

The logo for myWorld TIGed features the word "PEARSON" in a small, curved font above a black circle containing the word "my". To the right of this is the word "World" in a bold, sans-serif font, followed by "TIGed" in a similar font. A large, light blue circular graphic with a white swirl is positioned behind the "ed" part of "TIGed".

myWorld TIGed

USER'S MANUAL

A how-to guide for the myWorld TakingITGlobal for Educators platform

PEARSON

 **TakingITGlobal**
INSPIRE INFORM INVOLVE

myWorld TIGed User's Manual: A how-to guide for the myWorld TakingITGlobal for Educators platform

Version 1.0 (January 2011)

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Welcome to myWorld TIGed



INTRODUCTION

Launched in 2011, the myWorld TakingITGlobal for Educators program (<http://myworld.tigweb.org>) provides rich, interactive global learning experiences by allowing educators to leverage the resources of the world's leading online community for young global leaders in ways that meet the needs of their learning environments. myWorld TIGed brings a global education perspective to the most innovative applications of online social networking and digital media to create relevant, engaging, and student-centered learning opportunities.

myWorld TIGed offers:



Access to a **community** of over 4,000 global educators and 25,000 students in over 115 countries around the world who are interested in collaborating, sharing, and learning together.



A **resource center** with lesson plans, activities, games, Internet safety resources, and TakingITGlobal's popular Guides to Action for student projects.



Virtual classroom communities, linked to the Essential Questions and 21st Century Learning activities found in Pearson's myWorld programs, that teachers create, moderate, and control to fit the needs of their students and objectives of their curriculum. Classroom tools include **blogs, maps, image galleries, discussion boards, and online file storage**, allowing students to demonstrate their learning, express themselves, engage in constructive dialogue around important topics, and develop a portfolio of their work—all within an advertising-free online environment with controls for you to **monitor your students' activities and to edit their postings to provide online safety and privacy!**



A **support page** where you can access all the information you need in order to make best of what the myWorld TIGed program has to offer!

THE myWORLD TIGed COMMUNITY

Becoming a member of the myWorld TIGed community means joining a **global network of thousands of like-minded educators in over 115 countries.**

Joining the myWorld TIGed Community



By registering for myWorld TIGed, you'll have access to TakingITGlobal's award-winning online learning platform. You can create and moderate customizable virtual classroom communities designed to create rich and interactive learning experiences for your students. You'll also be able to use your publicly accessible school page to share select classroom content with parents and other teachers while maintaining your students' privacy.

To join myWorld TIGed, begin by clicking on "Get Started" within the navigation bar at the top of any page on the myWorld TIGed site. In creating an account, you will sign up for a free membership with TakingITGlobal, Pearson's non-profit technology partner. If you are already a member, log in with your username and password to skip to the next step. Then, search for your school by entering the school name in the keyword field and clicking "Search." If your school comes up in your search results, you can join it. If it does not, you'll need to add your school to our database by entering some basic information about it. After this, you may create and configure your first virtual classroom. Detailed instructions on how to set up virtual classrooms can be found under "Setting up Your School and Creating a Classroom" on page 7.

Is There a Difference between TIG, TIGed, and myWorld TIGed?

Yes. "TIG" refers to the TakingITGlobal Web site located at www.tigweb.org. "TIGed" is a controlled environment within the TIG Web site that is structured in much the same way as myWorld TIGed. A TIGed virtual classroom is part of a fee-based service initiated by a teacher, and any participants are there because they have been granted access by a TIGed teacher. myWorld TIGed is a unique space located on the TakingITGlobal Web site that is made available exclusively to those educators who are using the Pearson myWorld Geography or myWorld History curriculum.

In contrast to both TIGed and myWorld TIGed, the TIG Web site is open to anyone at no cost. There are many positive benefits to participating in TIG's global community. However, because Pearson is offering myWorld TIGed as part of a school curriculum and because there are always some heightened risks when dealing with an open Web site, we have structured the myWorld TIGed experience to avoid user contact with the TIG Web site or with members of the TIG community who are not also members of the TIGed community.

It is possible that your students may become aware of TIG and its general free Web site. We believe that you should discourage any student from registering for the general TIG Web site unless he or she has parental permission to do so. If you find out that a student has registered for the TIG site, we strongly recommend that you notify his or her parents to be sure that they are aware of and understand that the

TIG Web site is not in any way controlled by or under your management, the management of your school, or the management of Pearson Education.

Participating in the TIGed Community

One of the greatest benefits of becoming a member of the myWorld TIGed network is having access to a huge community of like-minded educators with whom to connect, share, and collaborate. myWorld TIGed offers you the ability to collaborate with other myWorld teachers, as well as with educators who are part of the broader TIGed community. This section outlines the many features and tools available to members of the myWorld TIGed community.

Sharing Collaboration Details

The myWorld TIGed community provides a way for your students to interact with other classrooms around the world. Collaboration details associated with individual teachers and classrooms can help you to identify potential collaborators. As the ability to add collaboration details is a relatively new feature on TIGed, many educators have not yet added their collaboration details. Don't forget to add yours in order to facilitate connections with other members of the TIGed community! Of course, when selecting a teacher that you do not already know for a collaboration project, you should take some time to ensure that you and your potential collaboration partner share similar views about online safety and privacy.

To add your personal collaboration details, log in, and under the myWorld TIGed page, click on "Community." On the right side of the Community page, you will see a section that reads "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! Your collaboration details will be displayed alongside your name in search results.¹ You may edit these details at any time.

If you have an idea for collaboration but do not want to be contacted right now, you can include a note in your description asking people to check back later.

For more information about creating collaborations, please see "Creating a Collaboration" on page 32.

My Collaboration Details

Do you have specific ideas for how you'd like to work together with other educators on TIGed? By sharing your collaboration ideas below, they will be displayed alongside your name in search results.

I am interested in creating a collaboration with a classroom from South America. I teach geography to 12- to 13-year-old students, and this year we are studying South America. I am interested in creating pen pals as well as having live chats between students.

Save Details

If you're too busy and don't want to be contacted right now, you can update your description to let others know to check back later!

¹ See the following section, "Using the Community Search," for more information.

Using the Community Search

The myWorld TIGed Community Search was designed to facilitate connections between teachers. When you use the Community Search, you have the option to search for teachers, classes, or schools. By default, only myWorld users are shown in search results; however, you may expand these results to include all TIGed users around the world. To return the most results, make your search as general as possible.

If you are searching by teacher, you have the option to limit your search to educators who have posted collaboration details.

Once you have found an educator with whom you would like to collaborate, you can connect without sharing personal information by using 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.

