TIGed Support Guide:
Helping You Take Your Classroom Global
TIged Support Guide: Helping You Take Your Classroom Global!

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Introduction

Welcome to the TIGed Support Guide: Helping You Take Your Classroom Global! The purpose of this guide is to help you along your journey of bringing global perspectives and elements of collaboration into your classroom. Whether you are new to the TIGed community, and are looking for fresh resources to bring into your class, or you have been using the TIGed platform in collaboration with another class from across the globe for several years, it is our hope that this guide enhance your experience with TIGed and allow you to use the tools available to you to their maximum capacity.

About TakingITGlobal

Climate change, poverty, conflict... these are just some of the pressing global challenges that young people have inherited. If we are to shape a better common future, students must be empowered to think and act as global citizens. This is the founding logic of TakingITGlobal (TIG) – an organization dedicated to using technology to help youth shape a more inclusive, peaceful, and sustainable world.

TIG works at the intersection of three important global trends – the rise of the youth demographic, globalization, and the information and communication technology revolution – to empower young people to employ technology understand and act on the world's greatest challenges. It serves youth aged 13 to 30 around the world through a multilingual online learning community and innovative education programs geared towards active global citizenship.

Often described as a "social network for social good", the award-winning www.tigweb.org offers a diverse set of educational resources and action tools intended to inspire, inform and involve. Available in 13 languages and supporting any character set, the TIG site is the web's most multilingual platform for young people worldwide to share ideas, experiences and aspirations.

Tools for self-expression and dialogue include online publications, a digital art gallery, discussion boards, blogs, art contests, and more. TIG connects youth to resources, opportunities and action tools related to their interests through databases of organizations and events, as well as academic and professional opportunities. It also facilitates local and global dialogue and action through featured issues, as well as databases of youth action projects and collaboration tools, and provides a wealth of information about the world’s most pressing problems.

As a program of TakingITGlobal, TakingITGlobal for Educators (TIGed) aims to empower teachers around the globe to utilize technology to facilitate transformative international learning experiences that build 21st Century Skills. TIGed's offerings engage students in collaborative education that builds leadership skills, environmental stewardship, and global citizenship. The TIGed website (tiged.org) is host to an international community of globally-minded educators, a database of global education resources, and a suite of online classrooms, and is the starting point for classes to get involved in a variety of collaborative global programs.
About This Guide

The three major sections of this guide are dedicated to providing you with information and guidance on TiGeD's Community, Resources, and Virtual Classroom platform. You'll find step-by-step instructions for taking advantage of these TiGeD offerings.

What is not contained in this guide is a section on TiGeD's global programs. Every year we add new global programs to our portfolio. We'd love to have you and your students get involved! Visit our TiGeD Programs page (tigurl.org/edprograms) to learn about our current initiatives and how you can take part. Also missing from this guide is extensive information on our professional development offerings. We provide both online and in-person options for individual educators and groups to support you in your efforts to take your classrooms global and to foster global citizenship, environmental stewardship, and student voice among the young people in your classes. Please visit pd.tiged.org to explore the options available to you.

If you have any questions along the way, please don't hesitate to reach out to us by emailing education@takingitglobal.org. We would love to hear from you!
About TIGed

At TakingITGlobal for Educators (TIGed), we empower classrooms to understand and act collaboratively on the world's greatest challenges. We do this by supporting educators to utilize technology to create transformative learning experiences for their students. Through this work, classrooms everywhere become actively engaged and connected in shaping a more inclusive, peaceful, and sustainable world.

At TIGed, we believe that future friendly schools prepare students for the world by utilizing technology to engage them as learners and leaders in three key areas:

Global Citizenship
An increasingly connected future requires students to understand other people and places. Cultivating global citizenship means helping students to understand their rights and responsibilities in the face of international challenges that know no borders.

Student Voice
To cultivate leaders of tomorrow, students must have a voice in their learning today. Valuing and incorporating student voice in classrooms and schools ensures that education is more engaging and relevant to 21st century learners.

Environmental Stewardship
From climate change to deforestation, the future of the planet depends on students developing a sense of respect and responsibility for the world they will inherit. We must nurture this development in our classrooms.
What TIGed Offers

**Community**
A community of globally minded educators from around the world who are interested in developing and collaborating on international learning projects.

**Resources**
A growing database of issues-oriented, curriculum-linked global education resources, developed by teachers for teachers that address a wide range of subject areas and grade levels.

**Professional Development**
Competitively priced and practical professional development e-courses, webinars, and in-person workshops in global citizenship, environmental stewardship, and student voice.

**Programs**
A range of programs open to classrooms from around the world that provide innovative ways to teach and learn about specific global issues.

**Virtual Learning Platform**
A safe, customizable and advertising-free virtual classroom platform designed to support international collaboration through the use of digital media tools.
The TIGed Community page allows you connect with educators from around the world. By exploring the community, you will be able to learn about other educators' experiences, exchange ideas, and even collaborate on enriching global projects. Don't forget to take a look at the inspiring stories shared by educators in the network, the TIGed newsletter archive, and the TIGed Blog for updates from the TIGed team while you are on the Community page.

Joining the TIGed Community

To join the TIGed Community, start from the TIGed homepage (http://tiged.org). Enter your name and email address, and click ‘Register for TIGed’. You also have the option of signing up for the TIGed newsletter at this stage.

Follow these four easy steps to complete your registration:

**Step One**
In this step, the following information is required to create your TIGed account:

- A username and password
- Your city
- The TIGed program pillar(s) you are interested in: Environmental Stewardship, Global Citizenship, and Student Voice.
- Your school name (If a teacher at your school has already registered with TIGed, your school name should appear once you start typing its name. If you are first person from your school to join TIGed, click on ‘My school is not listed’).
  - When you select ‘My school is not listed’, you must create a web address for your school. Please note that this web address cannot be changed at a later date.

