Can-8 Student Manual

A Student Guide to Using Can-8 Language Software

by Hillary Lux
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What is Can-8?

Can-8 VirtualLab is an interactive, multimedia, computer-based language software system developed by Clearlight Educational Resources. Can-8 is a digital system that will be used for additional speaking and listening practice in the target language. While it is primarily designed to handle the oral component of language practice, you will also find assignments containing text, images and perhaps video.

Where can I find Can-8?

At present, Can-8 is accessible only from the computers in LDC 241 and 244. These labs are open during the Language Center (TLC) open hours. During class hours, labs may be reserved for classes, and thus not available for general usage. Be sure to check the lab hours and reserves and plan accordingly. The reserved times will be posted in the labs, TLC main office, and online at:


TLC Hours:
- Monday- 8:15am-5:00pm
- Thursday 6:30pm-Midnight
- Friday 8:15am-4:00pm
- Saturday Closed
- Sunday 1pm-Midnight

How do I open Can-8?

You will need to login to a computer in LDC 241 or 244 with your Carleton user name and password.

There will be a Can-8 icon on the desktop . Open Can-8 by double-clicking on the icon. When the login screen appears, type your Can-8 username and password and click Login. Your login will be your Carleton username and your password is your assigned Can-8 password. The first time you log in to Can-8, you will need to change your password immediately. Failure to change your password after your first login may lock your account.
Login Screen: The Can-8 main login screen opens when you double click the Can-8 icon. Log in to Can-8 with your Carleton username.

I’m logged in. Now what?

Once you have logged in, you will see your main menu screen, containing all of the menus that you can access when you are in Can-8:

Student Main Menu: The Student Main Menu screen displays all of the menus you can access in Can-8.

Language Menu
You will have a menu for each language for which you are registered. In this menu, you will access textbook and workbook exercises, both oral and written. This menu includes both in-class exercises and out-of-class homework.

Change Your Password
Your Can-8 password is not linked to your global Carleton password and therefore will not change when you change your Carleton password. Use this menu to change your Can-8 password. You must change your Can-8 password the first time you log in to Can-8.

Demonstration Lessons Menu
This is a Can-8 tutorial, containing lessons in various languages and demonstrating the wide variety of exercises you will encounter in Can-8. By
using the demonstration lessons menu, you can begin to familiarize yourself with Can-8 and the many types of exercises you will be expected to complete in class or for homework.

To access a menu, simply click once on the menu name. Submenus will open and you can continue clicking on the menus until you get to the one you want. The menus open on top of each other. You may move or resize the menus and the entire Can-8 window to make them easier to view.

How do I access an assignment?

Your in-class assignments will include both language exercises and classroom lab exercises. Your professor or TA will instruct you which exercises to open and how to navigate to them.

To complete language lab exercises outside of class, click on your language menu and submenus to open your assignment. Your syllabus or assignment sheet should list where you can find the appropriate lesson. You may move and resize the submenus for easier viewing.

When you have the correct menus and submenus opened, click on your assigned lesson. The lesson screen will open automatically. Lesson screens may be accessible by menu or by sequence. Most lessons and homework exercises are navigable by menu. Most tests and some in-class exercises are navigated sequentially.

If the menu is enabled, clicking on the assigned lesson name will open the lesson menu:
Lesson Menu: A lesson menu will include several submenus that open when you click on an item in the left, main menu. To open the lesson item screen, click on the name of the item in the submenu.

Click on a lesson menu item to begin the lesson. The lesson item screen will open. If the menu is not enabled, you will not see the menu, and the lesson item screen will open when you click on the name of the lesson:

Lesson Items: The first item in the lesson will often be an introduction or instruction screen. Click the Next button to return to the menu or progress to the next screen in the lesson. Lessons may include a wide variety of lesson screen types.

I’ve opened a lesson. What do all those pictures mean?

At the top of each lesson screen, you will see an icon bar. These are your tools for navigating and completing all of the lessons and exercises. Only those functions which can be used in a particular screen will be activated. Some functions may be disabled by the instructor. There are three types of icons:

Functional Icons (Play, Pause, Record, Slow, Example, Instructions) allow you to listen to examples and record your answers;

Navigational Icons (Back, Next, Exit) allow you to move through the exercises and exit once you have completed the lesson;
Volume Control Icon allows you to control the volume.

Can-8 Icon Bar: The icon bar at the top of the screen allows you to navigate through each lesson, record exercises, slow the example speed, and adjust the volume.

Functional Icons

The Play button allows you to listen to what you have already recorded. Use this button to check your answer against the model. Clicking Play will begin the student sound clip from the beginning.

