

WebJunction Idaho is a social network site which allows librarians to connect, share information, and learn. This brief tutorial will guide you on navigating the site, locating information, registering for courses, and building community.

FIRST STEPS

View this video: <http://www.webjunction.org/help/-/articles/content/3600590>

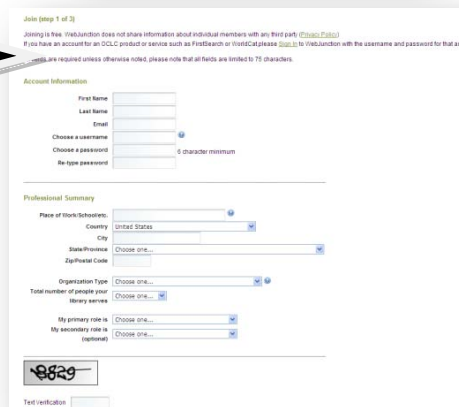
Creating an Account

Go to <http://id.webjunction.org>

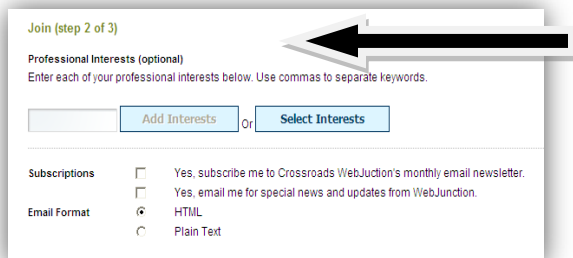
Three easy steps after you **CLICK** Create Account



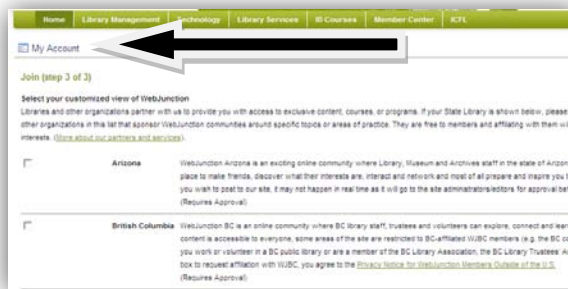
1. **Add** your information including which library you work for in Idaho – very important for affiliation
NOTE: Be sure to use a name that identifies you so people will know who you are in this professional network.



2. **Click Next** at the bottom of the page -- add interests, change subscriptions, and identify email formats.



3. **Click Next** – then click the box in front of Idaho to request affiliation with Idaho. Click join. Your request will be approved within 24-48 hours.



Find a Quick Answer

Visit [Frequently Asked Questions](#) for answers to common questions about WebJunction.

Step-by-Step Instructions

The [User Guide](#) provides instructions on how to set up your member profile, find courses, contribute content to the site, and more.

More information about creating an account and affiliating can be found in the User Guide on the Member Center tab

<http://id.webjunction.org/membercenter>

Scavenger Hunt

Using the previous information and looking at the User Guide online, find these answers under Create a New WebJunction Account:

1. Usernames must be at least how many characters? _____
2. After registering, process you are automatically affiliated with _____; however, your affiliation with Idaho will need _____. (Hint: Look at #8)
3. Once you have completed the registration process an _____ will be sent to you.

