

TIES Training Center

Professional Development Classes

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OCTOBER 2016 – FEBRUARY 2017



CREATIVE APPLICATIONS

Adobe InDesign CS6 Introduction

InDesign, the desktop publishing program from Adobe, takes page design to a new level with its power, creative freedom and innovative cross-media support. This program is tightly integrated with Photoshop, Illustrator and Acrobat, which helps you produce pages quickly. Designed for new users of InDesign, this workshop will give you hands-on practice with software features, including the creation of a flyer or newsletter. We will also discuss work-flow and process that will yield quality product that will represent your institution well. You will gain the most from this course if you are comfortable in a graphical environment and have some significant exposure to both word processing and graphic editing tools. Bring an idea for a simple flyer that you have to produce, and we can work on it collaboratively in class. ISTE Standards.T

Fee: \$199 Non-TIES Member

Platform: Mac/Windows

5531F16A 1/24/2017 8:30 AM - 3:30 PM

Adobe Photoshop CS6 Introduction

Adobe Photoshop is the standard for digital image enhancement, photo retouching and image composition. This hands-on course will provide the beginner with an overview of the power of Photoshop to create, edit and enhance digital images. Learn selection techniques and edit photographs. Compose an image using multiple layers. Use the graphic and painting tools of the toolbox. Understand different image formats for print or the Internet. ISTE Standards.T 1a, 3a, 4a, 5a

Fee: \$199 Non-TIES Member

Platform: Mac/Windows

6581F16A 1/19/2017 8:30 AM - 3:30 PM

Adobe Intermediate Coaching

NEW

Adobe applications can be used to execute a variety of projects, but finding time and resources to efficiently finish those projects can be challenging. These coaching sessions are intended to help participants start, continue, or finish projects using Photoshop, InDesign, or Illustrator while having access to an instructor and resources. Improve your skills and efficiency, and get some professional looking work ready to print or publish! Prerequisite: Introduction to Adobe Photoshop or InDesign, or basic working knowledge of the Adobe Suite. ISTE Standards.T, 1a

Fee: \$99 Non-TIES Member

Platform: Mac/Windows

5537F16A 1/26/2017 8:30 - 11:30 AM

5537F16B 1/26/2017 12:30 - 3:30 PM

Computational Thinking in the Elementary Classroom

Discover opportunities for integrating computational thinking into your elementary classroom! In this workshop, participants will learn about web-based programs as well as iOS based apps that students can use to explore computer science, specifically visual block programming. The workshop is designed to expose participants to a variety of programs and allow time to explore different programs and coding examples. This workshop is designed to be an introduction to computational thinking in the elementary classroom. ISTE Standards.T 1a, 2b, 3d, 4b

Fee: \$99 Non-TIES Member

Platform: Web Based

6180F16A 2/7/2017 8:30 - 11:30 AM

Minecraft Introduction

Come learn about the game your students can't stop talking about! Explore the basics of Minecraft gameplay and check out some cool projects. This is an introductory workshop aimed at introducing participants to what Minecraft is and how to play it (in creative and survival modes). Stay for the afternoon session (Minecraft Classroom Applications) to explore the many educational applications Minecraft possesses. Participants can bring their own Minecraft/Mojang account login info, or TIES will provide one for use during the class. ISTE Standards.T 1a, 3a, 4c

Fee: \$99 Non-TIES Member

Platform: Mac

6350F16B 10/27/2016 8:30 - 11:30 AM

Minecraft Classroom Applications

Minecraft's "sandbox" nature gives it many opportunities for application in the classroom. From history, to math, to science and engineering, to literature, students can create projects that showcase their learning in awesome ways. This workshop will introduce some lesson/project ideas in varied subject areas (primarily elementary and middle school but lessons can be adapted for any age), and present a wealth of resources for using Minecraft in education. Basic understanding of Minecraft gameplay required (covered in the Minecraft Introduction workshop). Participants can bring their own Minecraft/Mojang account login info, or TIES will provide one for use during the class. ISTE Standards.T 1a, 1b, 3a, 4c

