

FEL/Gale Course Offerings

The following courses have been identified by the FEL team as key subject areas within the initial launch of the FEL curriculum. These workshops are offered as three delivery mechanisms: on-site training, on-demand, and web training. .

- ***The World of FEL/Gale Resources: A General Product Overview***
- ***Homework Help: Using FEL Resources***
- ***Patron Outreach: Creating Easy Access and Increasing Usage of FEL Resources***
- ***A Healthy Perspective: Health Research Using FEL Resources***
- ***FEL Quick Start: General and Academic OneFile Searches***
- ***The Power of Web 2.0: Best Practices Using FEL Resources***
- ***Getting Down to Business: Effective Use of FEL Business Resources***
- ***Following the Trends: Understanding FEL Reports and Analysis Data***
- ***Making It Personal: Customizing Your FEL Products***

The course descriptions that follow this section will provide a detailed outline of the learning objectives and topics for each course. Session times will vary depending on delivery mechanisms. ..

Course Title:	The World of FEL/Gale Resources: A General Overview
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p>This course will provide attendees with a multidisciplinary overview of the FEL/Gale resources that they have access to with an emphasis on how each of the resources will practically apply to possible reference desk questions and research projects. The attendees will learn the most efficient and effective strategies for answering reference desk questions and conducting research. Attendees will also be trained on how to best use tools like search alerts, Bookmarks, language translation, user accounts, mark lists and more. A dynamic training approach will be provided with practice lab search questions, reference role-playing sessions, and simulated patron research projects.</p>
Learning Objectives:	<p>After completion of this course, participants will emerge with:</p> <ul style="list-style-type: none"> • An overarching knowledge the FEL resources and which resources are best suited for different types of reference questions. • A better understanding of how to use the resources to answer real life reference questions. • A plan on how to share popular searches and reference questions with their colleagues and patrons. • The most efficient and effective way to conduct searches in the PowerSearch interface. • An understanding of how to use Advanced Search and search limiters to tailor their search result set and how to obtain the most relevant information for their search topics. • A greater awareness and understanding of how FEL resources fit into regular library processes.
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	Homework Help: How to Use FEL Resources
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p><i>Homework Help with the FEL Resources</i></p> <p>This course will provide users with an overview of the best FEL resources to assist elementary, middle, and high school students with homework assignments. A practical and multidisciplinary approach will be used to enlighten attendees about the FEL resources geared for the library staff and a student audience. Practice reference questions and student assignments will be provided to help teach the practical application of the database to real life student research. The attendees will be taught the most effective and efficient search strategies to obtain the best set of search results for patron questions and research.</p>
Learning Objectives:	<p>After completion of this course, participants will emerge with:</p> <ul style="list-style-type: none"> • Efficient search strategies for articles and answers using FEL resources: <i>Kids InfoBits; Student Edition; Junior Edition, Junior Reference Collection; and Gale Virtual Reference Library.</i> • Practice student reference questions that can be shared with their colleagues regarding which resources are best for different homework reference questions. • Handouts to keep in reference desk note-Books to assist library staff on applying FEL resources to student assignments and questions. • Knowledge of the most efficient way to search for literary criticism and author content using FEL resources: <i>Academic One File, LitFinder, and What Do I Read Next.</i> • An advanced knowledge of how to use search limiters to get the best search results.
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	Patron Outreach – Creating Easy Access and Increasing Usage of FEL Resources
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p>This workshop will focus on creating access points for FEL/Gale resources. All Florida residents can access the FEL resources from http://www.flelibrary.org/. Libraries can also provide access via their web page with library specific URLs. This allows libraries to customize interfaces and gather library specific usage statistics. Libraries can also provide links to the direct resources they think patrons will use most often. Other access points discussed will be widgets, Bookmarks, MARC records, and more. Other related topics that will be discussed include optimum interface configurations, generating usage statistics using InfoTrac Config, and optimum electronic resources web page layouts.</p>
Learning Objectives:	<p>After completion of this course, participants will emerge with:</p> <ul style="list-style-type: none"> • A greater understanding of how many different ways FEL resources can be accessed. • The ability to create direct URLs to FEL resources for use on their library home page. • The ability to create Gale search widgets. • The ability to generate and understand usage statistics for Gale resources.
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	A Healthy Perspective: Health Research with FEL Resources
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p><i>Health Research with the FEL Gale Resources</i></p> <p>This workshop will focus on using the health resources available through FEL to conduct health related research. The instructor will discuss the strengths of each of the resources for different types of health research projects and queries. Using example patron questions, the participants will learn which resources are best for health research and how to use them. The instructor will demonstrate how to efficiently and effectively use different searches, such as Basic and Advanced features to answer patron health questions.</p>
Learning Objectives:	<p>After completion of the course participants will emerge with:</p> <ul style="list-style-type: none"> • A greater understanding of health related periodical and reference content available through FEL. • The practical knowledge of how to apply the FEL health resources (<i>Health and Wellness Resource Center; Health Reference Center Academic; e-books in Gale Virtual Reference Library</i>) to real patron health questions and research projects. • The ability to efficiently conduct searches in the health resources. • The ability to use Advanced Search and search limiters to tailor search results to the most relevant search results set. • An understanding of multimedia resources to conduct health education and community outreach. • Links and handouts to promote and teach these resources to their patrons.
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	<i>FEL Quick Start – General and Academic OneFile Searches</i>
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p>This program will focus on two large periodical FEL resources - General OneFile and Academic OneFile. Both General OneFile and Academic OneFile provide access to thousands of periodical resources as well as audio, video, and reference content. The instructor will discuss the strengths of each database, including unique sources, and help determine which database to use when. Using example patron questions the attendee will discover appropriate search strategies and retrieval options for each database.</p> <p>This course will also cover Gale's One Search, a discovery tool that allows for cross searching of all FEL resources available from Gale. One Search maps your results into a graphical display arranged into categories. You can drill down (or "zoom") into these categories, allowing you to quickly and efficiently find results that are more specific or focused to your topic. One Search can help users discover which resources are appropriate for further searching – similar to going to the library shelf for the book you're looking for and finding many more that are helpful as well. The instructor will discuss the mechanics of One Search as well as when it's best used.</p>
Learning Objectives:	<p>Attendees of this workshop will emerge with:</p> <ul style="list-style-type: none"> • A greater understanding of the content available in <i>General OneFile OneSearch</i> and <i>Academic OneFile</i>. • Practical knowledge of how to answer patrons questions using the databases. • The ability to conduct searches using all available search strategies. • The ability to utilize all document retrieval options including language translation, citation tools, e-mail, and print. • The ability to create a Gale user account with the databases to keep track of articles and search strategies • The ability to manage result lists through the use of quick limiters, narrowing options, and sorting options. • The ability to launch <i>One Search</i> and find relevant articles from all Gale resources. • The ability to search using a variety of limiters. • The ability to manage results using both Outline and Map Views, filter, export and share results within <i>OneSearch</i>.
Assessment:	Pre Knowledge Assessment and Post Knowledge Assessment
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	<i>The Power of Web 2.0: Best Practices using FEL Resources</i>
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p><i>Using Web 2.0 Tools and Your FEL Resources</i></p> <p>This course will provide attendees with an overview of Web 2.0 tools available in FEL resources and how to utilize those tools to increase database usage and promote their home libraries. An overview of popular Web 2.0 websites will be provided as well. Discussion will include how to utilize these resources to increase library exposure and increase FEL usage.</p>
Learning Objectives:	<p>Attendees of this workshop will emerge with:</p> <ul style="list-style-type: none"> • Strategies on how to use the popular Web 2.0 websites to increase database usage and promote library programs and resources. • Knowledge of how to implement Gale created Web 2.0 tools such as widgets, Bookmarks, and RSS Feeds, to increase database usage. • A basic knowledge of popular Web 2.0 websites like Face-Book, MySpace, Twitter, Delicious and Blogger and how to get started.
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	Getting Down to Business: Using FEL Business Resources
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	This course will provide attendees with an overview of business resource tools available in FEL resources and how to utilize those tools to increase database usage and promote their home libraries. An overview of popular business resources will be provided as well. Discussion will include how to utilize these resources to increase library exposure and increase FEL usage.
Learning Objectives:	Attendees of this workshop will emerge with: <ul style="list-style-type: none"> • A greater understanding of the business content available in <i>General BusinessFile</i>, <i>Business Index ASAP</i> and <i>Gale Virtual Reference Library</i> • Practical knowledge of how to answer patrons questions using the databases. • The ability to conduct searching using all available search strategies. • The ability to utilize all document retrieval options including language translation, citation tools, e-mail, and print. • The ability to search using a variety of limiters.
Assessment:	Pre Knowledge Assessment Post Knowledge Assessment
Technology Connections:	Web components will require internet access Webinar will require internet access and/or phone line On-site training is best suited in a computer lab setting.
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale

Course Title:	Following the Trends: Understanding FEL Reports and Analysis Data
Delivery Method	On-Demand (TBD), Webinar and On-Site
Course Description:	<p>This is designed to assist library staff in the creation, usage and analysis of FEL reports.</p> <p>This course will be targeted to staff that are responsible for various administrative functions.</p>
Learning Objectives:	<p>At the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Access and print FEL reports • Identify report types • Conduct basic data analysis of FEL reports
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator	Nader Qaimari

Course Title:	<i>Making It Personal: Customizing FEL Products</i>
Delivery Method	On-Demand, Webinar and On-Site
Course Description:	<p>This course provides library staff with a general understanding of how to customize FEL products for their specific needs by exploring InfoTrac Config. InfoTrac Config is Gale's administrative tool that allows for database interface changes, generating usage statistics, linking to library holdings, creating e-Book sub collections, and much more.</p> <p>This course will be targeted to staff that are responsible for various administrative functions.</p>
Learning Objectives:	<p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Access customization tools via InfoTrac Config. • Identify customization options for their library • Generate usage statistics • Create and maintain e-Book sub collections • Customize PowerSearch interface options for their library
Assessment:	<p>Pre Knowledge Assessment</p> <p>Post Knowledge Assessment</p>
Technology Connections:	<p>Web components will require internet access</p> <p>Webinar will require internet access and/or phone line</p> <p>On-site training is best suited in a computer lab setting.</p>
Lead Facilitator:	Stacey Knibloe, Senior Training Consultant, Gale