

# BONGO PRESENTATION TOOL USER GUIDE

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## Application Test vs. Exam Performance

### Application Test

This section allows you to familiarize yourself with the technical aspects of the tool. You can make an unlimited number of trial recordings at this point.

Additionally, it provides an opportunity to practice managing your presentation within the required timeline, a task which you're responsible for overseeing. To build confidence, we recommend starting off with the application test.

**Important:** Anything submitted under the link "**Application Test**" has no relevance to your exam performance and **will not be assessed**.

### Exam Performance

In this section, you will record your presentation, which will count as your exam performance.

The following instructions apply to both the Application Test and the Exam Performance.

### Technical Requirements

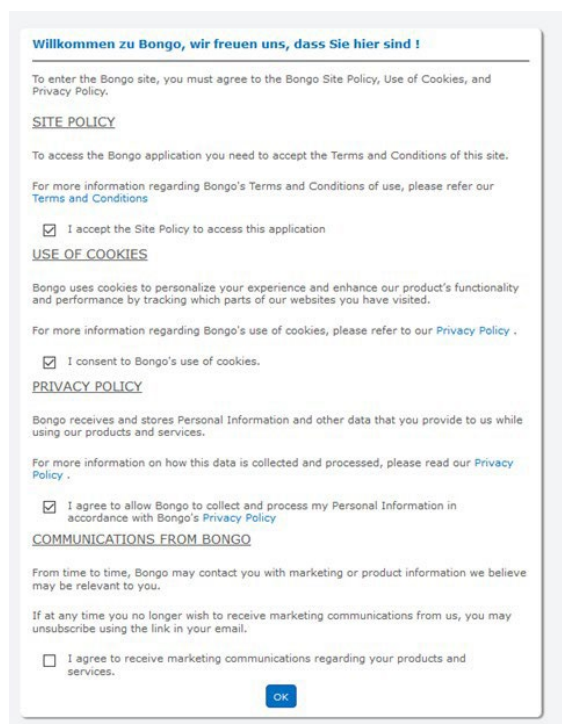
- **Hardware:** Either a computer or laptop. Please note that presentations cannot be delivered through mobile devices.
- **Browser:** The latest version of Firefox for Windows or Chrome for MacOS.
- **Internet:** A stable Internet connection (preferably LAN) with at least 1 Mbps.
- **Camera:** You can opt for the built-in camera of your laptop or connect an external camera to your PC via a cable.

[Here](#), you can test whether you meet all the technical requirements.

## Presentation Process

### Preparation

Firstly, a new page will open with the **presentation guidelines**. Please read them carefully. You give your consent to the guidelines by ticking the checkbox "I agree to allow Bongo to collect and process my Personal Information in accordance with Bongo's Privacy Policy". Additionally, make sure the box next to "I agree to receive marketing communications regarding your products and services" remains unchecked.



The screenshot shows a consent form titled "Willkommen zu Bongo, wir freuen uns, dass Sie hier sind !". It contains several sections with checkboxes for consent:

- SITE POLICY**: A checkbox for "I accept the Site Policy to access this application" is checked.
- USE OF COOKIES**: A checkbox for "I consent to Bongo's use of cookies." is checked.
- PRIVACY POLICY**: A checkbox for "I agree to allow Bongo to collect and process my Personal Information in accordance with Bongo's Privacy Policy" is checked.
- COMMUNICATIONS FROM BONGO**: A checkbox for "I agree to receive marketing communications regarding your products and services." is unchecked.

At the bottom right of the form is a blue "OK" button.

By clicking on "OK", you confirm your agreement and are then redirected to the user interface of the presentation tool.

### Task

The task will be displayed in the large display box. The instructions provided in this guide are **not universally applicable**. The directives concerning the time allocated and other formal prerequisites can always be found directly in the respective course or in the corresponding **exam guide**.

## Add Attachment

### Online Presentation - Application Test

**Instructions**  
In the Application Test you have the opportunity to test the technical conditions of the application and the recording quality. You can repeat the test as often as you like. In your exam you will have 15 minutes of recording time.

