

STUDENT QUICK START GUIDE: WEB APP

1. Confirm Your Account and Sign In

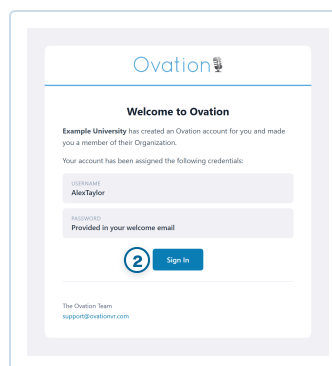
IMPORTANT

Before you begin: Have your Ovation welcome email or the sign-in details provided by your instructor ready. This guide walks you through setting up your account and completing assignments in your browser. Tip: For ease of use, links are provided in the document. Hold Ctrl (Windows) or Command (Mac) while clicking a link to open it in a new tab, while keeping the guide open.

STEP 1

Open your Ovation account email

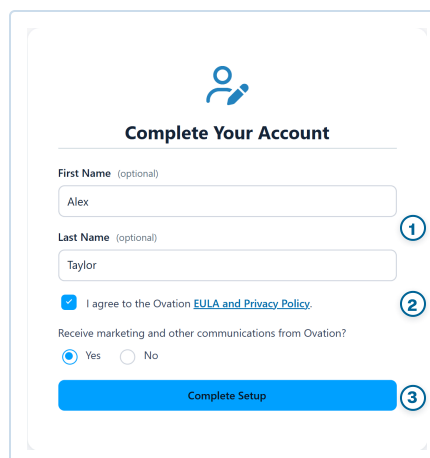
1. Look for your welcome email from no-reply@ovationvr.com. Check spam or junk if needed.
2. Select [Sign In](#) in the email. Sign in with the details provided.



STEP 2

Complete your account setup

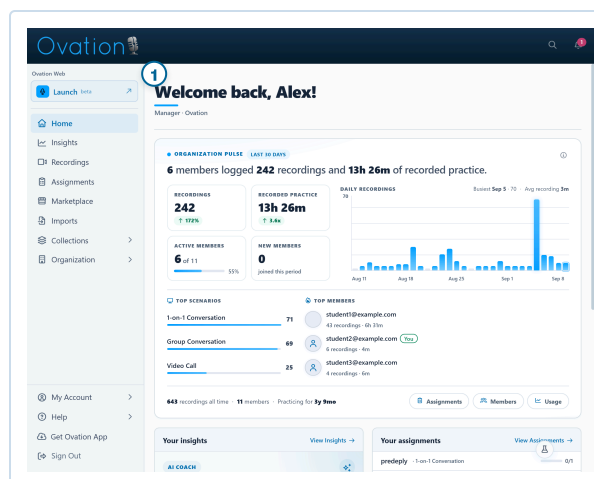
1. Enter your first and last name so your instructor can identify you.
2. Select [I agree to the Ovation EULA and Privacy Policy](#). Choose **Yes** or **No** for marketing communications.
3. Select **Complete Setup**.



STEP 3

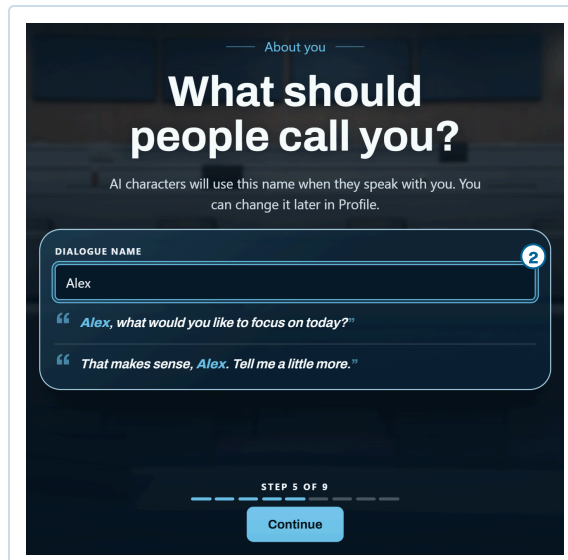
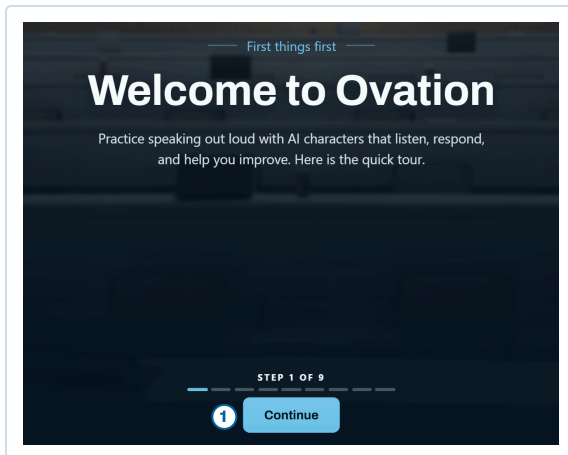
Open the Web App

