Blogging, Tagging and Bookmarking: Using 2.0 Tools on ICFL and WebJunction Websites!

Welcome!

Please print this Participant Guide and bring it to class to refer to during class exercises.

What you need before the session
- A headset with a microphone
- A computer
- A high speed Internet connection
- Wizard set up completed
- Your profile (with photo) completed—see page 7

Class Date: ________________

☐ Send email to your coworkers and let them know you are in class
☐ Display a note or sign to alert you coworkers you are in class
☐ Have this Participant’s Guide
☐ Log on 15 minutes early
☐ If you haven’t used Wimba before, log in 30 minutes early

Classroom URL
You’ll receive an email invitation to the class with the following link:
Note: close all Explorer tabs before clicking on the URL in the email.

Name: ID Conference Room 1
Room ID: id_room1
Choose: Participant Login
Name: your first name, last initial
It will take a minute or so to connect to the classroom

Wimba Quick & Dirty
If you have not used Wimba before, please come to the classroom 30 minutes ahead of schedule. We’ll show you how to use it — covering the white board, chat, interaction tools, and rescue tools.

Course Syllabus
Purpose: To learn how to post a blog, create tags, and bookmark pages on both ICFL 2.0 and WebJunction Idaho
- Using Web 2.0 Tools on ICFL Website
- Using Web 2.0 Tools on WebJunction Idaho

Agenda
5 minutes: Introductions
20 minutes: ICFL website
20 minutes: WebJunction Idaho
15 minutes: Questions & Answers
**Blogging, Tagging and Bookmarking**

**IFCL Website**

**Blog Post**

1. **Getting there**
   - [www.libraries.idaho.gov](http://www.libraries.idaho.gov)
   - Sign in & click on My Account
   - Select “Create content”
   - Click on Blog entry

2. **Writing & reviewing your post**
   - Enter requested information into the display windows.
     - Title of post
     - Body of post
   - To create formatting, use the icons above the text box. The Write in a conversational tone, just like you were emailing a friend.
   - Click on Preview to review your post before publishing. URL’s and email links will automatically be inserted. You can continue to edit on the lower half of the screen. Just hit Preview to see your changes.

3. **Submitting your post**
   - When you are ready, hit the Submit button to be queue for approval, usually done within 48 hours.

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**What is a blog?**

From Wikipedia: "A blog (a portmanteau of web log) is a website where entries are commonly displayed in reverse chronological order. 'Blog' can also be used as a verb, meaning to maintain or add content to a blog."

If you blog, you are working on a site your created. If you post to a blog, you are commenting or writing on someone else’s blog.
Blogging, Tagging and Bookmarking

**User Profile tips**

1. Use your full name or a name library community knows you by to:
   - Establish credibility
   - Help you network
   - Get the recognition you deserve.

2. If you want to change your user profile name (it will also be your sign-in name):
   - Sign-in and click on “My Account”
   - Click on the upper “Edit” tab and type in the name you want to use
   - Scroll down to the bottom and click on “Submit”
   - Remember to use your new name when you log on

**Bookmarking**

1. After signing in, find a page you wish to bookmark, for example: ABLE (Programs & Services -> Continuing Education -> ABLE)

2. Scroll down to the bottom of the page and click on Bookmark this. You’ll see the message “This page has been added to your bookmarks”.

3. Then click on My Bookmarks. This will take you to your list of Bookmarks. Or go to your profile page and see your bookmarks from there.

4. To delete a bookmark, click on the link and scroll down to the bottom of the page and click “unbookmark this.”