Practice by adding videos, then select the video you would like to submit for review [Prepare Submission](#)

**Add Video**

Choose an option below

**Camera**  
Record using your camera + microphone

**Screen**  
Record your screen + microphone

**Camera + Screen**  
Record your camera, microphone, and screen all at once

[Record using only your microphone](#) [Upload a video](#)

[Need help?](#)

**Attachments**

[Add Attachment](#)

By clicking on "**Add Attachment**", you can upload your previously prepared PowerPoint presentation in PDF format. To do this, you need to click on "**Upload File**" and select the appropriate document from your computer.

### Add Attachment

Choose an option below

**Upload File**  
Upload a document file.

**Add Link**  
Add a link to an external resource.

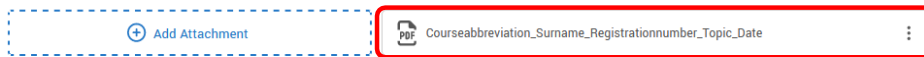
The name of your presentation file should be provided in the following format:

**"COURSEABBREVIATION\_SURNAME\_REGISTRATIONNUMBER\_TOPIC\_DATE"**

(e.g. DLRABR01-P\_Smith\_123456789\_Parachutes\_20230512)

If you are sure that you have uploaded the correct file, you have completed the first part of the submission, and the file will be displayed accordingly below.

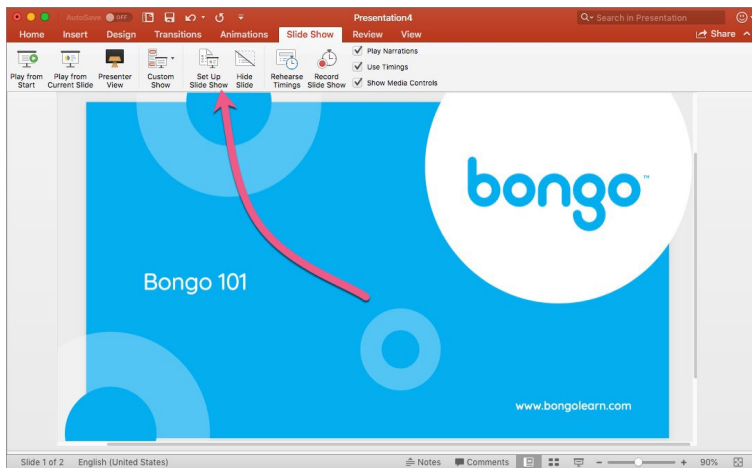
#### Attachments



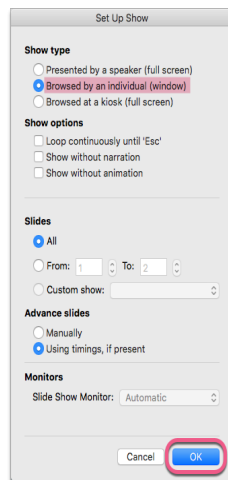
#### Set Up Slide Show

When you are ready to record your video, open the presentation slides on your computer. Please use the desktop app and not the browser version, otherwise some PowerPoint functions may not work.

In your PowerPoint presentation, click on the **"Slide Show"** tab and then on **"Set Up Slide Show"**.



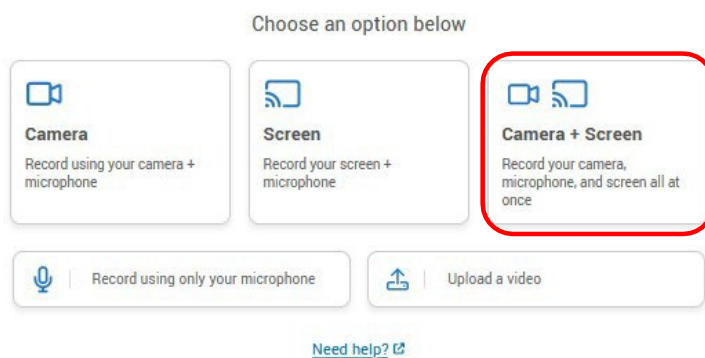
In the settings, select "**Browsed by an Individual (window)**".