Fee: \$99 Non-TIES Member

Platform: Mac

6360F16B 10/27/2016 12:30 - 3:30 PM

Scratch Introduction

Scratch is a free building-block software developed by MIT for students to learn programming. When you first open the program you may wonder, what are sprites? How do I make them move? Why is it still spinning? We will explore the basic design tools, animation and the relationship of objects so that you and your students can create interactive projects that have the potential to dive into many curricular areas. ISTE Standards.T 1a, 1d, 2a, 2b, 3d

Fee: \$99 Non-TIES Member

Platform: Web Based

6175F16B 11/17/2016 8:30 - 11:30 AM

6175F16C 2/15/2017 8:30 - 11:30 AM

Scratch Introduction +3 Coaching

In this workshop, participants use the designated 3-hour work time to apply what they learned in the morning session, Scratch Introduction. Attendance at the Scratch Introduction workshop is a prerequisite. ISTE Standards.T 1a, 1d, 2a, 2b, 3d

Fee: \$99 Non-TIES Member

Platform: Web Based

6176F16B 11/17/2016 12:30 - 3:30 PM

6176F16C 2/15/2017 12:30 - 3:30 PM

CURRICULUM INTEGRATION RESOURCES

Creativity through Makerspaces

There is a movement in K-12 education called "the maker movement" that is designed around the idea of engaging students with critical thinking and creativity through designing and making things. Schools around the country are incorporating "maker-spaces" in school library media centers and other flexible learning areas. Participants in this workshop will learn about maker spaces, resources for creating a maker space in your building, and curriculum focused projects to engage students in "making stuff." ISTE Standards.T 1a, 1b, 1c

Fee: \$99 Non-TIES Member

Platform: BYOD

6135F16B 11/8/2016 8:30 - 11:30 AM

6135F16C 2/2/2017 8:30 - 11:30 AM

Digital Citizenship

In this class, participants will learn about resources and strategies for teaching students to become good digital citizens. Topics to be covered will include how to be safe online, how to use and respect copyright, how to talk about cyberbullying, and how to safeguard privacy when working online. According to federal law, schools using federal E-rate telecommunications discount funding for Internet access must be providing instruction to students on Internet safety and cyberbullying. This class will show participants options for delivering this instruction as well as build a personal understanding of digital citizenship. ISTE Standards.T 5a, 5b, 5c, 5d

Fee: \$99 Non-TIES Member

Platform: Web Based

6001F16A 11/2/2016 8:30 - 11:30 AM

6001F16B 1/25/2017 8:30 - 11:30 AM

Digital Literacy

NEW

In our device driven, technology oriented world students need to be able to understand, evaluate and integrate information in multiple formats and across multiple platforms. This class will look at what digital literacy skills look like as well as best practices for integrating digital literacy skills into the curriculum.

ISTE Standards.T 2a, 2b, 2c, 2d, 3a, 3b, 3c, 3d

Fee: \$99 Non-TIES Member

Platform: BYOD

6002F16A 2/7/2017 8:30 - 11:30 AM

Free and Fabulous Online Resources

Did you know there are many high quality resources that can engage your students, enhance their learning experience, and deepen their understanding of content? Did you know these resources are also online and are FREE? In this class we will show you many different sources for free curriculum resources developed specially for K-12 education by teachers and other expert organizations such as the National Geographic Society, Smithsonian, Library of Congress, Electronic Library of Minnesota, and many others. Participants will learn where to find curriculum resources, use databases to find the right resources for your classes, integrate technology-based objects with instruction and how to choose the best resource for your purposes. ISTE Standards.T 1b, 2a

