

Using Courses on WJ Idaho

A Guide

Your Host:



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Idaho Commission for Libraries



Step 1

Are you registered user of WebJunction and affiliated with WebJunction Idaho?

If not, see ICFL Training Guides:

<http://libraries.idaho.gov/page/icfl-training-guides>

**ICFL 2.0 Website and WebJunction Idaho Websites
Setting Up Profiles on ICFL and WebJunction Idaho**

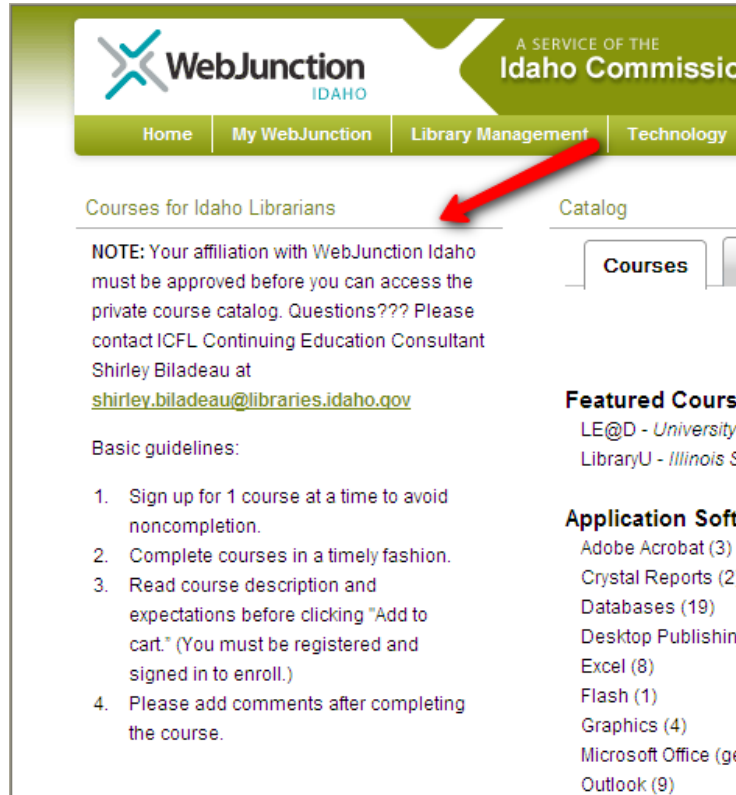


Step 2

Click on ID Course Tab found on the WebJunction Idaho Banner

The screenshot shows the top navigation bar of the WebJunction Idaho website. The banner includes the WebJunction logo, the text 'A SERVICE OF THE Idaho Commission for Libraries', and a menu with the following items: Home, My WebJunction, Library Management, Technology, Library Services, ID Courses, Member Center, and Communities of Practice. A red arrow points to the 'ID Courses' tab. Below the banner, there is a section titled 'Idaho librarians' portal to continuing education!' with a brief description and a link to 'Idaho Commission for Libraries'. A large image of white flowers is overlaid on the bottom right of the screenshot.

Course Hints



The screenshot shows the WebJunction Idaho website. The header includes the WebJunction logo and the text "A SERVICE OF THE Idaho Commission". The navigation menu has four items: Home, My WebJunction, Library Management, and Technology. A red arrow points to the "Library Management" link. Below the navigation, there are two main sections: "Courses for Idaho Librarians" and "Catalog". The "Courses for Idaho Librarians" section contains a note about approval, contact information for Shirley Biladeau, and a list of basic guidelines. The "Catalog" section has a "Courses" dropdown menu and lists "Featured Courses" and "Application Software".

WebJunction IDAHO A SERVICE OF THE Idaho Commission

Home My WebJunction **Library Management** Technology

Courses for Idaho Librarians Catalog

NOTE: Your affiliation with WebJunction Idaho must be approved before you can access the private course catalog. Questions??? Please contact ICFL Continuing Education Consultant Shirley Biladeau at shirley.biladeau@libraries.idaho.gov

Basic guidelines:

1. Sign up for 1 course at a time to avoid noncompletion.
2. Complete courses in a timely fashion.
3. Read course description and expectations before clicking "Add to cart." (You must be registered and signed in to enroll.)
4. Please add comments after completing the course.

