Idaho Commission for Libraries

1-800 458-3271; 208 344-2150

Exploring ICFL 2.0 and WebJunction Idaho via Wimba!

Participants' Guide

Welcome

At the end of this one-hour session, you'll have the basic skills to use Wimba online classroom tools. You'll also know how to register with and navigate the Idaho Commission for Libraries and the WebJunction Idaho sites.

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

Course Syllabus

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

Classroom URL

You'll receive an email invitation to the class with the link below.

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

It will take a minute or so to connect to the classroom

Wimba Quick & Dirty

We'll be going through Wimba to show you how to use it. We'll cover the white board, chat, interaction tools, and rescue tools.

Agenda

15 minutes: Wimba Quick & Dirty

15 minutes: ICFL website

20 minutes: WebJunction Idaho

10 minutes: Questions & Answers

Homework (optional)

To win a cool prize after this session:

1. Create an account at icfl.idaho.gov

- Write a blog post there to welcome others to the site

2. Join WebJunction

- Create/Update your account
- Request an Idaho affiliation
- "Friend" Shirley Biladeau

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.

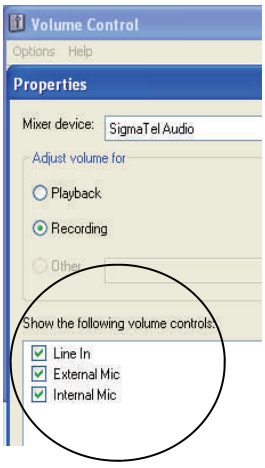
Help Numbers

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

During the session:
Shirley Biladeau
208 514-5509 (cell)

Can't Hear?

1. Make sure your headphones are turned on and plugged in correctly
2. Check your computer's audio
   - START button -> Programs -> Accessories -> Entertainment -> Volume Control
   - Make sure Volume controls are not muted
   - Click the Options menu and select Properties
   - Select the Recording button
   - From the list, make sure Line In, External Mic, Internal Mic have check marks, then click OK



IFCL Web 2.0

Front Page Overview

- Top menu: Tabs (dark tabs take you to more information outside of our website); light tabs are ICFL or Idaho library community content
- Blog Posts: From ICFL staff about products, services, best practices and other areas of interest
- RSS

  Subscribe to all Commission for Libraries blog posts.

  Subscribe to all Commission for Libraries content updates.
- Bottom menus—latest blog posts, content updates, highlights and news outside of Idaho
- Bookmarks — a great way to remember where essential information is located

Searching

By Category
Programs and Services -> Continuing education -> click on Alternative Basic Library Education (ABLE)

By Search Box
Search ABLE -> click on Alternative Basic Library Education (ABLE)

By Tag Clouds
Tag Clouds -> continuing education -> free tag online courses -> click on Alternative Basic Library Education (ABLE)

Register

Complete the form

You'll be sent an email and once you open it, you'll have 48 hours to change your password. After 48 hours, it expires (just register again).

Sign in

What's in a user name?

Using your full name is a personal decision. If you don't want to use your full name, do use a name that you are known by in the library community to:

- **Establish credibility**
- **Help you network**
- **Get the recognition you deserve.**

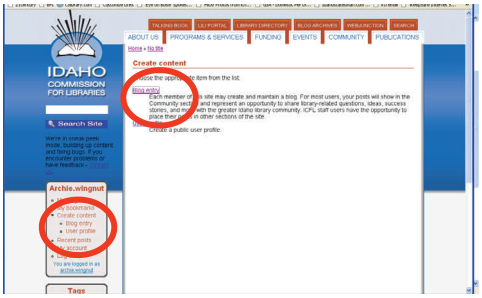
My Account

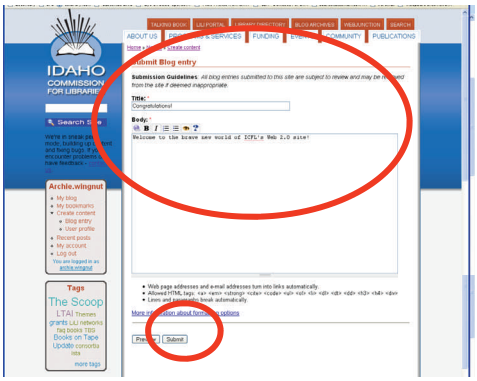
User Profile -> Edit (upload photo, change password) -> tab User profile -> WebJunction profile link

Community

Find other users

Blog Post





Log out from your "Account" box

WebJunction Idaho

The link at top of ICFL page takes us directly to WebJunction Idaho

Home preview

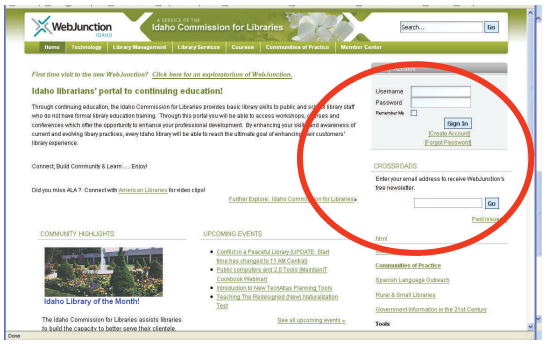
- My account
- Introduction at top with WebJunction links to explore
- Blog and events which are fed from WebJunction
- Idaho Library of the Month Feature

