

How to Take Webjunction Illinois Classes paid for by the Illinois State Library

The Illinois State Library is paying a subscription to Webjunction to provide you with courses for your professional development..The trick is, you **MUST** be a registered user and log into Webjunction Illinois in order to take advantage of these classes.

Here is what you do:

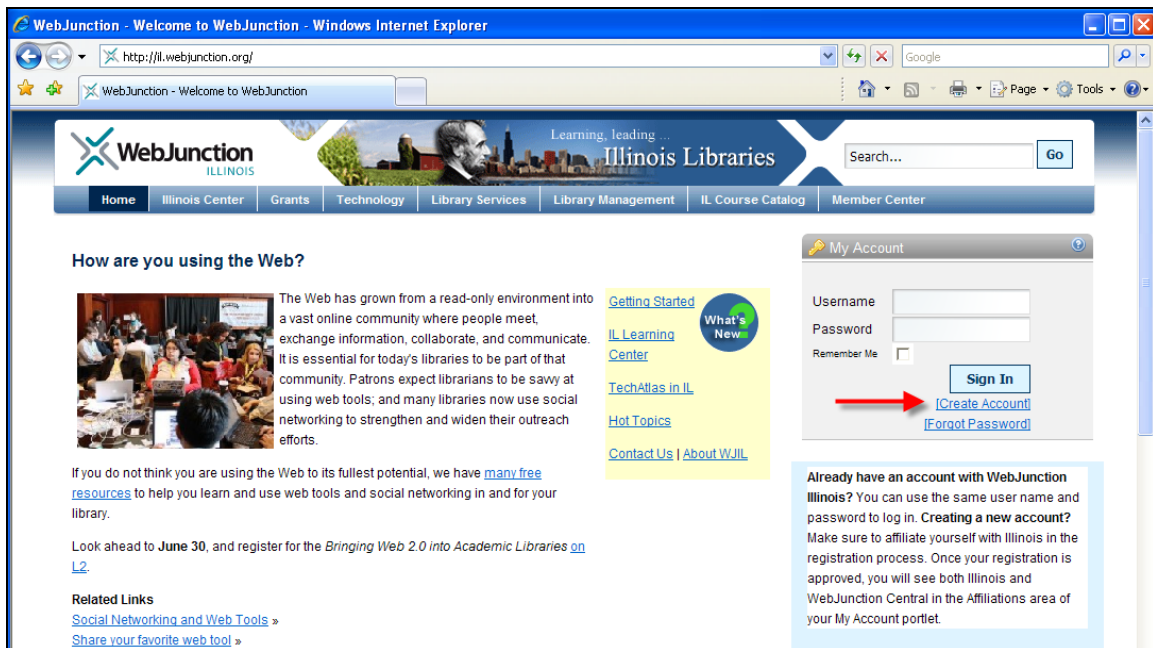
1. Log into Webjunction Illinois using the following URL: <http://il.webjunction.org> This is WebJunction Illinois. (There is also a Central Webjunction www.webjunction.org but WebJunction Illinois is where you need to be)

The banner at the top of the screen should look like this:





TO REGISTER

2. In the “My Account” box, click “Create Account.”



3. Fill out the fields. Enter the characters displayed in the captcha box to verify the form submission. This is a security feature to check that a human is actually filling in the webform. Don't forget to click on the "terms of use" agreement at the bottom of the screen (scroll down). Click Next.

Learning, leading ...

[Home](#) | [Illinois Center](#) | [Grants](#) | [Technology](#) | [Library Services](#) | [Library Management](#) | [IL Course Catalog](#) | [Member Center](#)

[My Account](#) [Return to Full Page](#)

Join (step 1 of 3)


Joining is free. WebJunction does not share information about individual members with any third party ([Privacy Policy](#))
If you have an account for an OCLC product or service such as FirstSearch or WorldCat, please [Sign In](#) to WebJunction with the username and password for that account.
All fields are required unless otherwise noted, please note that all fields are limited to 75 characters.

