

Language Resource Laboratory Hours:

During the first week or two of the semester, the lab is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Thereafter, when classes are in session, the lab is open:

Monday	8:00 a.m. to 10:00 p.m.
Tuesday	8:00 a.m. to 10:00 p.m.
Wednesday	8:00 a.m. to 10:00 p.m.
Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. to 8:00 p.m.

General information about the lab is available at <http://asc.missouri.edu/langlab.html>

Logging on to *WebCT* or *Blackboard*

- Go to <https://courses.missouri.edu>
(it works if you just enter courses.missouri.edu as the address/location/URL)
- Under Course Logins, Click on **WebCT** or **Blackboard**
- You will be prompted to type your **PawPrint** and **password** in the dialog box.
- Once you complete the login process, you will be taken to your personal **My WebCT** or **My Blackboard** page, where you can access all of your WebCT or Blackboard courses.

Using Accented Characters in a Microsoft® Word Document

For most users who have only occasional need for accented characters, there is a quick way to input accented characters. Windows® users can input accented characters by pressing the **Right Alt** key and **4-digit numbers** on the Numeric Keypad at the same time. Hold the **Right Alt** key while pressing the numbers and then release the Right Alt. The accented character should appear in your document. The first of the 4 numbers is always 0.

Right Alt and	Right Alt and	Right Alt and	Right Alt and
à 0224	ò 0242	À 0197	Ø 0216
á 0225	ó 0243	Æ 0198	Û 0217
â 0226	ô 0244	Ç 0199	Ú 0218
ã 0227	õ 0245	È 0200	Û 0219
ä 0228	ö 0246	É 0201	Ü 0220
å 0229	ø 0248	Ê 0202	Ý 0221
æ 0230	ù 0249	Ë 0203	Þ 0222
ç 0231	ú 0250	Ì 0204	ÿ 0159
è 0232	û 0251	Í 0205	œ 0156
é 0233	ü 0252	Î 0206	Œ 0140
ê 0234	ý 0253	Ï 0207	š 0154
ë 0235	þ 0254	Ð 0208	Š 0138
ì 0236	ÿ 0255	Ñ 0209	ı 0161
í 0237	À 0192	Ò 0210	ı̇ 0191
î 0238	Á 0193	Ó 0211	f 0131
ï 0239	Â 0194	Ô 0212	μ 0181
ð 0240	Ã 0195	Õ 0213	£ 0163
ñ 0241	Ä 0196	Ö 0214	¥ 0165

Users who have a regular need for accented characters may wish to install the **US-International Keyboard**. Specific information is available at: <http://asc.missouri.edu/Accents.pdf>