Fee: \$199 Non-TIES Member

Platform: Web Based

4980F16A **Saturday** 1/28/2017 8:30 AM - 3:30 PM

The Power of Primary Sources

The large variety of digital primary sources makes it challenging to where start looking for what will work in your curriculum. This workshop will show you how with hands-on experience using Classroom Materials from the Library of Congress Teachers Page that support common curriculum topics. Areas of focus are (1) Examining and selecting "ready to use" primary source sets from the Library of Congress Teachers Page and the Digital Public Library of America. (2.) Using primary source analysis tools that support critical thinking. Other workshop topics include: Primary Source sets in eBook format for the iPad, applying search strategies to locate digital primary sources, The World Digital Library and other Library of Congress resources helpful for educators, The Minnesota Digital Library, Reflections and free online professional development materials. You will leave the workshop knowing how to find and use the right resources for diverse content areas and all student ages. Audience: All content areas, all grade levels, especially 4-12. ISTE Standards.T 1b, 2a, 2b, 3b

Fee: \$99 Non-TIES Member

Platform: Web Based

0750F16B 11/2/2016 12:30 - 3:30 PM

YouTube in the Classroom

YouTube is so much more than an online site for watching funny cat videos. In this workshop, you will explore the many facets of using video in the classroom to inspire, engage, and empower your students. Participants will learn how to use YouTube to stimulate student learning, produce student work, archive valuable content, editing video, and much more. Participants will also learn ways to use YouTube in the classroom without worrying about inadvertently exposing students to inappropriate content. Come to this class with an existing Google account. ISTE Standards.T 1a, 2a, 4a

Fee: \$99 Non-TIES Member

Platform: Web Based

6051F16B **Saturday** 10/29/2016 8:30 - 11:30 AM

GOOGLE

Chrome Smashing

As educators, we are always looking for ways to unleash our innovative students' abilities. Explore creative creation possibilities using Chromebooks and the Chrome Browser. In smashing (or using more than one app in conjunction with another) apps, you empower your students to take the reins and really engage in their learning. Join us in this session to remove limitations in student creativity by smashing Chrome apps to allow for creation at its finest! ISTE Standards.T 1a, 1c, 2b, 2c, 3a

Fee: \$99 Non-TIES Member

Platform: Chrome

6058F16B 1/10/2017 8:30 - 11:30 AM

Going Google on the iPad

Google Apps for Education provide a platform for collaboration creation, communication and critical thinking. This 3 hour workshop will examine how Google Apps can be used in conjunction with other iPad apps to enhance learning opportunities in any classroom. Participants will look at work flows that easily allow students to communicate, collaborate and create using Google Drive. ISTE Standards.T 1c, 2a, 3b

Fee: \$99 Non-TIES Member

Platform: Chrome

6122F16B 10/25/2016 8:30 - 11:30 AM

6122F16C **Saturday** 1/28/2017 8:30 - 11:30 AM

Google Chrome—Apps & Extensions in Education

Focus on using Google's Chrome browser to its fullest potential. Learn tips and tricks, including apps and extensions, to move more of your teaching and learning experience to this cloud-based tool. What can you do? What's the difference between apps and extensions? How can they be used for educator productivity and/or student learning? We will also discuss how to apply this information about the Chrome browser to the Chromebook. ISTE Standards.T 2A, 3A

Fee: \$99 Non-TIES Member

Platform: Chrome

6054F16A 2/2/2017 8:30 - 11:30 AM

Google Classroom Introduction

Google Classroom is the newest addition to Google Apps for Education. Classroom provides a simple interface between Google Drive, Docs and Mail, allowing teachers to easily create a paperless classroom. This workshop will provide a hands-on experience with Google Classroom. Participants will learn how to create classes, manage students, organize assignments, provide feedback, and communicate with students through Classroom. Classroom is the perfect tool for educators wanting to increase the use of Google Drive in their classroom. ISTE Standards.T 1c, 2a, 2c