The Pause button allows you to pause the example (instructor) sound. Click once to pause and again to resume. Also, the Pause button acts like a stop button for student recording. Click pause when you have finished recording your answer. If you want to record again after clicking pause, you will have to record from the beginning.

The Record button allows you to record an oral answer. You may be required to record after hearing an example, while listening, or before hearing a model. You may always re-record an answer by clicking the Record button again. You cannot re-record only a part of your answer. Once you click the Record button, any previous sound is deleted and you must record from the beginning.

The Slow button allows you to slow down the example (instructor) sound without distorting the words. Use this button if you are having trouble understanding the speaker. Instructors may sometimes choose not to enable the Slow button.

The Example button allows you to hear the example (instructor) sound clip again. Clicking Example will begin the example (instructor) sound clip from the beginning.

The Instructions button allows you to listen to the instructions for an exercise again. This button only works if the instructor has recorded oral instructions in the initial introduction or instruction screen (and not just written text).
Navigational Icons

The **Back** button allows you to return to an item that you have already completed, either to check or to redo your answer. The Back button will only bring you to items you have already completed since opening the lesson. If you exit the lesson and return, the Back will not be enabled for items you have already completed. Instructors may elect not to enable the Back function in some lessons, such as in diagnostic tests or exams.

The **Next** button exits you from the screen, and allows you to proceed to the following screen. If the menu is enabled, the Next button returns you to the lesson menu. You may click the Next button again to proceed to the next item in the lesson. If the menu is not enabled, the Next button will open the following item in the lesson.

The **Exit** button in lesson items will close the lesson completely and bring you back to the submenu from which you accessed the lesson. The Exit button in the main menu will close the entire Can-8 program.

Volume Control Icon

The **Volume** button allows you to adjust the volume. Click on the Volume button and raise or lower the sound bar to change the volume.

What is that green bar at the bottom of the screen?

The sound files in Can-8 are presented both aurally and visually. The green sound bar at the bottom of the screen shows the voice signature of the sound file.

In listening screens, there is one sound bar that shows the example (instructor) sound.
In recording screens, there are two sound bars. One is the example (instructor) bar and the other is the student bar.

**Recording Sound Bar:** When you record, you can compare your recording to the example by listening to both sound clips and also by visually comparing the voice signatures.

In addition to using the Play or Example buttons to listen to the entire sound clip again, you may also move the red cursor in the sound bar. The file will begin playing from that point, allowing you to listen to just one specific part of the sound again. If the file is long or if you are having trouble with one particular part, you may want to move the cursor to listen to that spot again, rather than listening to the entire sound clip.

**How do I navigate through the lesson?**

To proceed to another screen, click the Next button. In a menu-enabled lesson, this will return you to the menu screen. You may click on the next item that you want to open, or you may click the Next button again. Clicking the Next button will allow you to progress through the lesson sequentially. If you click on the menu to navigate, you may complete the lesson in any order that you wish.

In lessons in which the menu is not enabled, clicking the Next button will automatically open the next item in the lesson. In those lessons, you must use the Next button to proceed sequentially.

**What if I made a mistake and want to redo an exercise?**

To go back to a previous item, click the Back button. This will return you to the preceding item in the lesson, provided that you have already completed it. If you have not completed the preceding item, the Back button is disabled.
In menu-enabled screens, you may also use the menu to open any exercise in the lesson, including ones you have already completed. In the menu, items you have completed will become green. Instructors may enable computer generated feedback on certain lesson items. If the feedback is enabled, items you have completed correctly will turn green and items with incorrect answers will become red in the lesson submenus.

If the menu is not enabled, however, you must use the Back button to redo an exercise. You may elect to skip a particular exercise and then go back and complete it. You may do so as long as you do not exit the lesson before going back. If you exit a lesson, you will not be able to go back to what you have already done or skipped when you open the lesson again.

How do I quit once I finish a lesson?

When you are ready to leave the lab, click the Exit button, \( \text{Exit} \). This will close the lesson. Click the Exit button again in the main menu to completely exit Can-8. Be sure to exit completely at the end of each session. This includes restarting the computer before leaving the lab.

What if I have to leave the lab before I finish my lesson?

As you are working through a lesson, the computer keeps track of what you have and have not completed and saves this information when you exit.

In menu-enabled screens, the next time you log in to Can-8 and open the lesson, you may click on the menu to keep going from where you left off. You will be able to open any item, including exercises you have already completed. The completed lesson items will show up in green or red font in the lesson submenus.

If the menu is not enabled, when you click on the lesson, it will automatically open to the place where you left off. You will not be able to use the Back button, however, to correct the exercises you completed or skipped the first time you did the lesson. For this reason, do not exit the lesson without first returning to any exercises you may have skipped or would like to redo.

