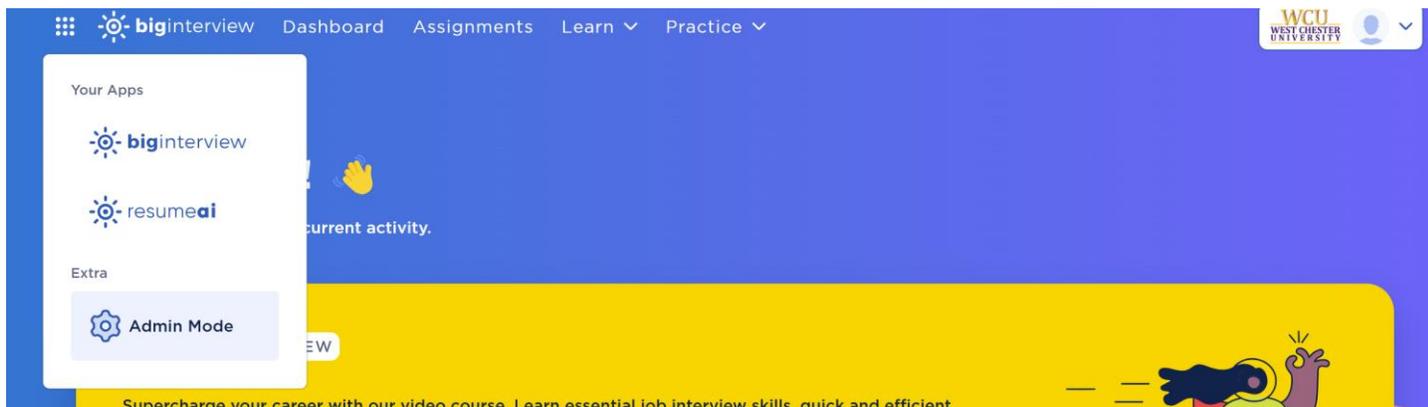


How to Set Up an Interview Assignment in Big Interview

Big Interview is an **online mock interview tool** that combines training and practice to help improve interview skills and build confidence. The following are directions to set up an Interview Assignment for a class, a video tutorial can also be found here: <https://support.biginterview.com/en/article/creating-an-assignment-ghny7/>

1. You have student level access to Big Interview by logging in using your WCU credentials. To create an assignment, please request admin access. You may email your request to the Twardowski Career Development Center at cdc@wcupa.edu.
2. Once you have admin access, log in to Big Interview at <https://wcupa.biginterview.com/> by clicking on the Login link in the upper right corner.
3. You will likely be directed to the Student View dashboard. To navigate to your Faculty/Admin Dashboard – click on the apps launcher (square dot icon on upper left) and click Admin Mode



4. Click 'Interviews' in the top navigation bar and then select 'Interview Assignments'
5. If you wish to use a past assignment you created, search the list of assignments for your class number or last name to find a previous assignment.
 - a. When you find the one you want to use, click the gray 'Actions' button on the right, then click Duplicate in the drop-down menu
 - b. The copy will open. Click the "Edit Details and Settings" link at the top to get started.
 - c. At a minimum, you will want to change the name of the assignment and the due date. **IMPORTANT:** Please use your course abbreviation, course number, last name, and semester to name your assignment (e.g. MGT 498-03 Prachar Fall 2024 Interviews OR SPK 230 Kaminski Summer 24 Assignment).
 - d. You can update or edit any other details of the assignment. Please be sure to copy the new access code for your students!
6. If you are starting from scratch, then click the green "Add New Assignment" button to get started.

7. Add all your assignment details and follow the automated path to create the assignment.
8. **IMPORTANT:** Please use your course abbreviation, course number, last name, and semester to name your assignment (e.g. MGT 498-03 Prachar Fall 2024 Interviews OR SPK 230 Kaminski Summer 24 Assignment).
9. In step 3 (optional), you can assign lessons to your students which is learning content developed by BigInterview.

10. In step 4 (optional), you can add or change the criteria used to score the interviews. After your students complete their assignments, you can use these criteria to review and add feedback to their interviews.
11. In step 5 (optional) You can manually add users by typing their name and email address and clicking the plus sign. This would be in place of simply giving students the access code.
 - a. You can upload a CSV file of your class list by clicking on the blue “Import Users from CSV” button at the bottom of the page. The CSV file should have three columns as seen in the table below: First Name, Last Name, and Email. Keep in mind that the first row is the CSV header row. Also, if you upload a second file it will replace ALL the users from the first upload.
 - b. Edit the invitation message with whatever text you want to add. As soon as you click the green Save Details button, an email will go out to all of the students that you added to the list.

The screenshot shows a web interface for setting up an assignment. At the top, there is a blue navigation bar with tabs: Details & Settings, Question List, Lesson List, Criteria, Invite users, and Review. Below the navigation bar, the main heading is "Let's invite users to your assignment!".

The interface is divided into two main sections:

- Invitation Message:** This section contains a text editor. The pre-filled text reads: "Hi All, Please click the link below to access your new Assignment in the Big Interview app: <https://app.biginterview.com/members/assignments> Add any instructions or details you choose Thank you, Amanda Baker".
- Send Invitations To:** This section features a table with three columns: "First Name", "Last Name", and "Email". The table is currently empty. Below the table, there are input fields for "First Name", "Last Name", and "Email", followed by a plus sign (+) to add more rows. At the bottom of this section is a blue button labeled "Import Users from CSV".

At the bottom center of the page, there is a green button labeled "Save Details".

12. You should come to a screen with an access code. If you have chosen NOT to upload users, then you can share the access code with the students in your class. They will simply login to BigInterview and enter the access code to get started.