

# Multimedia Language Laboratory at Mesa College

MLAC Laboratory I-207-C

# Welcome to the Spring 2009 Semester!

- This laboratory is meant for all students enrolled in any of the 9 languages taught at Mesa College
- Following, please read important information about this laboratory

# MLAC Hours of Operation. Spring 2009

- Mondays: 9 AM to 8 PM
- Tuesdays: 9 AM to 8 PM
- Wednesdays: 9 AM to 8 PM
- Thursdays: 9 AM to 6 PM
- Fridays: 9 AM to 2 PM

# Student ID

- It is mandatory that all students have a current SDCCD ID card in order to be able to use this facility.
- Although this is the language laboratory, it can also be used by any other Mesa College student.

# Signing in and out

- Students are responsible for signing in and out every time they use the language laboratory.
- At the counter, there is a student attendance device, please, swipe your ID card (or type in the student number) and select your class.

# At the computer

- Log on to Windows
  - ◆ Username: student
  - ◆ Password: language
- Log on to SANAKO
  - ◆ User ID: student
  - ◆ Password: student

# Laboratory Uses

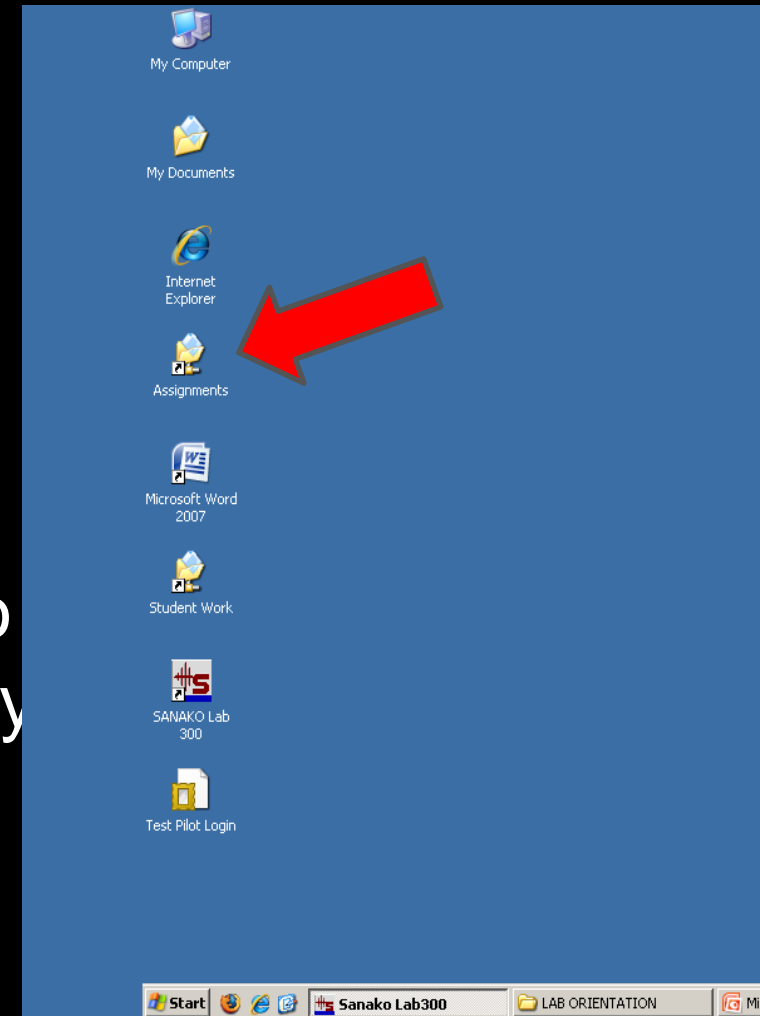
- Open lab. The lab works as a drop-in facility for all students. Please, come and use it any time the lab is open.
- Class reservations. However, in many occasions the main area of the lab will be reserved for language classes. When that happens, use the area that's in the right-hand side as you enter the laboratory.

# Laboratory Uses

- This laboratory houses all “lab manual exercises” in a digital format. You can listen to these audio or video files, and do your lab assignments.
- You can also do your homework assignments, online tasks, searches, etc.
- Your instructor may also bring the entire class for aural/oral quizzes or any other classroom activity.

# Laboratory Uses

- **“Assignments”** folder. On the left-hand side of the desktop there is an icon called “Assignments”. Language professors may use this folder to drop instructions, activities or any other assignment to your class.



# Laboratory Work

- Your independent time in this laboratory must be spent doing work related to your classes.

# International Keyboards

- This laboratory has installed keyboards for the following languages: Chinese, Japanese, Spanish and English. Students of French can type accented characters using the Spanish keyboard.
- To toggle between languages press and hold left ALT while clicking the SHIFT key.

# Printing

- Printing is free ONLY for students enrolled in the Department of Languages
- All other students should go to the fourth floor of the library for their printing needs.

# Printing Rules

- You can only print work related to your language classes according to these criteria:
  - ◆ No Internet printing
  - ◆ Electronic “workbooks” are meant to be electronic in order to save paper. Don’t print your online workbook.
  - ◆ Print what you produce for your language class, such as a composition, a dialog, an essay, a report written by you, a letter, etc.

# If you need help

- The MLAC language laboratory regularly hires tutors and laboratory assistants. They may be able to help you.
- Nhon Tran is the technician who works in this laboratory. His office is located at the entrance counter. Phone: 619-388-2906
- Patxi Zabaleta is the director of the MLAC lab. His office is also inside the lab (I-207-C). Phone 619-388-2585

# DOs

- Be courteous and respectful to your fellow students
- Treat the lab equipment with care.
- Close all programs when you finish.
- Return chairs to their original places.
- Arrive on time if your class is meeting in the lab.
- Don't forget to sign in and out at the counter.
- Talk to us if you have any problems using the laboratory

# DON'Ts

- No loud talking
- No cell phones ringing. Please, have your phone conversation outside.
- No food or drinks are allowed in the lab area.
- Absolutely NO downloading of programs from the Internet.
- No Internet chatting or playing games on the computer unless they are directly related to your class assignment.

# THAT'S ALL

Have a wonderful and  
productive semester!