

SchoolTIES

Please read all directions before starting to work on a page.

Creating a new teacher page

1. Start on the TIES home page <http://ties.k12.mn.us> or the InforMNs home page <http://www.informns.k12.mn.us>
2. Click on the SchoolTIES link on the TIES home page and then on the schoolTIES logo.
3. Once on the SchoolTIES page, click on the words “Find a teachers web page” on the right side of the screen, then click on the words “Sign Up” on the left side of the next screen.
4. On the sign up page, click on the words “I have my code and I am ready to start my page.”
5. You will now enter your activation code. Click on the Submit button.
6. On the registration page you will need to enter information about your classroom and create passwords for security. Be sure to record these passwords in a safe place.
 - **Visitor password** – type a password for your visitors to use. (You must type a password when you create a new account) This is the word that will be used every time someone wants to look at your page, that includes you, students, parents, administrators, everyone. NOTE: You may go into the edit mode once the page is started and delete the password so that it is no longer needed by a visitor to access your page.
 - **Teacher login and Teacher password** (same as Administrator)- these words are used to give you and only you access to edit your page. The teacher login and passwords should be different words and not something easily guessed. Using your first or last name is not a good idea. Using words that have both numbers and letters makes it harder for someone else to guess. Each login/password should be more than 4 characters. When all text boxes have been filled in click on the Submit button. The next screen reviews the passwords you have entered. We suggest you print this page and save it in a safe place. Click on the words “Create Your Page” at the bottom of the text.
7. On the Password page, type in your visitor password and click on the Submit button to reach your new page. If you did not set a visitor password this page will be skipped.

Adding/Editing information on your page.

1. On the left side of the page click on the words Teacher Login.
2. On the login page, type the teacher (Administrator) user name (Login) and password you set up when you registered. Click the login button.
3. Look for the little word Edit in blue in the yellow highlighted area at the top of each section on the page. Click on the word edit. This will take you to the

edit screen for each section. Fill in the information you want to add.

4. Once all the information has been added to the edit page you must click the update button to add the new information to the page.
5. On each edit page you can quickly move to other sections to edit. Click on the section title in the gold area on the left of the edit window.
6. The edited page may be previewed by clicking on the words Page Preview or you may log out by clicking on the words Teacher log out on any of the screens. Once logged out the page is ready to be used by students, parents, and others.
7. You can go back at any time to add more information or change what is there.

Finding a teacher's page for viewing or editing.

1. Go to the TIES or InforMNs page and click on the SchoolTIES logo.
2. Click on the words "Find a Teacher's Web Page". If you set a visitor password, you will be prompted to enter it before you can reach the page.
3. Use the search tool to locate the desired page. You can search by teacher name, district school, city, or zip code.

If you have any questions email us at schoolties@ties.k12.mn.us.