Courses

Featured Courses
LE@D - University
LibraryU - Illinois

Application Soft
Adobe Acrobat (3)
Crystal Reports (2)
Databases (19)
Desktop Publishin
Excel (8)
Flash (1)
Graphics (4)
Microsoft Office (ge
Outlook (9)



Competencies

The screenshot shows the WebJunction Idaho website interface. At the top, there is a navigation bar with the following links: Home, My WebJunction, Library Management, Technology, Library Services, ID Courses, Member Center, and Communities of. Below the navigation bar, the page is divided into two main columns. The left column is titled 'Courses for Idaho Librarians' and contains a note about course approval, a list of basic guidelines, and a link to 'Competencies for Librarianship'. The right column is titled 'Catalog' and has two tabs: 'Courses' and 'Competencies'. A red arrow points to the 'Competencies' tab. Below the tabs, there is a link 'How to use the Competencies' and a section titled 'Library Management' with a descriptive paragraph and a list of sub-topics: Budget & Funding, Community Relations, Facilities, Laws, Policies & Procedures, Marketing, Organizational Leadership, Personnel Management, Project Management, Staff Training & Development, Strategic Planning, and Trustees and Friends. Another red arrow points to the 'Competencies for Librarianship' link in the left column.

WebJunction IDAHO
A SERVICE OF THE Idaho Commission for Libraries

Home My WebJunction Library Management Technology Library Services ID Courses Member Center Communities of

Courses for Idaho Librarians

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Competencies for Librarianship

These resources identify competencies or skills that staff -- from managers to support -- need to function effectively in today's libraries.

Competencies of Librarianship

[ALA's Core Competencies of Librarianship](#)
[Library Practitioner Core Competencies - Western Council of State Librarians](#)
[Library Support Staff Competencies - ALA-APA](#)
[Library Management Competencies - WebJunction Idaho](#)
[Information Technology Core Competencies Checklist - Public Library of Charlotte and](#)

Catalog

Courses Competencies

[How to use the Competencies](#)

Library Management

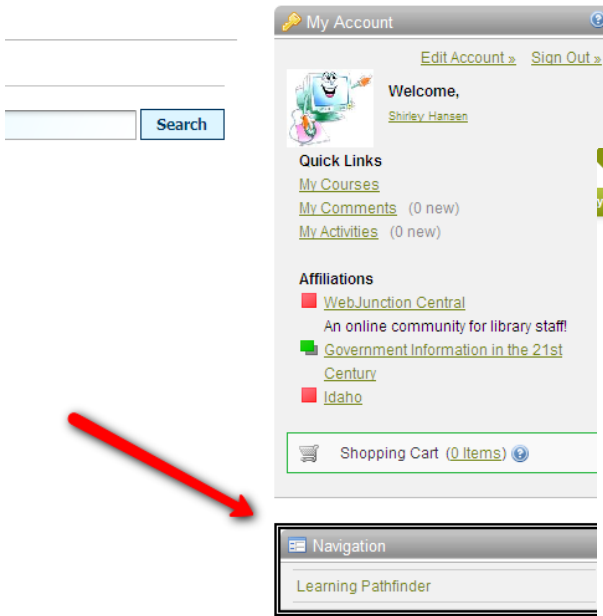
A successful library involves leadership and careful management. The management perspective starts at the big picture level, establishing goals and objectives, planning for implementation, determining value and promoting community and stakeholder relationships. There is so much overlap among the tasks related to managing a library that it is difficult to separate them into mutually exclusive buckets. If something seems to be missing in one of these competency sections, it's likely that it is covered in another section.

- › Budget & Funding
- › Community Relations
- › Facilities
- › Laws, Policies & Procedures
- › Marketing
- › Organizational Leadership
- › Personnel Management
- › Project Management
- › Staff Training & Development
- › Strategic Planning
- › Trustees and Friends

Competencies can be used to plan your continuing education goals. These resources provide general information about the skills needed to successfully perform different types of library positions.

Learning Pathfinder

This tool provides answers to FAQs. It is always a good resource.



My Account

Edit Account » Sign Out »

Welcome,
Shirley Hansen

Quick Links

- [My Courses](#)
- [My Comments](#) (0 new)
- [My Activities](#) (0 new)

Affiliations

- [WebJunction Central](#)
An online community for library staff
- [Government Information in the 21st Century](#)
- [Idaho](#)

Shopping Cart (0 items)

Navigation

- Learning Pathfinder



Idaho Commission for Libraries

- Management
- Technology
- Library Services
- ID Courses
- Member Center
- Communities of Practice

Learning Pathfinder

Overview

The Courses and Learning content have moved to new locations on WebJunction. Please update your bookmarks, using the pathfinder below as guidance:

- [I want to take a course](#)
- [Where's the learning content?](#)
- [What about the Learning Webinar series?](#)
- [I need information on using Wimba, WebJunction's Web conferencing.](#)
- [I'm looking for WebJunction's publications and conference presentations.](#)

[I want to take a course](#)

To see the list of courses, click **Courses** in the top level navigation to get to the [course catalog](#).

