

Webucator

Free Online Technology Training Courses

What is Webucator?

Webucator is a training company based in Fayetteville, NY. This training provider has partnered with Utica Public Library to provide free online technology training courses to library card holders.

Course topics include:

- Ajax
- Business Management
- CSS
- Customer Service
- Design
- Dreamweaver
- Flash
- HR
- HTML
- JavaScript
- JQuery
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Word
- Mobile Web Development
- Oracle
- Photoshop
- PHP
- SharePoint
- Social Media
- SQL
- Tomcat
- Windows
- Writing
- XML, XSL, and XPath

What do I need to sign up?

- A library-provided voucher code
- Intermediate computer skills are necessary to sign up and navigate through the courses
- An email address
- Technical requirements:
 - Internet access and a web browser (Google Chrome is recommended)
 - To view presentation videos a high speed broadband connection is needed.
 - Since many courses have exercises to download, you will need the program on your computer that you are taking a course on. If you are training for Microsoft Access 2013, you should have Access 2013 on your computer to apply your new skills.
 - Many courses require a text or HTML editor: Microsoft Word, Notepad, HTML Kit, etc.

Course Content Includes:

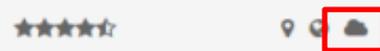
1. **Presentations:** Watch interactive video presentations from an expert instructor who walks you through the content of the course.
2. **Readings:** Course content is introduced with concise, easy readings.
3. **Exercises:** Exercises enforce the learnings from the presentations and enable you to test your knowledge.
4. **Quizzes:** Quizzes are scattered throughout the course to reinforce important concepts and lessons.

How do I sign up for a course?

1. Go to www.webucator.com and search for your topic of interest.
2. The library's voucher code will only pay for the self-paced online courses. Any course with a cloud icon in the bottom-right-corner can be taken for free.
3. Click on a class with the cloud icon in the bottom-right -corner.
4. Click on "Register Now" under Self-paced 24/7 Training. Not all classes have Self-paced online training available.
5. Fill out the student information form
 - a. You do need an email address that you have access to in order to take these classes. An email will be sent to you to set up an account.
 - b. Choose yourself as the billing person.
 - c. Don't be intimidated that there is a cost. Your voucher code will cover the whole cost of any of the self-paced online courses.
 - d. **For *Payment Method* choose Webucator Vouchers. You will never have to enter a credit card number for the self-paced courses.**
 - e. Enter your 9440448 for *Voucher Number*
 - f. After agreeing to terms of their cancellation policy, click *Register*.
6. This is where it gets tricky for first-time users. Go to your email account and open the email sent by Webucator. It may take a few minutes to receive the email.
 - a. The first time you use Webucator you will need to **set a password**. Within the email is a link to set your password. The link will take you back to Webucator.com to enter your email address.

SQL Classes

11 Courses



Customized Onsite Training

3 Days

- ✓ Customized Content
- ✓ For Groups of 5+
- ✓ Online or On-location
- ✓ Expert Instructors

Request Onsite Class
or call 1-877-932-8228

Live Online Training

\$1,275.00
or 3 vouchers

- ✓ Live Online Training
- ✓ Expert Instructors
- ✓ Guaranteed to Run
- ✓ 100% Free Re-take Option

UPCOMING CLASSES

- Jun 20-22 10AM-5PM ET
- Jul 18-20 10AM-5PM ET
- Aug 15-17 10AM-5PM ET

See More Classes

Register Now

Self-paced 24/7 Training

\$149.85
or 3 vouchers

- ✓ Video Presentations
- ✓ Readings
- ✓ Exercises and Quizzes
- ✓ 1 Year Subscription

Register Now
or sign up for a free trial

Student

First Name

Last Name

Company

Email

Telephone

Street Address

Suite or Unit #

City

Country

State or Province

Postal Code

Primary OS

Receive monthly schedule, offers and newsletter.

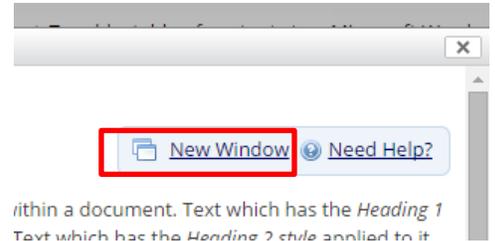
Enter your email address. You will receive another email to reset your password (not a very streamline approach, is it?). The link will take you to a Reset your Password page. Enter your desired password and click *Reset Password*.

b. Click on *Log In* at the top of the webpage.

