

INSTRUCTIONS FOR ACCESSING THE ONLINE SANSSPACE LAB FOR CREDIT

Credit for online lab hours on SANSSpace must be approved by your language instructor. Access to the online lab is only possible if your off-campus hardware and software meet the technical requirements posted on the SANSSpace site. If they don't, you cannot use SANSSpace for credit and must complete all of your lab requirement in the Campus Lab.

Campus lab time and online lab time will be combined. The total combined maximum credit possible is 60 minutes per day. The minimum online or campus session is 20 minutes.

Here are the instructions to access SANSSpace:

1. Go to Corsair Connect and log in with your Student ID Number and Password.

2. Scroll down and look for the SANSSpace Lab link on the left of the Corsair Connect page.

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
3226	SPAN 1	02:30PM-04:55PM	M.W...	1-18	DRSCHR 217	01-MAR-15	01-MAR-15	17-MAY-15
		ARRANGE-01HR	1-18	DRSCHR 219	01-MAR-15	01-MAR-15	17-MAY-15

3. The browser window you see to the right will pop up as a separate window. Be sure not to close this window until you finish your lab work. Closing this window prematurely will result in loss of lab work credit.

Do **NOT** use the **ON Campus Access** button. This option may only be used in the campus lab **IF AND ONLY IF** your instructor has asked you to make a recording on SANSSpace and you are unable to record on your home computer.

To get lab credit from home, you need to use the **OFF Campus Access** button.

IMPORTANT: After you finish your SANSSpace online lab work for the day, be sure to click on the "Done with lab Work" button so you will be credited for your online lab hours. FAILURE TO DO SO WILL RESULT IN LOSS OF LAB WORK CREDIT.

4. After clicking the **OFF Campus Access** button, the SANSSpace online lab window will open as a new window or tab. Log in as you would in the campus lab, with your network User Name and Password (as shown in the picture to the right).

Welcome to SANSSpace and to the SMC Modern Language Online Lab!

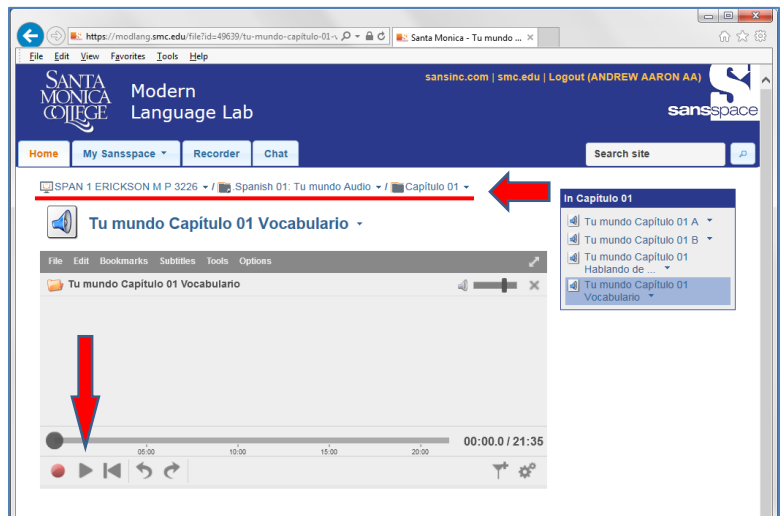
To use this site, you must be an SMC student currently enrolled in a modern language course. Credit for online lab hours on this site must be approved by your language instructor. Furthermore, your hardware and software must meet the requirements listed below.

5. Once inside, click the My Sansspace tab and then the course title link for your language class (e.g. SPAN 1 ERICKSON MP 3226).

6. After that, click the appropriate folder (e.g. .Spanish 01: Tu mundo Audio). You may also need to click a Chapter or Lesson subfolder (e.g. Capítulo 01). (This course and folder trail are underlined in red in the picture shown to the right.)

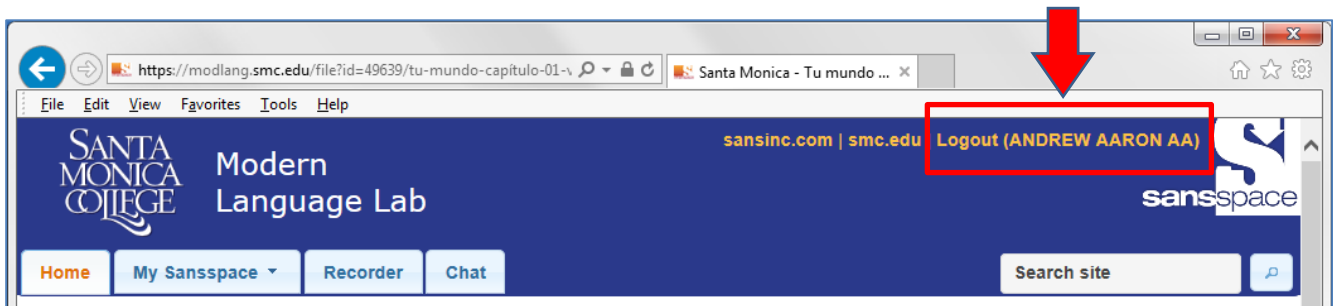
7. Click the sound or video file you need to work with (i.e. Tu mundo Capítulo 01 Vocabulario).

8. Click the forward arrow ► on the player to begin listening or watching the media file.



9. Be sure to work on the online resources for at least 20 minutes so that your lab work is credited.

10. When you are finished with your lab work, click the Logout link on the upper right corner of the page.



13. **VERY IMPORTANT:** Once you logout, find this browser window on your desktop, and click the **Done with Lab Work** button. FAILURE TO DO SO WILL RESULT IN LOSS OF LAB WORK CREDIT.

WARNING:

It is possible to access the online lab directly, but if you do, you will NOT receive lab credit for the session. To earn lab credit online, you must access SANSspace by first logging in to Corsair Connect and following the instructions in this document.

Please direct any questions about your online lab hours to your language instructor, NOT to the Lab Staff or to SANSspace directly.

ATTENTION

Your instructor requires that you complete the **Lab Orientation** in the Campus Language Lab successfully before starting to use SANSspace. Online lab hours logged prior to completing the Lab Orientation will not be accepted for credit!