Connecting in the TIGed Lounge

The TIGed Lounge is a space for members of the TIGed community to network, discuss teaching experiences and strategies, and share resources related to collaborative learning and global education. The lounge is open to all teachers and is accessible from the TIGed Community Page (<http://www.tigweb.org/tiged/community.html>). Use the lounge to connect with TIGed's growing community of teachers around the world who are committed to facilitating learning for a better common future.

Reading and Sharing Educator Stories

Educator stories are accounts of educators who are helping their students to build a better world with the help of TIGed. Have you been inspired by myWorld TIGed, and want to inspire others? Submit your educator story! Simply click on "Submit Your Story" under the red "Educator Stories" tab on the Community page and follow the guidelines and instructions provided. Once approved, your educator story will randomly be featured on the Community page!

Staying up to Date on myWorld TIGed News

News from TIGed is a quarterly newsletter which contains information about special events, conferences and more in addition to general information about TIGed. Past newsletters can be viewed online on the Community page.

Community Search



Search for:

- ☒ Teachers
- ☐ Classes
- ☐ Schools

Subject:

--- Advocacy

Year:

- Any/All -

Country/Region:

- Any/All -

Thematic Classroom:

- Any/All -

Collaborators:

☐ Show only educators with collaboration details?

Keyword:

e.g. username, class name, school name, etc.

search!

myWorld TIGed RESOURCES

From the Activities Database to virtual classrooms, myWorld TIGed provides a wide variety of resources and methods for you to bring global perspectives into your classroom.

Global Education Resources



The Activities Database

The TIGed Activities Database is a resource by teachers, for teachers. Using the database, you can find new methods to infuse myWorld TIGed into your teaching in ways that meet your local curriculum standards. TIGed staff, partners, and educators from around the world have contributed our classroom-tested activities and lesson plans—and you can contribute, too!

Searching the Database

To search the database, simply enter the year, subject and/or keyword(s) that you wish to search for. Leave all fields blank to view all activities.

Importing Activities into Your Virtual Classroom

Once you select an activity, you can add it to any of your myWorld TIGed virtual classrooms. Simply choose a classroom from the dropdown menu at the bottom left hand side of the page. The new activity will automatically be added under the “Assignments” section in the classroom you selected, and all activity information—including relevant links and bookmarks—will be imported for you. For information about modifying the activity, see “Assignments” on page 19.

Search Activities



Year:

- Any/All -

Subject:

- Any/All -

Keyword:

search!

Adding Your Own Activity

To add an activity to the myWorld TIGed Activities Database, click on “add activity” from the Activities Database page or visit <http://www.tigweb.org/tiged/activity/addlesson.html>, and then fill out the online submission form. More information on the fields that make up the form is provided in the table below.

Year	The appropriate school year for which the activity may be used. Select up to three options by holding down the Control or Command key while clicking relevant options.
Subjects	The appropriate subject for which the activity may be used. Select up to three options by holding down the Control or Command key while clicking relevant subjects.
Categories	Select up to three options by holding down the Control or Command key while clicking relevant options. If you select certain categories, the activity may be linked to on TIG's Global Issues pages (http://www.tigweb.org/understand/issues/).
Site Sections	Use this category to identify related select sections of the TakingITGlobal website.
Web Pages Used	Allows you to associate relevant webpage(s).
Description	Space for a short description of the activity or lesson.
Outcomes	Include outcomes/objectives of the activity. What will the students learn?
Tools and	List of all tools and materials required for the activity or lesson.

Materials	
Time Required	Approximate time required for completion.
Process	Short description of the process that must be performed.
Evaluation Rubric	If you have a specific evaluation rubric that you can be used, you may include it here.
Student Prompt	Any relevant information about the activity that the students should know.
Teacher Notes	Any notes you may have about this activity not covered in other sections.
Attachments	A space to attach any relevant documents.
Creative Commons	Creative Commons allows you to modify the copyright restrictions on your work, allowing others greater access for legal sharing, use, repurposing, and remixing. They work alongside copyright licenses so that you can modify your copyright terms to best suit your needs. To learn more about Creative Commons, and the various levels of licensing, visit its Web site (http://www.creativecommons.org).

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 other educators. It highlights the best practices and lessons learned by teachers, schools, districts, and other organizations creating new projects at the intersection of global education and educational technology. In addition, it outlines common threads that were found in the case studies. The Guide to Best Practices can be downloaded as a PDF and printed; however, the online version also contains podcasts contributed by educators.



myWORLD TIGed VIRTUAL CLASSROOMS

myWorld TIGed offers teachers the ability to create and manage advertising-free virtual classrooms, through which students can use Web 2.0 tools. You also have the ability to monitor and edit your students' online postings and activities—in effect, giving you the tools to make sure that your students are working in a safe and private environment. 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, maps, digital image galleries, discussion boards, online file space, and more.

Virtual classrooms were designed with the understanding that time is a scarce resource for many teachers. To save time, teachers can import activities from the TIGed database as well as content external to myWorld TIGed (such as bookmarks and files) directly into their virtual classrooms. They can also duplicate existing classrooms and create several copies of the same classroom, which is handy for educators who teach the same or similar classes to different students at different times of the day.

Setting up Your School and Creating a Classroom

The first step to getting started with myWorld TIGed Virtual Classrooms is to add or join your school on myWorld TIGed. To do this, visit myWorld TIGed's main page (<http://myworld.tigweb.org>) and click on "Get Started" at the top right hand corner. There are four steps in the signup process. You can keep track of your progress using the online registration process outline at the top of the page.

Before you are able to access the steps and begin the registration process, you'll be prompted to enter the registration code that has been provided to you by your school or school district, entitling you to use myWorld TIGed in your classroom.

Step 1: Sign up or Login to TakingITGlobal

Step 1: Get Started Now - Signup or Login to TakingITGlobal

Not a TakingITGlobal member yet?

Already signed up for TakingITGlobal? Login and register to TIGed:

SIGNUP

LOGIN

Have questions? Want to know more about the signup process? Read below!

- If you have a TakingITGlobal account, you will be prompted to sign in, and you will move on to Step 2. If you are not an existing TakingITGlobal member, you will be asked to create an account.

Step 2: Search for your school

Find Your School

School Search

Please search to see if your school already exists in our database. If your school is not registered in our database, you will have the opportunity to create a new school. For large cities, please be sure to enter a keyword to limit the results returned.

If you find your school in the list of search results, you must either join or claim the school. If you are asked to join your school, it means that other teachers from your school are already using TIGed. If you are asked to claim your school, it means that you are the first!

