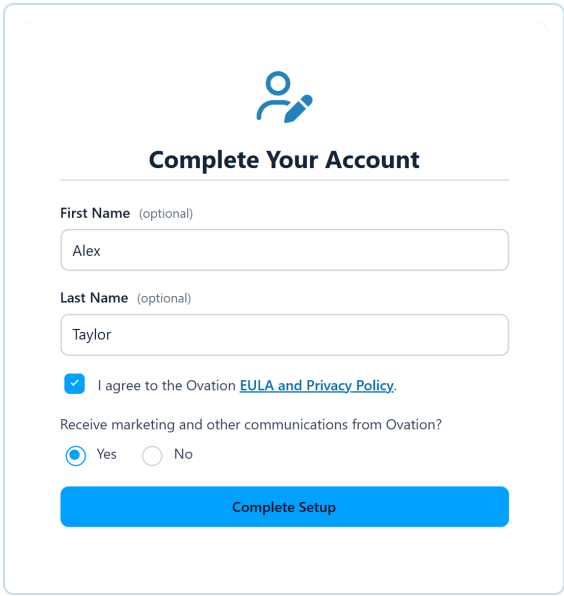
1. Look for your welcome email from no-reply@ovationvr.com. Check spam or junk if needed.
2. Select **Sign In** in the email. Sign in with the details provided and follow any temporary-password, username, or email-verification prompts.



STEP 2

Complete your account setup

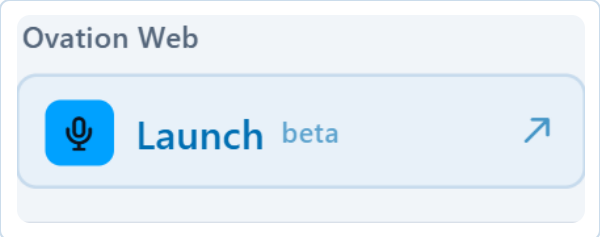
1. If prompted, enter your first and last name so your instructor can identify you.
2. Select **I agree to the Ovation EULA and Privacy Policy**. Choose **Yes** or **No** for marketing communications, if shown.
3. Select **Complete Setup**.



STEP 3

Open the Web App

1. Open the **portal** and select **Launch** under **Ovation Web**, or open the **Web App** directly.
2. Sign in with your Ovation account. If needed, use **Reset Password**.