My WebJunction

- Shows your profile
- Register and update or create profile (includes affiliations)
- Courses
  Public Catalog (shows $40)
  Private Catalog (shows $0) – only available once you register and log in
- Communities of Practice
  Available for Idaho folks to connect, communicate and learn on specific subjects.
  - ◊ Read To Me
  - ◊ Preservation
- Member Center
  There to help you if you get lost or need assistance

Create or Update Your Account

If you have used WJ before, just sign in.
If you are new to WJ, create an account.



Get rewarded for your efforts!

1. **Create an account at icfl.idaho.gov**
2. **Write a blog post there to welcome others to the site**

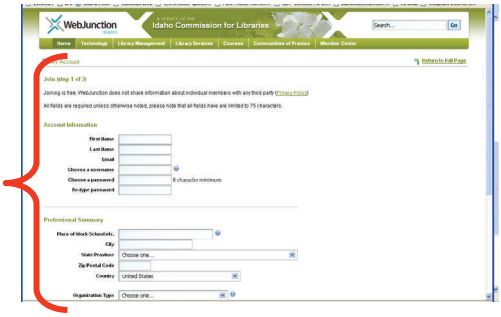
Join WebJunction

1. **Create/Update your account**
2. **Request an Idaho affiliation**
3. **"Friend" Shirley Biladeau**

A cool prize will be mailed to you!

To Create a New Account

Follow the prompts to create a new account, don't forget to set your privacy levels.



Affiliation—New Accounts

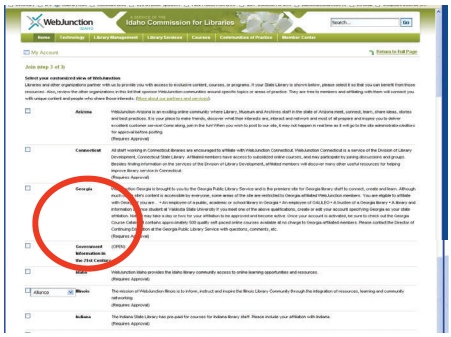
Affiliating with Idaho allows you take a selection of free WebJunction courses.

If you are creating an account, opt into Idaho. You will receive a confirmation email within 48 hours. Click on "Join Now" at the bottom of the screen.

Affiliation—Existing Account

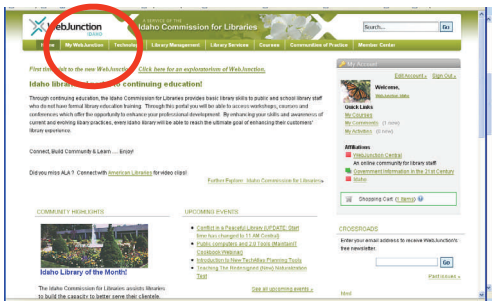
From "My Account"

Edit Account -> My Affiliations (upper tab menu) -> select Idaho->scroll down and "save." You will receive a confirmation email within 48 hours.



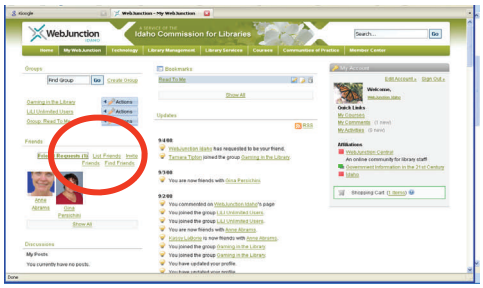
To Friend

After signing in, select "My WebJunction"



Choose, "Invite Friends"

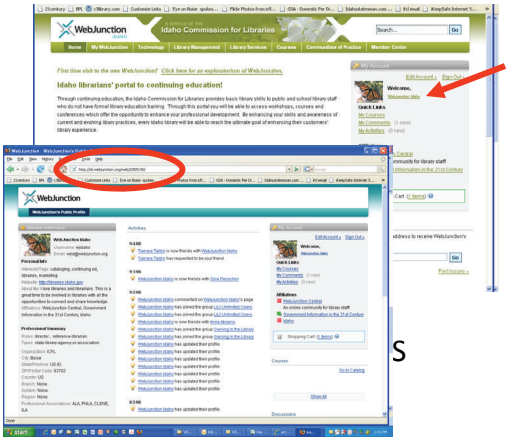
Invite



shirley.biladeau@libraries.idaho.gov and send!

Your Public Profile Page

To link back to the ICFL Community page, copy and paste your url from WebJunction Idaho's "My Account" into ICFL's "User Profile" (see page 3).



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Sign out under "My Account"