**Step Two**
In this step, you have the option of purchasing professional development a la carte, or in discounted packages. The top section of this page is dedicated to TIGed’s online professional development offerings, while the bottom section is dedicated to TIGed’s in-person offerings.

You can skip this step by clicking ‘Skip’ at the top of the page.

**Step Three**
In this step, you have the option of making a donation to TIGed. To facilitate the participation of educators around the world in the TIGed community, we operate under a pay-what-you-can donation based-model. We hope you will consider paying what you can to support our work to help us grow. TakingITGlobal is a registered not-for-profit organization in Canada and the United States, and donations are tax-deductible. Canada and U.S. residents will receive tax receipts for donations. You can skip this step by clicking ‘Skip’ at the top of the page.
Step Four
If you are making a donation or purchasing professional development, you will make your payment in this step. Otherwise, you’re done! Now you can create your first classroom, update your profile, and explore our programs. Don’t forget to tell your colleagues about TIGed. Enter the name of five friends and we’ll send you a coupon code for $10 off your next professional development purchase!

Collaborating in the TIGed Community
One of the greatest benefits of becoming a TIGed member is that you will have access to a community of like-minded educators with whom you can connect, share, and collaborate. The TIGed Community provides an avenue for your students to interact with other classrooms around the world. By submitting details about how you would like to collaborate, you will show up in the search results of other teachers looking to collaborate on global projects. To add your personal collaboration details, you must be logged in to TIGed. On the TIGed Community page, you will see a section called ‘My Collaboration Details’. Here you may post specific ideas for how you would like to collaborate with other educators. The more specific you are the better! In doing this, your collaboration ideas will be displayed alongside your name in the community search results. If you would like to edit the details of your collaboration ideas, you can do so by visiting the Community page and re-saving your details.

For information about how to create a collaboration in TIGed’s virtual classroom platform, please refer to page 32. For tips and suggestions on how to build and maintain collaboration, see Appendix 3: Collaboration Ideas.

Using the Community Search
The TIGed Community Search was designed to facilitate connections between TIGed members and classes from around the world. When you use the TIGed Community Search, you have the option to search for teachers, classes or schools. You can then narrow your search by subject, year, country/region, language, and thematic classroom. For optimal search results, queries should not be made too specific, as this will decrease the number of search results. Once you have found an educator with whom you’d like to collaborate, you can connect without sharing personal information through TIG Messenger. To contact someone through TIG Messenger, click on their name to visit their profile, scroll down to TIG Messenger and click to send them a message.

Reading and Sharing Educator Stories
Educator stories are submitted by educators who are inspiring and motivating their students to build a better world with the help of TIGed resources. If you use TIGed resources, or are involved in TIGed programs, and want to share your inspiration with others, simply click on ‘Submit Your Story’ under the red ‘Educator Stories’ tab on the TIGed Community page, and follow the guidelines and instructions provided. Once approved, your educator story will randomly be featured among other stories on the TIGed Community page!

1 Searching by thematic classroom is useful if you are using one and wish to collaborate with other educators who are using the same resource. More information on thematic classrooms can be found on page 14.
Staying up to Date on TIGed News

‘News from TIGed’ is a bi-monthly newsletter, which contains program announcements, upcoming opportunities with TIGed and partner organizations, information on conferences and events, media features on TIGed, and more. Past newsletters are stored on the TIGed Community page. Happy reading!

The TIGed Blog is another way to stay informed about the latest news from TIGed. This blog is shared between all TIGed team members to share our thoughts about the latest news stories in the field of global education, education technology, and more. We encourage you to subscribe to our blog with the RSS feed reader of your choice.
TIGed Resources

TIGed provides a wide variety of resources for you to bring global perspectives into your classroom on the TIGed Resources page. Here you will find a database of activities that has been populated by TIGed members, staff and partners on a range of topics for all grade levels as well as thematic classrooms with activities that comprise complete units on pressing global issues, and a guide for best practices.

The Activities Database

The TIGed Activities Database contains resources created by teachers for teachers. Using the database, you can find new methods of infusing TIG tools into your teaching in ways that will still allow you to meet your local curriculum standards. TIG staff, partners and educators from around the world have developed our activities and lesson plans and you can contribute too!

The Activities Database is organized primarily by subject and topic. Start from the TIGed Resources page and select either a subject or a topic from the pulldown menus, and click ‘Go!’ You will then be taken to a subject or topic landing page where you can explore popular resources, videos, and active educators, as well as further refine your search. Use the ‘My Collection’ feature to store your favourite activities or bookmark resources to review at a later date.

Importing Activities to Your Virtual Classroom

Once you select an activity that you would like to use, you can add it to any of your TIGed virtual classrooms by selecting a classroom from the ‘Add to Classroom’ pulldown menu. The activity you select will automatically be added under the ‘Assignments’ section in your virtual classroom, and all activity information including relevant links and bookmarks will be imported for you. For information about the virtual classroom, including how to edit activities, refer to page 20.