To enroll in a course, follow this [handy guide](#) in the Member Center.

Understand how to [manage and track](#) the courses in which you have enrolled.

[Where's the learning content?](#)

Library Management > [Training & Development](#)

Most of the articles, discussions, and other media on the topic of training and learning are located in this section.

What topics are covered?

[E-Learning](#) and [Blended Learning](#)

Learn all about e-learning—the terminology, the value, the myths, the technology. And then find out how to do the blend—mixing it up with other media or in-person training.

[Create & Design Training](#)

Discover some of the instructional design principles and tools that will help build better instruction.

Another good resource is the Member Center Tab – especially if you get stuck on a weekend!



Course Catalog



Catalog

Courses

Competencies

Featured Course Providers

LE@D - University of North Texas (40)
LibraryU - Illinois State Library (15)

Application Software

Adobe Acrobat (7)
Crystal Reports (2)
Databases (19)
Desktop Publishing (12)
Excel (25)
Flash (3)
Graphics (13)
Microsoft Office (general) (4)
Outlook (23)
PowerPoint (13)
Project (16)
Visio (6)
Word (29)

Customer Service & Interpersonal Skills

Communication (11)
Customer Service (14)
Ethics & Values (6)
Interpersonal (40)
Learning (personal) (15)

Library Management

Advocacy & Outreach (2)
Budget & Finance (13)
Facilities Management (6)

Public Catalog – a listing of all courses offered by WebJunction – cost is \$40 per course (example on right – Excel (25))

Private Catalog – a listing of courses offered by WebJunction Idaho to affiliated members – Free (Example on left – Excel (8))



Catalog

Courses

Competencies

Featured Course Providers

LE@D - University of North Texas (40)
LibraryU - Illinois State Library (15)

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Adobe Acrobat (3)
Crystal Reports (2)
Databases (19)
Desktop Publishing (3)
Excel (8)
Flash (1)
Graphics (4)
Microsoft Office (general) (1)
Outlook (9)
PowerPoint (3)
Visio (1)
Word (9)

Customer Service & Interpersonal Skills

Communication (9)
Customer Service (14)
Ethics & Values (6)
Interpersonal (40)
Learning (personal) (14)

Library Management

Advocacy & Outreach (2)
Budget & Finance (10)
Facilities Management (3)
Friends & Trustees (1)
Funding (1)
Marketing (12)
Policies & Procedures (3)

Private vs. Public Catalog

VICE OF THE
o Commission for Libraries

ent Technology Library Services ID Courses Member Center Communities of Pract

Catalog

All Courses >

Excel

Show: Show All Go

Course Name	Format	Price	Enroll
Excel 2003: Advanced Data Analysis in Excel 2003	Self Paced	\$0.00	Add to cart
Excel 2003: Basic Features of Excel 2003	Self Paced	\$0.00	Add to cart
Excel 2007: Charts, Pictures, Themes, and Styles	Self Paced	\$0.00	Add to cart
Excel 2007: Data Management in Excel 2007	Self Paced	\$0.00	Add to cart
Excel 2007: Formatting in Excel 2007	Self Paced	\$0.00	Add to cart
Excel 2007: Formulas and Functions	Self Paced	\$0.00	Add to cart
Excel 2007: Getting Started with Excel 2007	Self Paced	\$0.00	Add to cart
Microsoft Office: Excel 2003	Self Paced	\$0.00	Add to cart

Example on the left is the private catalog – shows \$0 and allows you to add to cart.

Example on the right is the public catalog – shows \$40 and requires you to sign in to view \$0. Notice there are a lot more courses listed.

Catalog

All Courses >

Excel

Show: Show All Go

Course Name	Format	Price	Enroll
Excel 2000: Microsoft Office 2000- Advanced Excel	Self Paced	\$40.00	Please Sign In
Excel 2000: Microsoft Office 2000- Beginning Excel	Self Paced	\$40.00	Please Sign In
Excel 2000: Microsoft Office 2000- Excel for Power Users	Self Paced	\$40.00	Please Sign In
Excel 2000: Microsoft Office 2000- Intermediate Excel	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Customization in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Data Analysis in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Data Exchange in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Data Management in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Formatting in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Advanced Validation and Collaboration in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Basic Features of Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Chart and Multimedia Features	Self Paced	\$40.00	Please Sign In
Excel 2003: Formatting Data in Excel 2003	Self Paced	\$40.00	Please Sign In
Excel 2003: Formulas and Functions	Self Paced	\$40.00	Please Sign In

