

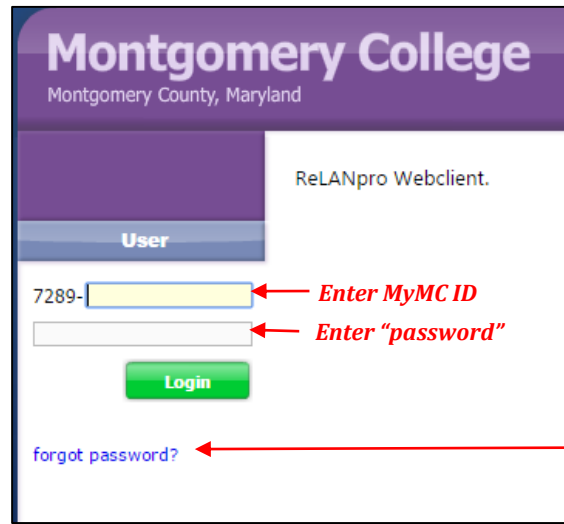
ReLANpro.NET Guide for Students

Instructions to Complete the First Time Login

In order to use the ReLANpro.net software, you will first need to complete the first time login through the web site. Please follow the instructions below in order to complete this login and download the required software on your home computer or to login via your smartphone or tablet.

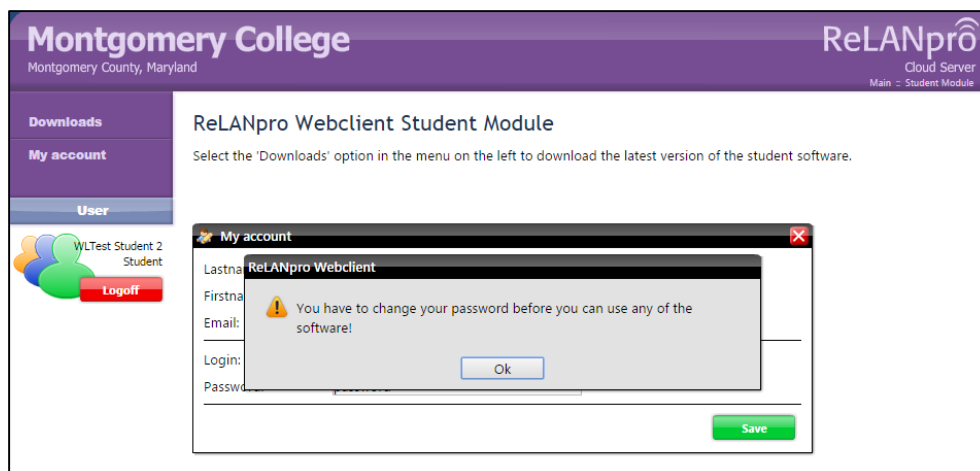
1) Go to the following web site: <https://rockville.relanpro.net/default.aspx>

On the web site, you will see “7289;” this is the code for Montgomery College’s Rockville campus. For your first time login, enter your MyMC ID in the first space provided after the college code 7289; then, enter the word “password” in the second line, and click on “Login.” Do not click on “forgot password?” for the first time login. You may use this option after your first time login if you do not remember the password you have set for your account.



If you click on the “forgot password?” option, a temporary password will be e-mailed to your Montgomery College e-mail account. Please do not do this for the first time login. Please follow the instructions listed above.

2) Upon logging in, you will be prompted to change your password. If you do not change your password, you will not be able to use the software or complete any of your assignments. Press Ok and change your password under “My account.” You will need to remember your new password from this point forward in order to login. If you ever forget it, you may use the “forgot password?” feature on the Login page.

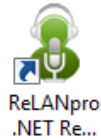


3) If you are using the Digital Language Lab (DLL) in MT 020, go to step 3a. If you are completing assignments from home and would like to use your desktop or laptop, go to step 3b. If you interested in using the mobile APP, go to step 3c.

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3a) If you are in the Digital Language Lab in MT 020, you may logoff the website and log into the software on the desktop. Look for the following icon, **ReLANpro.Net Recorder**, on the desktop and double-click on it.



You will see the following program open. Enter the required information and click on Submit. You will now be able to access your professor's lessons and complete assignments while saving them directly in your professor's folder for the class through ReLANpro.Net.

A screenshot of the ReLANpro.NET Login window. The window has a purple title bar with the text "ReLANpro.NET" and "Login". Below the title bar, there are three input fields labeled "School ID:", "Student ID:", and "Password:". At the bottom right of the window is a yellow "Submit" button.

School ID = **7289**

Student ID = **your MyMC ID**

Password = **the new password you created**

3b) If you prefer to complete your recordings from home, you may download the software at home by logging in to your account through the web site and clicking on "Downloads" on the left-hand side menu. Then, click on the corresponding blue "Download" button to download the software. If you are using a PC, please download the "ReLANpro.Net Recorder-2.6 Setup.exe" to install the software. If you are using a MAC, please download the "ReLANpro Student Recorder OSX v101.zip" to install the software. You will see the Downloads space includes a Manual which provides more details on how to use and submit assignments with the ReLANpro.NET Recorder.

A screenshot of the Montgomery College ReLANpro Cloud Server Downloads page. The page has a purple header with the Montgomery College logo and "ReLANpro Cloud Server" text. Below the header, there is a sidebar with "Downloads", "My account", and "User" sections. The main content area shows a table of downloads with columns for Name, Size, Type, and Date. There are three download items listed, each with a blue "Download" button. At the bottom, there is a "3 downloads" summary and a "Logoff" button.