Adding Your Own Activity

To add an activity to the TIGed Activities Database, click ‘Share a Resource’ on the TIGed Resources page. Fill out the online submission form. More information on the fields that make up the forms is provided below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Name your activity.</td>
</tr>
<tr>
<td><strong>Resource Type:</strong></td>
<td>Select an option from the pulldown menu.</td>
</tr>
<tr>
<td><strong>Contributor:</strong></td>
<td>Identify the contributors of the activity.</td>
</tr>
<tr>
<td><strong>Tags:</strong></td>
<td>Tags will help other users to find your resource by searching the database.</td>
</tr>
<tr>
<td><strong>Image/Icon:</strong></td>
<td>Upload an image/icon that represents your resource.</td>
</tr>
<tr>
<td><strong>Level:</strong></td>
<td>Identify the school level(s) this activity can be used for. You can select up to three levels by holding down the CTRL key while clicking relevant options.</td>
</tr>
</tbody>
</table>
To learn more about Creative Commons and the various levels of licensing, visit their website (http://www.creativecommons.org) or refer to Appendix 3.
Best Practices in Global Education and Collaborative Technologies

Making the Connection - Best practices in Global Education and Collaborative Technologies is a TakingITGlobal publication developed to showcase the ways in which TIGed has been successfully used by TIGed members. It highlights the best practices and lessons learned by teachers, schools, districts and other organizations when creating new projects at the intersection of global education and educational technology. In addition, it outlines common threads that were found in the TIGed case studies. The Guide to Best Practices can be downloaded as a PDF, however the online version on the TIGed Resources page contains podcasts and thus is the best format with which to engage the publication. The guide is a fantastic way to demonstrate to parents/other educators who have questions about what TIGed does, and experiences that educators have had while using TIGed.

If you are interested in contributing to a future edition of TIGed’s Best Practices, please contact us at education@takingitglobal.org

Thematic Classrooms

Thematic classrooms are units that come preloaded with activities, lesson plans, websites, and more relating to a particular global issue. Many of these resources contain fun educational games! Each thematic classroom has a corresponding teacher toolkit that contains downloadable lesson plan aides and further resources for educators on the given topic. These can be used to accompany and supplement the thematic classrooms. You’ll find a list of all TIGed thematic classrooms on the TIGed Resources page. Clicking on a thematic classroom icon will take you to a thematic classroom’s webpage, where you can download the teacher toolkit, set up your thematic classroom, play related games, and find other useful resources for you and your students. What follows is a list of all current thematic classrooms and their descriptions.

Mental Health

Although most youth are directly or indirectly affected by mental illness, mental health remains a difficult topic of conversation for many young people. Designed to help secondary school students learn and talk openly about mental health, this thematic classroom explores issues and topics including brain functions, stress, stigma, finding support, and mental health in the media. This resource contains lesson plans created by the Canadian Mental Health Association (CMHA) and the Sun Life Financial Chair in Adolescent Mental Health, a teacher toolkit and a fully loaded virtual classroom! Get started with the Mental Health Classroom by visiting:

http://www.tigweb.org/tiged/projects/mentalhealth/

4 To find all of TIG’s educational games, visit http://www.tigweb.org/games/
5 Please note that we aim to add to our portfolio of thematic classrooms every year. This list is current as of Fall, 2012.
DeforestACTION
These primary and secondary level thematic classrooms were designed to raise awareness about deforestation, with a focus on the destruction of native forests for the commercial production of palm oil, and illustrate what youth can do to reclaim at-risk forests and preserve them for future generations. Get started with Deforest ACTION by visiting:

http://dfa.tigweb.org

Tread Lightly
Exploring climate change through the lens of ecological footprints, this thematic classroom helps secondary school students to understand basic climate change science, develop a sense of personal and collective responsibility for the earth, and adopt more environmentally friendly habits and behaviours. Tread Lightly contains a carbon footprint calculator, individual lesson plans, a teacher toolkit and a fully loaded virtual classroom! Get started with Tread Lightly by visiting:

http://treadlightly.tigweb.org/

Orange Revolution
This thematic classroom helps secondary school students explore issues related to human rights, good governance and political stability by examining the Ukrainian Orange Revolution in 2004 and 2005. Particular focus is placed on the role of Canadians and Canadian organizations during this period. Orange Revolution contains a game, individual lesson plans and a virtual classroom pre-loaded with activities and bookmarks. Get started with Orange Revolution by visiting:

http://www.tigweb.org/tiged/projects/orange/

Ayiti: The cost of life
Developed to support learning through the popular Ayiti role playing game, this thematic classroom helps intermediate and secondary school students explore how rural poverty affects individuals, families and communities in developing countries such as Haiti. Get started with Ayiti by visiting:

http://www.tigweb.org/tiged/projects/ayiti/

TIG Xpress – HIV/AIDS
Young people are amongst those most affected by HIV/AIDS. Drawing on photography and digital media, this thematic classroom provides secondary school students with a participatory educational resource based on social justice, transnational communication, and global solidarity. It focuses on five main areas of HIV vulnerability: gender, migration, stigma, poverty, and access to treatment. TIG Xpress – HIV/AIDS contains a TIG Xpress photo gallery, a guide to action, a teacher toolkit and a virtual classroom loaded with activities and bookmarks. Get started with TIG Xpress – HIV/AIDS by visiting:

http://www.tigweb.org/tiged/projects/tigxpress/
Tobacco Control
Smokers almost exclusively take up the habit during their youth. Designed to help reduce the incidence of tobacco use among secondary school students, this thematic classroom supports learning about the health impacts of first and second-hand smoke, the exploitative nature of the global tobacco industry, and how to effectively encourage peers to lead smoke-free lives. The Virtual Classroom on Tobacco Control contains a tobacco match game, a teacher toolkit, and a fully loaded virtual classroom. Get started with the Virtual Classroom on Tobacco Control by visiting:

http://www.tigweb.org/tiged/projects/tobacco/

To set up a thematic classroom, visit the TIGed Resources page and scroll down to see all of the thematic classrooms available and make a selection by visiting the thematic classroom landing page. From here, click on ‘Set up your virtual classroom’ and follow the instructions provided. You will be required to either join TIGed on login. From here, setting up a thematic classroom is done in the same way as setting up a regular virtual classroom. For detailed instructions on this process, refer to page 21.