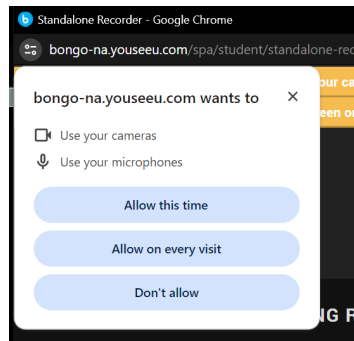
By clicking on "**From Beginning**", you can start the presentation mode in PowerPoint and arrange the presentation window and your task in the browser side by side by reducing both windows to half the screen size. Please only click the "**From Beginning**" button after you have selected the window to be shared.

## Recording

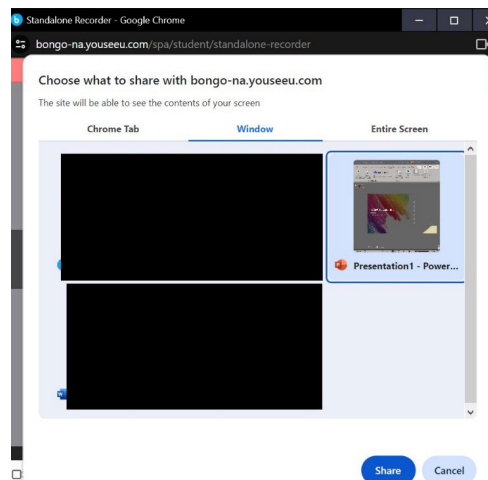
Once your PowerPoint presentation is ready, you can start recording your video. To do this, click on "**Camera + Screen**".



The "**Standalone Recorder**" will then appear in a popup window, where you record your presentation. The appearance of this recorder may vary depending on the browser you're using. At this point, you'll need to select your **preferred camera** and **microphone**, and grant the necessary access permissions for these devices. For MacOS devices, you may need to enable file sharing directly in the browser settings.



Following this, a popup window will appear where you need to select your already open PowerPoint slides and grant "permission" for access. Make sure to only select your PowerPoint file, not the entire screen.



**Kommentiert [BR1]:** Englischer Screenshot fehlt? Je nach Wort auf dem Button „Erlauben“ muss die Übersetzung angepasst werden.

Once everything has been set up properly and you've done a sound check with your microphone, the "**RECORD**" button will show up in the center of the "**Standalone Recorder**". You need to click this button to start your presentation.

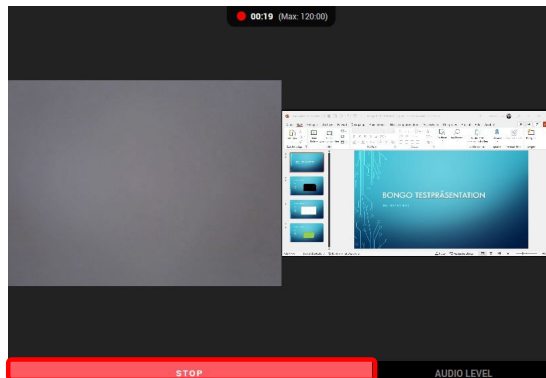


You can now give your presentation.

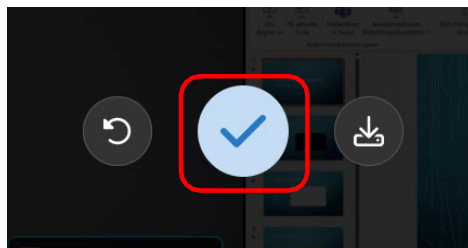


## Completing the Presentation

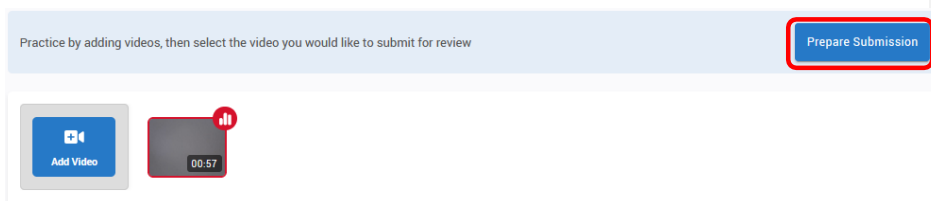
Once you've completed your presentation, you can end it by clicking the **"STOP"** button. Please remember that adhering to the allocated time for the presentation is your responsibility and it's an integral aspect of your presentation assessment.