Fee: \$99 Non-TIES Member

Platform: Chrome

6060F16B **Saturday** 10/29/2016 8:30 - 11:30 AM

6060F16C 1/10/2017 8:30 - 11:30 AM

6060F16D **Saturday** 1/28/2017 8:30 - 11:30 AM

Google Drive Introduction

Explore the world of cloud computing by experiencing Google Drive. Participants will learn to use the Google Drive applications: Docs, Sheets, Slides, and Forms. We will also discuss the advantage of using these applications and how they can be used collaboratively. Participants should come with an active Google account and are encouraged to register for the extended "+3 Coaching" work time to apply what they've learned to their own content. ISTE Standards.T 1d, 2b, 3a

Fee: \$99 Non-TIES Member

Platform: Chrome

6052F16C 10/27/2016 8:30 - 11:30 AM

6052F16D **Saturday** 10/29/2016 8:30 - 11:30 AM

6052F16E 11/16/2016 8:30 - 11:30 AM

6052F16F 1/10/2017 8:30 - 11:30 AM

6052F16G 2/7/2017 8:30 - 11:30 AM

Google Drive Introduction +3 Coaching

In this workshop, participants use the designated 3-hour workshop time to apply what they learned in the workshop, "Google Drive Introduction". Attendance at Google Drive Introduction workshop is a prerequisite. ISTE Standards.T 1d, 2b, 3a

Fee: \$99 Non-TIES Member

Platform: Web Based

6055F16B 10/27/2016 12:30 - 3:30 PM

6055F16C **Saturday** 10/29/2016 12:30 - 3:30 PM

6055F16D 11/16/2016 12:30 - 3:30 PM

6055F16E 1/10/2017 12:30 - 3:30 PM

6055F16F 2/7/2017 12:30 - 3:30 PM

INTERACTIVE WHITEBOARD TECHNOLOGIES

Google for School Support Staff

Explore how Google applications can best be utilized to increase productivity and work flow in the school office and beyond. This three hour workshop is designed for school support staff to learn how to best integrate Google Drive, Docs, Forms, and Sheets into their daily work flow.

Fee: \$99 Non-TIES Member

Platform: Chrome

6070F16B	10/11/2016	8:30 - 11:30 AM
6070F16C	10/26/2016	8:30 - 11:30 AM
6070F16D	1/11/2017	8:30 - 11:30 AM
6070F16E	2/15/2017	8:30 - 11:30 AM

Google Forms for Assessment

Expand your existing Google Drive skills by learning to develop a simple form you can use as a formative or summative assessment with your students. Skills will include creating and editing a form, using different question types, reviewing and analyzing responses, and creating a self-correcting assessment using the Flubaroo Add-On. Participants should come with an active Google account and have both their login and password. Also bring a few assessments you'd like to develop with Google Forms.

ISTE Standards.T 1d, 2b, 3a, 2d

Fee: \$99 Non-TIES Member

Platform: Web Based

6032F16B	Saturday 1/28/2017	8:30 - 11:30 AM
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Google Forms for School Leaders

Google Forms provide a quick and easy way to customize data collection for the diverse needs of school leaders. This three hour workshop will explore Google Form examples, templates and add-ons that can be used by school leaders to collect relevant data for tasks such as observations, school climate, and discipline. Participants will have significant time to create and customize their own forms. ISTE Standards.T 2b, 3c

Fee: \$99 Non-TIES Member

Platform: Web Based

6033F16B	Saturday 1/28/2017	8:30 - 11:30 AM
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Managing the Writing Process with Google

This course will look at how to manage the writing process from brainstorming to publishing in a Google environment using Google Apps for Education.

