



Creating Profile and Setting Privacy Levels for ICFL 2.0 and WebJunction Idaho via Wimba!

Participant's 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 photo downloaded to your computer (85x85 pixels, no more than 30 kb)—see page 5

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
- 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

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.

Purpose: To learn how to create a personal profile on both ICFL and WebJunction Idaho websites, as well as setting privacy levels.

Agenda

5 minutes: Introductions

20 minutes: ICFL website

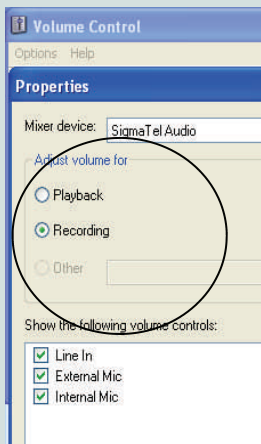
20 minutes: WebJunction Idaho

15 minutes: Questions & Answers



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



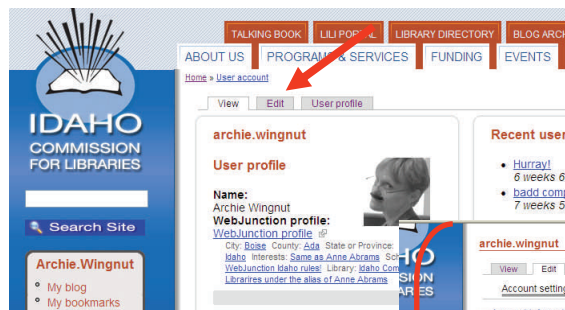
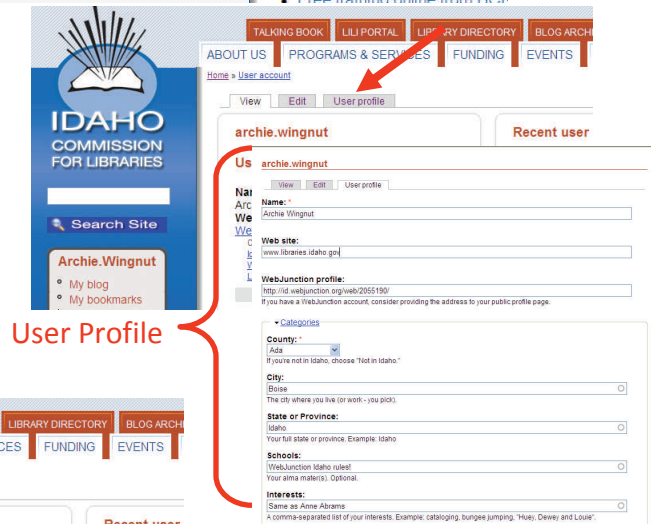
Creating Profile & Setting Privacy Levels

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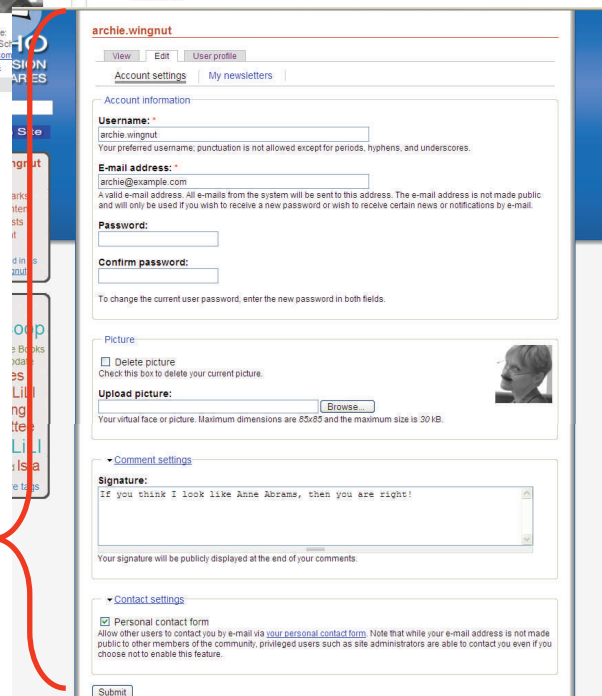
IFCL Web Site

Creating Profile

1. www.libraries.idaho.gov
2. Sign in & click on My Account
3. Select "My account"
4. Click on User Profile Tab
 - Enter requested information into the display windows.

