

FLMS Orientation Outline:

The FLMS Coordinator is Brock Cochran.

FLMS Hours

- Mon-Thurs: 9am to 5pm
Fri: 9am to 3pm
- Hours are posted to website and door
- This lab is here for you. However it may be unavailable during certain hours due to testing.

Film Library

- No charge to check out films
- 2 movie limit for five business days
- You will need to sign a policies agreement form before checking out films.

Headphones

- Headphones have a built-in recording device.
- Please leave your student id when you use FLMS headphones.
- Headphones are located in the left side of the desk and in the plastic drawers immediately as you walk in the FLMS office door. (Professional studio headphones are available upon request.)

Show them the important pages on the DFLL website.

- Events, language tables, etc. (mention education abroad)

Server

- Show them the server icon location on their computer's desktop.
- Server has media such as audio and films

Quick Note about Saving Work

- These machines use a temporary profile. Please save your work to a flash drive or email it to yourself. Otherwise, once the computer reboots your document will be lost. This is for security purposes to keep the computer clean.

iLrn

- <http://hlc.quia.com/books>

MH Connect

- <http://connect.mheducation.com>

WebCAPE Placement Exam

- DFLL Homepage > "Student Resources" on top menu > Placement Tests (4th item down) > select "Take the WebCAPE Proficiency Placement Exam" at bottom.
- Password: blazers1 (all lower case)
- On the form, enter only your first and last name, not all the information.
- Communicate to students how you want them to share their score with you, by email or by simply showing you and writing it down.