6 For more information on registration, refer to page 8.
TIGed provides professional development programs across three program pillars: global citizenship, environmental stewardship, and student voice with flexible online and in-person options, we can meet the needs of groups and individuals educators and administrators.

**e-courses**
Our graduate level, accredited e-courses attract educators from around the world. Identifying practical ways to implement pedagogies that reinforce the development of 21st century skills in students is the primary focus of these offerings. Each course is designed to support educators' unique needs and curriculum requirements.

**In-service Workshops**
In-service workshops provide educators with the hands-on experience needed to learn how to implement technology-enabled global education. Choose from a variety of 3-hour workshops, or have us deliver them all!

**Event Keynotes**
Have one of TakingITGlobal's inspiring co-founders deliver a keynote address for your school or organization! Educators and youth alike will be engaged in a dynamic exploration of what it means to live, learn and lead in the 21st century. Keynotes can be customized to suit the unique needs and interests of your audience.

**Webinars**
Learn more about TIG and TIGed through a series of free, online webinars that introduce our platform and programs. Join us for a comprehensive web tour, a demonstration of our virtual classroom and collaboration space, and an overview all of the resources and opportunities available to you through our educational community.

**Learning Circles**
Online learning circles are a series of webinars tailored around the interests expressed by your school or organization. We will work with your group to design a custom learning program, delivered online and scheduled at your convenience.
TIGed offers teachers the ability to create and manage private, advertising-free virtual classrooms, through which students can take advantage of the benefits of web 2.0 online tools without sacrificing security. Teachers choose which tools to integrate into their online classrooms based on what is most appropriate for their students and projects. Available tools include: blogs, podcasts, maps, digital image galleries, discussion boards, live video chat, online file space, and more.

Virtual classrooms were designed with the understanding that time is a scarce resource for many teachers. To save time, you can import activities from the TIGed activities database as well as files, videos and links external to TIGed directly into your virtual classrooms. You can also duplicate existing classrooms, by creating several copies of the same classroom, which is handy for educators who teach the same class to different students at different times of the day or across different years.

Setting up your School on TIGed

Start from your TIGed My Classes page. When you registered for TIGed, you added your school by entering basic information about it. After registering, you can add or change information about your school by clicking the ‘Settings’ button. More information about the fields in these settings is provided below:

**School name**: Identify your school name.

**School web address**: This is the website address for your school that others can use to find it. You will not be able to change this web address after having set it during the registration process.

**School Acronym**: Choose a short-hand name for your school.

**Teacher Registration Code**: Choose a code for teachers to use when registering for your school.

**Teacher Registration Link**: This is a link that is created automatically, and can be provided to other teachers at your school to register.

**Student Privacy**: Here you can make student profiles either public or members-only. You also have the option of enabling/disabling TIG Messenger, a message system that allows TIG members to communicate without using email.

**Description**: Enter a description of your school.

**Address**: Enter your school address.

**School Website**: Enter the URL of your school's website.

**Add Logo**: Upload an image of your school's logo.

**Teachers in this school**: Here you will find the teachers who are in your school who have registered for TIGed.

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7 TIGed virtual classrooms are TRUSTe certified. For more information, visit: http://www.truste.com/
8 You will not be able to change this web address after having set it during the registration process.
9 By default, schools do not require a teacher registration code since this makes registration more difficult to manage over time. If you wish to have a code, enter it here.
10 In both of these options, student emails and private information is not shared in their profile.
Creating a class

To create a virtual classroom, click ‘Create a Classroom’ on your TIged My Classes page. When creating your class, you will be asked to fill out four main sections. Information about each section is provided below.

Basics

Name: Enter a name for your class that will appear in your school's TIged My Classes page.

Class web address: Select a URL for your class. This cannot be changed after it is submitted.

Subject: Select a subject for your class.

Year: Select the year or the level of your class.

Language: Select the language your class will use. If you would like to use more than one language, select ‘Multilingual’. This option is useful if you are taking part in a multilingual collaboration.

Security: There are three levels of security for you to choose from:

• Public to All: The classroom and its content will be viewable by anyone. Only student profile information will be hidden.

• Public to School: The classroom will only be accessible to teachers, students, and guests of classrooms within your school.

• Private: The classroom will only be accessible to teachers, students, and guests of the classroom.

Description: Enter a description of your class, which will appear in your school window.

Collaboration Details: Enter any ideas for collaboration in this space if you are interested in working with another class. These details will appear in the community search when educators look for classes to collaborate with. For more information on the community search and collaboration details, refer to page 9.

Registration

Teacher Managed: If you would like to control student registration (recommended for younger students), select this option. You will add students directly on the ‘Participants’ page. Students are not required to have email addresses. You will have the option to create one password for all students or create individual passwords for each student. You will have to distribute the class URL to each student, along with their username and password. For more information on adding students, refer to page 23.

Student Managed: If you would like your students to register themselves for your class (recommended for older students), select this option. You will create a student registration code and students will sign up and create profiles on their own. Students are required to have email addresses for this option. You will be required to distribute the class URL to each student, along with the student registration code that you create here.
Features
Select the virtual classroom features you would like to have visible for your students, and deselect the ones you will not be using. You will be able to change your features at a later date if necessary.\textsuperscript{11}

Information on each feature of the virtual classroom is below:

- **Bookmarks:** A place to list useful websites for your class\textsuperscript{12}
- **Assignments:** Assignment details, as well as submission and marking tools are housed here\textsuperscript{13}
- **Files:** A space to store and organize files like readings or assignment submissions\textsuperscript{14}
- **Blogs:** Online journals supporting photo and audio uploads
- **Gallery:** A space to store and organize images
- **Videos:** A space to showcase relevant video content
- **Writing:** A space to share more formal writing than the discussion space
- **Discussions:** A space for informal discussion about related class topics
- **Maps:** A tool for creating individual or group maps
- **Video Chat:** A space for real-time video and text chat

Thematic Classroom
Select this option if you know you want the content of a specific thematic classroom, such as Tread Lightly, loaded to your virtual classroom. Normal TiGed virtual classrooms begin with no pre-set content, whereas thematic classrooms come pre-set with content like assignments and bookmarks. For more information on thematic classrooms and for a list of these resources, refer to page 23.

