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

Classroom URL
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

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
- 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

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
800 458-3271 or 208 639-4149
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.

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

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

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
Publicity Materials on a disc

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

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.

Create or Update Your Account

If you have used WJ before, just sign in. If you are new to WJ, create an account.
Publicity Materials on a disc

Idaho Commission for Libraries

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.

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
3. “Friend” Shirley Biladeau
4. A cool prize will be mailed to you!

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 2).

Sign out under “My Account”