What kind of screens will I see?

Can-8 has several different types of lesson and exercise screens. The three main types are Listening, Recording, and Writing screens. Most lessons will use a variety of these screens. The following descriptions are rather general and are presented with sample screens from a Russian 101 lesson. Your professor and TAs will give you more detailed instructions and explanations about the screens you will see in your particular language class.
**Listening Screens:** Passive reading and listening.

The only type of listening screen is the **Teaching** screen. A Teaching screen will provide an explanation or example that you should read or listen to. Teaching screens are usually used to introduce a concept, to give instructions for an exercise, or to give an aural example. When you open a teaching screen, if there is any sound, it will start automatically. You may slow the sound by clicking the Slow button or listen to all or part of the example again by clicking the Example button or moving the red cursor in the sound bar at the bottom of the screen. You are not required to make any verbal or written response.

**Teaching Screen:** Students listen to this dialogue while following along in their textbook.

**Recording Screens:** Active reading and listening.

Recording screens require a verbal response to written and aural prompts. When you are recording, you should have the microphone of your headset about at your chin and not directly over your mouth. This will help to ensure a good recording and minimize static and breathing noises. Each time you click the Record button, you must record your entire answer from the beginning, even if you have already recorded a good answer and want to fix only a small part of it. Once you have recorded an answer, listen to it to check yourself. If you have made a mistake, re-record it! A general rule of thumb in fixing mistakes in recording exercises is to say the answers aloud a few times without recording to make sure that you can speak clearly and correctly the second time you record.

There are several types of recording screens, including:

- **Listen and Repeat,** in which you hear a dialogue or example phrase which you must repeat;
- **Speed Test,** in which you hear a word or phrase and then say it in a sentence with the proper case, tense, aspect, gender, and number before hearing and repeating the correct answer;
Verify, in which you record a word or phrase before hearing and repeating the correct answer;
Read, in which you read and record a given text;
Ask and Answer, in which you record an answer to a written or aural prompt.

Listen and Repeat Screens

In Listen and Repeat screens, you will hear a sound clip that you must repeat after the speaker. The screen may or may not include the text that matches the sound clip. Listen and Repeat exercises are designed to help you improve pronunciation, stress, and aural comprehension. You should always check your answers against the example (instructor) voice and continue re-recording until your answer matches.

In some Listen and Repeat screens, you will be required to listen to a dialogue line by line, repeating after the speaker. When this screen opens, only the text is visible. The text may include only the instructions or the entire dialogue that you are repeating. To start the sound clip, you must click on the Record button. You will be recording while the example (instructor) sound is playing. Once you have finished recording, click the pause button. You can check your answer by clicking the Play button to hear your voice or the Example button to hear the example (instructor) sound clip. You cannot play both the example (instructor) and your recording at the same time. You may re-record your answer by clicking record again.

Listen and Repeat Screen, 1: In a “spaced-version” dialogue, students must record while the example sound clip is playing, repeating the dialogue line by line.

Other Listen and Repeat screens have a single word or phrase. When you open the lesson item, the sound will start automatically. Text may or may not be present. You can click Example to hear the example (instructor) sound again. Click the Record button to begin recording and the Pause button to stop. Check your answer by clicking the Play button to hear your voice or the Example button to hear the example (instructor) sound clip. As always, continue recording until your answer matches the example.
Listen and Repeat Screen, 2: When a listen and repeat dialogue screen opens, students listen the example sound clip and then click the Record button to repeat the phrase.

Speed Test Screens

In Speed Test screens, you will hear a prompt word or phrase and be given a written sentence (either on screen or in your textbook) that you must say, inserting the prompt word or phrase with the proper case, tense, aspect, gender, and number. You will have a limited amount of time to answer before you hear the correct answer, which you will then repeat.

When the Speed Test screen opens, only the text is shown. You must click the record button to hear the prompt and begin recording. Once you have repeated the correct answer, click the Pause button. You may re-record your answer by clicking record again. Speed Tests are designed to help you learn to decline and conjugate quickly and automatically. You should continue re-recording until you can comfortably say the entire correct answer in the time given.

Speed Test Screen: Speed tests have a limited gap between the prompt and correct answer. Students must answer within the time limit, which helps make declensions and conjugations become automatic.
**Verify Screens**

In **Verify** screens, you will record an answer and then check yourself by listening to the example (instructor) sound clip. Verify screens are designed to help you develop your reading and pronunciation. When you open a Verify screen, only text will be visible, which usually includes instructions and the word or phrase you must read or the question you must answer. The Example button is disabled. Click the Record button to record your answer and then click the Pause button when you finish. Once you have recorded your answer, the Example button will become enabled. Click on it to check your answer. Again, you can change your answer by clicking the Record button again.

