

Western Australia Public Libraries - Learning 2.0 Basics

<http://swanlibraries.blogspot.com/>

Library Representative Instruction Sheet

Participant blog list

An integral part of the course is that participants are able to engage with each other using their Web 2.0 blogs (which they will create in Week 2 of the course).

Therefore, in order to provide participants with easy access to the blogs of other participants a list should be compiled and made accessible online. The easiest way to do this is by creating a blog specifically for your library and its participants. Notify us once you have created your library's blog so that we can place a link to it from the *Learning 2.0 Basics* blog. That way course participants can easily locate the blogs of fellow participants from their library, as well as view the blogs of participants from other libraries as well.

In order to set up your library's blog you will need an existing Gmail email account, or create one as part of the blog creation process. To create a blog simply watch the following online tutorial: <http://www.youtube.com/watch?v=bU4gXHkejMo>

Once you have created a blog for your library you can then list links to your participant's blogs. This is achieved by creating a *post*, either by using the *START POSTING* link immediately after you have created your blog, or by using the *NEW POST* button located on the *Dashboard* page.



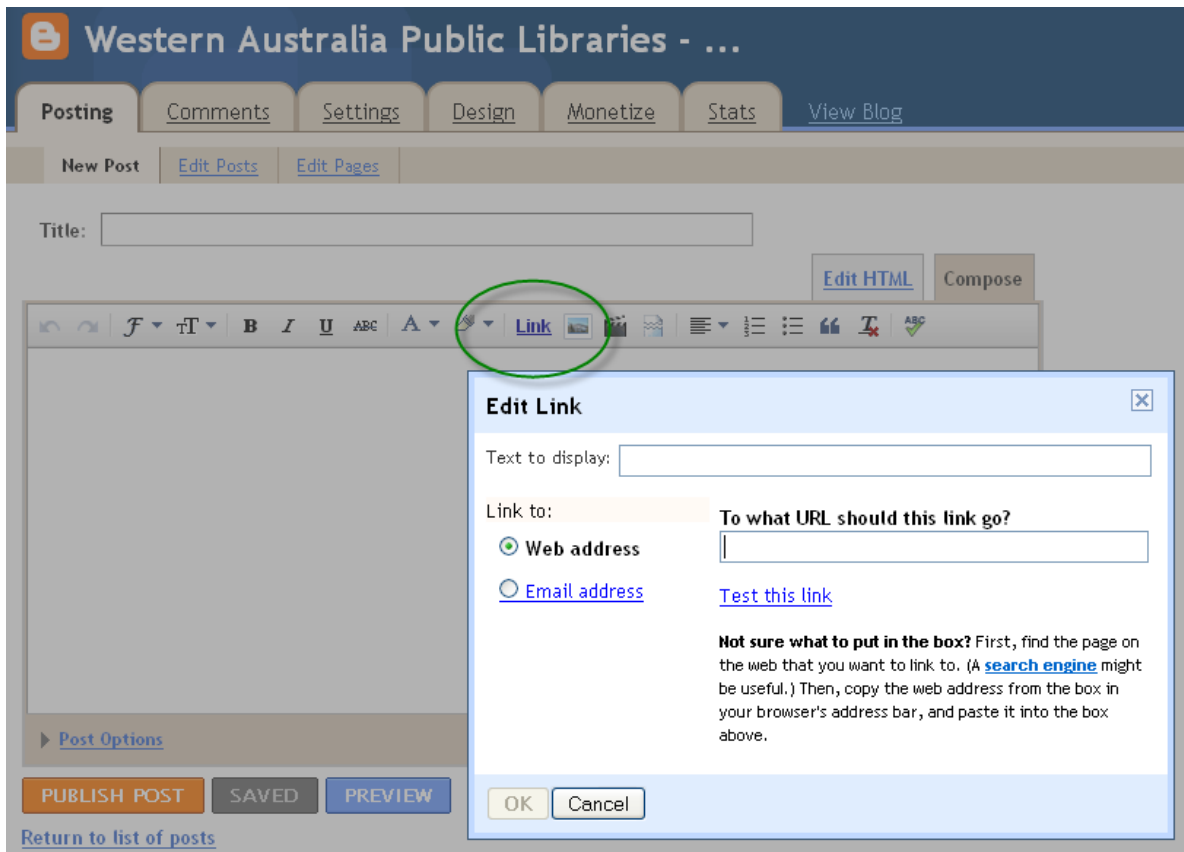
Once the *New Post* screen appears you should then give the post a name (e.g. Web 2.0 participant blogs).



Next, ensure you are using the *Compose* mode when editing the actual contents of the post in the editor box.