2. Find Your Assignment

STEP 4

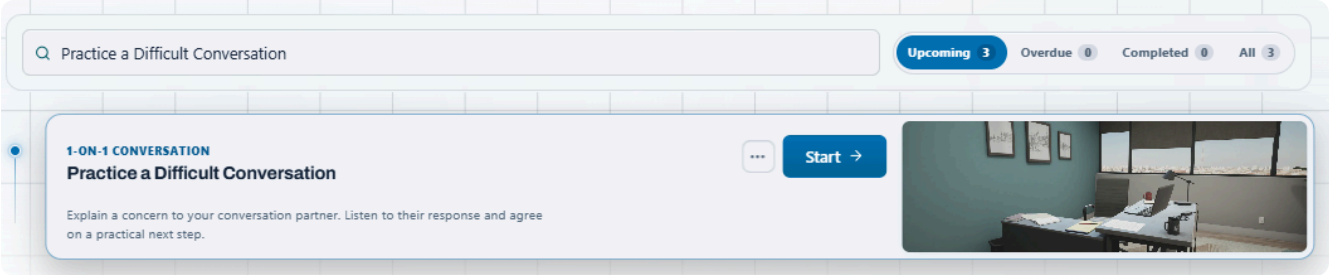
First visit setup

1. Follow the first-visit prompts, then select **Start practicing**. You can choose **Skip setup** and return later.

STEP 5

Find the assignment

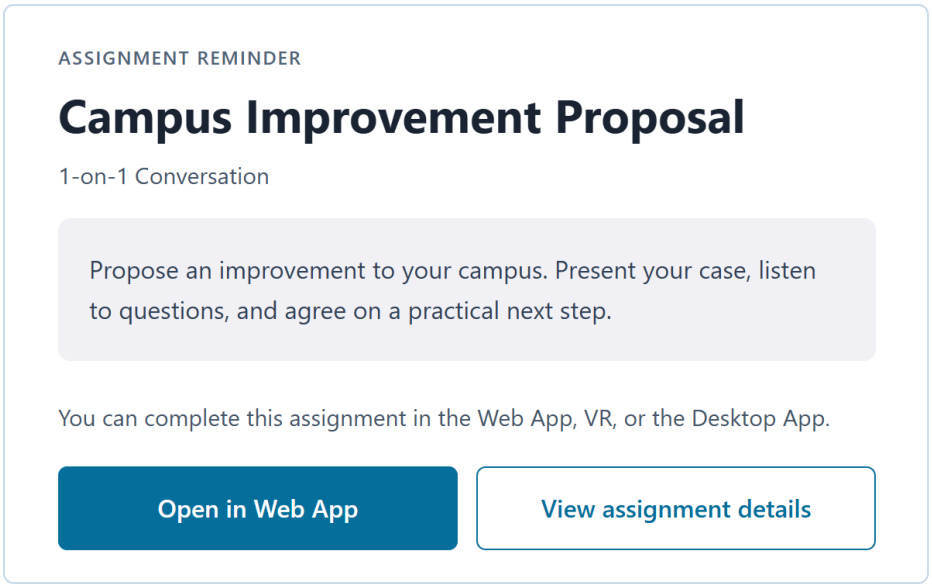
1. Open **Assignments** in the Web App navigation. Search for your assignment or choose **Upcoming**, **Overdue**, **Completed**, or **All**.
2. Select **Start** beside the assignment.



STEP 6

Optional: Open your assignment from email

1. In your assignment email, select **Open in Web App**. Sign in if prompted. **View assignment details** opens the assignment in the portal.