Country:

Post-Secondary?: ☐

Keyword:

- Type your school's name into our school database. If your school is not registered in the TIGed database, you will have the opportunity to create a new school. For large cities, please be sure to enter a keyword to limit the number of results returned.
- If you find your school in the list of search results, you must either join or claim the school. If you are asked to join your school, it means that other teachers from your school are already using TIGed. If you are asked to claim your school, it means that you are the first!

Step 3: Join or Claim your school

Find Your School

School Search

Your search was a success! Have a look at the search results below, and click the 'claim school' or 'join school' link beside your school. Don't see your school listed? You can [try searching again](#), or [add your school](#) to our database!

Results (1)

School Name	Location	
 Katherine Secondary School	Toronto, Ontario	▶ join school

Can't find your school?
[Add your school!](#)

- Joining Your School
 - If you find your school, you will see an option to add it (if you're the first teacher to sign up), or join it by entering the teacher registration code for your school.
 - Don't have the registration code? TIGed can automatically request the registration code for you by emailing the administrator of your school. To do this, after

searching for your school click “Join school.” Scroll down under “Request registration code” and click send. TIGed will send an email to your school administrator requesting the code.

- Can’t find your school? Add it to the database!
 - You will be asked to enter your school’s name, create your school’s myWorld TIGed web address, school acronym, and teacher registration code (which other teachers will need to join your school), and enter your school’s address and telephone number.

School Information

* School Name

* School web address .tigned.org

This will create the URL for your class.

· Once you have chosen this web address, it cannot be changed later.

· This web address has to be unique.

· The web address must begin with a letter, must be between 3-14 characters long, and can contain only numbers and letters.

***Teacher Registration Code:**

Select a code that other teachers will need to use to join the school (therefore able to join other classes in this school or create their own). You will be responsible for distributing this code to other teachers. The code must be up to 25 characters in length.

Teacher Registration Code:

Description

* Address

* Country

* State/Province

* City

* ZIP/Postal Code

* Phone Number

School E-mail

School Website

Add Logo

Step 4: Create a Classroom

- Once you have created and/or joined your school, you will be prompted to create a class. After creating your first class, you can create subsequent ones by clicking “Create Class” on your school’s home page. The classroom creation page is shown below.

Basics

Basics

* Name:

* Class Web Address: <http://myworldtest.tiged.org/>

Once you have chosen this web address, it cannot be changed later.

This web address has to be unique for the school.

The web address must begin with a letter, must be between 3-14 characters long, and can contain only numbers and letters.

Subject:

* Year:

* Description:

This will appear in the school's class listings.

Collaboration Details:

If you want other teachers to connect with your class, describe the type of collaboration you're looking to do with others!

This table below provides more details about the “basic” fields required in the online classroom creation form:

<i>Name:</i>	This name will appear on your school's myWorld TIGed school page
<i>Class Web Address:</i>	Your myWorld TIGed.org Web address *NOTE: This <i>CANNOT</i> be changed after it is submitted
<i>Subject:</i>	The subject of the class
<i>Year:</i>	The year or level of the students who will be using the classroom
<i>Language:</i>	Language of the class environment
<i>Description:</i>	A description of the classroom; can include the theme or topic of the class.
<i>Collaboration Details:</i>	A space to post collaboration details if you are interested in collaborating with another class. For more information on collaboration details, see page 3.

Features

A list of features accessible to your students.

Students can use the following features to submit items directly for an assignment:

Blogs, gallery, discussions, files, and writing

Please see page 15 for a description of virtual classroom features.

Features

<i>Bookmarks:</i>	A place to list useful Web sites
<i>Assignments:</i>	Assignment submission and marking tools.
<i>Blogs:</i>	Online journals supporting photo and audio uploads.
<i>Gallery:</i>	A space to store and organize images.
<i>Language:</i>	Language of the class environment
<i>Discussions:</i>	Threaded discussions with moderation options.
<i>Maps:</i>	A tool for creating individual or group maps.
<i>Writing:</i>	A space to share more formal writing
<i>Files:</i>	A space to store and organize files

Import Class Content

Import From:

If you want to import assignments and bookmarks from another class you've created, select that class here!

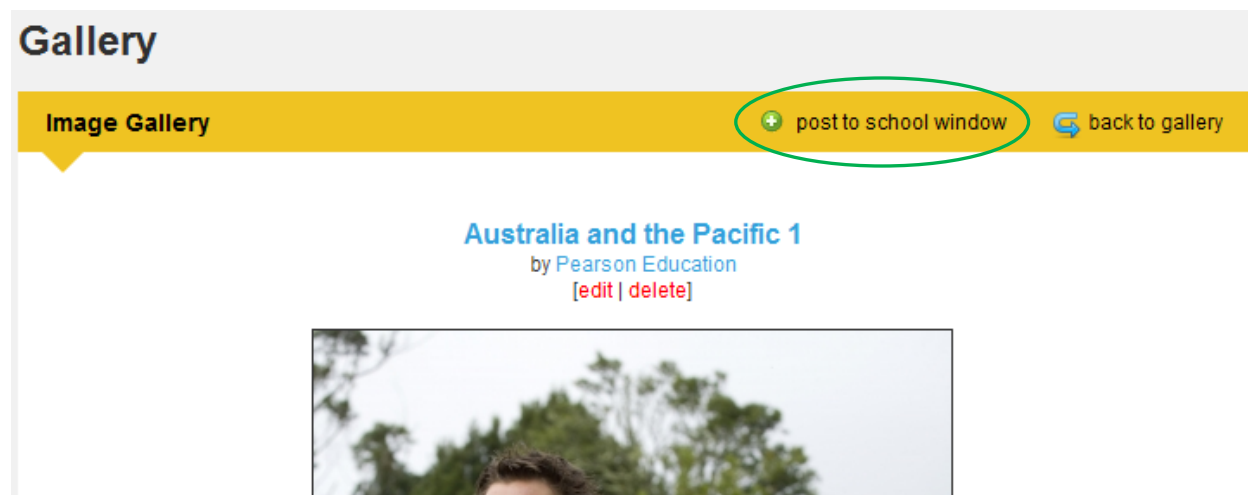
Import class content: Importing class content allows you to import content from another class in your school. This is a great option if you would like to use the same class content multiple times.

You're Finished!

Congratulations! You have successfully signed up for myWorld TIGed. Once you have completed all the steps above, you will receive a confirmation e-mail and have full access to your myWorld TIGed school.

Your School Page

Your virtual school home page is designed to show the general public how you are using myWorld TIGed to engage your students. It is accessible to anyone who has the page's URL or who searches for it using the Community Search. This page includes a list of your school's teachers, descriptions of its classrooms, and the "school window." The school window allows teachers to share exceptional student work with parents, school administrators, and other interested parties without compromising students' privacy and security.



