

Help & Internet Resources

in the lab: Open **Firefox** (*desktop or Start*)
outside the lab (Internet addresses)

www.ufv.ca/esl/edtech/help

www.ufv.ca/esl/edtech/resources

Lab Hours

Posted on "Help and Tutorials" (online) and the door.

Lab Policies

- English only. / No inappropriate websites.
- No food or drink around the computers.
- Bottles, cans, and paper into the recycling bags.
- Before you leave, please
 - Shut down the computer (or log off).
 - Push in the chair and the keyboard tray.
 - Clean the computer table.

USB Headset: Bring your own (\$34 at the bookstore / \$50 at Future Shop and Staples).
 Regular headsets with 3.5 mm jacks may have problems.

Your UFV Network Files (R: Drive)

in UFV labs – R: Drive
 outside UFV labs: my.ufv.ca → Online Services
 → UFV Network Files
 how to use: www.ufv.ca/esl/edtech/help
 → Drives and Files → R: Drive

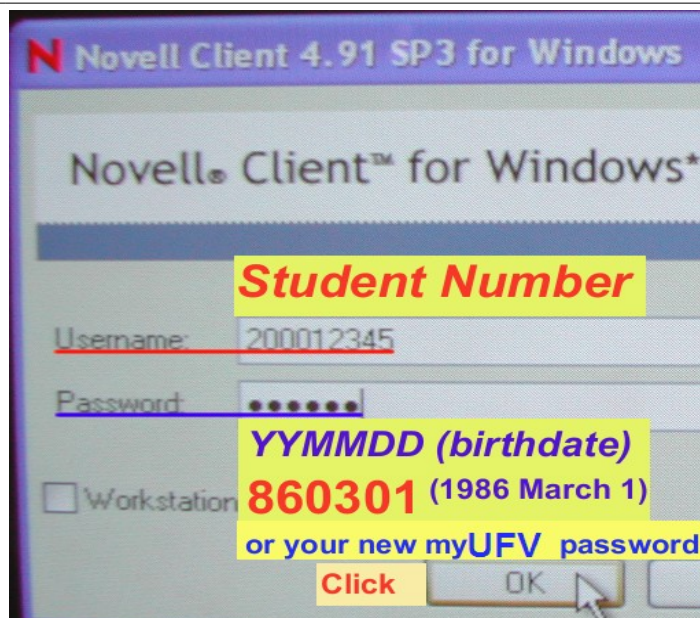
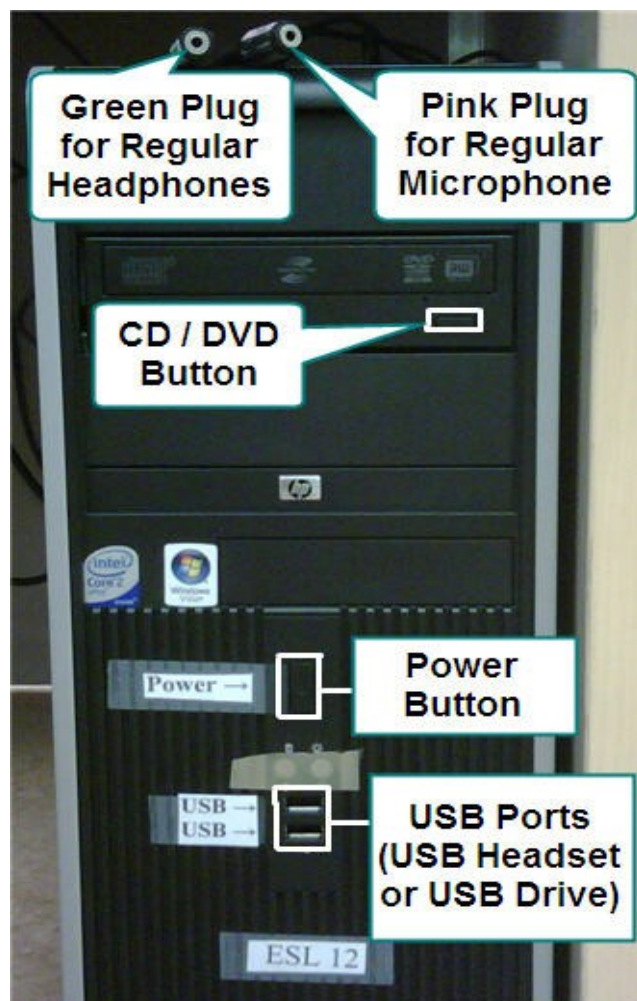
Drives and Files