7. Enter your email and password and click *Log In*.
8. Click on My Courses and then "Self-Paced Courses". A list of the courses you have signed up for in the past year will appear. To access course material, click on *Launch Course*.

Navigating within a course:

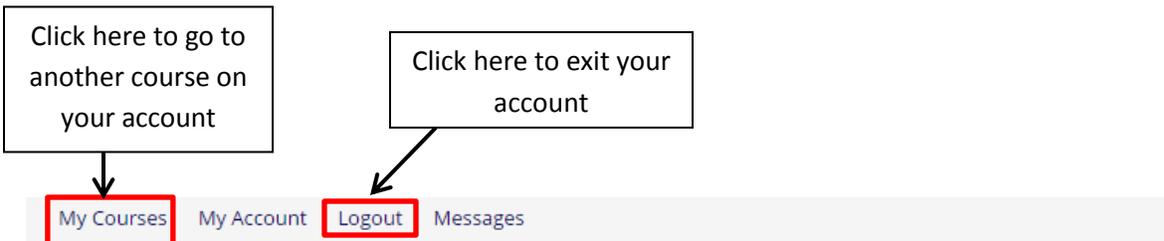
- Once you click on *Launch Course* you will see a course description, course setup with a link to download class files, and a list of lessons.
- Click on *Lesson 1: Introduction* to get started.
- Each lesson will have *Lesson Activities*. Some activities will be readings, others presentations and exercises. Click on an activity to view content. It is easier to view lessons in a new window.
- **In order to move on to the next lesson, you must rate your current lesson.** At the bottom of every lesson there will be five blank stars. Click on stars 1-5 then the next lesson will appear.



Quick Rate and Move On



Exit a lesson or course:

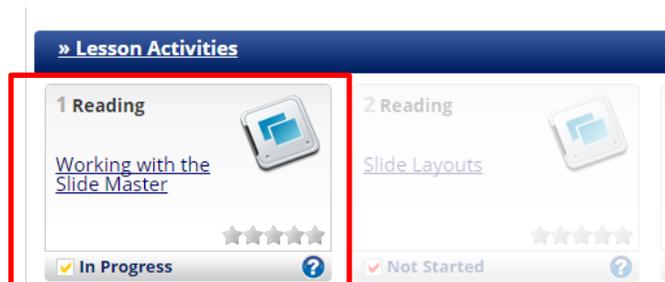


Click here to register for another course

Returning to the lesson you left off is easy!

Webucator saves your progress through the course. If you leave a lesson and return later, it is easy to start where you left off.

1. Go to webucator.com
2. Click *Log In*.
3. Enter your email address and password used to set up your account.
4. Click *Self-Paced Courses*, and the course you want to continue.
5. Once you enter the course, the lessons will be listed along with your progress status.
6. Click on the lesson that is listed as *In Progress*.



FAQ

Q. Why is there a cost shown if the self-paced courses are free?

A. Webucator is a for-profit business so they do charge for their courses. But thanks to our partnership, Mid York Library card holders can get the courses for free.

Q. The course I want costs 5 vouchers and I only have one code. How can I get the course without paying for it?

A. Our one voucher code will cover the entire cost. Even if the cost asks for more than one voucher, our code will cover the whole cost.

Q. I registered for a course and nothing happened. How do I open course content?

A. If it is your first time using Webucator you will need to check your email and set your password. See step 6 on page 2. Your course will be listed under My Courses -- Self-Paced Courses, once you

sign into your Webucator account. If you already have a Webucator account and password, click *Log In*.

Q. Can I use my voucher to sign up for more than one course?

A. Yes! There is no limit. Sign up for as many self-paced online courses as you wish.

Q. Can I use my voucher to sign up for live online classes?

A. Unfortunately, no. Our voucher code only can be used to purchase self-paced online courses.

Q. How long do I have access to the course?

A. One year. Courses stay on your Webucator account for a year from the time you sign up. You can always register for the course again after a year.

Q. The billing form is asking for my credit card number. Do I have to supply a credit card?

A. No! You will never have to supply a credit card number to Webucator. On the Billing Form choose *Webucator Vouchers* as the payment method.

Q. My friend wants to take a Webucator course too. Can I give him/her my voucher code?

A. Yes. You are free to share the voucher code with others. The purpose of our partnership with Webucator is to spread digital literacy skills and the availability of training. We only ask that users of our voucher code be active Mid York Library System card holders. Library cards need to be renewed every three years to stay active.