To share student work in the school window, begin in your classroom by clicking on the type of work you wish to share: blogs, gallery, etc. Then click on the title of the work you would like to post to the window. Above and to the right of the title of the work, click on "post to school window." That piece of content is now available to the public on your school page. The username of the student who posted the item is visible, but no other information about that student is shown to the public.

To remove any item from the school window, go to your school page. Then click on the red X located below the title of the item to remove it from the window. The item is still available within the private classroom. Note that the school window only appears on your school page when there is content that has been posted to it.

A Note about Privacy and Copyright

Online privacy and security and copyright issues are important concerns for Pearson as well as for educators and parents.

How Does myWorld TIGed Protect My Privacy and the Privacy of My Students?

We recognize that online privacy and security is a major concern for educators and parents. myWorld TIGed has been specifically designed to provide you—the teacher—with the tools that allow you to act

as the gatekeeper for your virtual classroom. While no online environment is totally secure, by using these tools you can safeguard your privacy and the privacy of your students.

For instance, every virtual classroom feature that allows students to post content that may be viewed by others is subject to controls that allow you to monitor and edit or delete all content posted by your students. You can edit or delete any posting if you believe it raises any concerns.

We strongly urge you to take advantage of these controls and to review any blogs, discussion comments, images, files, or other content your students may post. In fact, effective supervision of a virtual classroom typically means that you, the teacher, should visit the virtual classroom at least once each day and conduct a review of recent postings. You should remind your students that the content they post may be visible to you, to other students in their class, to students in other classes if collaborating with your class, and to the general public if you choose to post that content to your publicly accessible school page through the school window.

Remember, one of the most important safeguards protecting your students' privacy is the fact that you can assign each student a username that does not correspond to their real name. By creating usernames that are not obvious abbreviations, you can maximize your students' online privacy. For example, for a student named John Smith who attends Central Middle School, assign a username such as "CMS-0001." Do NOT assign a username such as "J.Smith" or "JohnS."

Copyright and Fair Use

As an educator, you are likely familiar with the copyright issues that arise when you seek to copy material to use in your classes. The same principles apply online.

Before posting any third party content to your virtual classroom—or allowing your students to post third party content—you should make sure that doing so will not violate the copyright in that material or, if it is an image, invade someone's privacy or other rights. If you are not sure if you can post the material to your virtual classroom, a good place to start is by checking the terms of use of the Web site where you found the material. If the terms of use do not answer your question or is too full of legalese to be understandable, we urge you to contact your school administration for guidance.

Using myWorld TIGed provides an excellent opportunity to teach your students about copyright and the value of respecting the work of others. When you review any classroom posting by a student containing material that they did not create, you may wish to request that they provide you with the relevant language from the Web site where they found the content or with other documentation to establish that posting this material will not infringe the copyright of the author or publisher of that material.

Fair use is a legal doctrine that allows for the use of copyrighted material under certain circumstances even without the permission of the copyright owner. One of the factors in determining whether a particular use is permitted under the fair use doctrine is whether the use was for educational or not-for-profit use. *However, you would be gravely wrong to assume that any use you make of third party material on the myWorld TIGed Web site is a permissible fair use.* Generally, even in an educational context the fair use doctrine does not permit copying more than a brief excerpt and, depending on the nature of the work, sometimes even copying a brief excerpt would not be found to be a fair use.

Ultimately, whether a particular use is a fair use is a complicated, fact-intensive question that will never be known for sure until a judge or a jury makes a ruling. Indeed, even experienced copyright lawyers have trouble predicting what uses will be found to be fair and what will not. For this reason, you should appreciate that neither TakingITGlobal nor Pearson Education are offering any legal advice in these guidelines, but merely alerting you to an issue that must be considered.

Neither TakingITGlobal nor Pearson Education can be responsible for any infringements of copyright that may occur by virtue of your or your students' use of this site. Please remember that neither TakingITGlobal nor Pearson will review any posted material for legal or any other issues. Ultimately, only you can prevent copyright infringement by reviewing newly posted material and deleting any material that you cannot satisfy yourself is available for use.

We urge you to contact your school administration for more guidance before deciding that you may rely on the fair use doctrine to justify your or your students' copying of materials you did not create, as well as on any other copyright questions you may have.

Who Owns the Rights to the Comments I Post on myWorld TIGed?

The person who posts any comment or uploads any images that they own will remain the copyright owner of that comment or image. However, by posting something on this site you (and your students) agree that both Pearson Education and TakingITGlobal may, without any compensation to you or your student, use that posting by copying, distributing, or displaying it or by authorizing any other entity to copy, distribute, or display it. We and those we authorize may also edit or modify the material at our sole discretion. This right is irrevocable and perpetual and extends to both educational and commercial uses relating to the myWorld curriculum, myWorld TIGed, or related services or products offered by Pearson Education.

Virtual Classroom Features

All myWorld TIGed classroom features can be accessed by clicking on the links provided on the left hand side of your classroom's web page.

Adding Participants

To add students to your classroom, simply follow the steps below.

Step 1: Click on the "Class List" link at the left side of your classroom. On the "Participants" page, click on the green "+ add" button on the lower right side of the page.

Add
return

This option is for adding students who aren't part of your school to this classroom. Other options are:

- To import students from the school list into this classroom

You can use this tool to create accounts for all your students for your TIGed classroom. Each student will need a username and password. Initially, you will choose one password that all the students will use when they first login. There are three things you need to tell us to get started:

- How many students do you want to add? (1-99)
- How do you want to set up student passwords?
 - ☒ I will assign one password for all the students to use
 - ☐ I will assign individual student passwords

next

Step 2: You can use this tool to create myWorld TIGed accounts for all your students. Each student requires a unique username. Remember, you should not use any personally identifiable information in student usernames. You may choose to create a single password for all students to use or you may assign individual student passwords.² Students will not be able to change their own passwords.

We suggest using your school alias or acronym as a common prefix in order to help in readily identifying your students and to avoid creating usernames that have already been taken. For example, for a student named John Smith who attends Central Middle School, assign a

² As some students may attempt to use a class password to access each other's accounts, we recommend creating individual passwords instead.

username such as CMS-0001. Do NOT assign a username such as “CMS-J.Smith” or “CMS-JohnS.” Please note that no spaces are allowed in myWorld TIGed usernames.

Step 3: You're finished!

Importing Students

Another way to add students to your class is to import them from an existing class in your school. To select multiple students to import, simply hold down Control (for PCs) or Command (for Macs) while clicking on student names.