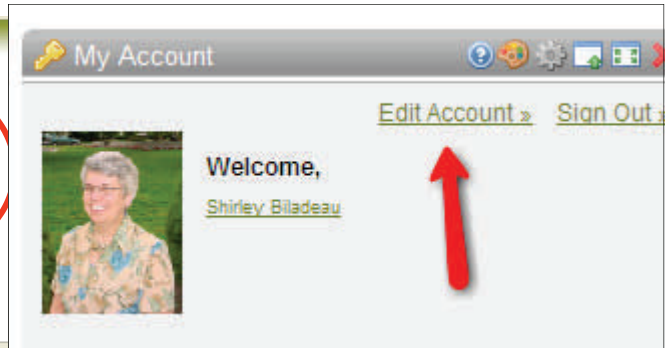
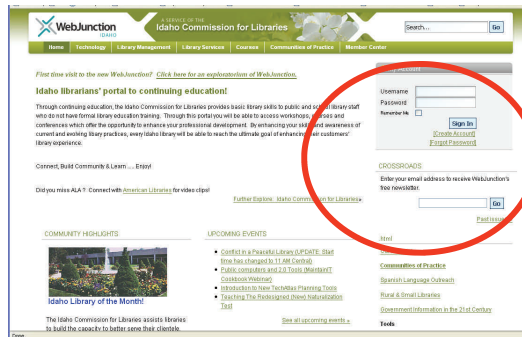


5. Click on Edit Tab to change user name, password, email address or to add picture and signature.
6. Click on Submit when finished.



WebJunction Idaho

1. Go to www.id.webjunction.org



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:

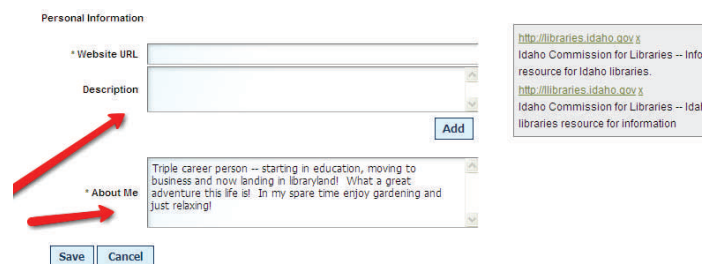
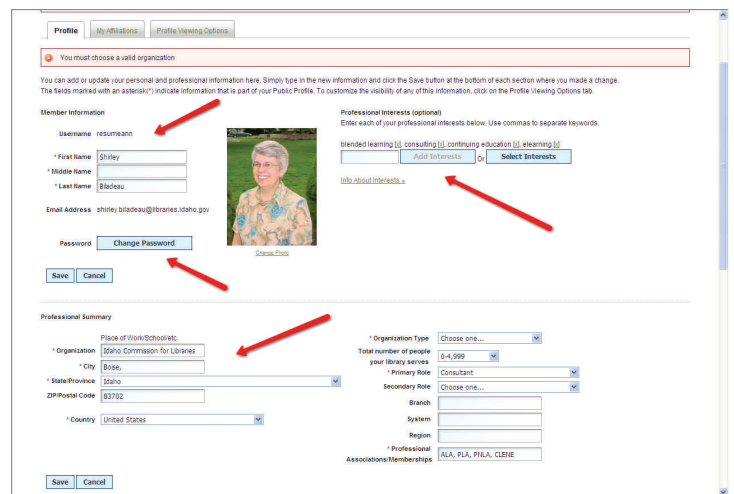
- Establish credibility
- Help you network
- Get the recognition you deserve.

