

Welcome to TakingITGlobal! We are excited to host this Polar Day educational activity. Below are step-by-step instructions for getting started with TakingITGlobal's TIGed collaboration environment.

Getting Started with TakingITGlobal

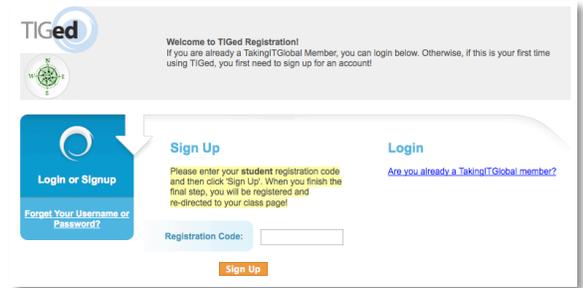
1. Using any web browser, visit <http://polarday.tiged.org/collaboration/register>
2. This page should look like the image to the right. If you already have a TakingITGlobal account, click the blue link on the right, underneath the word **Login** – you will be asked to login and provide the registration code (**polardaycollaborator**), and will be added to the collaboration space.

If you are new to TakingITGlobal, enter the registration code:

polardaycollaborator

and click on the **Sign Up** button.

3. The **Join TakingITGlobal** page will appear. You can select a username and password of your choice, but that they usernames must not contain spaces or special characters. You might want to choose a username that is representative of your class (e.g. truroschool10b).
4. Click on the join button! You will now be a member of the collaboration.



Join TakingITGlobal

Setting Up Your Profile

TakingITGlobal is a **social networking site**, a place where young people and educators interested in global issues can connect and collaborate. To get this collaboration off to a good start, you will want to fill out your profile and let other collaborators know about you and your students.

From any page on TakingITGlobal, click on **My TIG** near the top right corner. From the **My TIG** page, click on **Profile** in the left-hand menu (pictured).

Here, you can set your **display name** – the name that other teachers and students will see when they visit your profile. Choose a display name that represents your class (e.g. Mrs. Smith's Gr 7 English).

Clicking on the **Personal** tab on this page will give you a place to enter a brief biography — a space to describe your class and why you are participating in this activity. You can also upload a picture, but remember that this image will be seen with other collaborators and visitors to the site, so only show student faces if you have the necessary permissions. Please also include your school's name in the **Organization** field.

You can now click **Save Profile!** You are ready to participate.

If you need help with any of these steps, please e-mail our support team education@takingitglobal.org - we try our best to respond to user support requests within 48 hours. To learn more about the collaboration environment and all its features, visit:

<http://www.takingitglobal.org/tiged/help.html>