ALI Online Interview Instructions

Below are directions for the ALI Online Placement Interview. Please read these directions carefully. Your interview will be conducted using BigBlueButton (BBB), a web-based videoconferencing tool in which you will be communicating via audio, video, and text chat.

What You’ll Need

- A computer with a broadband Internet connection
- Speakers, or a headset, or ear buds
- Webcam
- Microphone

On the Day of Your Interview - Please bring

- Photo ID
- Applicant ID number or N number
- A phone that can make international calls in case of technical difficulty

You can find more detailed technical requirements [here](#) under the “Technical requirements.”

To get an overview of how BigBlueButton works, watch [this](#) video (3:58 mins).

24 Hours before your Interview

- Join a tech-check session by clicking [here](#) to be sure your microphone, camera, and speakers will function in BigBlueButton.
10 Minutes before Your Interview

1. Click on the link below to enter your online interview room. Enter your full name (family name, first name) and the password, “student”.
   ○ Interview Room X

2. A new tab or window will open, launching the room.

3. Choose, “Microphone” for the audio option, and run the provided checks.

![How do you want to join the audio?](image)
4. Click the webcam icon at the top left, and share your webcam.

5. Your interview will then begin.
Troubleshooting

For the best meeting experience:

- Use a wired Internet connection rather than a wireless connection if possible.
- Use earbuds or a headset.
- Participate in your session in a quiet setting.

**What do I do if BigBlueButton seems stuck, or isn’t acting as expected?**

- If BigBlueButton gets stuck, or isn’t acting as expected, simply refresh your browser window to reset the room.

**What if my audio isn’t working?**

- In the blue text in the chat window, there is a dial-in number and PIN you can use to conduct the interview via phone.

**What if my camera isn’t working?**

- Click the webcam icon to open the webcam settings. From there, you can perhaps select a different webcam.

For more troubleshooting tips, click [here](#).