THE INSTRUCTOR’S GUIDE TO THE LANGUAGE LAB
Dear Language Department Faculty,

Integrating technology is now one of the big challenges for language teachers, and the language lab staff wants to be here to help you with it. We think that technology can be easy and fun for everyone!

This guidebook is designed to provide you with the information you will need to use the language lab technology with your classes. You can use it along with the book of activities to inspire you in the building of your syllabus for this semester at Roxbury Community College.

We know that time is precious in the life of part-time and full-time faculty and this is why we hope these resources will be good companions to help you quickly find up-to-date information about your lab.

But above all, we hope this will encourage you to come and visit us at the language lab, for any questions and for demonstrations of the technology. We believe it to be the best way to gain confidence in the use of multimedia tools is practice! So come and visit us.

Thank you for making RCC a great place to teach and work!

We are looking forward seeing you at the Language Lab,

Aude Etrillard – Language Lab Evening Associate
Dr Sue Kalt – Language Lab Coordinator
CONTENTS

OVERVIEW OF THE LANGUAGE LAB .................................................................................. 5

Equipment ......................................................................................................................... 5

Programs and computer tools ......................................................................................... 6
  Web browsers .................................................................................................................. 6
  Word processing ............................................................................................................. 6
  Presentations .................................................................................................................. 7
  Audio Recording ............................................................................................................ 7
  Video Recording ........................................................................................................... 7
  Skype .............................................................................................................................. 7
  Interactive Language Learning Programs ...................................................................... 7
  And more ....................................................................................................................... 8

The Staff & Schedule ...................................................................................................... 9

HOW TO USE THE LANGUAGE LAB .............................................................................. 10

General Help ................................................................................................................... 10
  Printer ............................................................................................................................ 10
  Keystrokes .................................................................................................................... 11
  Save files ....................................................................................................................... 12
  Open files ....................................................................................................................... 13
  Troubleshooting .......................................................................................................... 14

Word ................................................................................................................................ 18
  Copy and paste text and images from the Internet ....................................................... 18
  Language settings ........................................................................................................ 18
  Accents and punctuation in French and Spanish ......................................................... 19

PowerPoint ...................................................................................................................... 20
  Copy and paste images from the Internet .................................................................... 20
  Insert Audio and Video files ........................................................................................ 20
  Create animations ......................................................................................................... 21
  Record the presentation (Audio voiceover + Animation) ............................................ 21
  Create a video ................................................................................................................ 22

Audio Recording and Playing ........................................................................................ 24
  Audacity ........................................................................................................................ 24
  Sound Recorder ............................................................................................................ 25

Webcams ........................................................................................................................... 26
Windows Live Movie Maker ................................................. 26
Skype .................................................................................. 28
Interactive Programs (ESL and Spanish) ................................. 31
  Focus on Grammar (ESL) ..................................................... 31
  Pronunciation Power (ESL) .................................................. 31
From the Console .................................................................. 33
  Projector .............................................................................. 33
  Audio overhead .................................................................... 33
  Open students’ file from the console .................................... 33
  To Zoom .............................................................................. 33
We have 27 workstations for students. Each of them consists of:
- A screen, a mouse and a keyboard
- A headset to listen to sounds and to record
- A tower with USB Ports, to plug flash drive and webcams at the front.

These workstations are all connected to the same server, which means that their files and programs are stored in the same place, the “Student drive”.

Instructors can use a different computer, the Console. It is also connected to the server, which means you can choose to share files with the workstations, saving them in the student drive. But it also has an independent drive, and therefore has more autonomy and privacy than the workstations. It is connected to a projector and an overhead sound system.

There is also a whiteboard with markers available.

We have a Pharos Station, for students to print their works. The station consists of a computer and a printer.

We have 8 webcams in the room 205b (please fill in the checkout sheet before using them)

Finally we have a rolling projector cart that you can carry to your class. It consists of a laptop, a projector and speakers.
If you are not familiar with these programs and tools but you are interested in having students use them, please come and visit the language lab staff. Whether you assign typed essays or have your students use interactive programs, it is always better to have your own idea of how a program works before letting the students use it, especially if your students are not proficient with computers.

