



Who we are...

Modern Language Computing (MLC)
Koorosh Azhandeh, Media Director
azhandeh@cua.edu
McMahon 206C

Hours of operation:
MLC Lab in 206C: Mon-Thurs, 9.00am – 7.00pm
Fri, 9.00am – 4.00pm
MLC Media Director: Mon-Fri, 8.30am – 4.30pm

What we do...

Our mission at the MLC is to help you incorporate available technologies into your curriculum, in order to make language learning and teaching more interactive and effective.

We supervise computing technologies for the Modern Languages Department, in the following rooms: McMahon (MCM) 202, 206C, 208, 212, 401 and 403.

We also....

- Address computer hardware and software problems
- Manage department website: <http://modernlanguages.cua.edu>
- MLC Technology Info Page : <http://modernlanguages.cua.edu/technology/>
- Train department faculty and staff in various technologies
- Maintain foreign language video library
- Look for ways to serve YOU.

Common questions...

The MLC offers a growing variety of technologies for you to use. If you have questions not covered in this Q&A, feel free to talk with Koorosh Azhandeh, our lab manager.

1. A student hasn't taken the Placement Test. What does he/she do?

- Online placement tests for **French, German, and Spanish** are under "Modern Language Placement Test" on <http://modernlanguages.cua.edu>
- For **Italian** placement test (paper only), please talk with Flor or Chris in 208.

2. My classroom doesn't have multimedia equipment. What can I use for transparencies and listening exercises?

- Available for checkout from MLC: boom boxes, overhead projectors, and portable LCD projector.
- Available through online CPIT request - <http://digitalmedia.cua.edu>: overhead projector, laptop, and portable LCD projector. (Complete online form at > "DMS Service Request")

3. Where can I check email or browse the Internet for resources?

- MCM 208 (Common Rm.): 1 Desktop PC, Windows XP – (for quickly checking email or printing documents)
- MCM 206C (MLC Lab): 5 Desktop PCs, Windows XP / 2 Desktop Macs
- MCM 401 (Offices/Cubicles): 5 Desktop PCs, Windows XP

4. There's a great image in the textbook/periodical/etc that I want to use. Do we have a scanner?

- MCM 208: 1 Epson Perfection 2400: Adobe Photoshop Elements for editing.
- MCM 206C: 1 Epson 2480: ArcSoft Photo Impressions for editing.

5. I need to work a few hours on a computer, creating quizzes/entering grades/etc. Where can I go?

- It's preferable to work in **McMahon 401** at your leisure on long-term documents and email, instead of in MCM 208.
- You also can work in the MLC (MCM 206C) if necessary.

6. I want to show my students a film during a class or lab period. What's the process to get access to the film?

- Please **Sign out** film at the front desk between 9.00 am and 8.00pm (**check-out for TAs, instructors, faculty only**).

7. My students need to do audio assignments outside of lab. What are the options?

- Students have access to textbook audio programs through their QUIA / HRC (Heinle Resource Center) account.

- Audio programs for Dímelo tú, Percorsi, and Crescendo are available online under “Modern Languages Audio Archive” at <http://modernlanguages.cua.edu> . **USERNAME : mld PASSWORD: audio**
- Wimba activities require headsets with microphones that can be available in the MLC.
- Textbook videos as well as a large variety of miscellaneous videos made available for students to watch in the MLC.
 - There are 3 TV/VCRs and 3 TV/DVD players available.

NOTE: Students may not use 212 except during lab sessions. However, they can finish up assignments in 206C or another campus computing lab.

8. Are eating and drinking permitted in the labs?

- **No food or beverages** should be brought into MCM 206C, 202, or 212.
- If you notice students with food or beverages, please ask them to finish up outside before entering.