1. Open the [portal](#) and select **Launch** under Ovation Web. Or open the [Web App](#) directly.
2. If prompted, [sign in](#) with the same Ovation account.
3. Forgot your password? Select [Reset Password](#) and follow the prompts.

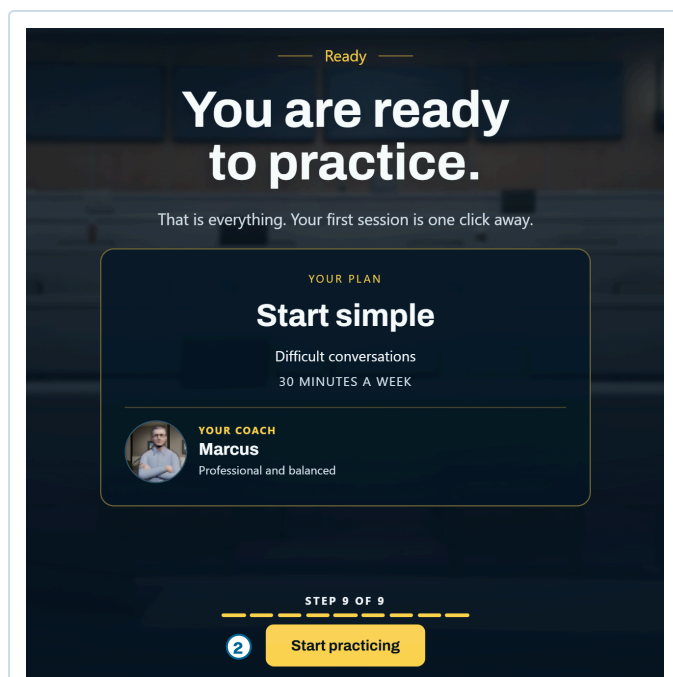
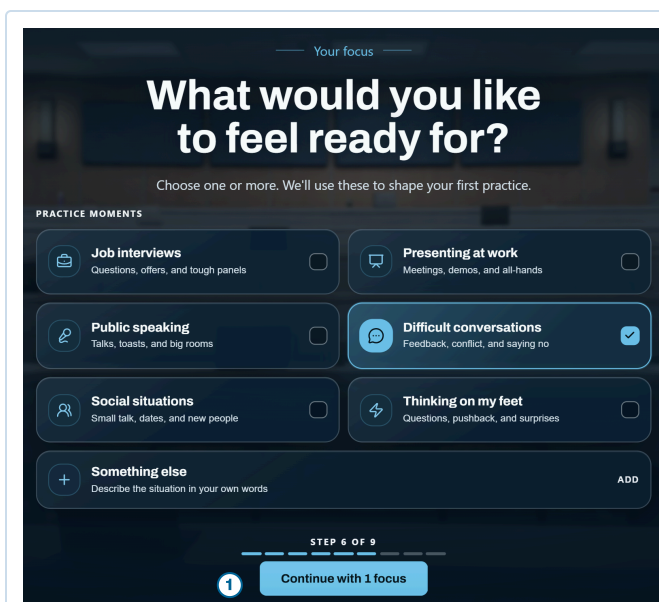


STEP 4**First visit setup**

1. If the welcome tour appears, select **Continue** through the introduction. Choose **Skip setup** to return to it later.
2. Enter your name, then select **Continue**.

**STEP 5****Set your preferences and finish setup**

1. If prompted, choose your practice goals, weekly target, and coach, selecting **Continue** after each.
2. Select **Start practicing** to finish setup.