**WEB BROWSERS**

There are three browsers available on our computers. Shortcuts to **Internet Explorer** and **Mozilla Firefox** are on every desktops and the shortcut to **Chrome** is the red green and yellow round icon at the bottom of the screen:

![Firefox](image1.png) ![Internet Explorer](image2.png) ![Chrome](image3.png)

**WORD PROCESSING**

**Microsoft Word** is the main program students will use to type. A shortcut is available on every desktop. We use the 2013 version. It allows the easy creation of nice layouts. Students may use Word in the language lab to copy and paste text and images from the internet. If you have your students create and/or print documents with Word, please remember that students can print 200 pages per semester for all their class. We try to discourage faculty to have students print very long documents, and to encourage space and ink saving layouts (single space, light fonts, 10-12 font size for the body of documents...)

![Word 2013](image4.png)

ESL teachers might want their students to practice typing with **Mavis Beacon**. This program aims at increasing the typing speed of its users. Exercises require some time, but they are really useful to type quicker. To access to the program, open the ESOL folder and then double-click on the Mavis Beacon icon.
**Presentations**

*PowerPoint* has become easier to use, and is allowing still more creativity. It is also widely used in academic settings and beyond, to create outstanding presentations. In language classes presentations with PowerPoint allows the practice of pronunciation, grammar, or note-taking.

**Audio Recording**

*Sound Recorder* is a very basic audio recording program. It is has the inconveniences of its extreme simplicity, but it will be very easy to use for people not used to technology.

*Audacity* is also an audio recording program. It is a little more advanced as it enables to pause and resume the recording, to edit any type of audio file, and to record the sound from any media that can be played on a computer.

**Video Recording**

With *Windows Movie Maker* you can easily edit, merge or cut videos that you want to use in class. You can also upload them on the Internet. You can also use this program to have students record themselves with our webcams.

**Skype**

*Skype* is one of the best-kept secret of the Language Lab. When two users have Skype installed, they can call one another over the Internet and talk in real time, with a webcam or not—all for free. This program offers students the opportunity to speak with native speakers from all over the world, when their teachers manage to create a partnership with other schools and colleges.

**Interactive Language Learning Programs**

You can easily access to all our Interactive programs by clicking on at the bottom left corner of all the workstations’ screen.

*iViva! Interactive* is a fully interactive learning aid in Spanish, for use with all chapters of the textbook. Students can practice vocabulary, pronunciation, written structure, take
quizzes and more using activities, videos, and even games! It includes interactive material for a wide range of lessons in Spanish.

**Pronunciation Power** is an ESL two-level software that walks you through every step of pronouncing words, demonstrating exactly how to position the mouth and tongue to utter specific sounds. As you become more aware of your pronunciation, your emphasis and intonation will also improve!

**Focus on Grammar** is an interactive grammar tutorial for all levels. It includes reading, listening, and writing practice, as well as review tests.

**AND MORE...**

At the beginning of each semester we create a folder for each class that uses the language lab where you can add links, audio, video or any file that your students need for class.

We also have one folder per language where we store general resources for these languages, such as audio and video clips from the various language methods used at RCC and lists of online resources that we try to update regularly.
Sue Kalt is the coordinator of the lab and Aude Etrillard is the Evening Associate. We are happy to help whenever we are in the lab, so email or visit us if you have any question (contact info is below)! The language lab is also lucky to have the support of work studies during Fall and Spring semesters. Please note, hours may change from one semester to another.

Every beginning of semester we create a new schedule for classes at the language lab. Teachers interested to use the lab on regular bases have a reserved time slot for the whole semester. It is also possible to book for exceptional classes, but please request time from Sue Kalt and Aude Etrillard as soon as possible.

The open hours of the language lab cover day and evening classes. Students can use the lab on their own any time during open hours. They can stay during classes that are not theirs, except if they are asked to leave by the teacher.

There are some rules in the language lab: no food or drinks are allowed. Conversations should be kept quiet, except for the needs of the class. Cell phone conversations are forbidden, student should go outside to take phone calls. Children and non-RCC students are not allowed to stay in the lab.

Dr. Susan Kalt  
Coordinator  
skalt@rcc.mass.edu  
(617)427-0060 x5102

Aude Etrillard  
Evening Associate  
aetrillard@rcc.mass.edu  
Semester hours:  
Mon. 1pm-8pm; Tue. 2pm-8pm; Wed. & Thu. 4pm-8pm

Or visit us on our opening hours.  
To check the schedule on the RCC Website:  
Liberal arts > Language > Language Lab > Schedule
HOW TO USE THE LANGUAGE LAB

In these pages you will find basic instructions to use some of the language lab programs. Most of these instructions, and more, can be found on every workstation by double-clicking on the question mark icon.