Account Information

First Name	<input type="text" value="Ima"/>
Last Name	<input type="text" value="Test"/>
Email	<input type="text" value="ImaTest@library.org"/>
Choose a username	<input type="text" value="imatest"/>
Choose a password	<input type="password" value="••••••"/> 6 character minimum
Re-type password	<input type="password" value="••••••"/>

Professional Summary

Place of Work/School/etc.	<input type="text" value="Riverside Public Library"/>
Country	<input type="text" value="United States"/>
City	<input type="text" value="Riverside"/>
State/Province	<input type="text" value="Illinois"/>
Zip/Postal Code	<input type="text" value="60546"/>
Organization Type	<input type="text" value="Public Library"/>
Total number of people your library serves	<input type="text" value="5,000-24,999"/>
Organization Type	<input type="text" value="Public Library"/>
Total number of people your library serves	<input type="text" value="5,000-24,999"/>
My primary role is	<input type="text" value="Children's and/or Youth Services Librarian"/>
My secondary role is (optional)	<input type="text" value="Choose one..."/>



Type in the captcha characters shown in the graphic display.

Text Verification

I have read and accept the [Terms of Use](#)

4. Add any special interests you may have (optional). Also, indicate if you would like to subscribe to WebJunction’s monthly email newsletter.

WebJunction ILLINOIS Learning, leading ... Illinois Libraries Search... Go

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Join (step 2 of 3)

Professional Interests (optional)
Enter each of your professional interests below. Use commas to separate keywords.

programming, school Or

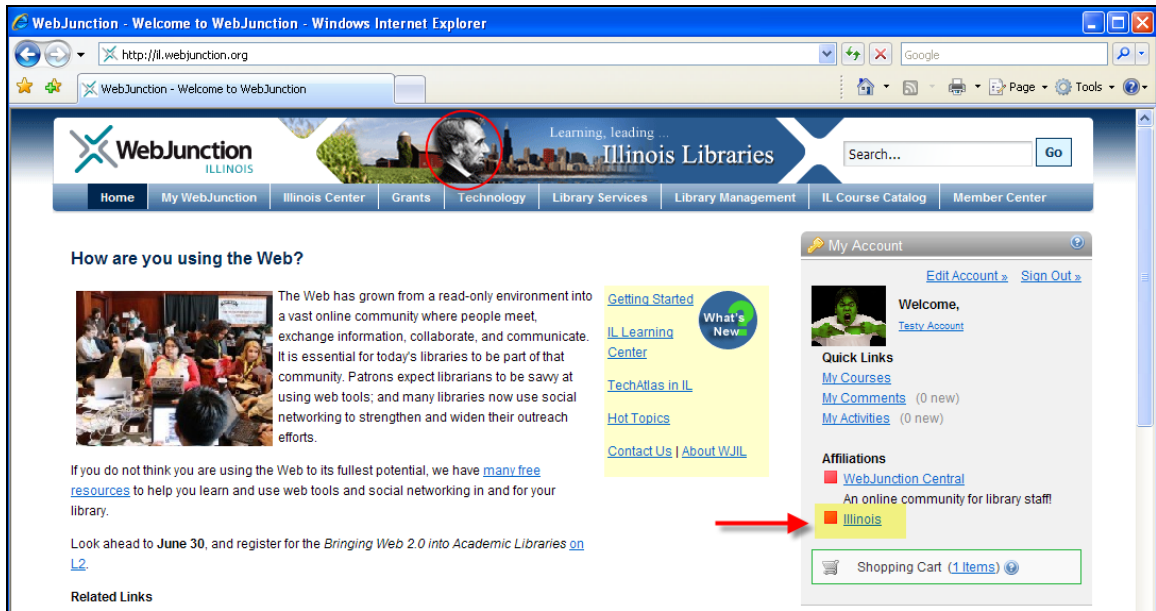
Subscriptions Yes, subscribe me to Crossroads WebJunction's monthly email newsletter.
 Yes, email me for special news and updates from WebJunction.