2. Sign in and click on Edit Account.

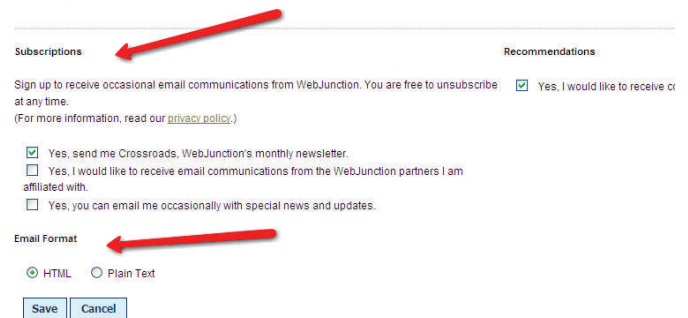
3. Add member information, change password, add photo, professional interests, and professional summary.

4. Add personal information and subscription requests.

5. Save when done.



To upload your photo please see instructions at the Member Center Tab [http://www.webjunction.org/membercenter/userguide#create_avatar]



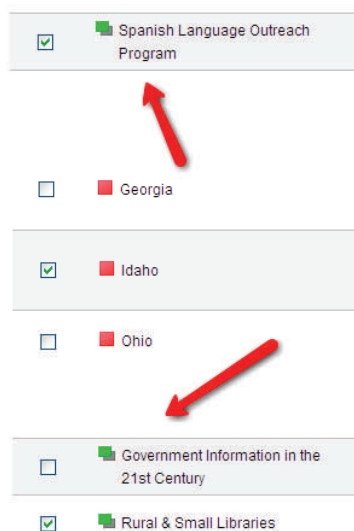
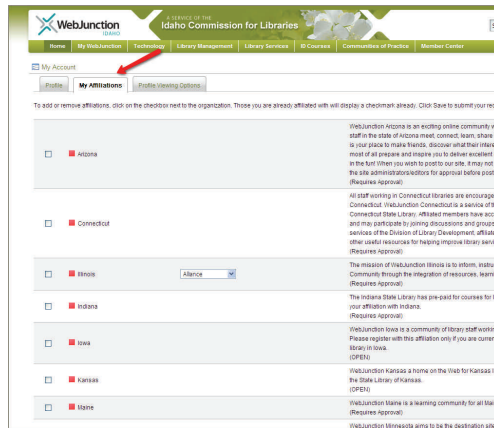
Your Profile

This is a professional website, so the richest experience is gained when information is at the most public level.

WebJunction recommends setting your user name, library name and interests at "Everyone." This will allow you to expand your network among other library professionals throughout the world.

Creating Profile & Setting Privacy Levels

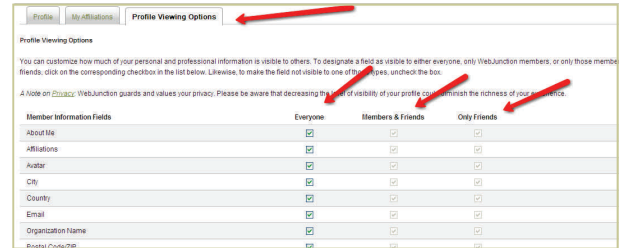
- Make sure you are affiliated with WebJunction Idaho by checking the list under affiliations. Also click on the special groups marked by a green square which are of interest to you.



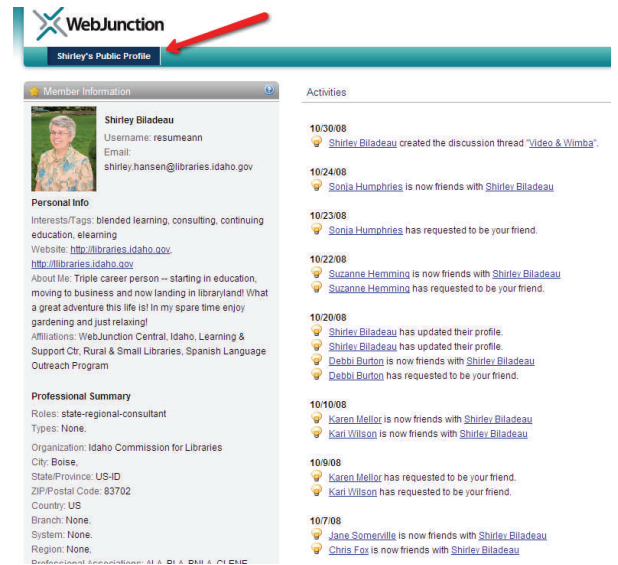
- Finally, set security settings for each of the information tags under the Profile Viewing tabs. [also see http://www.webjunction.org/membercenter/userguide#profile_viewing_options]

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- As always, click save to make changes



- Check your Public Profile.