GENERAL HELP

PRINTER
Our printer is connected to the Pharos station. To print:
1. Click File and then click on Print
2. A box appears. Enter your student ID and a name for your document.
3. Go to the computer close to the printer and log on. The password is the initials of the students followed by their student ID.

If my name is Aude B. Etrillard and my Student ID is 78486, then:

<table>
<thead>
<tr>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>78486</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pharos Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>abe78486</td>
</tr>
</tbody>
</table>
4. Click on the name of the document to print. Then click on Print. To print images and texts from internet in the Language Lab, students will have to copy and paste in Word (see page 12).

**Keystrokes**

On our computer, **the right click is disabled for safety issues**. This means that you need to know keystrokes to perform simple actions, such as copy, paste or cut text. Here is a table of the various keystrokes. Get used to spot the keys `Ctrl`, `Alt` and `PrtSc`, on your keyboards, they are the most useful!

<table>
<thead>
<tr>
<th>ACTION</th>
<th>KEYSTROKES (press the keys at same time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all the content of a document</td>
<td><code>Ctrl A</code></td>
</tr>
<tr>
<td>Search for a word or a phrase on the page</td>
<td><code>Ctrl F</code></td>
</tr>
<tr>
<td>Copy a selection</td>
<td><code>Ctrl C</code></td>
</tr>
<tr>
<td>Cut a selection</td>
<td><code>Ctrl X</code></td>
</tr>
<tr>
<td>Paste a selection</td>
<td><code>Ctrl V</code></td>
</tr>
<tr>
<td>Save a file</td>
<td><code>Ctrl S</code></td>
</tr>
<tr>
<td>Print a file</td>
<td><code>Ctrl P</code></td>
</tr>
<tr>
<td>Center the text</td>
<td><code>Ctrl E</code></td>
</tr>
<tr>
<td>Full justification of the text</td>
<td><code>Ctrl J</code></td>
</tr>
<tr>
<td>Left alignment of the text</td>
<td><code>Ctrl L</code></td>
</tr>
<tr>
<td>Right alignment of the text</td>
<td><code>Ctrl R</code></td>
</tr>
<tr>
<td>Underline the text</td>
<td><code>Ctrl U</code></td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td><code>Ctrl B</code></td>
</tr>
<tr>
<td><strong>Italics</strong></td>
<td><code>Ctrl I</code></td>
</tr>
<tr>
<td>Copy the image of the screen*</td>
<td><code>PrtSc</code> (this key is two keys to the right of the space bar)</td>
</tr>
<tr>
<td>Copy the image of the window*</td>
<td><code>Alt PrtSc</code></td>
</tr>
<tr>
<td>Cancel an action</td>
<td><code>Ctrl Z</code></td>
</tr>
<tr>
<td>Repeat an action</td>
<td><code>Ctrl Y</code></td>
</tr>
</tbody>
</table>

*Then you can paste it into a Word or PowerPoint document the same way you would paste a text.
Please note: one of the important keystroke in this list is [Ctrl + Z]. It enables to undo most actions you performed on a file or an email. Once you get used to this keystroke, a lot of the anxiety to do something wrong goes away!

**SAVE FILES**

For any file not related to language class, students are encouraged to use a flash drive. There is no place reserved for private data on our computer.

But for each class using the lab, we create a folder in the Student drive. The folder starts with the last name of the teacher and is flowed by the title of the class.

To Save a file on a teacher’s folder:

1. In the upper-left corner of the window click on **File**. Then click on **Save as**.
2. In the box that appears find and Open the folder of your class.

![Image of file system with a folder named Kalt Spanish 1 TR selected]

If you don’t see a list of folders similar to this above, in the left side of the box, scroll down and click on **Student**. It should appear then.
3. Write the name of the document in the **File Name** box:

4. Click on **Save**

**Open Files**

1. Click on **Start** at the bottom left corner of the screen. Then click on **Documents**

2. Double-click on the folder of your class. Then double click on your document.
Troubleshooting

General Procedure
Of course technology is not 100% reliable, whether you are a confident user or not. If you use the lab there are definitely chances that you will have to deal with tech troubles. Here are some general tips, some are also applicable to students facing a trouble individually
1. Always have a plan B. activity that does not rely on technology. On any campus internet shutdown and server failure happens. While IT fix the problem, your class maybe over, so always have an activity on the side, just in case.
2. Don’t panic, you or your student did not break anything... People not confident with computers facing a problem often say “What did I do? I broke it!!” and are afraid of having damage the equipment. This is very unlikely to happen.
3. Follow the instructions bellow if your case apply
4. If your problem is not on the list, persists or is happening on all the workstation, this might require the staff or the IT dept.’s intervention.
5. Report to the staff any problem you experienced
   If possible, take a screenshot and send it to the staff. Here is the procedure
   - Press bitchery	on your keyboard (second key on the right of the space bar)
   - Open a new word doc and click on paste.
   - Save the doc with the picture and send it as attachment to your email.

Black Screen
Case one: you see a yellow light on the bottom right corner of the screen:
1. Hit the space bar to wake up the computer. The light should become blue.
2. If this has no effect check the workstation is probably off. Press the round button on the tower.

Case two: you see no light on the bottom right corner of the screen:
1. Press the Power button on the bottom right corner. It should become blue.
2. If this has no effect, check that the plug is connected at the back of the screen on the bottom right corner. It sometimes disconnects when students move the screen.

No Icons?
The Student desktop only feature the recycle bin?

Restart the computer:
1. Click on (bottom left corner).
2. Then on put the cursor on the arrow close to Shutdown (1)
3. Then click restart (2)

**NO SOUND TO BE HEARD FROM THE WORKSTATION**

1. Check the headset: Turn the buttons on each side of the headphones so that the blue marks face the front.
2. Check the volume on the computer. Click on the Speaker symbol at the bottom left corner to check that the volume is not mute, or too low. The sound is mute when there is a red “no entry” sign in front the speaker symbol.
3. If you can hear the sound on other programs but not the one you are using, live this program
open the click on the Speaker symbol again, the click on ‘Mixer’, and turn all the volumes on.

**No sound to be heard from the overhead sound system**

1. Check that no headset is plugged on the tower.
2. If this has no effect, check that the amplifier is on (red light on the right)
3. If this has no effect, check the volume of the amplifier (second button)
4. If this has no effect do step 2 and 3 of the section above.

**No sound to be recorded**

1. Click on the tiny double arrow on the bottom left corner of the screen (1). In the small menu that pops up, double-click on the red ball (2).

2. A window pops up. If there is a red cross in front on one the speaker symbols, click on it to make it disappear. Then close the window and start recording again.
**TEXT EDITING**
When working on a text (word, email, PowerPoint, Moodle), think of the shortcut

Ctrl + Z is your friend! (see p11) It undoes anything you did recently (ie: if you erased by mistake a whole paragraph, or if you are unhappy with a modification you just made).

Remember to Save often!!!!

**SAVING FILES**
Occasionally, when saving a file downloaded from Moodle or a mail box a dialog box may pop up :

![Restrictions](image)

Just click OK and continue the saving procedure.

**BROWSING INTERNET**
No sound on videos? Check the sound troubleshooting above.

Some content is not displayed (video, flash sites etc.) : try another browser AND report to the lab staff.
WORD

COPY AND PASTE TEXT AND IMAGES FROM THE INTERNET

1. Highlight the image and/or text you want to copy/paste. To highlight press the left button of the mouse while moving the cursor over your selection. Then release the button. What you have selected will be high-lightened in blue.
2. Press Ctrl + C
3. Then Open Word. Click where you want to paste and press Ctrl + V.

LANGUAGE SETTINGS

On Word, the language you use will automatically be detected after you wrote a few words.

For Arabic, there is an extra step, as it requires changing the keyboard and alphabet settings:

1. In the bottom toolbar, click on EN. Then Click on AR Arabic.
2. Align the text on the right.
3. Start typing. The letters of your keyboard corresponds to this:

If you have your students change the language settings during a class or an assignment, please make them repeat the process to set back English as a default language, when they have finished working on Word. Thanks!
**Accents and Punctuation in French and Spanish**

To type with Accents and Pronunciation on Word use these keystrokes below. Please, note that these may not work on web browser, and therefore on Moodle and email. But students can first type the text in Word, and then Copy and Paste the text in Moodle or in an email they want to send you (for Copy Paste procedure, see page 12)