Removing Students

To remove students from your class, click on the “Class list” link. On the “Participants” page, click on “more” next to the name of the student you wish to remove. You will have the option to remove the student from the class, to view the student’s password, or to promote the student to assistant or teacher in the class.

Adding Teachers

Teachers have the ability to post, edit, and remove assignments. They can assign due dates, modify settings, edit writing, and moderate the classroom. There are two ways to add other teachers to your classroom:

If the teacher is already part of your school:

- 1) Click on “Classroom Settings” on the left side of your classroom’s homepage.
- 2) Scroll down to “Teacher Registration.”
- 3) Select the Teacher’s name from the drop-down box and click “Add Teacher.”

If the teacher is not already part of your school:

- 1) Click on “Classroom Settings” on the left side of your classroom’s homepage.
- 2) Scroll down to “Teacher Registration.”
- 3) Copy the Teacher Registration Link and Teacher Registration Code and e-mail them to the teacher(s) you would like to invite to your classroom.

Adding Guests/Assistants

Guests have the ability to view the classroom, but they cannot edit or post content. An example of a Guest might be a student’s parent. Assistants have the ability to edit content, but they cannot post assignments. An example of an Assistant might be a student teacher or a guest speaker. To add a Guest or Assistant, follow these steps:

- 1) From your classroom homepage, click on “Classroom Settings” on the left hand side of the page.
- 2) Scroll down to “Guests” or “Assistants.”

- 3) Copy the Guest or Assistant Registration Link and Registration Code and e-mail them to the guest(s) or assistant(s) you would like to invite to your classroom.
- 4) If there are no Guest or Assistant registration codes shown, simply create your own code by typing it into the registration code box, scrolling down to the bottom of the page, and clicking "Save All." This creates a code that you can use when you invite Guests and Assistants to your classroom.³

Exporting Participant Data

Exporting participant data generates a spreadsheet containing your classroom's usernames and passwords. Exporting participant data is an excellent way to obtain usernames and passwords for your records.

Announcements

Announcements allow you to post information, videos, and links directly on the home page of your classroom.

Posting an Announcement

TIGed offers many ways to create and modify your class announcements. You may type directly into the "Post Announcement" text box and then format the text as you wish. Click "Submit" to post the announcement to your classroom home page.

³ Changing or deleting the registration code will prevent Guests or Assistants previously given access from entering your classroom.

Announcements

Post Announcement

* Text:

Source ABC ABC ↔ abc abc

B **I** **U** abc x_2 x^2 $\frac{1}{3}$ $\frac{1}{3}$

Font Size A A

Title: *(optional)*

Date & Time: August 04 2010 at 14 56 04

Post to other classes:
To select multiple additional classes to post this announcement to, hold down the CTRL button while clicking!

Select additional class(es)...
 Test Collaboration (C)
 Test Class
 Bellevue School Foundation

Notify Participants?
By checking this option, an email will be sent to every member of the class with the announcement. ☐

Using HTML

If you are familiar with HTML code, and prefer to use this method, simply select “Source” at the top left of the announcement window. This will enable you to use HTML coding. To revert back from HTML coding, simply click on “Source” again.

Pasting from Word

If you have text that has already been entered into a Microsoft Word document and you wish to retain its formatting, you may paste it directly from Word. Simply copy the text from Word, and click on the “Paste from Word” button next to the “Source” button. A “Paste” box will pop up. Select “Control+V” (PCs) or “Command+V” (Macs) and paste the text into the box. Then click “OK.”

Embedding video in an announcement

When posting an announcement, you have the option to embed video from YouTube. To do this, find the YouTube video that you would like to embed. Below the video, you will see a button that says <embed>. Click on this, and YouTube will generate a code. Highlight the code and copy it. Then return to the “Post an Announcement” box in your virtual classroom. Click on “Source” at the top left corner of the box. This will enable you to paste source code into your announcement. Paste the code you copied from YouTube. Once you have posted your announcement, simply refresh the page to view the changes.

Please note that if the video you want to use does not include an embed code, it is not intended for use outside its original hosting site. Therefore, you should not do anything to try to circumvent or get around the absence of the code necessary to embed the video in your announcement. For additional information, please see “A Note about Privacy and Copyright” on page 12.

Assignments

Posting an Assignment

On the “Assignments” page, click on the green “+ post assignment” button at the top right.⁴ Begin by providing a name for your assignment. Next you will be asked to specify a start date and time for the assignment. The assignment will not be visible to students until this date and time.

You have the option to set a due date for the assignment, which will be visible to your students. If you do not want this to appear, you may select the “No due date?” box, and the assignment will remain open until you mark it closed. Students are able to submit content for an assignment after its due date has passed, but once you close the assignment they may no longer submit content. On the “Assignments” page, assignments without a due date will be sorted alphabetically.

Next, you can submit a description of the assignment. It is helpful to let your

The screenshot shows the 'Add Assignment' form with the following fields and options:

- Assignment Name:** A text input field.
- Start Date:** A date and time selector set to 5 August 2010 at 1:00 AM. A note below states: "The assignment will not appear on the class page until this date!"
- Due Date:** A date and time selector set to 5 August 2010 at 1:00 AM. There is a checkbox for "No due date?" which is currently unchecked.
- Description:** A large text area for the assignment description.
- Learning Objectives:** A large text area for learning objectives.
- Task:** A large text area for the task details.
- Add Links and Documents?** A checkbox with a note: "You can also add them later by clicking the edit icon next to the assignment name."
- Visibility: Teacher Only** A checkbox with a note: "You can make your assignment visible to teachers only if your assignment is not ready to be posted for students."
- Email me when a student completes an assignment** A checkbox.
- Submit** A button at the bottom right.

A red asterisk (*) is placed below the 'Submit' button, with a note: "denotes a mandatory field."

⁴ Please note, only teachers are able to post and edit assignments. Student profiles do not have this functionality.

students know in what format you would like them to respond, i.e., as a blog, discussion, and so on.

You can also add learning objectives and tasks. Learning objectives are what the students will learn by completing the assignment, and tasks are the different tasks involved in the assignment. While these fields are optional, filling them out helps to provide additional information to students.

You also have the option of adding links and documents to your assignment. If you select this option, once you submit your assignment you will be taken to the “Edit your assignment” page where you can add the links and/or documents. You also have the option of adding links and documents to your assignment afterwards by editing your assignment. For more information on adding links and documents and editing your assignment, please see “Editing an Assignment” below.