Your Profile Settings

- Everyone: Most public level**
- Friends and Members: Medium level**
- Friends only: Highest level**

Trouble Shooting Art

The art won't stay where I put it

1. Right click on the graphic -> format picture -> layout -> none (or through)

The art loses proportion when resized

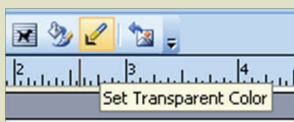
1. Hold the shift key while resizing

The text hides my graphic

1. Right click on the graphic ->order->bring to the front

The art hides my text

1. Alt V -> toolbars-> picture
2. Click on graphic
3. Choose "Set Transparent Color" and click on the graphic



Tips on formatting your photo

Prep in Word

1. Insert your photo into Word
2. Crop and resize your photo to 1 inch by 1 inch
3. Copy your photo

Paint

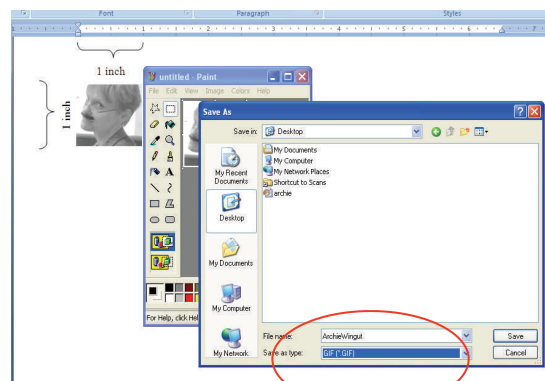
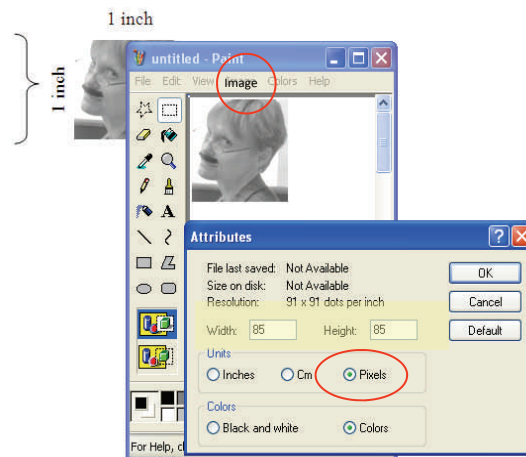
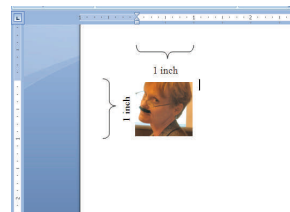
1. Open paint (Start->Programs ->Accessories->Paint)
2. Paste your photo into Paint
3. On the Paint Menu, select Image->Attributes
4. Set with to 85 x 85, click "Pixels" and then OK

Save

1. Save your file (File -> Save As)
2. Save to your computer

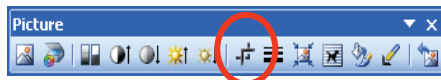
IMPORTANT:

Save As a Gif or Jpeg file



How to crop

Select the picture. When you select a picture, the **Picture** toolbar appears.



On the **Picture** toolbar, click **Crop**. Position the cropping handle over an edge or corner.



← Cropping handle

Do one of the following:

1. To crop one side, drag the center handle on that side.
2. To crop evenly on two sides at once, hold down CTRL as you drag a center handle.
3. To crop all four sides simultaneously and maintain the proportions of your picture, hold down CTRL+SHIFT while you drag a corner handle.

Note When you release the mouse button, the picture is cropped.