**Verify Screens:** Verify screens require students to read or record an answer and then listen to the correct answer in the example sound clip.

**Read Screens**

In **Read** screens, you will read and record a given text. There is no example (instructor) sound clip in Read screens. Read screens are designed to improve reading skills, present long passages (such as songs or poetry) that you must memorize, and help you get used to speaking long passages without making mistakes. Instructors may elect to place a time limit on a Read screen as well (see below). When you open a Read screen, you will see a text or instructions directing you to a text in your workbook that you must record. You will click the Record button to begin reading and the Pause button when you have finished. You may listen to your answer by clicking Play or moving the red cursor in the sound bar at the bottom of the screen.
Ask and Answer Screens

In Ask and Answer screens, you will record an oral response to a written or aural prompt. Any written instructions and prompts will be displayed when you open the item. If there is a recorded prompt, it will start automatically. To hear it again, click the Example button. To record your answer, click the Record button and then click the Pause button when you have finished. As always, check and correct your answer.

Writing Screens: Typed input.

Writing screens require some form of typed response. You may be required to type in English or in the language you are studying. Typed responses include answering short fill-in or multiple choice questions as well as typing longer passages.

There are three different types of writing screens, including:

- **Fill-In**, in which you type an answer into the blanks provided;
- **Multiple Choice**, in which you select one answer out of several by typing the number or clicking with the mouse;
- **Write**, in which you type a free form answer in response to an aural prompt.

Fill-In Screens

In Fill-In screens, you type an answer in English or another language into the blanks provided. Fill-in screens are used for several different types of exercises, including translation (from English to another language and from another language to English), vocabulary quizzes, aural comprehension, and traditional fill-in-the-blank exercises. Fill-in items may or may not have sound. If there is sound, it will start automatically when you open the item. To hear the sound clip again, click on the Example button or move the red cursor in the sound bar at the bottom of the screen.
When you open a fill-in screen, you will see one or several grey blocks into which you type your answer, either by typing directly on the keyboard or clicking on the letters on the on-screen keyboard (more on keyboards and typing below). Instructors often leave extra blank spaces in the fill-in blanks. Be sure to start typing in the first blank and leave the extra blank spaces at the end.

Instructors have the option of allowing Can-8 to grade the fill-ins immediately. If the feedback is enabled, when you click Next to progress to the following screen, a popup will tell you if you are correct or incorrect. To change an incorrect answer, click the back button.

**Fill-In Screens:** Fill-in screens are used for a variety of exercises, from translation to aural comprehension to agreement.

**Multiple Choice Screens**

In **Multiple Choice** screens, you select the correct answer to a written or aural question by typing the number on the keyboard or clicking on the choice with the mouse. Multiple choice items may or may not have sound. If there is sound, it will start automatically when you open the item. To hear the sound clip again, click on the Example button or move the red cursor in the sound bar at the bottom of the screen. Instructors have the option of allowing Can-8 to grade the multiple choice screens immediately. If the feedback is enabled, when you click Next to progress to the following screen, a popup will tell you if you are correct or incorrect. To change an incorrect answer, click the back button.
Multiple Choice Screen: Like traditional pencil-and-paper multiple choice questions, Can-8 multiple choice screens can be used to test and develop a variety of listening, reading, and vocabulary skills.

Write Screens

In Write screens, you type a free-form response to an aural prompt. There will be no text in the write screen. The sound will start automatically when you open the write screen. To hear the prompt again, click the Example button or move the red cursor in the sound bar at the bottom of the screen.

Write Screen: Write screens may be used in many ways, including giving a dictation, testing listening comprehension, or writing essays.

Time Limits

In any exercise requiring a response from student, either verbal or typed, instructors can elect to limit the response time allowed. Time limits are generally used for exams and diagnostic tests. If there is a time limit, timer on the bottom of the screen by the sound bar will count down the remaining time. Once the time limit has expired, the screen will progress automatically to the menu or the following screen.
How do I type in Can-8?

Typing in Can-8 in English is relatively simple. Just type normally. Note, however, that there is no spelling or grammar check in Can-8, so proofread your work carefully. You will probably be required to type in English as well as in whatever language you are studying and will probably need to switch between the two languages several times in a lesson or even in one single screen.

Latin Alphabet

For languages that use the Latin alphabet (for example, French, Spanish, and German), switching between typing in English and the other language is not difficult. You can use the normal computer keyboard to type in the non-English language. Type the words normally and add accents or special characters by right-button clicking on the particular letter.