You also have the option to make your assignment visible to teachers only. This is a good option if you assignment is not ready to be posted for students. Once you are ready to make it viewable to students, you can edit your assignment and change this selection.

Finally, you have the option of receiving an e-mail alert each time a student marks the assignment complete.

Once you have filled out all the required fields, click on the “Submit” button. You will be taken to a new page where you can view your assignment. (You may need to refresh your page to view it.)

- The assignment has been successfully added.

Importing an Assignment

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, but you will need to edit the assignment to modify the due dates.

Import Assignment

You may select an assignment which you would like to import from another class below:

Middle America: Solve Problems ▼

Import Assignment

Editing an Assignment

To edit an assignment, begin in the “Assignments” page in your classroom and select an assignment. Next to the assignment, you will see a pencil symbol. Click on the pencil symbol to edit the assignment. This will allow you to add links and documents and edit other assignment information.

Closing an Assignment

To close an assignment after it has been completed by all students, go into the edit section of the assignment you would like to close, click on the box next to “Close Assignment” and then click “Edit assignment information.” Once an assignment has been closed, it will no longer appear in the assignment dropdown for students.

Adding Links

To add a link to your assignment, give your link a title, enter the link’s URL, and click “Add.” You can add multiple links. You can remove links at any time by going into the assignment and clicking on the red X next to the link.

Adding Documents

To add a document, give your document a title. Then click “Browse” and search for the document you would like to upload. You can add multiple documents. You can remove documents at any time by going into the assignment and clicking the red X next to the document. 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).

Copying an Assignment

Copying an assignment allows you to post an assignment to multiple classes at once. To do this, select the class or classes to which you would like to post your assignment. To select multiple classes at once, hold down the Control (PCs) or Command (Macs) key while selecting the classes.

Deleting an assignment

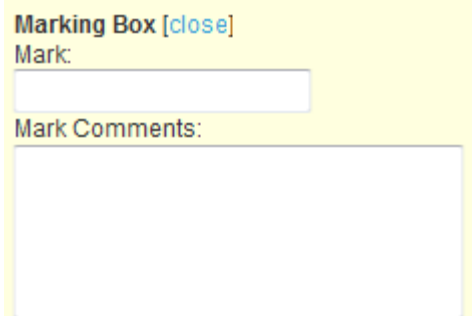
To delete an assignment, click on the red X next to the assignment you would like to delete. If this assignment has been posted to multiple classrooms and you wish to delete it from every class, you will have to go into each class separately to delete it.

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 you would like to create a team for. Enter 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 Control (PCs) or Command (Macs) key and then clicking on their names. To view the team you just created, or to create another team, simply visit the assignment again and you will see it listed under “Teams.” Members of teams can upload files, progress reports, and bookmarks to their team pages that are not posted to the general assignment page.

Submissions

Under the submissions section, you will see a list of the usernames of the students who have submitted an assignment. To view submissions, click on the username or



Marking Box [close]

Mark:

Mark Comments:

click “View All Submissions” and you will see all the content they have submitted. To read and mark a submission, click on the submission name, and a marking box will appear below. In this box you may input a mark and comments for the student’s submission. You can then continue submitting marks and comments for the rest of the submissions. When you are finished, click “Save Marks and Comments.” Once you have saved your marks and submissions, a green checkmark will appear next to all the submissions you have marked. Once all students have completed the assignment, you can visit the “Edit Assignment” page to close it.

Blogs

Posting a Blog

To post a blog, begin on the “Student Blogs” page in your classroom and click on “+ post a blog” at the upper right of the page.

Begin by providing a subject and/or title for your blog. Next, add text by entering it into the text box. You have the option of making text bold, italicizing it, creating a link, and inserting a quote. You then have the option of choosing the language of your blog post.

Finally, you can make your blog posts more specific. You can choose from a list of topics, a list of countries, or something in the news.

You also have the option to make your blog post visible to only teachers or to teachers and the class. If students are writing a blog post for an assignment, they may select the appropriate assignment from a dropdown menu. Please remind your students that if they do not select the appropriate assignment then the blog will not be submitted for that assignment. When the students have filled out all the required fields, they may then click “Post.”

Editing and Deleting a Blog Post

Teachers have the ability to edit and delete all blog posts, while students may edit and delete only their own blog posts.

To edit a blog post, from the “Student Blogs” page click on the title of the blog you would like to edit, then click on “Edit Post.”

To delete a blog post, click on the name of the blog post you would like to delete, then click on “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.

Bookmarks

Bookmarks are links to Web sites you feel are relevant to your class, which you can post on your virtual classroom for your students to see.

Posting a Bookmark

Add Bookmark (1)
return

Bookmark Info

*

Name

*

URL

Brief Description
Max 25 words.

Submit!

*

denotes a mandatory field.
Did you encounter a problem with this page? [Please let us know!](#)

To post a bookmark, from the “Bookmarks” page, click on “+ post a bookmark.”⁵ Fill in the name and URL of the bookmark, and provide a brief description. This description will be available for your students to see. If you have created folders, you also have the option of moving the bookmark into a folder. For more information about folders, see below.

⁵ Classrooms’ default settings allow only teachers to add or edit bookmarks. However, if you would like your students to be able to add or edit bookmarks as well, under “Settings” check “Allow students to create and edit bookmarks in the class.”

Creating a Bookmarks Folder

Folders

Add Folder

* Title:

Would you like this folder to be viewable only by teachers and assistants? ☐

Folders are a useful way to organize bookmarks in your online classroom. To create a folder, from the “Bookmarks” page click “+ add folder” and enter a title for your folder. You have the option of making the folder viewable only by teachers and assistants. To edit or delete a folder, click on edit or delete beside the folder.

Discussions

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

Starting a New Thread⁶

Begin by clicking on “Discussions” and then clicking on “New Thread.” You can insert links, images, and quotes and can bold and italicize text.

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 answer choices for the poll. Poll users are allowed to select only one answer for each poll.

Replying to a Thread

To reply to a thread, click on the thread to which you would like to reply, and then click on “Reply” at the top right corner of the post. 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.

⁶ By default both teachers and students can start new discussion threads, but if you would like to enable it so that only teachers may start discussion threads, under “Settings” check the box next to “Only allow teachers to create new threads.” This will limit students to replying to existing threads.

Editing and Deleting Content

Teachers and assistants have the ability to edit and delete discussion threads. To do this, click on the thread you would like to edit or delete. At the bottom right, just below the thread, you will see edit and delete in red. Editing will allow you to modify the content of the post, and deleting will remove the post and all associated replies.

Gallery

The gallery is a space for your students to post artwork and images.