Email Format HTML
 Plain Text

5. **Very Important:** Scroll down the list of affiliations until you see Illinois. Be sure to check the “Illinois” box on this screen. If you don’t, you will not be able to access the free classes. Also, select your regional library system from the drop-down display of library systems. Next, click “Join Now.” This completes the registration process.

<input type="checkbox"/>	Idaho	WebJunction Idaho provides the Idaho library community access to online learning opportunities and resources. (Requires Approval)
<input checked="" type="checkbox"/>	Alliance	The mission of WebJunction Illinois is to inform, instruct and inspire the Illinois Library Community through the integration of resources, learning and community networking. (Requires Approval)
<input type="checkbox"/>	Chicago Public	
<input type="checkbox"/>	DuPage	
<input type="checkbox"/>	Lewis & Clark	
<input type="checkbox"/>	Lincoln Trail	
<input type="checkbox"/>	Metropolitan	
<input type="checkbox"/>	North Suburban	
<input type="checkbox"/>	Prairie Area	
<input type="checkbox"/>	Rolling Prairie	
<input type="checkbox"/>	Shawnee	
<input type="checkbox"/>	Indiana	The Indiana State Library has pre-paid for courses for Indiana library staff. Please include your affiliation with Indiana. (Requires Approval)
<input type="checkbox"/>	Iowa	WebJunction Iowa is a community of library staff working in all types of libraries in Iowa. Please register with this affiliation only if you are currently working or volunteering in a library in Iowa. (OPEN)

6. When you log into your account, Illinois should show up under affiliations. Be sure to always use the <http://il.webjunction.org> URL **NOT** <http://www.webjunction.org>. Always look for the "Abe" in the banner to be sure you are logged into the correct site.



- When you have completed your registration... remember to write down your username and password. You will need this for subsequent logging in.
- Also if you are using the same computer (not a shared PC) everyday at work then be sure to check the “remember me” button.

TO SIGN UP FOR A COURSE

When you are ready to select the course/s you wish to take follow the steps below

1. Log in to WebJunction Illinois. **IMPORTANT: Check the “Remember Me” box** on the login screen before selecting any courses. You may experience problems during the course check-out process if this is not set. If you do encounter problems during course check-out, return to the login screen, check the “Remember Me” box and then look for items in your shopping cart (link below the Illinois affiliation in the My Account area).
2. To select courses, begin by clicking the “IL Course Catalog” tab at the top of the screen.

WebJunction ILLINOIS Learning, leading ... **Illinois Libraries**

Home | My WebJunction | Illinois Center | Grants | Technology | Library Services | Library Management | **IL Course Catalog** | Member Center

It's Free, Right?

We all know there's no such thing as a free lunch, but thanks to the generosity of the Illinois State Library, there is free continuing education for Illinois library staff who are registered users of WebJunction Illinois. Below, you'll find a wealth of courses. You'll also notice that the majority are priced at \$0 because the Illinois State Library has pre-paid all course fees for registered users. Review [course enrollment guidelines](#).

School librarians can earn CPDU credits for the completion of WebJunction Courses. If you are having trouble figuring out when to complete your e-learning? You may want to use the [E-Learning Approval Form](#) to formalize your e-learning experience.

Visit the [WJIL Course Catalog Help](#) page for help on enrollment, launching courses and tips on taking the WJIL courses or [watch the tutorial](#).

Check Remember Me Box

We encourage you to continue to take advantage of the free online courses made available to you through the WebJunction Illinois Course Catalog. In order to make your experience with the Course Catalog as smooth as possible, please check the "Remember Me" box before you add courses to your cart and checkout. This will ensure that you can complete the checkout process successfully.