Completing Your Online Profile

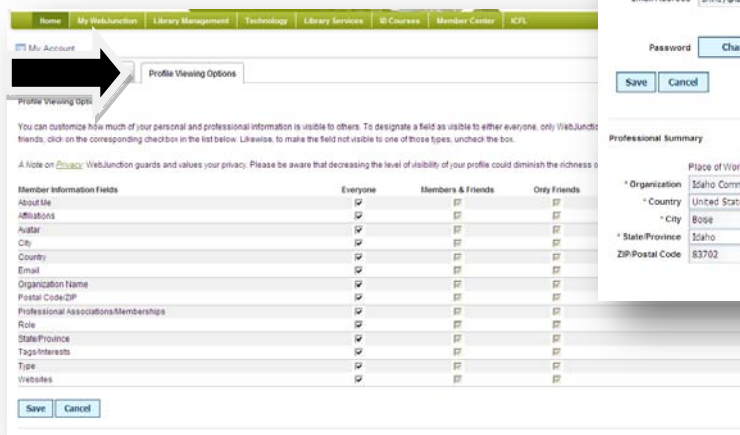
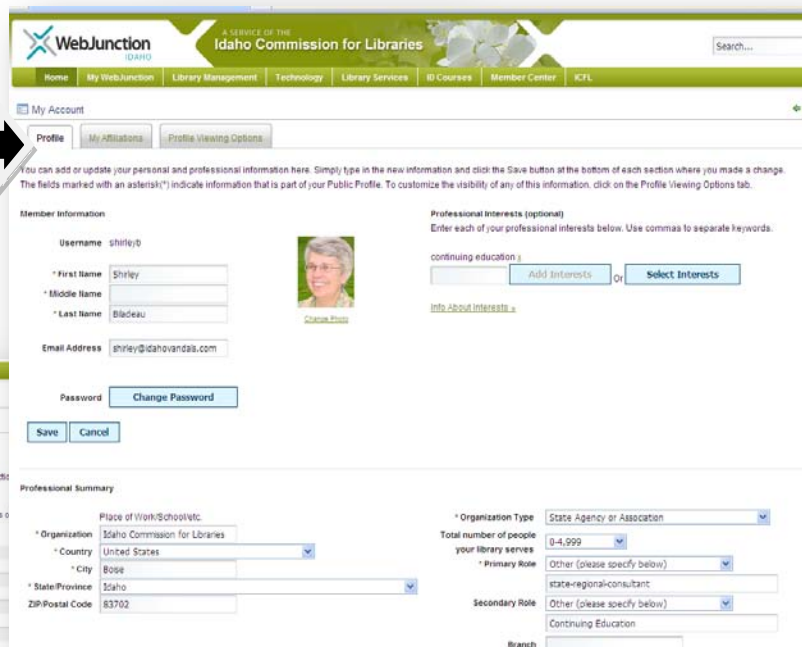
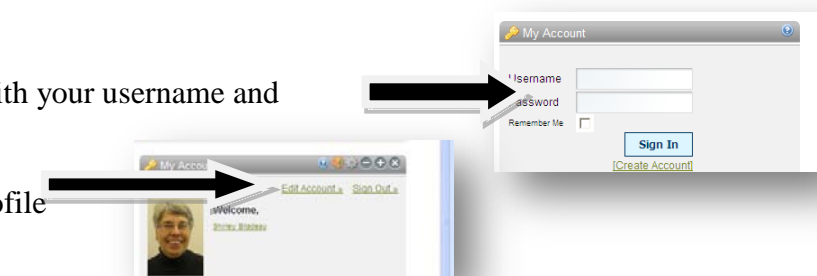
Once you have registered, then **sign** in with your username and password.

Click on Edit Account to update your profile and privacy settings.

There are three tabs at the top: **Profile, My Affiliations, Profile Viewing Options**

Profile Tab

Use this tab to change your email, password, upload your photo, and change your subscriptions.



Profile Viewing Options Tab

This page allows you to set your privacy levels for 20 different parts of your profile: **Everyone, Members & Friends, Only Friends**

Affiliations allows you to join either communities of practice or Community Partners (like WebJunction Idaho) More information about Profile Tab, Affiliations, and Profile Viewing and Privacy Options can be found in the User Guide on the Member Center tab
<http://id.webjunction.org/membercenter>

Scavenger Hunt

Using the previous information and looking at the online User Guide online, find these answers under Profile Viewing and Privacy Options:

1. When you created a member account with WebJunction, you also created a personal page on WebJunction call your _____.
2. To choose how much information you would like to make visible to others, select the _____ tab.
3. There are three categories of viewers:
 - a. Anyone who visits WebJunction _____
 - b. Individuals who have created a WebJunction Account and signed in _____
 - c. Members with whom you have chosen to share information _____

NAVIGATION TOOLS

There is a lot of information on this website and the content continues to expand daily as other members add their ideas and content. Let's take a look at the Navigation tools.