Image Gallery

Image Details

* Title

* Medium

Category
Maximum 3 categories

Note: Hold down the CTRL key to make multiple selections.

* Language

Upload Artwork

* Image

Artwork Description

What does this piece of art mean to you?

Is this artwork about a specific country?

Security

* Visibility

Assignments

This is for an assignment

Did you encounter a problem with this page? [Please let us know!](#)

Posting to the Gallery

To post electronic images to the gallery, begin in 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 Control (PCs) or Command (Macs) 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. You may include a short description of the artwork and select a country to which the artwork is related. Then select a visibility option for the artwork. Students may select to have it viewable to everyone in the class or to the teacher only. Teachers must review and approve images before they are posted to the classroom. For additional information, please see “A Note about Privacy and Copyright.”

A Special Note about Gallery Postings

As discussed above, whenever you or your students post third party content on myWorld TIGed, you and they must consider carefully whether doing so will violate the rights of the owner of the copyright to that material. However, when posting images that include the likeness of someone other than yourself the issue is even more complicated. Many states recognize a right to privacy and/or publicity that protects an individual from having his likeness used without his permission. Typically there is an exception that relates to the use of images from newsworthy events. For instance, a newspaper may publish a photograph of people commuting via mass transit without securing the permission of those

individuals. However, the laws and the exceptions vary from state to state. Obviously, against such a complex backdrop this Guide is not intended to offer legal advice. But it is always wise to ensure that you have the permission of any person who appears in any image you post or that your students post unless it is an image of a newsworthy event.

You should also remember that if the image is of a person under the age of 21, it is not sufficient to have that minor's permission. You must have the permission of the minor's parent or guardian. Pearson Education takes this issue very seriously. Therefore, before allowing any image to be posted to the Gallery, the person submitting the image will be required to complete a brief form representing that by posting this image such person is not violating the rights of any third parties, both with respect to copyright and the right of privacy and/or publicity or other rights.

If you decide to make the Gallery feature available in your virtual classroom, this is an excellent opportunity to educate your students about these rights. Also, *you must preview and approve any image posted to the Gallery. If you have any questions about whether to approve a particular image, you should contact your school administration.*

Writing

Post Writing

* Title

* Article Body

* Language

Is your entry about...

* A specific type?

A country?

A specific Topic?

☐ Culture

☐ Education

☐ Environment

☐ Globalization

☐ Health

☐ Human Rights

☐ Media

☐ Peace & Conflict

☐ Technology

Details

* Visibility
Select "Class & Panorama" to have your writing considered for publication in TakingITGlobal's [Panorama Zine](#).

This is for an assignment:

denotes a mandatory field.
Did you encounter a problem with this page? [Please let us know!](#)

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 writing, followed by the actual body of the piece of 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, and specific topics that are dealt with in the piece. When students post a piece of writing they can choose the visibility of the piece. They may select to have it visible to everyone in the class or to the teacher only. When students are finished, they may click on either "Submit Article Now" or "Save and

Complete Later."

Editing and Deleting Writing

Teachers and assistants have the option of editing and deleting all writing submissions, while students may edit and delete only their own submissions. 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.

Maps

The mapping feature allows your students to create points on a map and explore various points of interest around the globe.

Creating a Map

Community Mapping

+ create map

Create Map

Map Name

Public?

☒ Yes, anyone in my class can see my map
 ☐ No, only my teachers and I

Adding Locations

☒ Yes, anyone in my class can add to my map
 ☐ No, only I can

Create Map

To create a map, under “Maps” 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 options. When you are finished, click on “Create Map.” The map you have just created will be added to the list of class maps.



Step 1: Find Location

Add a: ☐ Address ☐ City/Country ☐ Zipcode ☐ Long/Lat

Address (e.g. 19 Duncan St. or Yonge & Bloor)

City, State (e.g. Toronto, Ontario)

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,⁷ 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.”

In order to protect the privacy of your students and their families and friends and others in general, we urge you to prohibit creating any point on a map that represents a student’s address or the address of a student’s friends or relatives or any person, except perhaps where that address is famous, such as the address of the White House.

Map Features

Choose a map type: Choose Road (standard map), Aerial (satellite photo), or Bird's eye⁸ (detailed photo) view

⁷ For the United States, Canada, Australia, and New Zealand only.

⁸ Please note that bird’s eye view is currently available only for certain major cities.

View the map in 3D: 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 can do the following:

- **Pan:** Click one of the four directional arrows in the compass, click and drag the map, or use the arrow keys. You can also move the cursor to the edge of the map, and then click and hold the left mouse button and move your mouse when the cursor changes to a horizontal double-arrow .
- **Pivot:** Click the ring of the compass, and then drag the ring in any direction, or hold down CTRL and drag the map, or press the left or right arrow keys.
- **Rotate:** Click the rotate clockwise button  or the rotate counter-clockwise button , or hold down SHIFT and drag the map, or press the left or right arrow keys.
- **Tilt:** Click the tilt up button  or the tilt down button , or hold down CTRL and drag the map, or press the up or down arrow keys.
- **Change pitch:** Hold down SHIFT and drag the map, or press the up or down arrow keys.
- **Change altitude:** Click the Increase altitude button  or the Decrease altitude button , press PAGE UP or PAGE DOWN, or rotate the mouse wheel.
- **Zoom:** Click the zoom in button  or the zoom out button , rotate the mouse wheel, or press the PLUS SIGN (+) or the MINUS SIGN (-).

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

Class Files

Class files provide a secure space for teachers and students to exchange and store files.

Creating a folder

Folders

Add Folder

* Title:

Would you like this folder to be viewable only by teachers and assistants? ☐

Folders are a great way to organize files. To create a folder, in the “Files” section of your classroom click on “+ 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 “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. Only teachers are able to create folders.

Adding a File

Add File

return

* File Name

* Attachment

Maximum Size: 2 MB

Browse...

Do you want to link to a file on the web instead?

Brief Description

Max 25 words.

This is for an assignment

Not for an assignment

* Visibility

All Class Members

Submit!

* denotes a mandatory field.

Did you encounter a problem with this page? [Please let us know!](#)

To add a file, click on the “Files” button. Enter a name for the file, then click on “Browse” and select 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 file. You may choose “All Class Members” or “Teacher Only.” You may choose to place your file in an existing folder by selecting the folder from the dropdown menu next to “Put in Folder.” This option will not appear if you have not created any folders.

Editing and Deleting Files

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

Classroom Settings

In the settings section of your classroom, you may modify all settings in your classroom, with the exception of your classroom's Web site address.

Basics

In this section, you may modify all of the basic settings of your classroom, including the description of the class. You may also add collaboration details. If you add collaboration details, they will appear in class search results in the myWorld TIGed Community Search.