ISTE Standards.T 1a, 1b, 1c, 1d, 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: Web Based

6061F16A	1/18/2017	8:30 - 11:30 AM
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The Chromebook Classroom—Maximize Teaching and Learning

This three hour hands-on workshop will explore the functionality of Chromebooks in K-12 classroom. From content creation to creativity expression, the Chromebook offers many levels of integration into everyday classroom activities. Participants will delve further into the Chrome Browser, Google Apps for Education, the Chrome Operating System, all in the interests of building student engagement and a student centered, collaborative environment. ISTE Standards.T 2a, 2b, 3a

Fee: \$99 Non-TIES Member

Platform: Chrome

6056F16A	11/17/2016	8:30 - 11:30 AM
6056F16B	2/28/2017	8:30 - 11:30 AM

The Chromebook Classroom—Maximize Teaching and Learning +3 Coaching

This three hour coaching time provides participants hands-on time to apply what they learned in the workshop, "The Chromebook Classroom-Maximize Teaching and Learning." Participants are encouraged to bring content for lesson creation.

ISTE Standards.T 2a, 2b, 3a

Fee: \$99 Non-TIES Member

Platform: Chrome

6057F16A	11/17/2016	12:30 - 3:30 PM
6057F16B	2/28/2017	12:30 - 3:30 PM

Promethean ActivInspire Core Essentials

This workshop is the first part in the introduction to ActivInspire series and designed for district and building-level staff with a desire to learn ActivInspire. Upon completion participants will be able to create basic flipcharts using basic annotation and shape tools plus Magic Ink, Math Tools and Connectors as well as utilize the Browser.

ISTE Standards.T 1d, 3c, 5a, 5d, 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: Mac/Windows

5954F16A	10/25/2016	8:30 - 11:30 AM
5954F16B	2/7/2017	8:30 - 11:30 AM

SMART Board Notebook Introduction

Do you have a new SMART Board in your classroom? Are you getting one soon? During this introduction participants will begin to explore this technology, discover how it works and identify ways to use it with classes. We will explore the tools, manipulating objects, and the content in the Gallery. The session will have some for hands-on practice with the SMART Notebook software. Participants are encouraged to also take the afternoon +3 coaching for extensive practice and support time. Bring a flash drive to take home any lessons you create. No previous SMART Board experience is required.

ISTE Standards.T 1a, 2a, 3c

Fee: \$99 Non-TIES Members

Platform: Mac/Windows

5900F16C	10/11/2016	8:30 - 11:30 AM
5900F16D	Saturday 10/29/2016	8:30 - 11:30 AM
5900F16E	2/1/2017	8:30 - 11:30 AM

SMART Board Notebook Introduction +3 Coaching

In this workshop, participants will use the designated 3-hour workshop time to apply what they learned in "SMART Board Notebook Introduction." There will be time to ask questions and work on developing a lesson with the instructor available for questions. Participants are encouraged to bring their own content as well as a flash drive.

ISTE Standards.T 1a, 2a, 3c

Fee: \$99 Non-TIES Members

Platform: Mac/Windows

5901F16C	10/11/2016	12:30 - 3:30 PM
5901F16D	Saturday 10/29/2016	12:30 - 3:30 PM
5901F16E	2/1/2017	12:30 - 3:30 PM

SMART Board Interactives

SMART Boards and the SMART Notebook software offer teachers and students an opportunity to teach and learn in an interactive environment. Techniques will be shared to help you create hide and reveal strategies, links and tabs. SMART also has a number of interactive tools built into Notebook like the Activity Builder, Lesson Activity Toolkit and more. Bring a flash drive to take your files with you. Prerequisite: Introductory SMART Board and SMART Notebook training and application in the classroom.

ISTE Standards.T 1a, 2a, 3c

Fee: \$99 Non-TIES Member

Platform: Mac/Windows

5911F16C	11/10/2016	8:30 - 11:30 AM
5911F16D	2/23/2017	8:30 - 11:30 AM

SMART Board Interactives +3 Coaching

In this workshop, participants will use the designated 3-hour workshop time to apply what they learned in "SMART Board Interactives." There will be time to ask questions and work on developing a lesson with the instructor available for questions. Participants are encouraged to bring their own content as well as a flash drive.