You can now save the video using the **blue checkmark symbol**. Processing your presentation might take some time depending on your internet connection (approximately **30-45 minutes**, or potentially longer with a poor internet connection). So, don't worry if it takes a while for your presentation to finish processing.



Once the video has been successfully uploaded, it will be displayed as a tile at the top. Since you've now completed both sections of your presentation, you can move to preparing your submission by clicking on **"Prepare Submission"**.



The added files and your video are now displayed here:

Prepare Submission

Choose a video to include

☒

00:57

Recorded 30 Jun 9:04 am  
30. Juni 2023, 10:04

Attachments

☒

pdf

Courseabbreviation\_Surname\_Registrationnumber\_Topic\_Date

Submit

**Important:** You need to make sure **both files** are selected for submission (indicated by a blue checkmark). Once this is done, you can click “**Submit**”.

### Identification

Now you need to identify yourself with your ID card or passport. You can do this by selecting the **video symbol** located in the comment section. Please note that this comment box will become visible only after the submission has taken place.

Comment...

📹

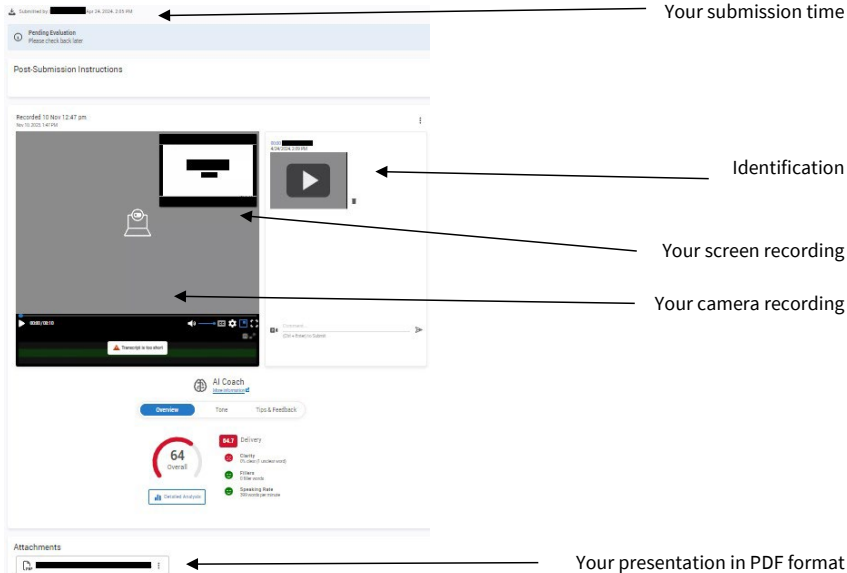
(Click to attach a video)

The **Standalone-Recorder** reopens, and you will now record a video showing your ID. This video will be deleted by the examiner once your identity has been confirmed.

## Checking the Submission

Kommentiert [RB2]: Engl. Screenshot-Pendant einfügen

A correct submission of an exam performance looks like this:



Always make sure that your main video is on the left. If the video is recorded using the "**comment**" button in the bottom right corner, it will appear in the comment section. This means that your presentation slides **will not be recorded**, and your examination performance **cannot be assessed**. In the comment section, only the identification video should be created.

## Grading of the Oral Assignment

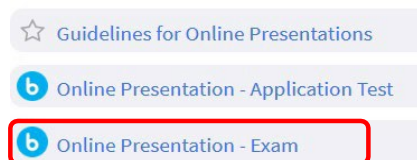
For the evaluation of your presentation, the tutors have specific assessment criteria available. For each individual criterion, you will receive a certain number of points. The total number of points determines whether you have passed the exam or not. With a **maximum score of 100 points**, you must **achieve at least 50% of the points** to pass the exam.