In order to add a hyperlink to a participant's blog click on *Link*. This will open a small window where you can enter the title of the participant's blog in the *Text to display* field, as well as their blog's URL in the *Web address* field.



Text to display:

For example:

Link to: **Web address** [Email address](#)

To what URL should this link go?

Once you have hit the *OK* button the link should then appear in the editor box.



Once you are ready to publish the post (i.e. make it accessible online) click on the *PUBLISH POST* button.



If you want to add more participant blogs to the list at any time simply edit the original post using the *Edit Post* link on the *Dashboard* page.



Once you have created your library's blog you will need to send the URL to cityofswanlibraries@gmail.com so that we can include a link to it on the *Learning 2.0 Basics* blog.

Participant blog commenting

Part of the *Learning 2.0 Basics* course requirement is that participants need to comment on the blogs posts of 5 other participants per week. As library representatives, the task of counting/monitoring these comments is made easier if you follow the RSS feeds of participant blog posts. That way you only need to go through your RSS feed once a week to update your participant progress spreadsheet.

Wiki

Representatives from each library will also be given “moderator” access to the *Learning 2.0 Basics* course wiki so that they can monitor their participant’s contributions to it. Once your library representative has created a wiki account you will need to notify us of the wiki username so that we can grant moderator status. Use this moderator access to approve your participants as wiki “writers”, and note down on your spreadsheet who has completed this section.

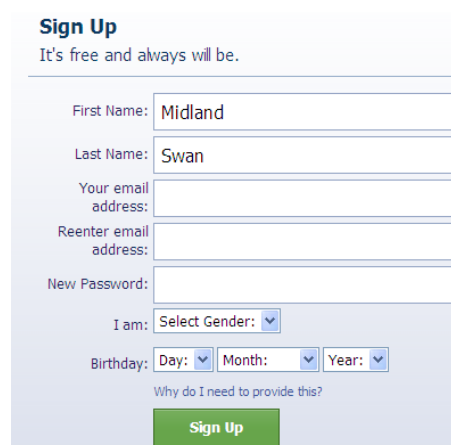
Facebook

It is also necessary to create a Facebook account for your participants to engage with. In order to best facilitate this, the Facebook account you set up for your library should be created as a *personal account* as opposed to a *business account*. The main difference being that Personal accounts allow for interaction with Facebook friends whilst Business accounts do not.

Instructions for setting up a Facebook account are here:

<http://www.howcast.com/videos/292041-How-To-Set-Up-a-Profile-on-Facebook>

It is important to note that when setting up a personal account you will need to enter gender and birth date information. As you are setting up a fictitious account you can opt to enter whatever you wish. Note that Facebook discourages “fake” accounts so you may have to experiment with a name for your Facebook account if it is rejected. For example, we used Midland Swan whereas Midland Library would not be accepted. This also applies to participants who wish to create a fictitious account for use in the course rather than use their own personal Facebook account.



The image shows a screenshot of the Facebook 'Sign Up' form. The title is 'Sign Up' with the tagline 'It's free and always will be.' Below this, there are several input fields: 'First Name' (containing 'Midland'), 'Last Name' (containing 'Swan'), 'Your email address', 'Reenter email address', and 'New Password'. There is also a dropdown menu for 'I am:' with 'Select Gender' selected, and a 'Birthday' section with dropdowns for 'Day', 'Month', and 'Year'. A link 'Why do I need to provide this?' is visible below the birthday fields. At the bottom right, there is a green 'Sign Up' button.

You can view our original Web 2.0 Midland Swan Facebook page here:

<http://www.facebook.com/profile.php?id=100001749251998>

When setting up your library's Facebook account, it is probably a good idea to use the same Gmail email account that you used to create your library's blog. You should also include a link to your library's Facebook page on your blog so that your participants can access it easily.

Twitter

With regards to Twitter, course participants can "follow" the *Learning 2.0 Basics* course Twitter account (<http://twitter.com/SwanLibraries>) once they have setup their own account. As stated in the course material, participants should use the **#WAWeb20** *hashtag* in any of their tweets so that they can easily track any other tweets associated with the *Learning 2.0 Basics* course.

Following on Twitter: <http://support.twitter.com/entries/14019-what-is-following>

Hashtags on Twitter: <http://support.twitter.com/entries/49309-what-are-hashtags-symbols>

Course feedback

We highly recommend that you measure the level of participant knowledge before and after completion of the course. Depending on the number of participants in your institution you may wish to do this via printed surveys, or if you have a large number of participants an online survey tool may be more appropriate. For the implementation of an online survey we recommend using Survey Monkey (www.surveymonkey.com), which allows you to create a survey for free using a basic account.