Tip for Accessing Free Courses

If you get caught in the never-never land of WJ, go to

1. "My Account"

2. Click on  Idaho ...

3. Click on the ID Courses tab ...



Either contact WebJunction at support@webjunction.org or Shirley Biladeau at shirley.biladeau@libraries.idaho.gov

Step 3. Registering for a Course

1. Review Course Catalog
2. Click on Course to view description

- a. Competencies – will be listed if available
- b. Tag courses – you can add tags to courses to find them again
- c. Recommendation – you can recommend to your WJ friends
- d. Member Comments – you can add comments as to the course content
- e. Add to Cart

The screenshot shows the WebJunction Idaho website interface. At the top, there is a navigation bar with links for Home, My WebJunction, Library Management, Technology, Library Services, ID Courses, Member Center, and Communities of Practice. A search bar is located on the right. Below the navigation bar, the page displays the course details for 'Excel 2007: Getting Started with Excel 2007'. The course information includes the course ID (SS_mso_bjex_001_et_enux), price (\$0.00), format (Self Paced), provider (SkiSoft), audience (2.0), length (N/A), contact hours (N/A), and contact email (courses@webjunction.org). A red arrow points to the 'Add to cart' button. The description section explains that the course covers the new features and basic functionality of Excel 2007. Below the description, there are sections for 'Target Audience', 'Duration' (2 Hours), and 'Prerequisites'. A red arrow points to the 'Competencies' section, which is currently empty. Another red arrow points to the 'Tags' section, which includes an input field, 'Add Tags' and 'Select Tags' buttons, and a 'Save' button. A red arrow points to the 'Recommend to Friend' button. At the bottom, there is a comment section with the text 'No comments posted'.

3. Add course to Cart – Click Go to Cart

Can also access
Shopping Cart later
in My Account Box.

Activities of Practice

My Account [Edit Account »](#) [Sign Out »](#)

Welcome,
[Shirley Hansen](#)

Quick Links

- [My Courses](#)
- [My Comments](#) (0 new)
- [My Activities](#) (0 new)

Affiliations

- [WebJunction Central](#)
An online community for library staff!
- [Government Information in the 21st Century](#)
- [Idaho](#)

[Shopping Cart \(1 Items\)](#) [?](#)

WJ Content

Shopping Cart

WebJunction

Shirley's Public Profile

Shopping Cart [Return to Full Page](#)

Remove	Course	Price	Course Code
Remove	Excel 2007: Getting Started with Excel 2007	\$0.00	

[Continue Shopping](#) Subtotal: \$0.00

Course Code [Apply Course Codes](#)
*Course Codes do not apply to private courses
[Proceed to Checkout](#)

Checkout

WebJunction

Shirley's Public Profile

Shopping Cart [Return to Full Page](#)

Item	Price
Excel 2007: Getting Started with Excel 2007	\$0.00

[Complete Order](#) Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

+Bookmark

My Courses

Courses [Return to Full Page](#)

Scheduled Courses

Name	Status	Delivery Method
You have no scheduled courses		
Show All		

Self-Paced Courses

Name	Status	Expiration Date	Delivery Method			
Assertiveness from Inside to Outside	Available	12/9/09 12:00 AM	Self Paced	Add Your Comment	Recommend to Friend	Launch Course
Become an Effective Trustee	In progress	9/9/09 12:00 AM	Self Paced	Add Your Comment	Recommend to Friend	Launch Course
Directors ASKL (LibranU)	In progress	2/12/10 12:00 AM	Self Paced	Add Your Comment	Recommend to Friend	Launch Course
Show All						

Recommendations for You

These courses are recommended to you based on your history, interests, and competencies.

You currently have no course recommendations.

[Show All](#)

Courses History

These are courses you have completed that have not yet expired.

Name	Expiration Date	Completion Date
You have not completed any courses yet		
Show All		

These are courses you have completed that have expired and can no longer be taken.

Name	Expiration Date	Completion Date
You have not completed any courses yet		
Show All		

Course Certificates

Once you activate a course, you have access to it for 1 year.

For UNT LE@D – a separate Login code will be emailed to you ... at the end of the course, a Certificate of Completion will be available for printing

For Library U – immediate login ... at the end of the course, a Certificate of Completion will be available for printing

For Skillsoft – Immediate Login ... at the end of the course, a Certificate of Completion will be available for printing

Using Courses on WJ Idaho

Questions ?? Comments??

Thank You!



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Idaho Commission for Libraries