Import Class Content
Importing class content allows you to import content from another class in your school. This is a great option if you would like to use the same class content multiple times. If you would like to start your class anew, leave the pulldown at ‘No Class Import’.

You will have the option of editing all of these settings at a later date, with the exception set web addresses like the class URL and registration URLs, by clicking ‘Settings’ in your virtual classroom.

\textsuperscript{11} You will only be able to de-activate a feature when there is no associated content with this feature in your virtual classroom. For example, if you would like to de-activate the Assignments feature of your virtual classroom, you must delete any assignments you created.

\textsuperscript{12} Both teachers and students can add bookmarks.

\textsuperscript{13} Only teachers can add assignments.

\textsuperscript{14} Both teachers and students can upload files.
Adding Participants to Your Class

If you selected the ‘Teacher Managed’ option when setting up your class, follow these steps:

1. From the ‘Participants’ feature of the class, click on the green ‘Add’ button.
2. You can choose to add up to 99 students at a time to your class. Indicate how many students you would like to add. You can choose to create a single password for all students to use or assign individual student passwords, and can indicate whether you would like students to use email for your class.
3. Depending on whether you chose to select one password for all students or individual passwords, you will enter one or several passwords at this stage, along with student usernames. We suggest using your school alias or acronym as a common prefix in order to avoid creating usernames, which have already been taken, and to help in readily identifying your students. An example of a username that employs this system is MCI-SteveB. Please note that no spaces are allowed in usernames. Click ‘Add Students’, and you’re finished!

Another way to add students to your class is to import them from another class in your school. This option is only available if you selected the ‘Teacher Managed’ registration option when setting up your class.

1. From the ‘Participants’ feature of the class, click on the green ‘Import’ button.
2. Select multiple students to import by holding down the CTRL key. Click ‘Import Students’, and you’re finished!

If you selected the ‘Student Managed’ option when setting up your class, follow these steps:

1. From the ‘Participants’ feature of the class, click on the green ‘Invite’ button.
2. Enter the email addresses of students you would like to invite. You have the option of including a message you would like to send with the invitation to join your classroom. Click ‘Invite Members’, and each student will receive an e-mail explaining how to become a TIG member (if they are not already) and how to register for your class.

If you would like to have student locations (city and country) listed in the participant list, you may enable this feature in the settings of your class. This is helpful for classes involved in collaborations.

Adding Teachers to Your Class

Teachers have the ability to post/edit/remove assignments and announcements to TIGed classes. They can assign due dates, modify settings, and edit writing. There are two options for adding additional teachers to your TIGed class.

If a teacher is not part of your school:

1. Click on ‘Settings’ in your virtual classroom
2. Scroll down to ‘Teacher Registration’
3. Copy the Teacher Registration Link and Teacher Registration Code into an email, and email them to the teacher(s) you would like to invite to your classroom

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15 Students will not be allowed to change their passwords when registration is teacher managed.
If a teacher is already part of your school:

1. Click on ‘Settings’ in your virtual classroom
2. Scroll down to ‘Teacher Registration’
3. Select the Teacher’s name from the drop down box and click ‘Add Teacher’

Adding Guests/Assistants to Your Class

Guests to your TIGed classroom have the ability to view the class, however they cannot edit or post content. Assistants have the ability to edit content, however they cannot post assignments. To add a guest or an assistant, follow these steps:

1. Click on ‘Settings’ in your virtual classroom
2. Scroll down to ‘Guests’ or ‘Assistants’
3. Copy the Guest or Assistant Registration Link and Registration Code into an email, and email them to the guest(s) or assistant(s) you would like to invite to your classroom
4. If you do not have a Guest or Assistant registration code, simply enter a code into the registration code box, and scroll down to the bottom of the page and click ‘Save All’. This creates a code, which you can use when you invite guests and assistants to your classroom.

Exporting Participant Data

Exporting participant data generates a spreadsheet containing each student’s username, name, display name, email and password. Exporting participant data is the best way to obtain students’ usernames and passwords for your records. Visit the ‘Participants’ feature of your virtual classroom and click ‘Export Participant Data’.

Announcements

Announcements allow you to post information, videos and links directly to the home page of your virtual classroom. To post an announcement, you can use HTML code or paste content directly from Word. If you are familiar with HTML code, and prefer to use this method, select ‘Source’. This will enable you to use HTML code. To revert back from HTML code, simply click on ‘Source’ again. If you have text that has already been entered into a typed in a Microsoft Word document, you may copy and paste it directly from Word itself and maintain the formatting of the text that you used in the Word document. Simply copy the text from Word and click ‘Post an Announcement’ in your virtual classroom. A ‘Paste From Word’ box will appear, and you will be able to paste your text directly.

When posting an announcement, you have the option to embed video. To do this, find the video you would like to embed from an external website. On the site, you should see an option to retrieve an embed code. Retrieve the embed code and copy it. Then return back to your virtual classroom and click ‘Source’ from the announcement-posting tool. This will allow you to paste your video’s HTML embed code. Paste the code you copied from and save your announcement. Refresh the page to view the changes.

