

Xavier University Language Lab



What can you do in the Language Lab?

- **Listen** to audio files—from your textbooks or on-line
- **Speak** and **record** your voice
- **Use** language **software**

What not to do in the Language Lab:

- Please do not use the lab for other purposes such as email, internet Facebook, typing your papers, IM, VOIP calls (such as Skype) and messaging. (There other labs in Alter and elsewhere on campus.)
- Please do not disturb other language lab users!
- Please be kind to the equipment.
Do not push on your microphone with your hand when you record.

Where is the Language Lab?

The 22-station lab is in the basement of Alter Hall, next to the elevator.
Have your Xavier ID available. **Check in with the lab attendant to use the lab.**

When can you use the lab?

- During class (Your teachers may reserve it.)
- After class, during lunch, nights & weekends

Note: If another instructor has reserved the lab for a class or a special purpose, you are not allowed to stay. Check the schedule on the door to see when the lab will be free.

How can you log on to the computer stations in the lab?

First, log on to the Xavier Network:

1. Press these keys: **Control** + **Alt** + **Delete**
2. At the Windows log on box, enter your **Xavier Username** and **password**. Ask your teachers if you aren't sure.

Username:	→(Type your Xavier username.)
Password:	→(Type your password.)
Log on to:	Xavier

(over for more instructions)

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- **Language Software**

Note: This software is only available in the language lab, on the 22 computer stations. It is not accessible through the network.

To access the programs, click on the icons on the desktop of each computer.

- 1 **Pronunciation Power**® (Pronunciation Power 1 has instructions in other languages and a built-in dictionary.)



Propow1.ico Propow2.ico

- 2 **Inspiration**® Your instructors may show you how to make a concept map and convert it to an outline.



- 3 **Spelling Fusion**®



Highly recommended for levels 1 and 2: Combines listening, spelling and vocabulary in one program.

- **To Listen to CDs or Files that Accompany your Textbooks**

In the lab: On the desktop, look for the shortcut to “**User on Modern Language Lab.**” When the folder opens, click **FACULTY > ESL >** then the folder with your instructor’s name. Inside the folder, find the CDs or files you want. Put on the headset and click to listen.



From your home computer:

1. Log onto the **MYXU Portal** from the Xavier homepage, (<http://www/xavier.edu>) using your username and password.
2. On the **MyXU Home** tab, find the “**Quick Links**” list
3. Click on “**VPN (Off-Campus Access.)**” Enter your Xavier username & password.
4. Next, go to the **Files** box. Click in this order: **Academic Share(T:\drive) > Classes > ModernLanguageLab > Faculty > ESL.**

Look for the name of your teacher to find the folder you need. Inside faculty folders, find the CDs or files you need. Click to listen.

- **To Record your Voice**

(For assignments or to practice presentations.)

Log on to **Sony Soloist**. Click on the speaker icon on the desktop that says “Sony Soloist.” A sign-in screen will pop up. Username: Use your regular name to log in, unless your instructor tells you otherwise. Password: (none).

A “virtual recorder” will pop up. Put on the headset, and click the red button to record. If you want to save, click on the **folder icon** (closed, not open) on the recorder. The computer will ask you: “**Do you want to permanently save recording?**” click **yes**, and follow this **file path:** **Students > ESL > Teacher’s name.**