My Account

Welcome, [Testy Account](#)

Quick Links

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

Affiliations

- [WebJunction Central](#)
An online community for library staff
- [Illinois](#)

Shopping Cart (1 items)

Shopping Cart

[Directors ASK! \(LibraryU\)](#)
\$0.00

Subtotal: \$0.00

[Go to cart](#)

3. Courses are arranged by topic, then subtopic. Click on the subtopic you are interested in taking. Be sure to read the [Course Enrollment Guidelines](#) for taking WJ classes. Also note that School Library staff can receive [CPDUs](#) for completion of courses in the WJIL Course Catalog.

Featured Course Providers

LE@d - University of North Texas (42)

LibraryU - Illinois State Library (15)

Applications [All Courses >](#)

Adobe Acrobat
Crystal Reports
Databases
Desktop Publishing
Excel (21)
Flash (3)
Graphics (1)
Microsoft Office
Outlook (21)
PowerPoint
Project (14)
Visio (4)
Word (25)

Customer Service

Communication
Customer Service
Ethics & Values
Interpersonal (41)
Learning (personal) (15)

Library Management

Advocacy & Outreach (1)

LibraryU - Illinois State Library

Show:

Course Name	Format	Price	Enroll
Accompanying the Young Reader: Helping the Reader Choose	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Appropriate Books (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Basic Web-based Reference (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Dealing with Angry Patrons (LibraryU)	Self Paced	\$0.00	<input type="button" value="Launch Course"/>
Developing Motivating Messages (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Directors ASK! (LibraryU)	Self Paced	\$0.00	<input type="button" value="Go to cart"/>
Introduction to Cataloging for Non-Catalogers (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Keep It Simple: Developing a Marketing Plan for Your Library (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>

4. For this example I have scrolled to “Library Services” and selected “Children.” As you can see, there are seven courses available under this topic. For more information about a course, simply click on its title. I will choose “Accompanying the Young Reader: Helping the Reader Choose Appropriate Books.” **Note: Be sure that the “Price” is \$0.00 for all classes.** If there is a cost listed this means you are not logged into the WebJunction Illinois site (see above).

[All Courses >](#)
Children

Show: Show All

Course Name	Format	Price	Enroll
Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Creating Collaborative Lessons for the Elementary School (LE@D)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Creating Compelling Programming in Your School Library (LE@D)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Multicultural Literature for Children and Young Adults (LE@D)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Planning Story Times for Children (LibraryU)	Self Paced	\$0.00	<input type="button" value="Launch Course"/>
Reaching Reluctant Readers (LE@D)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>
Trends in Children's Literature (LE@D)	Self Paced	\$0.00	<input type="button" value="Add to cart"/>

Related Links

- [Pathfinder to Learning on WebJunction Illinois](#)
- [How to Purchase and Enroll in a Course](#)
- [Course Help/FAQ](#)
- [Enrolling in and Launching WJIL Courses](#)
- [Wimba Archive](#)

+Bookmark

5. As you can see, this page includes course details such as the description, the number of contact hours, and the course provider.

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[Children >](#)

Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)

Course ID: IL_LU_YSR001
Price: \$0.00

[Add to cart](#)

Format:	Self Paced
Course Provider:	LibraryU
Audience:	
Course Length:	1.0
CE Units:	N/A
Contact Hours:	1.0
Contact:	courses@webjunction.org

Description:

This course is designed for teachers, librarians, and parents who are helping beginning readers choose books to read. As professionals we can fine tune this process before it begins, eliminate much of the frustration, and offer the learner appropriate choices that will get them into actually *READING* books while they still want to, and not after they're too tired to even care anymore!

It is based on the *Reading Recovery Teacher* training in which teachers learn how an appropriate book choice for each daily lesson encourages successful reading. Reading Recovery is a program for early intervention for 1st graders who are at-risk in the area of literacy.