16 Changing or deleting the registration code will prevent those previously granted access from entering your classroom.
Assignments

To post an assignment to your TIGed classroom, click on ‘Post Assignment’ in the ‘Assignment’ section of your virtual classroom, and follow these steps:

**Step One**
Enter your assignment name

**Step Two**
Specify the start day and time and the due date of the assignment. The due date will be visible to your students, and if a student does not submit an assignment in time, there will be an indication of how late the assignment is. If you do not want this to appear, you may select the ‘No Due Date’ box. Students are able to submit content for an assignment once its due date has passed, however once you close an assignment they may no longer submit content. Assignments without a due date will be sorted alphabetically, and those with due dates will be sorted chronologically.

**Step Three**
Submit a description for your assignment. In the description of your assignment you can inform your students in what format you would like them to respond. (ie. as a blog, discussion), and TIGed will automatically detect virtual classroom feature titles and link those words to the features in your own virtual classroom.

**Additional Options**
You have the option of adding learning objectives and tasks. Learning objectives are what you want the students to learn by completing the assignment and tasks are the different tasks involved in completing the assignment. While optional, filling out these fields helps to provide additional information to students.

You can also add links to websites and documents specifically related to your assignment. If you select this option, once you submit your assignment you will be taken to a page where you can add the links and documents. You also have the option of adding links and documents to your assignment afterwards later by editing your assignment. For more information on adding links and documents and editing your assignment, please see ‘Editing Assignments’ below. You also have the option to make your assignment visible to educators only. This is a good option if your assignment is not ready to be posted for students. Once you are ready to make it viewable to students, go back to the editing option and change this setting.

Finally, you have the option of receiving an email each time a student marks the assignment complete. Once you have filled out all the required fields for an assignment, click on the ‘Submit’ button. You will be taken to a new page where you can view your assignment.

**Importing assignments from other classes**
If you have an assignment from another class in your school that you would like to use in your current class, you may select an assignment from the dropdown menu. All of the assignment information will be imported into your class, however you will have to go into the assignment and if you would like to modify the due dates.
Editing Assignments
To edit an assignment, select the assignment in question, and click on the pencil symbol beside its title in the full assignment view. This is how you can add links, documents\textsuperscript{17}, modify assignment information, close assignments, and copy assignments to other virtual classrooms in your school.

Deleting Assignments
To delete an assignment, click on the red ‘X’ next to the title of assignment you would like to delete. If this assignment has been posted to multiple classrooms and you want to delete it from every class you will have to go into each class separately to delete it.

Creating Teams
Teams are a great feature to use if your students are working together to complete an assignment. To create a team, select the assignment for which you would like to create a team. Begin by entering a team name, and select the students you would like to be on that team. You can select more than one student by holding the CTRL key and then clicking on their name. To view the team you just created, or to create another team, simply click on the assignment page again and select the assignment you created the team for, and you should see it below under ‘Teams’.

Submissions and Grading
Under the ‘Submissions’ section of an assignment, you will see all the students who have submitted work for this assignment. To view submissions, click on the student’s name or click ‘View All Submissions’ and you will see all the documents the students have submitted. To read and grade/comment on a submission, click on the submission name, and a grading box will appear below. In this box you may enter a grade for the student’s submission, as well as comments. You may also check the box next to ‘Email results to student on save?’ If this box is selected, the grades and comments will be emailed to that student. You can then continue submitting grades and comments for the rest of the submissions. When you are finished, click ‘Save Marks and Comments.’ Once you have saved your grades and submissions, a green checkmark will appear next to all the submissions you have graded on the submissions page.

Blogs
To post a blog, begin on the ‘Blogs’ section of your virtual classroom and click on ‘Post a Blog.’ Begin by providing a subject and/or title for your blog. Next, select the entry type of your blog (text, photo or audio post). Text posts consist of text; photo posts allow you to upload photos (JPG, PNG, GIF); and audio posts allow you to upload podcasts (Mp3).

To make your blog posts more specific, you can choose from a list of topics, a list of countries, a book you have linked to your TIG profile, or something in the news. You also have the option to make your blog post visible to only teachers, teachers and the class, or the class and TIGblogs, where it will be visible on the public TIGblogs section.\textsuperscript{18} If students are writing a blog post for an assignment, they have the option of selecting the assignment from the dropdown menu. You may need to remind your students that if they do not select the appropriate assignment then the blog will not be submitted for that assignment, and it will appear that they have not completed that assignment.

\textsuperscript{17} The following document types are allowed: doc, pdf, ppt, xls, txt, gsp, gif and jpg. The maximum file size allowed is 2000 kb (2 MB).
\textsuperscript{18} \url{http://www.tigblogs.org}
**Editing/deleting a blog post**
Teachers have the ability to edit or delete all blog posts, while students may edit/delete their own blog posts but not those of other students. To edit a blog post, from the ‘Blogs’ page click on the title of the blog you would like to edit, then click on ‘Edit Post.’ In this section you may modify the blog post. To delete a blog post, click on the name of the blog post you would like to delete, and then click ‘Delete Post.’

**Posting Comments**
Students and teachers may comment on blog posts. To comment on a blog post, click on the name of the blog post you would like to comment on and click ‘Post Comment.’ Teachers may delete their own comments, as well as those of students. Students may only delete their own comments and but not those of other students.

**Bookmarks**
Bookmarks are links to websites/resources that are relevant to your class. To post a bookmark, from the ‘Bookmarks’ page, click on ‘Post a Bookmark’19. Fill in the name and the URL of the bookmark, and provide a brief description. If you have created folders, you also have the option of moving the bookmark into a folder. For more information about folders, see below.

