How to do Oral Diagnostic Assessments (ODAs)

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What is an ODA?
ODA stands for Oral Diagnostic Assessment, a type of speaking assignment in language courses. ODAs are set up as Assignments in the CourseWork site for the class you are taking and you record your voice using the USB headsets attached to computers in the Lab.

NOTE:

- Please use Firefox in Windows 7
- If you don’t see your ODA in the Assignments tool in CourseWork, please contact your instructor.
- When taking an ODA or a test you should NOT write out your response before you do it!
- All ODAs should be done in the Language Lab.
Check the Headset Volume

Please make sure the light on the Logitec button on the microphone is SOLID red. If the light is flashing, press the button to make it stop.
Check the Headset Microphone Using Audacity

To check the microphone on your headset, click the Audacity icon on the bottom left of the taskbar.

Click the Record button (with the RED circle) to start recording your voice. If you see a good waveform, and then your microphone is OK. If the wave is not big enough, you should move your microphone closer to your mouth. If you don’t see any wave at all, your microphone is not working properly. Please move to another computer.
Log into Coursework

Log into CourseWork using your SUNetID, password, and two-step authentication. Find your language course in the tabs or under More Sites. Click Assignments, and select the one that you need to do.
Select Your Microphone, Record and Submit

To record your answer in an item, click the ‘Record your answer’ link. First, a pop-up window will appear. Next, select the microphone (Logitec USB Headset) and click the ‘Share Selected Device’. Please DO NOT select ‘Always Share’ button.

At the top of the recording window, you can see the time limit and the number of attempts you can make. When you are ready to speak, click the ‘Rec’ button. To stop recording, click the ‘Stop’ button. You can listen to your recording by clicking the ‘Play’ button. If you would like to record your audio again, click the ‘Rec’ button again. One you finish recording, click the ‘Save and Close’ button.

Wait for the confirmation that the uploading process is complete.
Note: When your microphone is not working correctly. Your audio quality is not so clear.

Please re-select the microphone to make sure you are choosing the USB headset, instead of the computer mic. To do so, click the microphone icon on the top left corner and select ‘Stop Sharing’. Close the audio applet recording window and re-launch the window again.

After the upload is complete, you will see an audio player where you can listen to your response.

To complete the assignment, click the ‘Submit for Grading’ button. Please note that doing this is like you handing in a piece of paper: Once you click that button, you won’t be able to change your answers for that submission.
If you would like to re-submit the assignment, check to see if it is still available in your list of assignments. If it is not, please contact your instructor so that s/he can allow a re-submission.