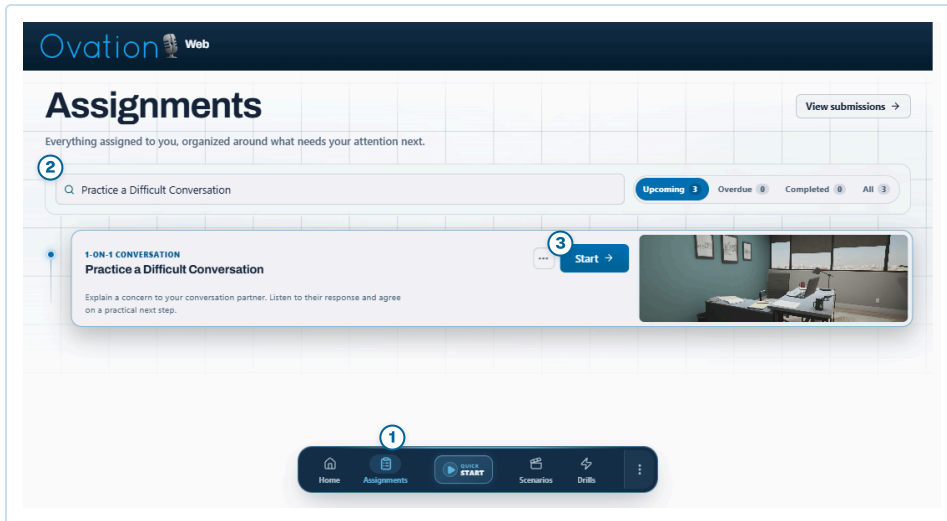


2. View Assignments and Imports

STEP 6

Find the assignment

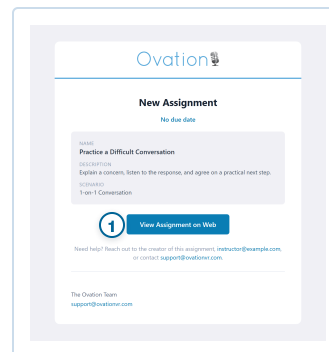
1. From the [Home screen](#), select [Assignments](#) in the bottom navigation to see your full assignment list.
2. Search by assignment name, or select **Upcoming**, **Overdue**, or **All**.
3. Select **Start** on your assignment.



STEP 7

Optional: Open assignment details from email

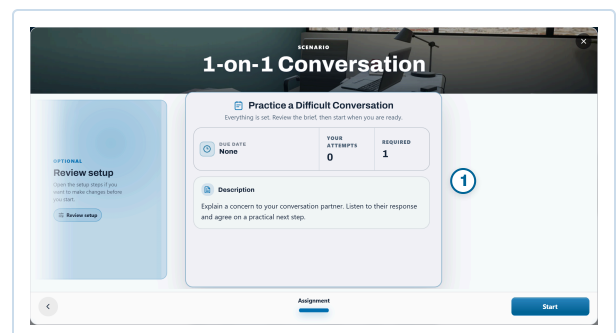
1. You can also access assignment details from an email, if your instructor sends one. Select **View Assignment on Web**.
2. Sign in if prompted. The link opens your assignment in the portal. To practice, open the [Web App](#) and follow [Step 6](#).



STEP 8

Review the assignment details

1. Preview the assignment details, including the description and due date.
2. Follow the setup instructions, if prompted.

