**MyLanguageLabs**

*Instructions for St. Olaf Faculty*

**DIRECTIONS FOR MAC OS X**

When using MyLanguageLabs on Mac OS X, the WLC recommends using Firefox as your browser. (Chrome and Safari users in the WLC constantly encounter problems with this site.) Firefox is available on all WLC computers, and can be easily downloaded and installed on a personal computer.

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**Download and Install Firefox**

1. Open an existing browser and visit [www.firefox.com](http://www.firefox.com).
2. Click the large (usually green) button that says “Firefox / Free Download / English (US)” to start the download.

![Firefox download screen](image)

3. Double-click the orange downloaded file on the desktop to open it.

![Firefox icon](image)

4. When the file opens, you will see two icons, for Firefox and for your Applications folder. Click and drag the Firefox icon onto the Applications folder icon.

![Firefox and Applications folder](image)

5. This completes your Firefox installation.
Accessing MyLanguageLabs


2. Click “Sign in” to go to the login page, and log in with your username and password.

3. Click on the course you wish to view (if you have multiple courses). This will open the main MySpanishLab© page for this course, called “Today’s View.”

4. Before you begin working on your course, follow the steps below to complete a browser check.

Tune Up Your Browser Part I – Turn off Pop-up blocker

5. From “Today’s View,” click on the red “Tune Up Your Browser” icon. This opens a new window/tab called “Pearson Browser Check,” which contains a list of things to check before using the course website.
The first section of the Browser Check verifies if pop-ups are allowed (since MyLanguageLabs utilizes many pop-up windows). In the picture below, you can see that Javascript and Cookies are both correctly configured (they are enabled as recommended). Pop-ups, however, are currently blocked and that setting needs to be changed.

6. To un-block Pop-ups, click where it says “Firefox” on your computer’s file menu and choose “Preferences…”

7. In the Preferences window, go to the “Content” tab. Near the top, you will see a checkbox that says “Block pop-up windows.” **MAKE SURE THIS BOX IS UNCHECKED**, and then click “OK” to save your changes.

**We recommend turning pop-ups off this way** while using the MyLanguageLabs site. If you do not wish to leave your pop-up blocker turned off, we recommend returning to these options and re-checking the box once you are done using MyLanguageLabs.
8. Even after allowing pop-ups through Options, you may still need to allow pop-ups on certain pages. **If you did not change the settings in Options as detailed in Step 7, you will need to repeat this step every time MyLanguageLabs wants to open a pop-up.**
   a. Whenever a pop-up is blocked, a long yellow notification box with appear at the top of the page.

   b. When this pop-up appears, click on “Options” and select “Allow pop-ups for [url].”

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Tune Up Your Browser Part II – Checking Java and Updating (If needed)

9. The next step in the Browser Check is to check Java. The Browser Check attempts to verify Java in the background, and if the verification fails, MyLanguageLabs will show an alert next to the Java symbol. This means you need to update/install Java on your computer.
Alternatively, if the version of Java you are running is an outdated version, you will see a link in green instead of a confirmation message. In this situation it is best to update Java to ensure you have the latest version.

**Updating Java**

10. To download and install the newest version of Java, do one of the following:
   
   c. If your Browser Check says “Not Installed,” click the “Download” button to the right.
   
   d. If your Browser Check shows a link called “Get latest version,” click on that link.
   
   e. Or, to go directly to the Java download page, visit [http://www.java.com](http://www.java.com)

11. On the Java Website, click the big red button that says “Free Java Download.”
12. Then click “Agree and Start Free Download.”

13. Firefox may ask you if you wish to open the install file (.exe). If it does, click “Save File.”

14. As soon as the download completes, click on the down-arrow icon in the top right corner of Firefox, and click on the downloaded file (which ends in .dmg) that appears in the drop-down.
15. Once the installer opens, double-click the box icon to begin the installation.

16. The installer will now open, and on the first page, click “Continue.”

17. The next page simply confirms the amount of space is will take to install Java on your computer. Click “Install.”
18. NOTE: In the WLC computers and on most other campus computers, you will be prompted to enter an administrator password to continue. In the WLC, ask at the help desk and the WLC worker can help you find someone with an administrator password. **If you cannot find someone with an administrator name and password, cancel the installation and skip down to Step 16. School computers are often already running the newest version of Java.**

![Installer dialog box](image.png)

19. When the install completes, click “Close” and return to Firefox. If the alert on the Browser Check does not change, you may need to quit Firefox (not just close the window) and re-login to the MyLanguageLabs site before the Java update will be complete.

### Confirming Setup

20. Return to the “Tune-up your browser”/Pearson Browser Check page and scroll to the bottom where it says “You will also need:” Then click on either option, as they both run the same Setup Wizard.

![Alert notice](image.png)

**NOTE:** The “IMPORTANT JAVA ALERT” notice will always appear; it is simply a reminder, not a warning message indicating a problem with Java.
21. This opens the Setup Wizard for Blackboard Collaborate Voice Authoring (listening and recording system). To begin, click “Next” in the bottom right corner of the wizard.

22. First, the wizard will test Java again. When the gray box pops up that says “Do you want to run this application?” click “Run.”

23. Second, the wizard will test the signed applet and connectivity. Press “Next” to run these checks, and “Next” again when they are finished.
24. Third, the wizard will test audio playback (do not press “Next” yet). Wait for the Audio Player to load. Then, click the Play button and to listen to the audio message. If you cannot hear anything, check your volume and headphones/speakers (instructions are at the end of this document.) Or, click the Troubleshooting Audio Playback link and follow those instructions to troubleshoot your audio.

![Blackboard Collaborate Voice Authoring Setup Wizard](image)

NOTE: If the Audio Player does not appear after a whole minute, or if you see only a gray box that says “Initializing Audio…” you will need to re-install Java.

25. When you have confirmed that you can hear the audio, click “Next.” Now, the wizard will test the Audio Recorder.

![Blackboard Collaborate Voice Authoring Setup Wizard](image)
26. Wait for the Audio Recorder (also called “Voice Authoring”) to load, then click the Record button to start recording. The button will go gray, and you should see the counter start moving and the audio levels move up and down in green/yellow/red bars.

27. When you are finished recording, click the Stop button.

28. **BEFORE CLICKING NEXT, PLAY THE RECORDING BACK TO YOURSELF** by clicking the play button. This is the only way to check that your recording worked. If you do not hear anything, but you were able to hear sound during the Audio Player check, you will need to review your microphone settings, or click the “Troubleshoot Audio Recording” link and follow those instructions. (Instructions for connecting a microphone can be found at [http://www.stolaf.edu/services/wlc/instructions_students.html](http://www.stolaf.edu/services/wlc/instructions_students.html).)

29. Click “Next” to finish the Setup Wizard. You can now close the “Pearson Browser Check” Window and return to “Today’s View.”
Review Assignments for Grading

1. From the main MySpanishLab page, scroll down and click on “Instructor Grading.”

Then, choose the voice recording assignment you wish to grade. Please note that all assignments open in a pop-up window, so if a window doesn’t appear, return to steps 5 – 8 to turn off your pop-up blocker. Then, click the link for the assignment again.
2. Once you are viewing the assignment window, choose a student from the list on the left to view their submissions. Then, click the light blue “Play” button to open/load the audio player.

3. If Java has been updated and enabled correctly during the browser check, it will take just a minute for the audio player to load. You’ll know it’s loading when you see this icon:

4. You may see a prompt to run Java, which is perfectly normal. When it appears, click “Run.”

5. Then, listen to the recording and enter a grade and/or comments.

6. Repeat steps 30-33 (if needed) as you go through each recording for each student.