Recordings (Audacity)

	Save Directly	Edit, Rename, Delete
R: (Personal)	Yes	Yes
T: (Eslusers)	Yes	No
D: (USB)	Yes	Yes
My Documents	Never save files here. They'll be deleted.	
P:	Sharing files. Temporary use only.	

Documents (Word, Excel, PowerPoint, NotePad, etc.)

	Save Directly	Edit, Rename, Delete
R: (Personal)	Yes	Yes
T: (Eslusers)	No	No
D: (USB)	Yes	Yes
My Documents	Never save files here. They'll be deleted.	
P:	Sharing files. Temporary use only.	



!!! After you log in, please wait for one minute. !!!

**Please read the next page
on the reverse side. ==>**

User Name & Password

	User Name	Password
Lab Login	student number	birth date (YYMMDD)
myUFV	student number	birth date (YYMMDD)
UFV Online	student number	birth date (YYMMDD)

When myUFV asks you to enter a new password, please write your new password on a piece of paper as well.

Focus on Grammar

If you do not have an account (user name), please click on "[click here](#)" in the middle of the login screen and type in your user name and password as follows:

	User Name	Password
Focus on Grammar	student number	birth date (YYMMDD)

Password Problem

If your **Focus on Grammar** account has a problem, please ask the ESL Educational Technologist (Soowook) for help.

If you have a password problem with **Lab Login**, **myUFV**, and **UFV Online**.

1. *in the lab*: **Firefox** -> **password problem** (top)

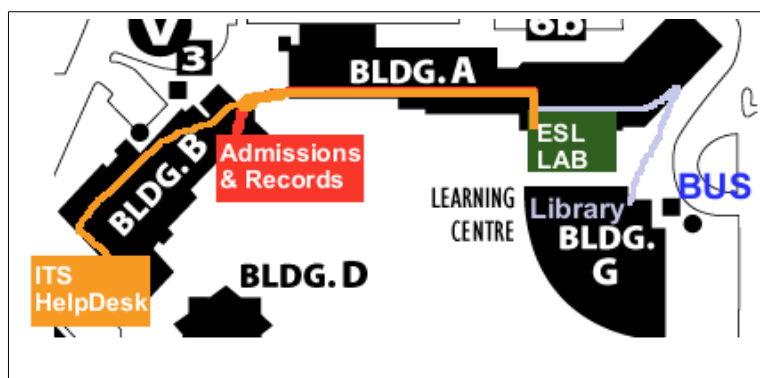
2. Please have your **library card** / **IDs** ready and go to **HelpDesk (B243)** or **Admissions & Records** / **Information Centre** (Building B).

HelpDesk Hours

Monday - Thursday: 8 am - 8 pm

Friday: 8 am - 4:30 pm

Saturday: 8:30 am - 4:30 pm



Lab Printing

1. Please add some money onto your library card at the library or the bookstore (10 cents per page).
2. Please find the green binder next to the big printer at the entrance of the ESL lab and follow the procedure.

myUFV (my.ufv.ca)

Timetable

Student Information (left)

Student Services

(Internet Explorer only: the blue bar at top →

Display Blocked Content → Student Services)

Registration

Student Schedule

Grades

Student Information (left)

Student Services

(Internet Explorer only: the blue bar at top →

Display Blocked Content → Student Services)

Student Records

Final Grades

Select a Term

Submit

Tax Forms

Student Information (left)

Student Services

(Internet Explorer only: the blue bar at top →

Display Blocked Content → Student Services)

Canadian Tax Forms