**Creating a folder**
Folders are a great way to organize bookmarks in your virtual classroom. To create a folder, from the bookmarks page, click on ‘Add Folder’ and enter a title for your folder. You have the option of making the folder viewable only by teachers and assistants.

**Discussions**
The discussion boards are a great place for students to engage in meaningful asynchronous dialogue and debate with their peers.

**Starting a new thread**20
Begin by clicking on ‘Discussions’ and then clicking on 'New Thread'. The first message in a thread is meant to initiate conversation by posing questions and soliciting responses.

**Adding a poll**
You have the option of adding a poll to your post. To do this, you must select ‘Add a poll to this post.’ You will have the option to create up to ten choices for the poll, with students having the ability to make one choice for each poll.

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19 Please note, default settings enable only teachers to add/edit files and bookmarks, however if you would like your students to be able to add and edit these as well, under ‘Settings’ select ‘Allow students to create and edit bookmarks in the class.’

20 By default both teachers and students can start new discussion threads, however if you would like to enable it so that only teachers may start discussion threads, under ‘Settings’ select ‘Only allow teachers to create new threads.’ This will limit students to only replying to existing threads.
Replying to a thread
To reply to a thread, select the thread you would like to reply to, and then click on ‘Reply’. This will bring you to a page where you can include a response to the thread. You also have the option of previewing the thread before you post it, and then posting it when you are satisfied.

Editing/deleting content
Teachers and assistants have the ability to edit/delete discussion threads. To do this, click on the thread you would like to edit and/or delete. Once you are in the content you will see ‘Edit and Delete’ in red. Editing will allow you to edit the content of the post, and delete the post and all associated replies.

Gallery
The gallery is a space for your students to post artwork and images. To post electronic images to the gallery, visit the ‘Gallery’ section of your classroom. Start by choosing a title for your image and select its medium (collage, animation, mixed media, etc.). You may then select a maximum of three categories that the artwork relates to. To select more than one category, hold down the CTRL key while making your selections. Then select a language for the artwork or image. To upload the image or artwork, click ‘Browse’ and choose the artwork you would like to upload. Include a short description of the artwork and choose a country to which the artwork is related. Then select a visibility option for the artwork. Students may select to have it viewable to their class only, their teacher only, or their class and TIG. By making it viewable to their class and TIG, students are choosing to allow TIG to feature their artwork on the TIG Global Issues page.21

Writing
Writing is a place for students to submit various writing pieces such as poems, short stories, essays and articles. It is a space for more formal writing. Their writing pieces may be submitted for an assignment.

Posting Writing Submissions
In the ‘Writing’ section of your classroom click ‘Post Writing.’ To begin, enter a title for your piece, followed by the actual body of the piece of the writing and the language in which the writing is to be posted. You may also make your writing entry more specific by indicating the type of entry, countries the writing may relate to, or the specific topics that dealt with in the piece. When students post a piece of writing they can choose the visibility of their work. The visibility options are: Class Only, Teacher Only, or Class and Panorama. If they select ‘Class and Panorama’ their writing will be considered for publication in TIG’s Panorama Zine22. When students are finished, they may click on ‘Submit Article Now’ or if they would like to save it and submit it later, they may click on ‘Save and Complete Later.’

Editing/Deleting Writing
Teachers and assistants have the option of editing/deleting student writing submissions, while students may edit and delete their own submissions, but not those of other students. To do this, click on the pencil symbol next to the writing you would like to edit. To delete the submission, click on the red X next to the writing you would like to delete.

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21 http://www.tigweb.org/understand/issues/
22 www.tigweb.org/express/panorama
Maps
The mapping feature allows your students to create points on a map and allowing them to explore various points of interest around the globe.

Creating a map
In the ‘Maps’ feature of your virtual classroom, click on ‘Create Map.’ Begin by entering a title for your map. When you create a map, you have the option to allow the entire class to see and/or add to the map, or make it viewable only to other teachers. Students also have the same option. When you are finished, click on ‘Create Map.’ The map you have just created will be added to the list of class maps.

Adding a point to a map
Select the map you would like to add the point too and enter an address, city/country, zip code (postal code) or longitude/latitude. If you are adding a specific location, it is helpful to add a description of that location. Once you are finished, click ‘Add to Map’!

Map Features
Choose a map type: Road (standard map), Aerial (satellite photo), or Bird's eye (detailed photo) view. By default, maps appear in 2D. Click the 3D button to view the map in 3D. When you are in 3D mode, to navigate the map you interact with the map by panning, pivoting, rotating, zooming and more.

Labels: To remove labels from your map, click on the ‘Labels’ button. By default, labels automatically appear on the map.

Videos
If you have a Youtube account, you can import all of the videos from your Youtube account into your TIGed classroom! To do this, click on ‘Videos’ and click ‘Import from Youtube.’ Enter the username of your Youtube account and click ‘Submit.’ All of the videos in your Youtube account will be imported. To remove a video, click on ‘Remove’ located below the video.

Class Files
Class files provide a secure space for teachers and students to exchange and store files for readings, assignments, and more.

Creating a folder
Folders are a great way to organize files that have been uploaded. To create a folder, in the ‘Files’ section of your classroom click ‘Add Folder’ and enter a title for your folder. You have the option of making your folder viewable only by teachers and assistants. When you are finished, click on ‘Create Folder.’ Whenever you or your students upload or edit a file, you will both have the option of moving it into this folder. To create multiple folders, simply return to the ‘Files’ page.