ISTE Standards.T 1a, 2a, 3c

Fee: \$99 Non-TIES Member

Platform: Mac/Windows

5912 F16C	11/10/2016	12:30 - 3:30 PM
5912 F16D	2/23/2017	12:30 - 3:30 PM

See SMART Webinars listed on page 8.

IOS

Building a Reading Workshop with iPad

NEW

This course will emphasize the relationship between reader and text using authentic reading experiences and is developed around using an iPad or other digital device and web tools to create content and structure the workshop. The course will explore the philosophy behind the reading workshop model, best practices for implementing a reading workshop at any grade level with the opportunity to begin developing a workshop model to use in your classroom. ISTE Standards.T 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: iOS

6123F16A 2/28/2017 8:30 - 11:30 AM

Building a Reading Workshop with iPad +3 Coaching

NEW

In this workshop participants will use the designated three hour workshop time to apply what they learned in "Building a Reader's Workshop with iPad and Web Tools" to build their Reader's Workshop plan and explore apps and tools they would like to use. ISTE Standards.T 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: iOS

6124F16A 2/28/2017 12:30 - 3:30 PM

Building a Writer's Workshop with iPad

NEW

This course will emphasize the relationship between writer and writing using authentic writing experiences and is developed around using an iPad or other digital device and web tools to create content and structure the workshop. The course will explore the philosophy behind the writing workshop model, best practices for implementing a writing workshop at any grade level with the opportunity to begin developing a workshop model to use in your classroom.

ISTE Standards.T 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: iOS

6134 F16A 2/1/2017 8:30 - 11:30 AM

Building a Writer's Workshop with iPad +3 Coaching

NEW

In this workshop participants will use the designated three hour workshop time to apply what they learned in "Building A Writer's Workshop with iPad and Web Tools" build their writer's workshop and explore what apps and tools will be most useful to their classroom setting. ISTE Standards.T 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: iOS

6133F16A 2/1/2017 12:30 - 3:30 PM

Building Early Literacy Skills with the iPad

The iPad is a powerful tool that can be used in the classroom to increase literacy skills. This session will examine seven building blocks of literacy including: print awareness, phonological awareness, phonics, fluency, vocabulary, comprehension and writing. We will examine how the iPad can be used as an instructional and learning device in each of these areas in the K-2 setting. ISTE Standards.T 2a, 2c, 3d

Fee: \$99 Non-TIES Member

Platform: iOS

6113F16A 11/3/2016 12:30 - 3:30 PM

Creating with iMovie on the iPad

iMovie on the iPad puts the power of video creation literally in the hands of students. The iMovie app allows students to film, edit, and present all from the same device. This workshop will explore the features of iMovie by creating Movie Trailers and Movie Projects. Participants will have an opportunity to discuss how both trailers and projects can be integrated into the curriculum at all grade levels. Participants are encouraged to bring their own iPads. ISTE Standards.T 1a, 1c, 2b, 3d

Fee: \$99 Non-TIES Member

Platform: BYOD

6117F16A 1/24/2017 8:30 - 11:30 AM

Creating with iMovie on the iPad +3 Coaching

In this workshop, participants can use the designated 3-hour workshop time to apply what they learned in the workshop, "iPad Intermediate-iMovie on the iPad." Participants are encouraged to bring their own content as well as a fully charged iPad.

ISTE Standards.T 1a, 1c, 2b, 3d

Fee: \$99 Non-TIES Member

Platform: BYOD

6182F16A 1/24/2017 12:30 - 3:30 PM

Going Google on the iPad

Google Apps for Education provide a platform for collaboration creation, communication and critical thinking. This three hour workshop will examine how Google Apps can be used in conjunction with other iPad apps to enhance learning opportunities in any classroom. Participants will look at work flows that easily allow students to communicate, collaborate and create using Google Drive. ISTE Standards.T 1c, 2a, 3b