A. My WebJunction

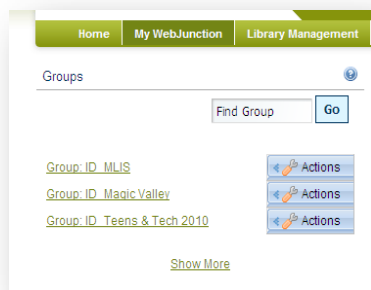
Here is a short video on My WebJunction (<http://id.webjunction.org/getting-started/articles/content/5286259>)

The screenshot shows the WebJunction Idaho website interface. At the top, there is a navigation menu with tabs: My WebJunction, Library Management, Technology, Library Services, ID Courses, Member Center, and ICL. A black arrow points to the 'My Account' tab. Below the navigation, the page is divided into several sections. On the left, there is a 'Group' section with a search bar and a list of groups. Below that is a 'Friends' section with a list of friends and their profile pictures. At the bottom left, there is a 'Discussions' section with a list of posts. On the right, there is a 'My Account' sidebar with a profile picture, a 'Welcome, Sue Walker' message, and a 'Quick Links' section. Below the sidebar, there is a 'Comments Board' section with a list of comments and a 'Post a comment' button.

Scavenger Hunt

Click on your My WebJunction tab. Looking at the content, find these answers:

1. Name three Web 2.0 tools found on this page _____, _____, and _____.
2. You can launch _____ from this page.
3. Another place to launch courses and view course history is the Quick Link (found in My Account box) called _____.

B. Groups

This Web 2.0 social network allows you to connect and share resources and discussions with colleagues around a common interest. Groups allow you to specialize within specific topic areas.

When creating a new group use the following naming convention:
Group: ID_XXXXXX

This allows all the Idaho groups to appear alphabetically in the group list. A list of all groups created can be viewed on the Member Center tab: <http://id.webjunction.org/membercenter>

More information about Groups can be found in the User Guide on the Member Center tab <http://id.webjunction.org/membercenter>

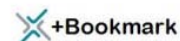
Scavenger Hunt

Looking at the User Guide online, click on Groups to find the answers to the following questions:

1. When creating a new group, you are asked if your suggested group is _____ to the site.
2. A group is associated with the _____ you are viewing when you selected Create Group.
3. Once you create a group, then you need to _____ the group and _____ others to join.

C. Bookmarks

Because there is a wealth of information found on WebJunction Idaho, members are encouraged to bookmark the content they identify as useful. This saves a great deal of time. Look for the Bookmark icon in the lower right hand corner of any page. Click on the icon and a new window will appear prompting you to either modify the title and/or save. All bookmarks can be managed under the Bookmarks category found on your MyWebJunction tab.



More information about Bookmarks can be found in the User Guide on the Member Center tab <http://id.webjunction.org/membercenter>

Scavenger Hunt

Looking at the User Guide online under Bookmarks, find the answers to the following questions:

1. Bookmarks can be found on you _____ page.
2. Click on the _____ to edit the name of your bookmark.
3. Click on the _____ to delete a bookmark.

D. Friends

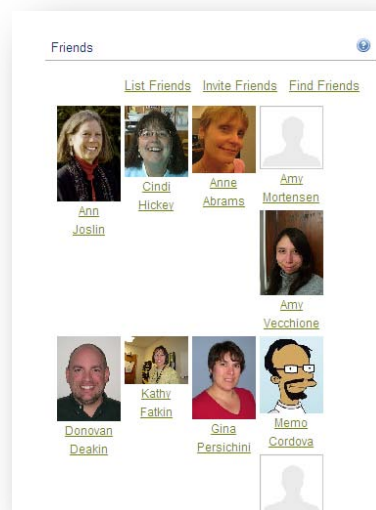
WebJunction Idaho is an excellent tool to build your professional networking community among Idaho librarians and beyond!

More information about Friends can be found in the User Guide on the Member Center tab <http://id.webjunction.org/membercenter>

Scavenger Hunt

Looking at the User Guide under Friends, find the answers to the following questions:

1. You can search for friends by _____, _____, _____, and _____.
2. For each Friend Request you can _____, _____, and _____.