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23 This is for Australia, Canada, New Zealand and the United States only.
24 Please note that Bird's eye is currently only available to view certain major cities.
25 You will need to download Bing Maps 3D to enable this feature. Clicking on “3D” will prompt you to do so.
26 Only teachers are able to remove and post videos.
27 http://www.youtube.com
28 Only teachers are able to create folders. Students may add files to the folders.
**Adding a file**

To add a file, click on the ‘Add File’ button. Begin by adding a name for the file. Upload the file by clicking on ‘Browse’ and selecting the file you wish to upload. The file size must be no bigger than 2 MB. You also have the option of submitting a brief description of the file (max 25 words). You must then select the visibility of the assignment. You may choose ‘All Class Members’ or ‘Teacher Only.’ Also, if you choose to place your file into a pre-existing folder by selecting select the folder you would like to use from the dropdown menu next to ‘Put in Folder.’ This option will only appear after you have created folder(s) for your classroom.

**Editing/deleting a file**

Teachers and assistants have the option of editing/deleting files and folders. To edit a file, click on the pencil symbol next to the file/folder you would like to edit. To delete a file/folder, click on the red ‘X’.

**Video Chat**

Video chat is a great way for your students to connect online with each other or with other students across the globe. TiGed’s Video chat supports up to 4 webcams and 100 text chat participants at one time. In order to start video chatting, a teacher or assistant must log in and open the chat. To open a chat room, visit the ‘Video Chat’ feature of your virtual classroom and click ‘Open Room.’ Students may then log into the video chat. Only teachers or assistants may open the chat room, however once it is open students may start chats on their own until the room has been closed by a teacher.

In the video chat room, under ‘Text chat’ you will see everything that is being written in the chat room. The ‘Users in Room’ feature allows you to see everyone who is currently logged into the chat room. To view their TiG profile, click on ‘View Profile.’ To report a user who is using the chat room inappropriately, click on ‘Report User.’ If you would like to send a direct message to one person viewable only by them, click on that person’s name under ‘Users in Room.’ Under the text box ‘Chatting to Everyone’ will change to ‘Chatting to (name here).’ Once you type your message in the text box, you will see your message appear in the text chat box as a whisper. To start sending messages to everyone again, click ‘Stop Whisper.’
Collaborations

Collaborations are a fantastic way to allow your students to connect and partner with other students. To create a collaboration, follow the steps below:

**Step One**
Find a collaborator in the TIGed Community or through your own network.

**Step Two**
From the virtual classroom for which you’d like to set up a collaboration, click ‘Create Collaboration’. By doing this, your class participant list will be copied, and you will have the option to import content from your classroom into the collaboration classroom. Follow the same steps you did to create your initial virtual classroom.

**Inviting others to your collaboration**
To invite others to your collaboration, you will need the registration link and the code of your collaboration (created when you first created the collaboration classroom. You can find this code in your collaboration classroom. In the ‘Settings’ section of your collaboration classroom, scroll down and under ‘Registration’ to see the link and the code. When your collaborator registers their classroom, they will have the option of importing all of their students at once, as well as their assignments and bookmarks.

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29 If you are not interested in being involved in a collaboration at the moment, you may disable this feature by clicking on ‘Settings’ under your classroom and selecting to “Remove the ‘Collaborating In’ left menu.” To enable it, simply remove the tick from the box.
30 For information on searching the TIGed Community for potential collaborators, refer to page 9.
31 This option will only appear if collaborations are enabled in the settings of your virtual classroom.
Appendix 1: Framework for 21st Century Learning

Developed by the Partnership for 21st Century Skills, the Framework for 21st Century Learning presents a holistic view of 21st century teaching and learning that combines a discrete focus on 21st century student outcomes (a blending of specific skills, content knowledge, expertise and literacy) with innovative support systems to help students master the multi-dimensional abilities required of them in the 21st century.

The key elements of 21st century learning are displayed in the graphic below, which represents both 21st century skills student outcomes (the arches of the rainbow) and 21st century skills support systems (the pools at the bottom). While the graphic represents each element distinctly for descriptive purposes, all components are fully interconnected in the process of 21st century teaching and learning and are critical to ensuring 21st century readiness for every student. Twenty-first century standards, assessments, curriculum, instruction, professional development and learning environments must be aligned to produce a support system that produces 21st century outcomes for today’s students.

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Appendix 2: Creative Commons

Check out the labels below from OER Commons (http://www.oercommons.org) for information about the different levels of licensing.

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Appendix 3: Collaboration Ideas

Collaborations are opportunities for students to connect with peers with different perspectives and realities. They make global issues ‘real’ through personal connections and allow the students to have an authentic audience for their work.

Here are some collaboration ideas:

- Web publishing (podcasts, creative writing, video, art)
- Interpersonal/information exchange:
  - Debate
  - Dialogue on global issues
  - Sharing cultures/traditions
  - Sharing local history
- Performances
- Joint problem solving
- Joint data collection and analysis
- Examination/analysis of public policy
- Sharing of research
- Joint service projects
- Older students teaching younger
- Foreign language practice
- Webquests/treasure hunts

Get inspired:

- Check out TiGed’s Best Practices Guide (http://www.tigweb.org/tiged/bp/) to read about successful collaborations
- Read testimonials by other educators on how they have used TiGed to forge collaborations (http://www.tigweb.org/connections/stories/index.html)

1. Below are fifteen tips for creating collaboration on TiGed:
2. Align your project with your curriculum
3. As a first experience, considering joining an established project
4. Look at examples of other projects and related reflections
5. Start planning early (3 – 4 months is recommended)
6. Identify specific goals, tasks and outcomes
7. Evaluate available resources
8. Keep the scope small, manageable and focused
9. Plan to involve three or more other classrooms
10. Have clear timeframe (project calendar) and expectations
11. Understand legal limitations (i.e. Student information online)
12. Have acceptable use forms signed by parent or legal guardian
13. Sort out with your partner(s)
   a. Number of students in respective classes
   b. School holiday schedules