### Keystrokes for Accents in Spanish

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Keystrokes</th>
</tr>
</thead>
<tbody>
<tr>
<td>á</td>
<td>Ctrl + ' / A</td>
</tr>
<tr>
<td>é</td>
<td>Ctrl + ' / E</td>
</tr>
<tr>
<td>í</td>
<td>Ctrl + ' / I</td>
</tr>
<tr>
<td>ó</td>
<td>Ctrl + ' / O</td>
</tr>
<tr>
<td>ü</td>
<td>Ctrl + Shift + : / U</td>
</tr>
<tr>
<td>ú</td>
<td>Ctrl + ' / U</td>
</tr>
<tr>
<td>ñ</td>
<td>Ctrl + Shift + ~ / N</td>
</tr>
<tr>
<td>¿</td>
<td>Ctrl + Alt + Shift + ?</td>
</tr>
<tr>
<td>!</td>
<td>Ctrl + Alt + Shift + !</td>
</tr>
</tbody>
</table>

For uppercases with accent, press Shift when pressing the letter.

Example: Ctrl + ' / Shift + A = À

### Keystrokes for Accents in French

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Keystrokes</th>
</tr>
</thead>
<tbody>
<tr>
<td>à</td>
<td>Ctrl + ` / A</td>
</tr>
<tr>
<td>é</td>
<td>Ctrl + ' / E</td>
</tr>
<tr>
<td>è</td>
<td>Ctrl + ` / E</td>
</tr>
<tr>
<td>ë</td>
<td>Ctrl + Shift + : / E</td>
</tr>
<tr>
<td>ē</td>
<td>Ctrl + Shift + ^ / E</td>
</tr>
<tr>
<td>ù</td>
<td>Ctrl + Shift + : / U</td>
</tr>
<tr>
<td>ú</td>
<td>Ctrl + ' / U</td>
</tr>
<tr>
<td>ù</td>
<td>Ctrl + Shift + ^ / U</td>
</tr>
<tr>
<td>î</td>
<td>Ctrl + Shift + ^ / I</td>
</tr>
<tr>
<td>ï</td>
<td>Ctrl + Shift + : / I</td>
</tr>
<tr>
<td>ç</td>
<td>Alt + 135</td>
</tr>
</tbody>
</table>

For uppercase: Alt + 128
**COPY AND PASTE IMAGES FROM THE INTERNET**
Follow the same process described on page 17 for Word.

**INSERT AUDIO AND VIDEO FILES**
You can easily insert audio and video files with PowerPoint.

1. Go to the slide where you want to insert the file.
2. Click on The tab Insert (1). Then on Audio or Video (2).

3. Click on “Audio/Video on my PC”:

4. Find the file, on the computer or from your flash drive. Then click on Insert (3).

4. Two new tabs appear at the top when you click on the file:
Click on **Playback**. You will be able to choose how to play the video or audio file during the presentation.

If you click on the tiny arrow of the menu “Start” you can chose the file to play automatically when the slide shows up, or only when you click on it. If it is an audio file, you have also the choice to play it all through the presentation.

**CREATE ANIMATIONS**

To control the apparition of text and PowerPoint. Explore the tab Animations:

Click on the text boxes or the images you want to animate, then select the animation of your choice (click on the stars). You can preview the animation (button on the left side of the ribbon), and reorder them (the button is on the right side of the ribbon, not displayed in the picture above).

**RECORD THE PRESENTATION (AUDIO VOICEOVER + ANIMATION)**

Once you have prepared the script of the presentation and/or the animation, you can record it.

1. Put your headset on, with the microphone in front of your mouth.
2. Click on the Slide Show tab
3. Click on the Clock
4. Click on start Recording.

5. Start talking. To make your slideshow move on, the right arrow on your keyboard. In the upper left corner, a digital clock indicates the time you spend recording per slide.

6. To watch and listen to the whole presentation you just recorded click on From Beginning.

CREATE A VIDEO

After recording a slideshow, you can turn it into a video, to play on any media player.

1. Click on file
2. Click on Export

3. Click on create a video

4. And click again on Create a video.

It will save a file .wmv if you are on Windows Microsoft, and QuickTime if you are on Macintosh.
AUDACITY
Audacity is fairly easy to use. But the procedure to save files is slightly different from other programs.

1. Put your headset on, with microphone on the Click on the red round button to start recording your voice. Click on the yellow square button to stop.