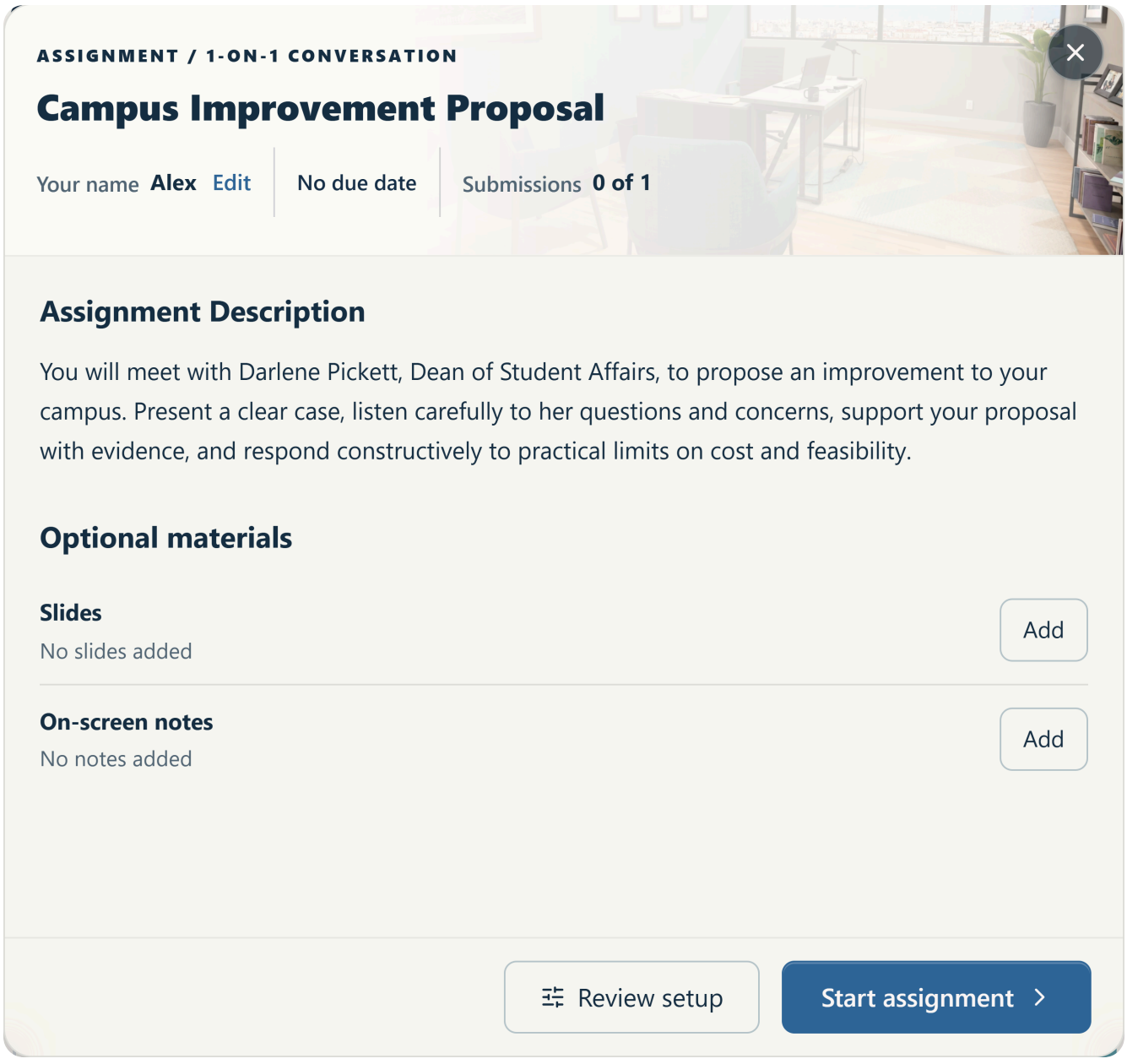


3. Review Your Assignment

STEP 7

Review the assignment and materials

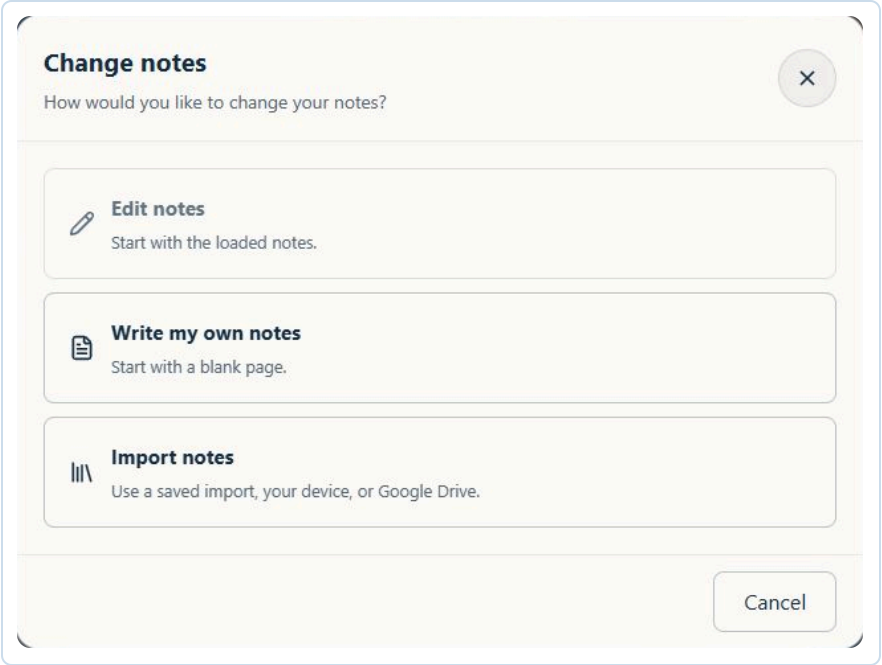
1. Read **Assignment Description**, the due date, and the required submissions.
2. Check **Your name**. The AI characters call you by this name. Select **Edit** to change it.
3. Under **Optional materials**, select **Add** to upload slides or add on-screen notes. Existing materials may show **Edit** or **Review**. Optional materials are not required.
4. If the heading reads **Your materials** instead, add any item marked **Required** before you start.



