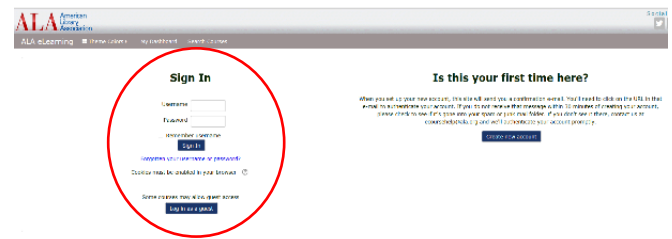


## Accessing the LTC: Facilitation Training for Small and Rural Libraries course

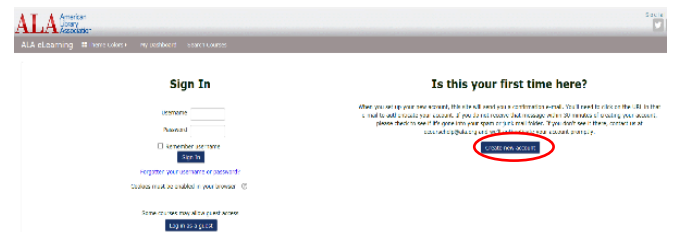
To access the online course, click here: <https://ecourses.ala.org/course/view.php?id=1009>

\*to access the course you must have an **ALA eLearning account**; guests cannot access this course.

- **If you have already created an account with ALA eLearning:** use your username and password to sign in on the left side of the screen. If you've forgotten your username or password you can click "Forgotten your username or password?" to receive an email to reset. *Please note that this account is different from your account for Foundant (grants platform) or for ALA membership.*

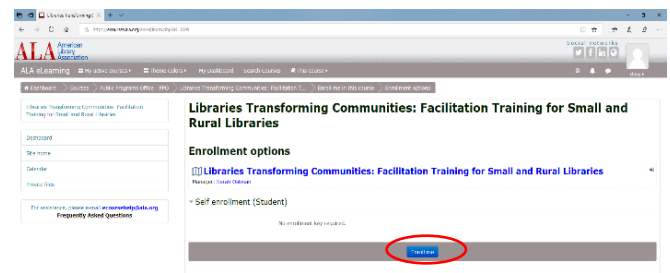


- **If you have not created an ALA eLearning account in the past:** click "Create New Account" on the right side of the page.
  - Complete all required fields on the new account page, then click "Create New Account."
  - Confirm your account by clicking the link in the account confirmation email you receive to the address provided.



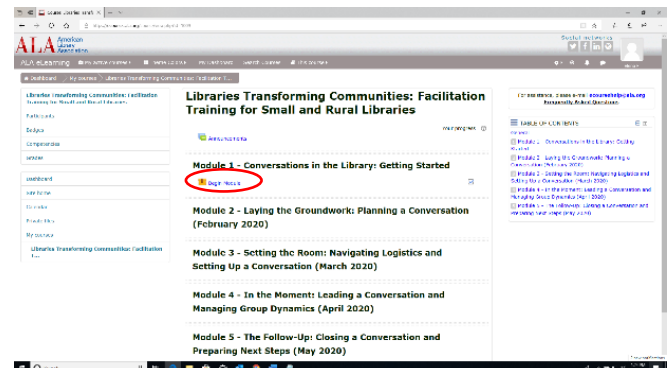
**Enrolling in the LTC course:** when you log in to the eLearning site using the above link, you should see a screen displaying the Libraries Transforming Communities: Facilitation Training for Small and Rural Libraries course. If you are not automatically directed to this course, you can search for it by clicking "Search Courses."

- Click "Enroll Me."
- You will be directed to the main course page.
- On the main course page, you can access announcements as well as all course modules.



**Completing a module:** modules will have a "Begin Module" icon under the title of the module.

- Click "Begin Module."
- On the Begin Module screen, click "Enter." You will be directed to an overview of the module.
- Click the "Start Module" button on the banner image.



- To expand the module, click on the blue arrow button in the upper left-hand corner of the screen.
- Scroll through each section of the module. In each section there may be videos, interactive games, or additional resources (which will open in a new tab). Be sure to complete each activity within the section.
- To navigate between sections, you can click the section name at the bottom of the screen to go to the next section, or the section name in the menu sidebar to jump to any section. The blue buttons under the module will not work.
- Once you complete all sections of the module, you can click the “Return To: ...” button to get back to the main page of the course. You can also click the course name in the navigation bar.
- Progress within the course is self-monitored. Please tick the box next to the module once you have completed it.
- When you have completed the entire course, please be sure to mark as complete using the Self Completion widget in the right sidebar.