Fee: \$99 Non-TIES Member

Platform: iOS

6122F16B 10/25/2016 8:30 - 11:30 AM

6122F16C Saturday 1/28/2017 8:30 - 11:30 AM

iCreate

The iPad is an all in one creation tool that can be used across content areas and at all grade levels. This three hour workshop will explore creative lessons on the iPad that emphasize higher order thinking and 21st Century skills. Participants will have hands on time to experience how the creative possibilities of the iPad can take classroom activities to the next level. ISTE Standards.T

Fee: \$99 Non-TIES Member

Platform: iOS

6102F16B 2/14/2017 8:30 - 11:30 AM

iPad Introduction

An iPad is a great tool for classroom learning and personal productivity. In this workshop, participants will master basic operation and navigation of the iPad, explore Native Apps, the App Store, and learn ways to effectively start using the iPad in the classroom. iPads are provided and participants are encouraged to come with ideas to share.

ISTE Standards.T 2c, 3d, 2a

Fee: \$199 Non-TIES Member

Platform: iOS

6100F16B 2/22/2017 8:30 AM - 3:30 PM

iPads—Consume, Create, Collaborate

This workshop will explore practical ideas on how the iPad can be used to create, publish, build information literacy, and facilitate collaboration in the classroom. Put the learning right in the hands of the students and experience new ways to use the iPad to engage students beyond basic apps. ISTE Standards.T 1a, 1c, 2a

Fee: \$99 Non-TIES Member

Platform: iOS

6059F16B 1/31/2017 8:30 - 11:30 AM

Reading Literacy and the iPad

NEW

This course will look at how to integrate iPads into reading literacy instruction. Best practices for creating meaningful lessons that integrate the iPad, apps and other iOS tools into the literacy lesson plans will be explored. The course will also identify what skills are needed to help readers read on a device successfully.

ISTE Standards.T 2a, 2b, 2c, 2d

Fee: \$99 Non-TIES Member

Platform: iOS

6116F16A 1/26/2017 8:30 - 11:30 AM

Earn your CEU clock hours online!

Whitewater Learning® E-Education for Educators

Clock hours available for teachers and administrators. The only preapproved online learning program for Minnesota administrators.

Check it out at: www.whitewaterlearning.org • A partner of TIES

ONLINE COLLABORATION TOOLS

Moodle Basics

Moodle is an open-source learning management system (LMS) for organizing and teaching a course online. This workshop will teach you to enhance your face-to-face classes or design a course for teaching in a blended or online format. We will introduce the system, add resources, design activities and assessments, and show you tips for teaching in a new format. ISTE Standards.T 1d, 2b, 3b, 5a

Fee: \$99 Non-TIES Member

Platform: Web Based

1060F16B 10/26/2016 8:30 - 11:30 AM

1060F16C 1/11/2017 8:30 - 11:30 AM

Moodle +3 Coaching

This is the companion to Moodle Basics. It offers guided work time with a TIES instructor where participants can set his or her own goals, ask questions and get help as needed from the instructor. ISTE Standards.T 1d, 2b, 3b, 5a

Fee: \$99 Non-TIES Member

Platform: Web Based

1061F16B 10/26/2016 12:30 - 3:30 PM

1061F16C 1/11/2017 12:30 - 3:30 PM

Schoology Basics

Schoology is gaining popularity as a learning management system (LMS) for supporting existing face-to-face courses or for teaching in a blended environment. This workshop will teach you to enhance your face-to-face classes or design a course for teaching in a blended or online format. We will introduce Schoology's layout and interface, add resources, design activities and assessments. Participants should have a Schoology account. ISTE Standards.T 1d, 2b, 3b, 5a

Fee: \$99 Non-TIES Member

Platform: Web Based

1063F16C 11/8/2016 8:30 - 11:30 AM

1063F16D **Saturday** 1/28/2017 8:30 - 11:30 AM

1063F16E 2/15/2017 8:30 - 11:30 AM

Schoology +3 Coaching

In this workshop, participants will use the designated 3-hour workshop time to apply what they learned in "Schoology Basics." There will be time to ask questions and work on developing courses and activities with the instructor available for questions.