Registration

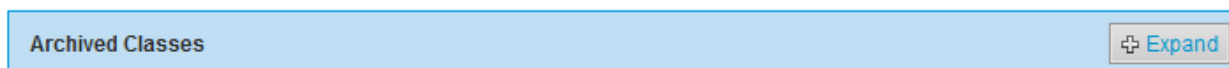
In this section, you may modify how teachers, guests, and assistants can register for your class. For more information on adding participants, see page 15.

Features

Here you may modify the various features that will appear in your classroom. If you choose to remove a feature, the existing content in that section will be hidden, not deleted. It can be accessed by re-enabling the feature.

Ending a Class

You may wish to close a class when your school year is over or when your school is closed for a vacation. To close and archive a class, go to your class page, and click “Settings”, and change “Status” to “Archived”. You will be able to view your class under the “Archived Classes” list on the school homepage, but content will no longer be able to be posted.



“Archived Classes” will appear under your active classes on your school homepage. Click “Expand” to view the list.

If you plan to use a class again in the future, you may wish to keep the class and simply remove its current students from the class list. To remove students from a class, please see “Removing a student” on page 16. The class—and all of its content—will remain in your virtual school, but it will no longer be accessible to the students you have removed.

Collaborations

Collaborations are a fantastic way to allow your students to connect and partner with other students across the country or around the world.⁹ Remember, one of the advantages of the myWorld TIGed Web site is that you may collaborate not only with other myWorld TIGed teachers but also with teachers from TIGed.

Creating a Collaboration

Begin by finding a collaborator. To find a collaborator, consider posting your own collaboration details so that other TIGed users may choose to contact you. For more information about posting collaboration details, see page 3.

Use the TIGed community search to discover potential collaborations. We recommend using broad searches to find possible collaborators, but if you would like to limit your search to classrooms that have posted collaboration details, check the box that says “Show only educators with collaboration details.”

Once you have found a collaborator, you can create a collaboration. To do this, simply follow these steps:

Basics

* Collaboration Name:

* Collaboration Web

Address: *Once you have chosen this web address, it cannot be changed later.*
The web address must begin with a letter, must be between 3-14 characters long, and can contain only numbers and letters.

* Initial Class: ▼
You must select a class that you want to start your collaboration with.

Subject: ▼

* Year: ▼

* Description:

- 1) Click on “Create collaboration” on the left side of any page in your classroom.
- 2) Enter the name of the collaboration.
- 3) Create a collaboration web address (<http://collab.tiged.org/yourcollaborationnamehere>). Please note that this web address CANNOT be changed later.

⁹ If you are not interested in being involved in a collaboration, you may disable this feature by clicking on “Classroom Settings” in your classroom and checking the box under “Disable Collaboration.” To enable collaboration, simply remove the checkmark from the box.

Collaborating in

This class is not involved in any collaboration at the moment.

- Create collaboration
- Find new collaborators

- 4) From the “Initial Class” dropdown menu, select the virtual classroom in your school that you wish to use as the starting point for the collaboration. When you create the collaboration, your class list will be copied from this classroom. You will also have the option to import content from your classroom into the collaboration classroom.
- 5) Select the appropriate Subject, Year, and Language for the classroom.
- 6) Privacy settings:
 - Create privacy settings for this collaboration
 - *Public*: The classroom and its content will be viewable by anyone. Only student profile information will be hidden
 - *Private*: The classroom will only be accessible to teachers, teaching assistants, students, and guests of the classroom.
- 7) Enter a description of the collaboration classroom.
- 8) Create a registration code. In order for another class to join this collaboration, you must provide its teacher with this code.
- 9) Select the various features you wish to include in your classroom.
- 10) Import class content: This option allows you to import bookmarks and assignments from another classroom.

Inviting Others to Your Collaboration

To invite others to your collaboration, you will need the registration link and the code you created when you first created the collaboration classroom. To find these, go to “Classroom settings” in your collaboration classroom. Under “Registration” you will see the link and the code. When another class registers, its teacher has the option of importing students, assignments, and bookmarks.

Collaboration Ideas

Collaborations are opportunities for students to connect with peers with different perspectives and realities. They can help make global issues “real” through a personal connection with students from other towns, states, and countries, and they allow the students to have an authentic audience of peers 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

Below are fifteen tips for creating a collaboration on myWorld TIGed:

- 1) Align your project with your curriculum.
- 2) If it's your first collaboration, considering joining an established project instead of beginning a new one.
- 3) Look at examples of other projects and related reflections.
- 4) Start planning early (3–4 months is recommended).
- 5) Identify specific goals, tasks, and outcomes.
- 6) Evaluate available resources.
- 7) Keep the scope small, manageable, and focused.
- 8) Plan to involve three or more other classrooms.
- 9) Have a clear timeframe (project calendar) and expectations.
- 10) Understand and comply with your school's policies and procedures regarding student activities online.
- 11) Have acceptable permissions forms signed by parent or legal guardian.
- 12) Discuss with your collaboration partner(s)
 - a. Views about online safety and privacy.
 - b. Number of students in respective classes.
 - c. Time zone differences and school holiday schedules.
 - d. Length of availability for collaboration.
- 13) Establish more than one way to contact partner(s).
- 14) Don't give up! It's worth it!
- 15) Allow time to reflect at the end of the project.

SUPPORT

myWorld TIGed offers a support page where you can access the information you need to make the best of what myWorld TIGed has to offer. If you cannot find what you are looking for, simply e-mail us at education@takingitglobal.org

Support



Virtual Office Hours

Virtual office hours are live chats with a TIGed representative, where you can ask any questions you may have about the program. Virtual office hours may vary from week to week, but they are always listed on the Support page. They are conducted using Elluminate Live (<http://www.illuminate.com>) web conferencing. Please visit (<http://www.illuminate.com/Support/?id=62>) to configure your computer before entering the virtual office hours. To learn how to use Elluminate Live, check out these helpful participant tutorials and reference guides (<http://www.illuminate.com/Services/Training/?id=70>).

Teacher Training Tutorials

Teacher training tutorials are online screencasts—or illustrated podcasts—on various subjects. If there is a topic that you would like information on that you do not see here, feel free to e-mail us at education@takingitglobal.org.

TIGed Lounge

The TIGed Lounge (accessible through the “Community” page, or directly at <http://pd.tiged.org/tigedlounge>) is an online space for members of the TIGed community to network, discuss teaching experiences and strategies, and share resources related to collaborative learning and global education. You will have the chance to interact with both TIGed and myWorld TIGed participants.