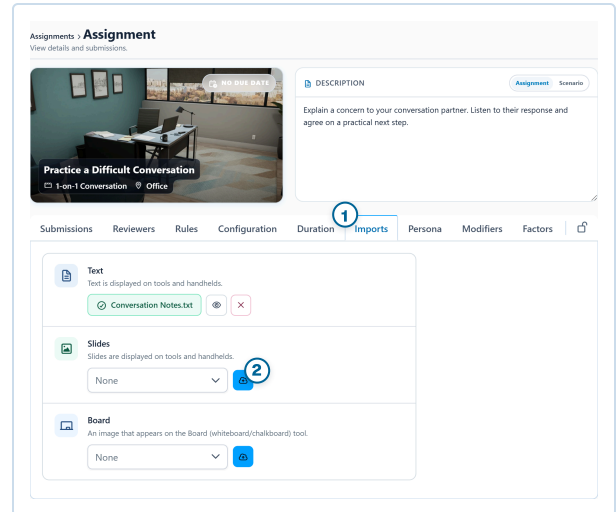


STEP 9**Upload Imports**

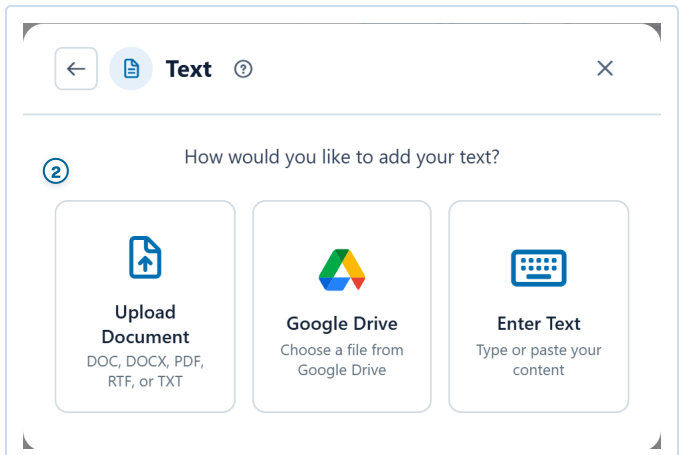
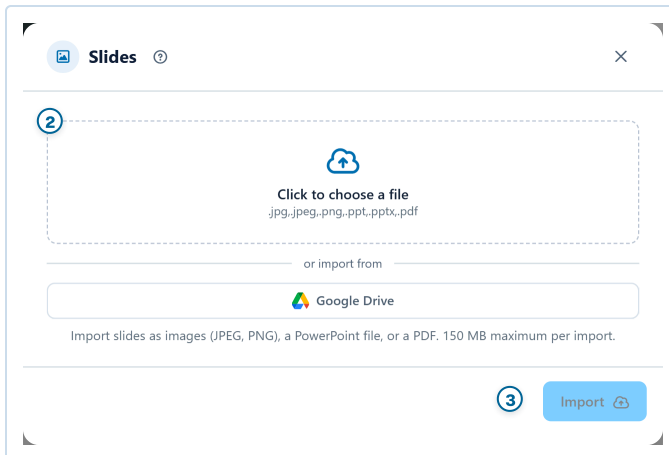
If your assignment allows imports, choose one of the three options below to add slides, text, or boards.

A. From the assignment

1. In the [portal](#), open your [assignment](#) and select its **Imports** tab.
2. Select the **upload icon** for the import type, or choose a saved import from the **drop-down list**.
3. Follow the upload prompts. The import is added to this assignment. Reopen it in the [Web App](#) to use it.

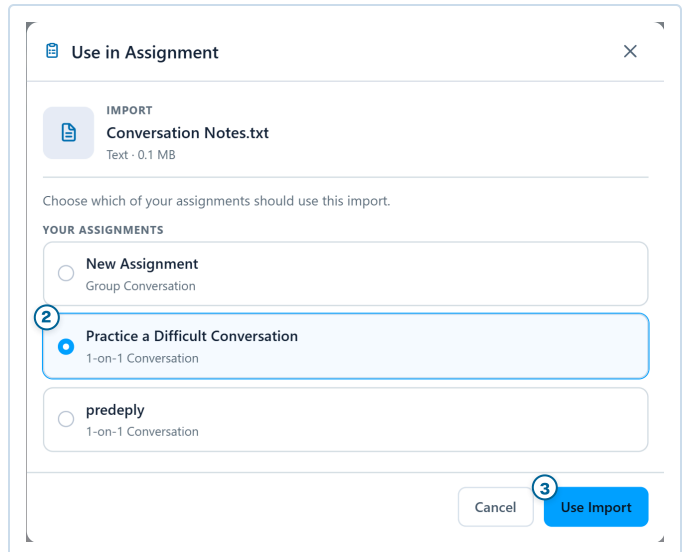
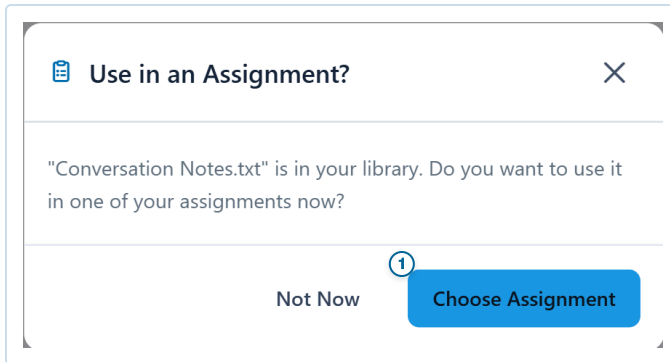
**B. To your import library**

1. In the portal, select [Imports](#), then **Add Import**. Choose **Slides**, **Text**, or **Board**.
2. For slides or boards, select **Click to choose a file** or **Google Drive**. For text, select **Upload Document**, **Google Drive**, or **Enter Text**.
3. Select **Import** for a file or **Save** for typed text. Then [attach the import to your assignment](#) as shown on the next page.