STEP 7 (CONTINUED)

Add your materials, if needed

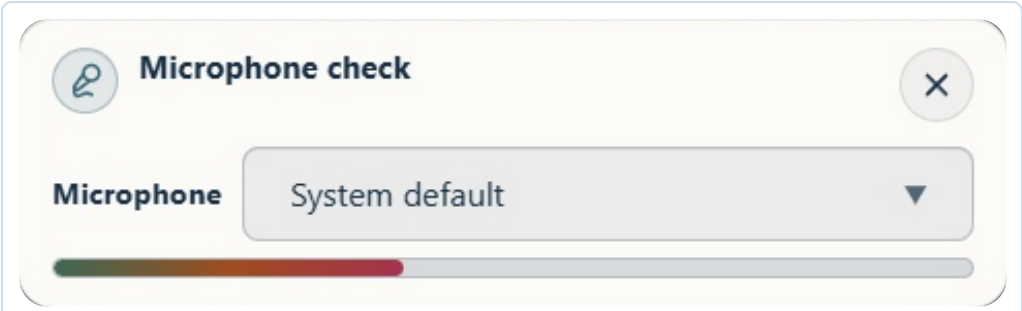
1. In **Slides & notes**, choose **Note card** or **Teleprompter** for on-screen notes, if both are offered.
2. Choose **Write my own notes** to type, or **Import notes** to use a saved import, **Upload file**, or **Google Drive**.
3. For slides, choose a saved deck or **Upload file**, then **From this device** or **Google Drive**.
4. Close the editor with **X** to return to the assignment. See the **Imports guide** for other options.



STEP 8

Enter the practice room and check your microphone

1. Select **Start assignment** to enter the practice room.
2. Allow microphone access if prompted. If **Microphone check** appears, choose your microphone and speak to check the input-level meter.
3. Close the microphone check with **X** when you are ready.

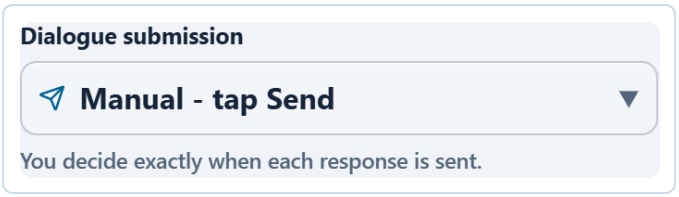


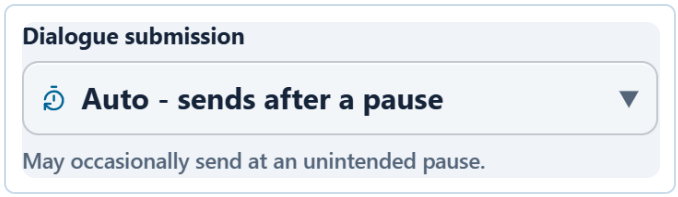
4. Complete the Assignment

STEP 9

Choose Manual or Auto response mode

1. Select **Setup**, then **Input & language**. Under **Dialogue submission**, choose **Auto - sends after a pause** or **Manual - tap Send**.
2. Auto sends after a pause. In Manual mode, select **Finish turn** after each spoken response. Close settings to return.