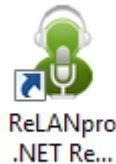
Name	Size	Type	Date	
ReLANpro Student Recorder OSX v101.zip	2060 kB	zip	4/9/2015 04:50	Download
ReLANpro.NET Recorder Manual v2.3.3.docx	2791 kB	docx	1/9/2015 11:14	Download
ReLANpro.NET Recorder-2.6 Setup.exe	26331 kB	exe	6/30/2015 04:08	Download

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If your download does not open or install properly, you may need to temporarily disable your anti-virus software or firewall while installing the software. After the download is complete, please remember to enable your anti-virus software and firewall.

It is possible you may need to download **Microsoft.Net Framework Version 4.5** before you may complete the download of this recorder software on your home computer. If you are prompted to download **Microsoft.Net Framework Version 4.5**, you may do so at the following link: <http://www.microsoft.com/en-us/download/details.aspx?id=30653>. Once the download is complete, you will see the following icon on your desktop:



Double-click on the icon. You will see the following program. Enter the required information and click on Submit. You will now be able to access your professor's lessons and complete assignments while saving them directly in your professor's folder for the class through ReLANpro.Net.

A screenshot of the ReLANpro.NET Login window. The window has a purple title bar with the text "ReLANpro.NET" and "Login". Below the title bar, there are three input fields labeled "School ID:", "Student ID:", and "Password:". At the bottom right of the window, there is a yellow "Submit" button.

School ID = **7289**

Student ID = **your MyMC ID**

Password = **the new password you reset**

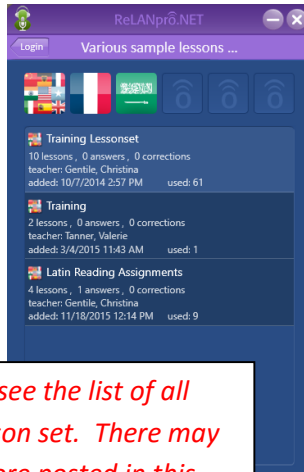
3c) If you own a smartphone or tablet, you may download the free ReLANPro Mobile APP from the APP Store on your iPhone or iPad, or from PlayStore on your Android device. You will need to complete the first-time login process following the instructions indicated in Steps 1 & 2 before you can use the APP. After you have done so, you will see the same ReLANpro.Net image as above upon opening the APP on your device. You will be able to login from your mobile device by entering the same required information as listed above.



4) When you login again to begin completing work for your class, you will be directly linked to your classes using ReLANPro.net, and you will see the lessons your professor has posted for you to complete. Whenever you click "Submit," the assignment is automatically sent to your professor's folder on this program. Be careful to pay attention to whether you are allowed to submit only once or multiple times.

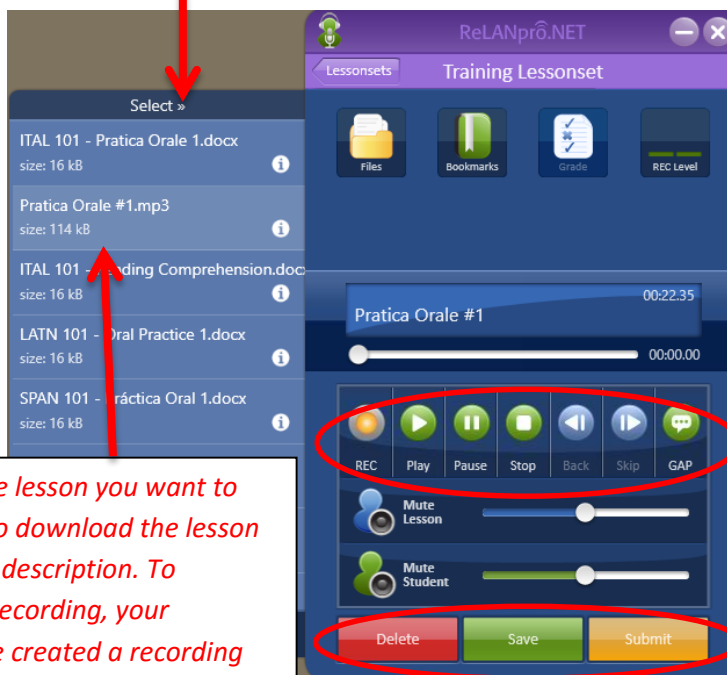
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These are sample lesson sets posted by your professor. Click once on the lesson for your class to expand it where you may see all lessons posted within the lesson set. For each language class you are enrolled in, you will see a flag at the top to indicate the language.

This is where you will see the list of all lessons within the lesson set. There may be only one title or more posted in this area.



Double-click on the lesson you want to work on in order to download the lesson and see the entire description. To complete an oral recording, your professor will have created a recording space as an mp3 file for you.

*Use the **Rec** button to record. Click on **Stop** when you have finished. You may **Play** it back to hear your recording. If you would like to re-record it, **Delete** your recording and start over. If you are happy with your recording, **Save** it to preserve a copy and **Submit** it so it will automatically be sent to your professor's folder on the Cloud.*

With some mp3 files, your professor may leave you a recorded message; upon completion of the download, click on "Play" to listen to the assignment. In order to complete your recording assignment, you will need to use the recorder options above, save and submit your work. Before starting your recording, you will need to have a microphone. Always play back your recording before submitting it to make sure it is clear and audible.

When you play back your recording, you may hear the professor's voice at the same time. Click on "Mute Lesson" so you will only hear your voice to review your recording. There is no need to wait until the end of the professor's recording to record your answers as the professor will have the same "Mute Lesson" option when reviewing submissions.