This course will help you:

1. Identify the interests and curiosities of a young reader by topics, authors and favorites
2. Assess the reader's reading level for appropriate choices
3. Choose books by looking at format, structure and language
4. Introduce a book to a reader to help ensure reading success
5. Become aware of different types of reading for varying difficulties and fluencies

6. To select the course, first click “Add to Cart.”

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[Children >](#)

Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)

Course ID: IL_LU_YSR001
Price: \$0.00

[Add to cart](#)

Format:	Self Paced
Course Provider:	LibraryU
Audience:	
Course Length:	1.0
CE Units:	N/A
Contact Hours:	1.0
Contact:	courses@webjunction.org

Description:

This course is designed for teachers, librarians, and parents who are helping beginning readers choose books to

7. Next, click “Go to Cart.”

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Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)

Format: Self Paced
 Course Provider: LibraryU
 Audience:
 Course Length: 1.0
 CE Units: N/A
 Contact Hours: 1.0
 Contact: courses@webjunction.org

Course ID: IL_LU_YSR001
 Price: \$0.00

Go to cart Description:

8. If you decide to take the class click “Proceed to Checkout” and finish the transaction. You can also add more classes to your cart before checking out (be careful to only take as many classes you can finish in a reasonable timeframe).

WebJunction

Testy Tortorella's Public Profile

Shopping Cart [Return to Full Page](#)

Remove	Course	Price	Course Code
	Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)	\$0.00	

Continue Shopping

Subtotal: \$0.00

Course Code **Apply Course Codes**

Proceed to Checkout

Then:

WebJunction

Home | **My WebJunction** | Library Management | Technology | Library Services | Courses | Our Services | Member Center

Shopping Cart [Return to Full Page](#)

Item	Price
Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibraryU)	\$0.00
Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00

Complete Order

9. You will get a confirmation screen similar to the one below.

WebJunction Learning, leading ... Illinois Libraries

Home My WebJunction Library Management Technology Library Services Courses Our Services Member Center

Shopping Cart [Return to Full Page](#)

Thank you for your order -- **Confirmation # WJE-64810855**

You will be receiving an email shortly with your order summary.

[My Courses](#)

This is where you can see what courses you have registered for and where you can participate in the courses.

Item	Price
Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibranU)	\$0.00
Subtotal: \$0.00	
Tax: \$0.00	
Total: \$0.00	

10. The next time you log into Webjunction Illinois you can find your course under the “My Courses” or under the “My Webjunction” tab

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How are you using the Web?

The Web has grown from a read-only environment into a vast online community where people meet, exchange information, collaborate, and communicate. It is essential for today's libraries to be part of that community. Patrons expect librarians to be savvy at using web tools; and many libraries now use social networking to strengthen and widen their outreach efforts.

If you do not think you are using the Web to its fullest potential, we have [many free resources](#) to help you learn and use web tools and social networking in and for your library.

[Getting Started](#) [What's New](#)

[IL Learning Center](#)

[TechAtlas in IL](#)

[Hot Topics](#)

[Contact Us](#) | [About WJIL](#)

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

Welcome, [Testy Account](#)

Quick Links

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

Affiliations

- [WebJunction Central](#)
An online community for library staff
- [Illinois](#)

11. Click “Launch Course” to get started. The course may take time to load... be patient. It will load. You may have to take a quiz at the start so that the program gauges your skill level and gets you started at the appropriate level.

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Scheduled Courses

Name	Status	Delivery Method
You have no scheduled courses		
Show All		

Self-Paced Courses

Name	Status	Expiration Date	Delivery Method
Accompanying the Young Reader: Helping the Reader Choose Appropriate Books (LibranU)	Available	6/8/10 12:00 AM	Self Paced

[Add Your Comment](#)
[Recommend to Friend](#)
[Launch Course](#)

12. Please be sure not to register for too many classes at one. You are given a year to complete a class, but it is very easy to get sidetracked, especially these days when everyone is so busy. Although there is no cost to the user, there is a cost to the State Library, and we want as many people as possible to be able to take advantage of this great resource.

You can always stop and start as time permits. If you wish to get a certificate be sure to complete the course and take the quiz at the end and print the Certificate.

If you forget these instructions go to <http://il.webjunction.org> and see the short videos on the following:

- [Welcome to Your New WebJunction](#)
- [Edit Your Existing Account](#)
- [New Features - Courses](#)
- [New Features - Friends](#)