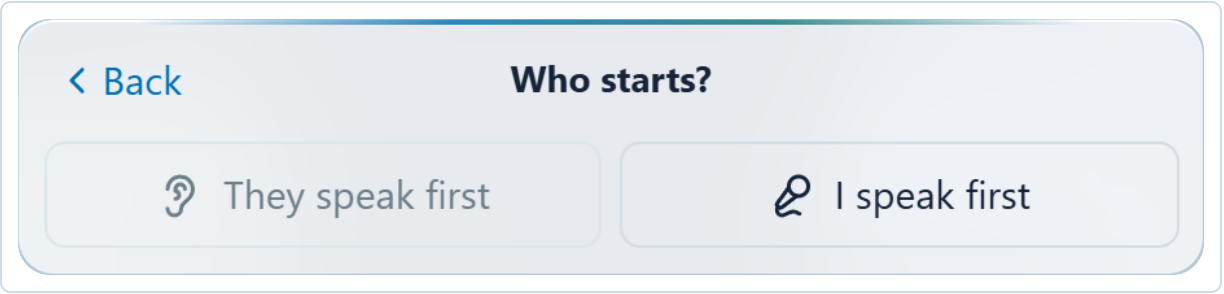




STEP 10

Choose whether to speak or listen first

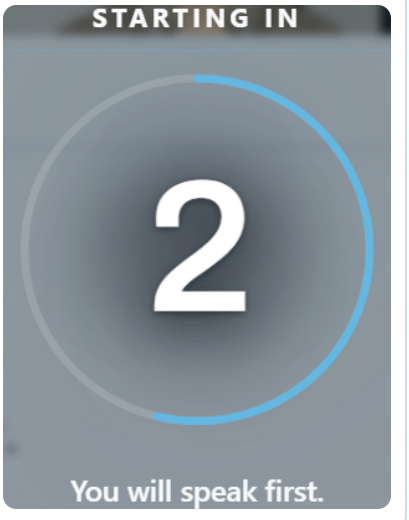
1. Select **Start**. If **Who starts?** appears, choose **I speak first** or **They speak first**. Your instructor may have set this for you.



STEP 11

Begin your assignment

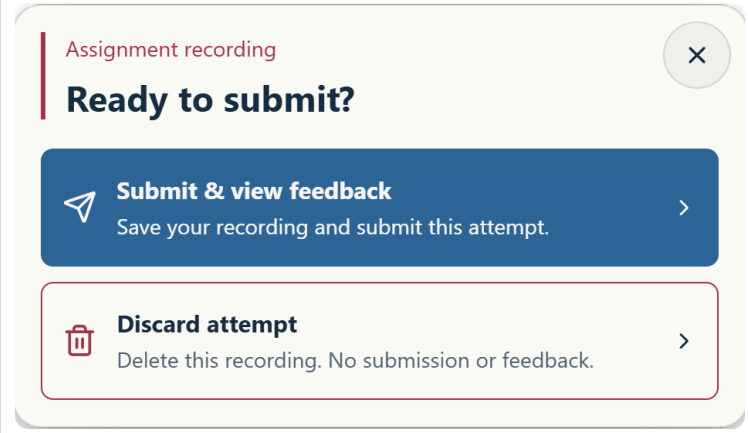
1. Wait for the countdown, then follow the cue to speak or listen.
2. In Manual mode, select **Finish turn** after each spoken turn. If you type instead, select **Send**.



STEP 12

Submit your attempt and review feedback

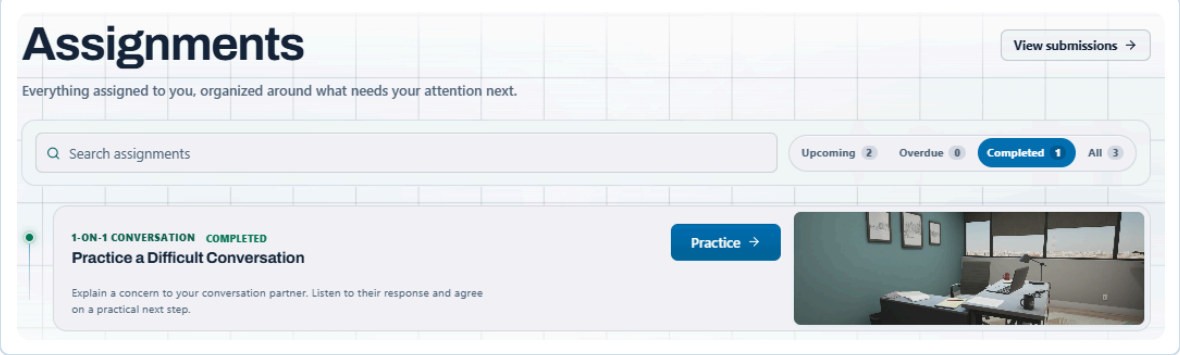
1. When finished, select **Stop** in the recording dock, or **End session**.
2. If prompted, choose **Keep practicing** to meet required time or topics, or **Start Q&A** to complete required Q&A.
3. In **Ready to submit?**, select **Submit & view feedback**. **Discard attempt**, if available, deletes the recording without submitting it.
4. Keep the tab open until **Assignment Uploading** changes to **Assignment submitted.** You can read your feedback while it uploads.



STEP 13

Check your assignment progress

1. Return to **Assignments** and select **View submissions** to open your reports.
2. The assignment shows **Completed** once you have submitted all required attempts.
3. You can practice a completed assignment again.



Need help? Ask your instructor about assignments and deadlines. For app support, visit the **Ovation FAQ** or email **support@ovationvr.com**.