2. In the top left corner of the window, click on File (1). Then on Export... (2)

3. Now follow the same saving procedure as usual (see page 11).
4. When this window pops up, click OK.

![Edit Metadata window]

When leaving Audacity, you don’t have to save your file again. It is now an mp3 file in your folder.

**SOUND RECORDER**

To record and save a file with sound recorder:

1. Put your headset on with the microphone in front of your mouth, and click on Start recording.

![Sound Recorder window - Start Recording]

2. When you are done recording, click on Stop Recording.

![Sound Recorder window - Stop Recording]

3. Follow the usual procedure to save the file (see page 11).

Please note that you have to record everything at once. Do not pause. If you want to pause and/or edit the audio file, use Audacity.
WEBCAMs

WINDOwS LIvE MOVIE MAker

1. Before the class, ask to the language lab associate to create 8 folders in your class folder for each group of students (we have 8 webcams, so for class bigger than 8 students will have to work in pairs or groups)
2. Take the webcams from room 205b and fill in the checkout sheet.
3. Plug the webcams in the USB ports in front of the computer tower:

4. Open Window Live Movie Maker. And click on Webcam Video.
5. A window pops-up. Under Available Audio Devices, make sure to select the option: **Microphone (2- Realtek High Definition Audio)**. Then click **OK**.

6. Now you can see your image. To start recording press the red round button.

7. And when you want to stop, click on the blue square button.
8. When you will stop, you will have to save the file in the appropriate folder. Follow the usual procedure (see page 11) to find the folders that the associate created in the class folder.

9. Repeat steps 6 to 8 if you need to record more.

10. If the movie is in several chunks, you can merge them into one video file.
    - On the right of the window, click on Save Movie:

- Then click on For Computer:

- Save it, and play it!

**SKYPE**

Please don’t introduce your students to Skype unless you have a clear academic purpose for it. We would like to avoid using the lab as a phone booth.

To use Skype for the first time students have to click on create an account and fill in the online form.
1. Take the webcams for room 205b and fill in the checkout sheet.
2. Plug the webcam on the USB port in front of the computer tower. Put your headset on and open Skype.
3. To connect with people: Click on Contact, then add Contacts.

4. Fill in the information of your contact. Then click on **Add**. And **Send Request** in the next box. And then go back to your main box.

5. When your new contact accepted your invitation and is available for a conversation you will a green sign 📵 in front of his/her name.
6. To call your contacts click on their name (1) then click on Video Call (2).

7. When your contact answers you can start your conversation!
   At the bottom of the screen, you have this toolbar:

   - Click here to write to each other.
   - Click here to end the conversation.
For their first use of Focus on grammar, students will have to create a new account. To start practicing exercises, click on Content, and browse the Unit you want to work on.

**Pronunciation Power (ESL)**
When you open Pronunciation Power, only focus on the four buttons at the top:

- **Lessons**: Listen to sounds and watch the movements of the tongue and the mouth.
- **Practice**: Practice pronunciation in context.
- **Check**: Check the pronunciation of some words.
- **Have fun!**: Have fun!

Click here to change sound
Click here to play the videos
Exercises

To Record

The first time you click on the record Button a window pops up for you to find the place to store the temporary audio files you will create.

1. Click on **Computer**
2. Click on **Student**
3. Click on 1. **Pronunciation Power Audio**
Find the small white remote in the bottom drawer of the console desk.

To turn the projector on, press power. The projector’s lamp takes some time to light up. Now you can show anything that is happening on the console. You can project videos online, or demonstrate to students how to use any program.

To switch the projector off, press Power twice.

**Audio Overhead**

To play sound from the console overhead:

1. Check that no headphones are plugged on the computer
2. Switch on the black box on the left side of the desk. It is the amplifier. Control the volume with the AUX button.

Now you will hear in the classroom, any sound that is playing on your computer.

**Open Students’ File from the Console**

On the desktop of the console, you can access to any file saved on the other workstations. Find the Student Drive Icon at the top of the desktop, and Double-Click on it.

**To Zoom...**

Sometimes when projecting the console screen characters would be too small to read. There is an easy way to zoom: Press CTRL while rolling forward the little wheel at the center of the mouse. This works for most programs.
Dr. Susan Kalt
Coordinator
skalt@rcc.mass.edu
(617)427-0060 x5102

Aude Etrillard
Evening Associate
aetrillard@rcc.mass.edu

Or visit us during open hours.
To check the schedule on the RCC Website:
Liberal arts > Language > Language Lab > Schedule