Non-Latin Alphabet

For languages that do not use the Latin alphabet (for example, Japanese, Chinese, Hebrew, and Russian), switching the language in which you type becomes slightly more complicated. Can-8 does not recognize the Windows keyboard, so changing the language in the taskbar (grey bar at bottom of the desktop) will not help you type. In fact, it will make whatever you type look very funky. Can-8 has several internal on-screen keyboards. They are available for all languages taught at Carleton except for Chinese. Typing in Chinese is not available in Can-8 at this time.

In screens that require you to type an answer, the on-screen keyboard for your language will pop up when you open the screen:

![On-Screen Keyboard]

On-Screen Keyboard: This on-screen Russian keyboard uses a homophonic layout. To type in Russian, either click on the letters on the on-screen keyboard or type normally, using the on-screen keyboard as a keyboard map.

When you need to type in a language with an on-screen keyboard, you have two options. The display on the on-screen keyboard correlates to the physical keyboard, so you may
type normally using the on-screen keyboard as a map. Alternatively, you may use the mouse to click on the letters on the on-screen keyboard. Typing in the foreign language will only work, however, if the keyboard (and not Can-8) is the active window. If you click on the Can-8 lesson screen, and the keyboard menu bar changes from blue (active) to grey (inactive); when you type, it will be in English. Thus, it may be to your advantage to click on the letters on the on-screen keyboard when you want to type in the non-Latin alphabet.

If there is a screen in which you need to type in English, simply minimize the keyboard or click anywhere in the Can-8 lesson screen (so that the on-screen keyboard is not the active window) and type normally.

**I’m having some weird problems…Help!**

Here is a troubleshooting guide for some common problems:

<table>
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<th>Solution</th>
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<tbody>
<tr>
<td>I can’t find the main menu.</td>
<td>Click the Exit button to leave a lesson. This will close the lesson item and menu and return you to the main Can-8 window.</td>
</tr>
<tr>
<td>I want to re-record part of my answer.</td>
<td>The system will not allow you to record, stop, and continue recording. Hitting the record button again will delete whatever sound you have already recorded and you will have to start at the beginning of that screen.</td>
</tr>
<tr>
<td>I accidentally typed an extra letter and I can’t get rid of it.</td>
<td>Position the cursor on the stray letter and hit the space bar (not backspace or delete).</td>
</tr>
<tr>
<td>I’m pretty sure my answer is correct, but the computer tells me it’s not</td>
<td>Make sure you start typing with the cursor in the first blank. Try alternate answers, since the computer only knows one right answer. E.g., “What’s your name?” instead of “What is your name?” Check the directions to see if you need to put punctuation in the blanks. If you put it in when it’s not required, the computer will think you are wrong. The same goes for punctuation that is required but missing.</td>
</tr>
<tr>
<td>I can’t type in English.</td>
<td>Click anywhere in the Can-8 lesson window or minimize the on-screen keyboard to make sure that the keyboard is not the active window.</td>
</tr>
<tr>
<td>I can’t type in Russian (or another non-Latin alphabet).</td>
<td>Position the cursor where you want to type and then click on the on-screen keyboard. The bar on top of the keyboard diagram should turn blue.</td>
</tr>
</tbody>
</table>
I want to keep typing in Russian (or other non-Latin alphabet), but the computer keeps switching back to English.

Every time the on-screen keyboard is disabled, the computer switches back to English. Either click on the on-screen keyboard to enter your text or use the space bar instead of the mouse to progress from blank to blank.

The screen moves on automatically without my clicking Next.

Your professor has probably set a time limit for this lesson. You need to speak and read faster.

**OK, I’ve read this guide but I still need some more help. What do I do?**

You can always ask the Language Center assistants (in the language center main office, LDC 220) for help. Conveniently, the Language Center is staffed whenever the Can-8 labs are open!

Hillary Lux, a Russian course grader, author of this guide, and a person well-versed in Can-8, will be in the language lab LDC 241 three nights a week. Her office hours for Fall 04 are:

- Sunday 7:00-10:00
- Tuesday 9:30-12:00
- Thursday 6:30-8:00

Outside of these hours, you may reach Hillary at luxh@carleton.edu or x.7717.

Visit the Foreign Language Technology website at:
http://webapps.acs.carleton.edu/its/flt/

Besides Can-8 resources, the FLT website has all sorts of useful information for foreign languages. Enable foreign languages on your computer, learn keyboard shortcuts for accents, learn some hints for computing in Asian languages, and type in Pinyin!

If you still have questions, you may contact one of the following people:

**Teri Takehiro**
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