9. I'm doing a presentation/film in 202. What is the process to get in and use the equipment?

- Go to MCM 208 for the key to 202.
- In 202, use the Media Link panel found embedded in desk to switch between media types. This panel is used to lower projector screen and turn on projector.
- Please consult the instruction sheet attached to the table with the DVD player and VCR.
- Be sure to turn off projector, turn off the room's lights, and lock the door upon leaving the 202.

10. My students need to watch a film outside of class. What is the procedure to set this up?

- Fill out a Film Reserve Sheet in MCM 206C, indicating how long you need to reserve the film.
- The Lab Assistant at the front desk will place the film on the “Reserved Films” shelf for time period specified.
- Students can come to the MLC between 9.00am and 8.00pm Monday – Thursday and Friday between 9:00am and 4:00pm to watch the reserved film.

NOTE: Students may not check out films or other media from the MLC.

11. My students need to record themselves for oral tests. What should I do?

- Wimba is used for 1 oral examination per semester – Check with your supervisor for guidance.
- You may record student orals or presentations using media made available for the MLC:
 - Digital audio recorders
 - Digital video camera
 - Software – Windows Movie Maker

12. There is a film that would be perfect for my course, but the MLC doesn't have it. Can I order it?

- At least **two weeks** before you want to show the film, please email the Media Director with your inquiry, including:
 - Film title (in the target language) and producer, as well as your name and course.
- If you need a film urgently, please check video rental stores for availability.
- Only films produced in the target language can be ordered through the MLC.

13. I need to use Wimba[®] for my classes. How do I get started?

- <http://modernlanguages.cua.edu/technology>
- Download and fill out “[wimbaclass.xls](#)” spreadsheet; **and Fill out** with Email address, First Name, Last Name and send it to azhandeh@cua.edu as an attachment with their class level. Please use the following format for the last name: **Lastname** (only first letter capitalized, for example: **Azhandeh**).
 - Consult help files on:
 - Wimba[®] support <http://136.242.72.24:8090/wimba/doc/WVTM5.htm>

14. My classes all use a computer program called Quia for homework. How do I get started?

- **Quia** is an online program that allows you to assign exercises for homework to your students and then grades them for you.
- In order to get started you will need a new book “key”. This key will allow you to set up a class. See the Language Coordinator to obtain this key.
- Once you have your key you can go to www.books.quia.com and create your account. You will be asked to fill out general information and pick a username and password.
- After you create your class/account **Quia** will give you a class code. You should give this code to your students so they may register for your class when they create their own account. Once they do this, they will be automatically added to your class.

- On the first day of class, tell students that the book “key” is packaged in their purchases textbook bundle and should not be thrown away. However, in the case of a used textbook, the students must purchase this “key” separately using <http://www.quia.com> and clicking on *Bookstore*.
- 15. I want to use Microsoft Office’s spell checking in other languages. Is this possible?**
- Yes, in order to setup Microsoft Office’s multilingual spell checking send an email request to Koorosh Azhandeh (azhandeh@cua.edu).
 - This install requires Microsoft Office 2007 which will be installed at the same time as request.
- 16. How do I access the online Blackboard Archive for department teaching documents?**
- As a new member of the Modern Languages team you will need to have a Blackboard account setup. You may request a Blackboard account by sending an email to Koorosh Azhandeh (azhandeh@cua.edu) requesting an account setup.
 - Once you have a blackboard account your account username is the same as your campus computer login. The password is **welcome**.
 - Once logged into the Blackboard system click on:
 - *DMLL Course Archives*
 - Then choose the desired language found in the left column
 - Last click on the class level to access files.
- 17. Is there a secure place that I may store items?**
- In MCM 401 there are lockable lateral file drawers that instructors may use for filing or storing personal belongings. Select a cabinet and drawer number then request a key from the department office MCM 208.
- 18. Does that department supply software for storing and calculating grades for our classes?**
- The department provides Easy Grade Pro for instructors who would like to use grading software. You may request this software from Koorosh Azhandeh (azhandeh@cua.edu).

**Please let us know how we can help you during the academic year.
Have a great semester!**