Upon request, the tutors can also provide separate feedback on your oral assignment in addition to these criteria. This feedback is published in the form of comments in the application.

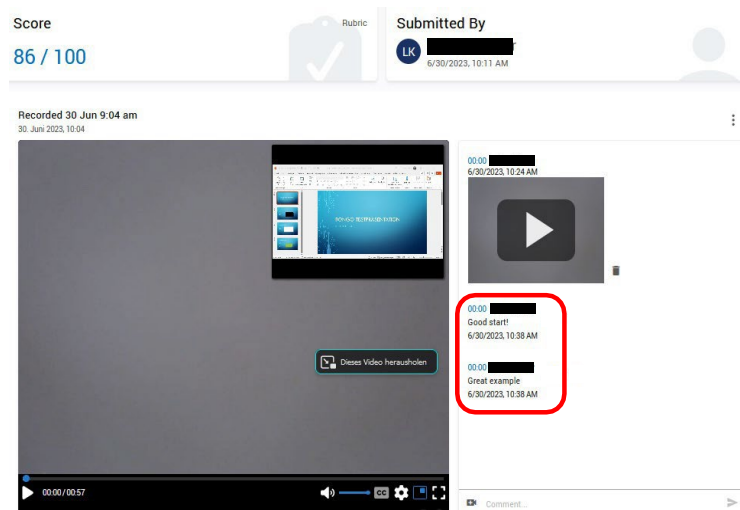
The evaluation and feedback from the tutors will be available to you immediately after they are entered, but no later than **6 weeks after the submission of your exam** in the presentation tool.

To see the results of your evaluation, you can simply click on the link to the presentation tool on myCampus. The displayed grade will become official within one day. Only then will the **status of your exam performance** change in your **summary of grades**, making the grade visible.

Upon selecting "**Online Presentation - Exam**", you'll be directed to your submitted exam.



On this page, you can view the comments and also access the overall evaluation. The comments will appear to the right of the video and can be time-stamped by the tutor to correlate with the sequence in the recording.



The overall evaluation of your exam performance will be displayed in the top left corner above the recording.

By clicking on the **score**, you will be directed to the breakdown of the total points based on the individual evaluation criteria.

## Score

86 / 100



## Grades

Completed By	Role	Date	Einstieg	Agenda	Argumentationsstruktur	Schluss	Übersichtlichkeit der Folien	Inhalt	Hintergrund	Struktu
Caroline Stöckl-Meingassner	educator	9/6/2019, 3:13 PM	5	4	3	3	2	4	3	4
Educator Average			5.0	4.0	3.0	3.0	2.0	4.0	3.0	4.0

< >

CLOSE

### **Second and third attempt**

If you don't pass the first attempt, you have two more attempts, like any other type of exam.

The "Presentation Examination Performance Second/Third Attempt" tab will automatically be released to you in MyCampus if you did not pass the previous attempt. The technical procedure here is analogous to the first attempt.

Please note:

You are allowed to work on the same topic in the next attempt, provided that you have consulted with your tutor and that working on the same topic is okay with them.

## Frequently Asked Questions

### Why doesn't the status in my summary of grades change after submitting my oral assignment?

You can check the correct submission of your presentation directly in your course under "Presentation Examination Performance". Here, you can see when your presentation was received by us and what documents were submitted. The status in your summary will only change after the grade has been posted.

### Why is my presentation not being transmitted correctly?

It's best to use Firefox for Windows or Chrome for MacOS to ensure everything is transmitted correctly. Good luck with your presentation!

### Why can't my video be processed?

This is usually due to the use of an incorrect browser. Please do not use Edge under any circumstances.

Furthermore, you must not minimize or close your presentation slides during processing, as this can lead to errors in processing.

### Why does the recording of my video stop after a few minutes?

This usually happens when you use a mobile device such as a smartphone or tablet. Please use your PC or laptop.

### Why can't I access the camera/screen/microphone on my Mac?

Please make sure in your settings that Bongo has access to the corresponding features.

### Am I allowed to use notes or flashcards?

You can use flashcards or the "PresenterNotes" integrated into PowerPoint.