E. RSS and Tags

RSS feeds keep you updated with new content posted to a specific page or discussion on the site. These can be directed to your RSS reader or your Outlook account. This is a great tool for tracking discussion threads.

A tag is a keyword or term that describes an item. Tagging help others find items through browsing or searching.

More information about RSS and Tagging can be found in the User Guide on the Member Center tab <http://id.webjunction.org/membercenter>

Scavenger Hunt

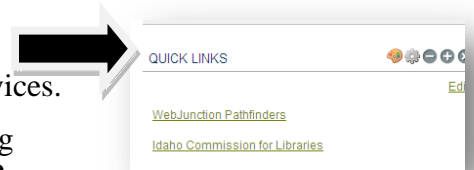
Looking at the User Guide online, find the answers to the following questions:

1. You can set up RSS feeds as a way to follow _____ (look under RSS)
2. You can add tags to the following content: _____, _____, _____, and _____ (look under tagging)

CONTENT

The core of information on WebJunction Idaho is found under the content tabs of Library Management, Technology, and Library Services.

There are a number of pathfinders which can be helpful for targeting your search. These can be found under Quick Links on the Home Page of WebJunction Idaho – just under you're my Account box.

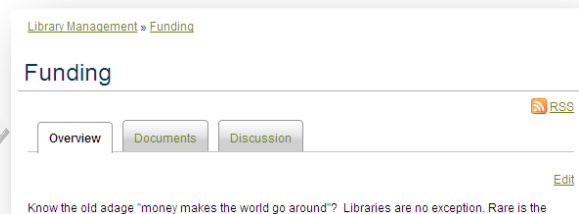


Click on the link and see what's there!



Each topic page will have three tabs:

**Overview,
Documents,
Discussion**



In addition, on the left-hand side of the page is an expandable navigation menu to aid your content search.

So let's explore the three content areas further. Open the specific tab and use the navigation menu on the left side of the page to answer the questions.

A. Library Management

The screenshot shows the WebJunction Idaho website. The top navigation bar includes links for Home, My WebJunction, Library Management (selected), Technology, Library Services, ID Courses, Member Center, and ICFL. A search bar is located in the top right. The left sidebar contains a navigation menu with categories such as Budget & Finance, Community Relations, Customer Service & Interpersonal Skills, Facilities Management, Friends & Trustees, Funding, Marketing, Organizational Management, Personnel Management, Policies & Procedures, Project Management, Research & Statistics, Rural & Small Libraries, and Training & Development. The main content area is titled 'Library Management' and features a photo of library staff. Below the photo, there is a paragraph of text: 'Managing a library of any size is an increasingly complex undertaking. Change is coming from all directions. It all requires leadership and a daunting array of skills and knowledge: how to serve the needs of diverse populations; how to cope with budget challenges; how to advocate effectively for library services; how to manage emerging technologies in terms of updating policies and training staff.' Below this text, there is a section for 'Budget & Finance' and 'Community Relations'. The right sidebar shows a 'My Account' section with a user profile for Shirey Bladon, an 'Admin Options' dropdown, 'Quick Links' for My Courses, My Comments (7 new), and My Activities (3 new), and 'Affiliations' including WebJunction Central, Idaho, Learning & Support Ctr, Rural & Small Libraries, and Spanish Language Outreach Program. A shopping cart icon with 1 item is also visible.

1. Click on Budget & Finance in the Navigation Menu on the left hand side of the page. List a course available to learn more about Budget & Finance.

