



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

Participant Guide

GETTING PSYCHED!

- Get rid of distractions, mute the phone, close your emails, and put a “do not disturb” sign on your door or chair.
- Relax and enjoy yourself—this is a new adventure for everyone.
- Be patient—20 second pauses are part of the online experience.

Help Numbers

Wizard Set Up:
 Anne Abrams
 800 458-3271 or
 208 639-4143

Shirley Biladeau
 208 639-4149
 During Session
 208 514-5509 (cell)

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

URL: http://67.202.209.252/launcher.cgi?room=id_room1

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

IFCL Website

Blog Post

1. Getting there

- 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.

What in the world 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."

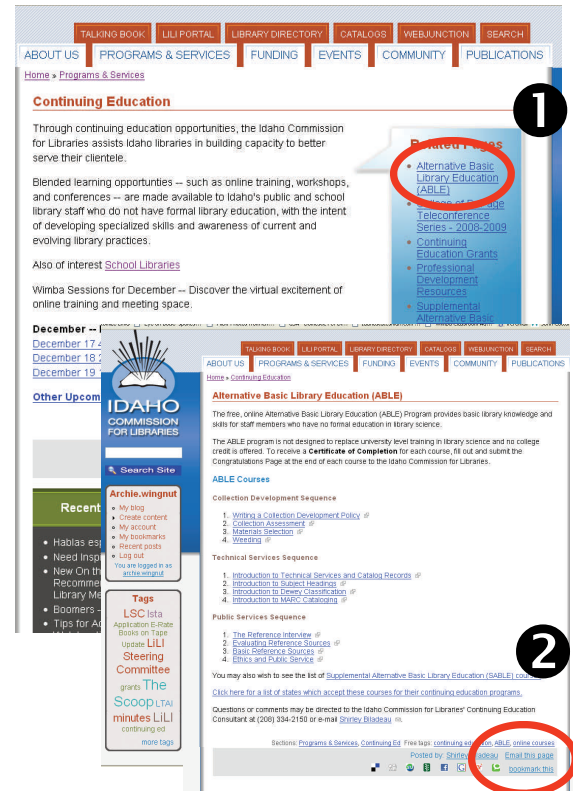
If you blog, you are working on a site your created. If you post to a blog, you are commenting or writing on someone else's blog.

The screenshots illustrate the following steps:

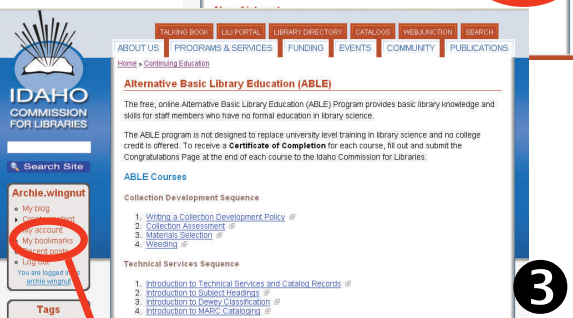
- Step 1:** The user is logged in as Archie Wingnut. In the 'Create content' menu, 'Create content' is selected. A red arrow points to the 'Blog entry' option in the 'Choose the appropriate item from the list' section.
- Step 2:** The 'Submit Blog entry' form is shown. The 'Title' field contains 'Web Makeover Survey Results'. The 'Body' field contains a paragraph of text. A red circle highlights the 'Preview' button.
- Step 3:** The 'Preview' screen shows the post as it will appear. The title is 'Web Makeover Survey Results' and the body text is visible. A red circle highlights the 'Preview' button.

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."



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