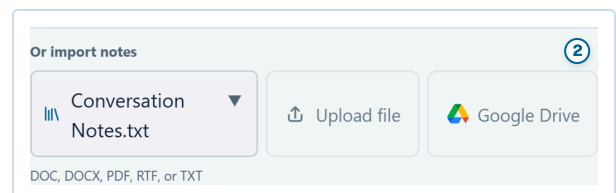
B. Attach your library import (continued)

1. After uploading, select **Choose Assignment**. For a saved import, open its **three-dot menu** and select **Use in Assignment**.
2. Choose the assignment.
3. Select **Use Import**. Reopen your [assignment in the Web App](#) to use the import.



C. In Web App setup

1. In your assignment, select **Review setup**, then open the imports step, if available.
2. Choose a saved import, select **Upload file** or **Google Drive**, or enter text. This applies to the current session.

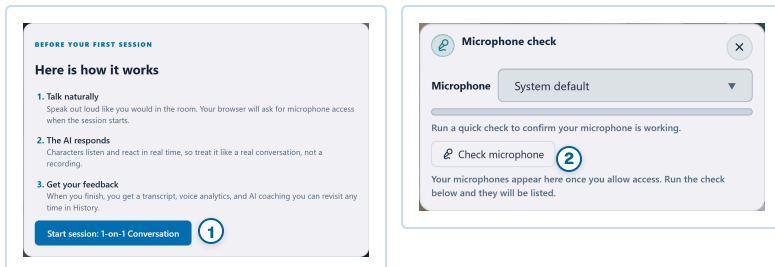


3. Complete the Assignment

STEP 10

Open the assignment and prepare your microphone

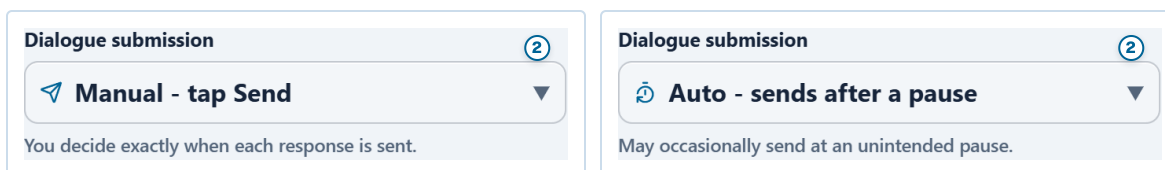
1. Open your [assignment](#) and select **Start**. If the introduction appears, select **Start session** followed by the scenario name.
2. On a computer, phone, or tablet, check your microphone, audio, and internet connection. Allow microphone access when prompted; follow **Check microphone** if shown.



STEP 11

Choose Manual or Auto response mode

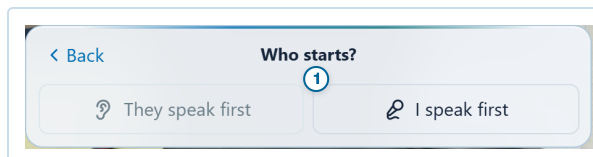
1. Select **Setup**, then **Input & language**. Under Dialogue submission, choose a response mode.
2. **Auto - sends after a pause** sends your response after you stop speaking. **Manual - tap Send** lets you select **Send response** when you finish each turn.
3. Select **Close settings** to return to the assignment.



STEP 12

Choose whether to speak or listen first

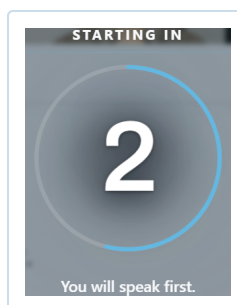
1. Select **Start**. If Who starts? appears, choose **I speak first** or **They speak first**.
2. Your instructor may have already set who speaks first.