2. Which Navigation Menu link leads to information on the politics of library boards?

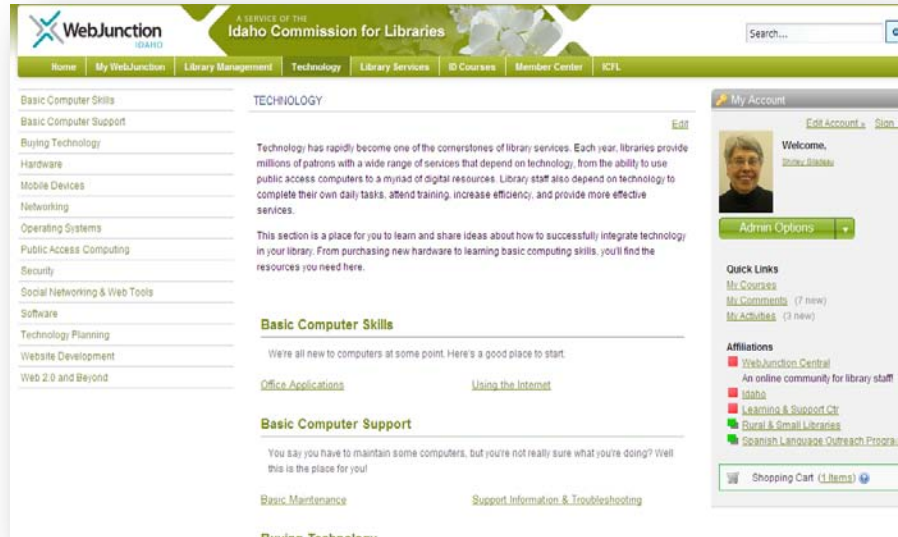
3. List one policy found under the Policies and Procedures documents tab.

4. Which Navigation Menu Link provides access to the Rural Librarian Masters Scholarship Program discussion thread?

5. List something you discovered that you will use again.

Did you bookmark it?

B. Technology



1. Click on Buying Technology in the Navigation Menu. List one document available – (under the documents tab).

2. I want to build a technology plan – which Navigation Menu link should I click?

3. How do I find TechAtlas resources?

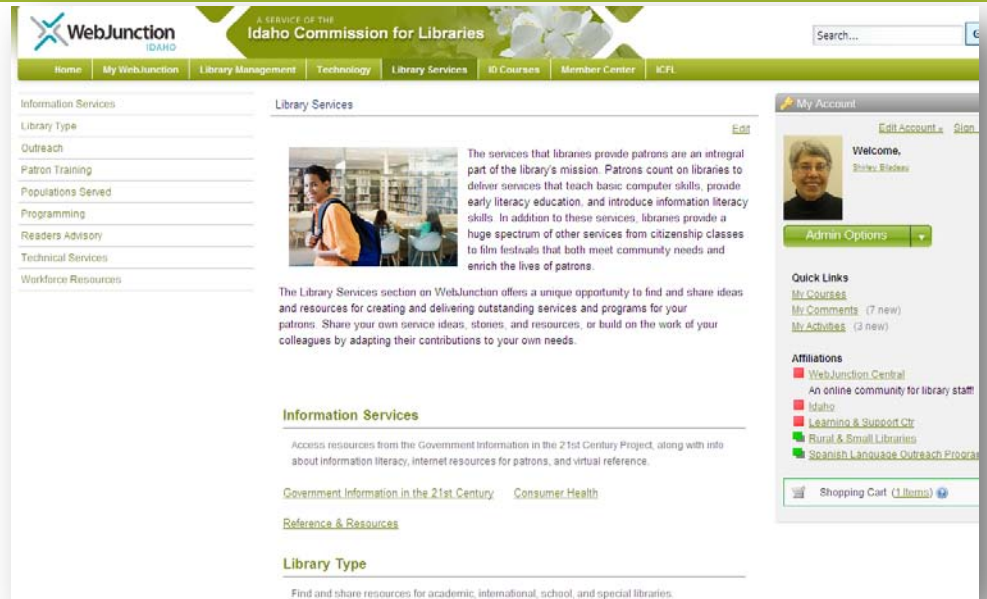
4. Name one discussion thread under Web 2.0 and Beyond.

5. List something discovered that you will use again.

Did you bookmark it?

6. Name a group you found relating to Technology.

C. Library Services



1. Which Navigation Menu link leads me to Government in the 21st Century resources?
Bookmark a resource you will use in your library.

2. Which Navigation Menu link of Populations Served will be most helpful to you? List one discussion thread you would like to follow.

