

## TIPS FOR GETTING STARTED IN THE TPS TEACHERS NETWORK

### PROFILE TIPS

- Select the Profile tab to complete or edit your profile. We love it when new members upload a photo or avatar. It helps personalize the TPS Teachers Network.
- Be sure to add something to the About Me section. You can click on the About Me box in any individual profile to get to know your TPS Teachers Network colleagues.
- Choose the profile type that best describes your position even if it is not a perfect fit.
- Select Profile/Preferences/Notification Digest to set the frequency of your email digest of recent activity. We strongly encourage you to select the daily digest option.

### SHARING TIPS

- The TPS Teachers Network is a network of groups built around shared teaching interests. Many are public; others are used for private TPS program-related work.
- Your homepage displays a personal stream of recent activity from *all* your groups.
- The activity stream in a single group displays activities specific to that group only.
- Visit your group pages to follow threaded discussions with comments and replies related to your groups. Click on the tabs for Discussions, Links, Files, and more.
- The best place to engage in general, back-and-forth conversations is in the TPS Commons. Everyone belongs to the TPS Commons group.
- Conversations begin with tools under GROUP OPTIONS – the control center for every group and your starting point for posting.
- For two-way sharing with comments and replies enabled, visit the TPS Commons or your group pages. From there, under GROUP OPTIONS, click Create Discussion, Create Event, Import Event, Upload Photos, Create Album, Add Video, Add Links, Add Files, or Invite Friends.

### MISCELLANEOUS TIPS

- Remember to add tags to every post. Select Grade Level, Subject, or Custom Tag. After each selection or custom tag, click Add Tag.
- Explore groups from the GROUPS tab and feel free to join any and all public groups.
- Look for the down arrow beside the search box. Choices include Search All, Search Tags, Search Groups, Search People, and Search Events. After choosing what type of search you wish to perform, enter your search term in the box and hit enter/return.
- When you discover an item you want to keep, click “Add ... to Favorites” (discussion, file, etc.). Your “Favorites” will be stored in your profile.
- As a courtesy to your colleagues, always include Library of Congress links and descriptions for photos.
- Explore as much as you want. Don’t worry about mistakes. Everything can be edited!