STEP 13

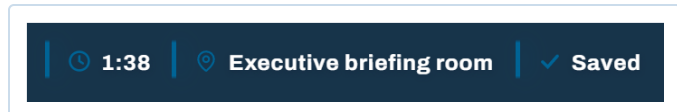
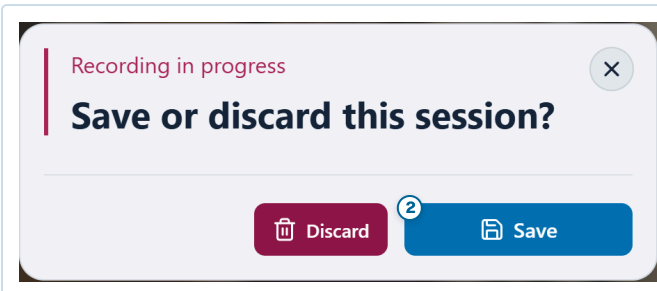
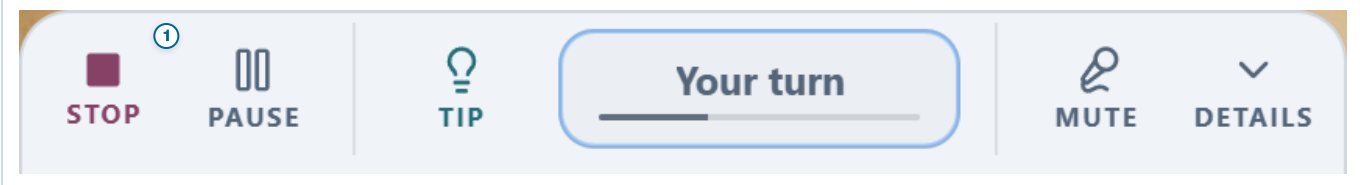
Begin your assignment

1. Wait for the short countdown, then follow the cue to speak or listen first.
2. Complete the activity as instructed. In Manual mode, select **Send response** after each turn.

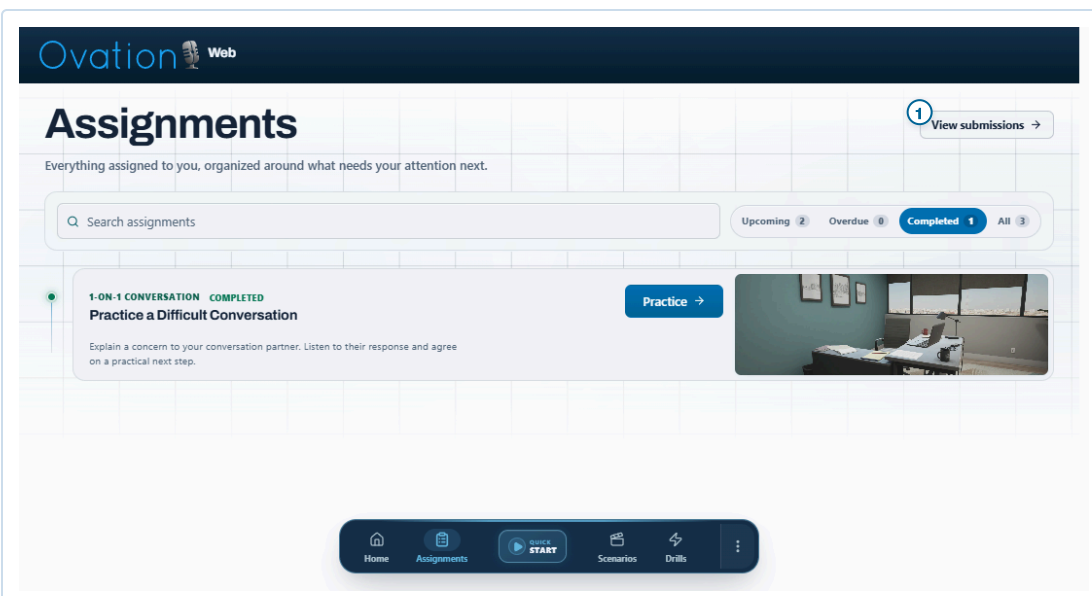


STEP 14**Save and review your recording**

1. When finished, select **Stop** on the left of the recording dock, or **End session**.
2. Select **Save**, then review your feedback. Confirm your recording shows Saved before closing the tab.
3. Select **Discard** only if you do not want to submit the recording, when available.

**STEP 15****Check your assignment progress**

1. Return to [Assignments](#) to check your progress and select [View submissions](#).
2. Your assignment will show as Completed once all requirements are met.



Need help? For assignment-specific questions, contact your instructor, facilitator, or assignment creator first. **Visit the Ovation FAQ:** <https://www.ovationvr.com/faq> or contact support@ovationvr.com for general app support or troubleshooting.