3. What type of information will you find under Technical Services?

4. List one tool or discussion thread that might be helpful under Workforce Resources. (Hint: be sure to look under the documents and discussion tabs)

5. List something discovered under Library Services that you will use again.

Did you bookmark it?

D. Idaho Course Catalog

Once you sign in with your user name and password, the Idaho Course tab will take you to the private course catalog where there are over 700 free courses available to you. These are for the most part self-directed courses. We are going to take a mini tour of the content on this tab.

Scavenger Hunt

Review the content on this page and discover the answer to these questions.

1. What ICFL self-directed courses can you also access from this page? _____
2. Have you taken the ABLE and SABLE courses? _____
3. How many WebJunction courses should you sign up for at one time? _____

a. **Learning Pathfinders**

On the right hand side of the page under the “My Account” box, you will find Learning Pathfinders. Explore these and then state how you might use this tool.

b. Competencies

From the ID Courses tab, click on the Competencies tab found in the center of the page.

Courses Competencies

[How to use the Competencies](#)

- Library Management
- Personal/Interpersonal
- Technology: Core Skills
- Technology: Systems & IT

These four areas provide more information about skills that an individual needs to adequately perform the general tasks associated with these types of positions. Click on Library Management.

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

This further breaks down into individual skill sets. Click on a skill set to discover

Budget & Funding

While libraries face stagnant or reduced budgets, the demand for library services increases. The ability to prioritize assumes high importance and must be based on solid numbers and processes. Due to the wide variety of funding structures for libraries, these competencies are more general than specific. The Budget competencies are interrelated with most other competency areas.

- 1) Understands and employs basic budget and finance concepts and terminology [Details & Learning](#)
- 2) Establishes effective financial management processes and services [Details & Learning](#)
- 3) Identifies and pursues multiple funding sources for the library [Details & Learning](#)

... the key points which support this individual skill set.

Associated Skills and Knowledge

Understands and employs basic budget and finance concepts and terminology.

- Understands and utilizes established accounting practices and procedures
- Develops and evaluates the library budget in alignment with short and long range goals and objectives
- Understands and applies federal, state, and local financial laws and regulations
- Works with the library board to develop their understanding of the library finances, including the budget process

Source: WebJunction Competency Index

Related Courses	Format	Price	Enroll
Accounting Fundamentals	Self Paced	\$0.00	Add to cart
Basic Budgeting (LE@D)	Self Paced	\$0.00	Add to cart
Creating and Analyzing an Operating Budget	Self Paced	\$0.00	Add to cart
Directors ASK! (LibraryU)	Self Paced	\$0.00	Add to cart
The Basics of Budgeting	Self Paced	\$0.00	Add to cart
Understanding Budgets (LE@D)	Self Paced	\$0.00	Add to cart

Related Resources	Description
Guide to Budget & Finance Resources	Budget & Finance documents

Next click on Details & Learning ... here you can explore related courses and resources that will provide the training and knowledge needed for the specific competency.

Scavenger Hunt

1. Identify one competency you would like to learn more about to help you do your job in the library.

2. Identify the Associated Skills and Knowledge you will explore:

3. List one WebJunction Idaho class you plan to take.

Did you recommend it to yourself? (open the course description and click on recommend, insert your email)

4. List another link found on this page which will provide more information about your specific job in the library in regard to competencies.

5. Find your course recommendations under:

Reflection

1. Looking back on the whirlwind tour of WebJunction Idaho, list two areas of content that will be most useful to you.

2. Describe how you might use this information.

3. How can you use WebJunction Idaho during your library career?

4. List one resource found on WebJunction Idaho that you will share with your library colleagues.

5. What will be a good way for you to tell others who work in Idaho libraries about the resources of WebJunction Idaho?

Rank your comfort level in using the following tools on WebJunction Idaho

<i>Type of User</i> →	Beginner	Okay	Good To Go
My WebJunction			
Bookmarks			
Groups			
Discussions			
Documents			
Courses			
Competencies			
Technology			
Library Management			
Library Services			