ISTE Standards.T 1d, 2b, 3b, 5a

Fee: \$99 Non-TIES Member

Platform: Web Based

1064F16B 11/8/2016 12:30 - 3:30 PM

1064F16C **Saturday** 1/28/2017 12:30 - 3:30 PM

1064F16D 2/15/2017 12:30 - 3:30 PM

Schoology Next Steps

Once users understand the basic features of Schoology they are ready to start designing quality activities and leveraging the power of advanced features within Schoology. Participants will improve activity design with rubrics and Google integration. They will create resource and activity workflow with conditional progress settings and look at badging for microcredentialing in the course. Participants should have a Schoology course and understand the basic features. ISTE Standards.T 1d, 2b, 3b, 5a

Fee: \$99 Non-TIES Member

Platform: Web Based

1065F16B 2/28/2017 8:30 - 11:30 AM

JOIN THE WAITING LIST...

When registering for a full workshop your name will be placed on a waiting list and you will be contacted if an opening becomes available or another section of this workshop is added.

Need more customized training? Try TIES Personalized Coaching.
For more details see page 10.

PRODUCTIVITY

Access 2010 for Windows Introduction

Learn basic database concepts and terminology using Access, a powerful relational database designed for the Windows environment. This workshop will provide the skills needed to create a simple table, enter data in a table or a form, extract data using filters and queries, and print a report using the Report Wizard or a variety provided templates.

Access is a relational database, workshop participants should be familiar with spreadsheet tools like Excel as well as the Windows OS environment. ISTE Standards.T 1b, 2d, 5b

Fee: \$199 Non-TIES Member

Platform: Windows

2507F16B 1/11/2017 8:30 AM - 3:30 PM

Access 2010 for Windows Queries and Reports

Queries and reports are the heart of relational databases. Participants will build an understanding of how to develop useful queries and reports in Microsoft Access. Participants will review basic select queries, then create more advanced queries and reports. Effective queries and reports allow the user to extract critical information and draw conclusions to improve and inform business practices and performance. Completion of Access 2010 Introduction or development of equivalent skills are recommended prior to taking this workshop. ISTE Standards.T 1b, 2d, 5b

Fee: \$199 Non-TIES Member

Platform: Windows

2560F16B 1/18/2017 8:30 AM - 3:30 PM

Excel 2013 for Windows Introduction

This course provides an understanding of how spreadsheets can be used to calculate and analyze numbers and display data. In this workshop participants will become familiar with basic worksheet concepts and learn to enter and format data, create formulas and print basic worksheets. Basic familiarity with Windows and how to use it is critical for this class, but no spreadsheet familiarity is required. ISTE Standards.T 2a, 1b, 2b

Fee: \$199 Non-TIES Member

Platform: Windows

3215F16C 11/10/2016 8:30 AM - 3:30 PM

Excel 2013 for Windows Intermediate

Build on the skills you developed in Excel 2010 Introduction. This workshop will focus on working with functions, multiple worksheets and data features. Participants in this workshop will learn how to use several formulas and functions, including average, vlookup and if then, how to insert charts, manage multiple sheets in a workbook, use range names and create 3D formulas. It is recommended that you take Excel 2010 Introduction or have equivalent skills prior to taking this workshop. ISTE Standards.T 1b, 2a, 2b

Fee: \$199 Non-TIES Member

Platform: Windows

3233F16C 1/10/2017 8:30 AM - 3:30 PM

Excel 2013—Introduction to Pivot Tables and Other Database Features

This workshop introduces tools that will help you organize your data so that you can analyze it more easily. Auto filter, advanced filter, subtotals, database functions, and an investigation of pivot tables will be conducted. Participants in this workshop should have already mastered the material covered in the intermediate level of Excel 2010 and are ready for taking this tool to the next level—data-driven decision making and leveraging quantitative information. Participants will leave with an understanding of Excel 2010 data base tools, how to create and use pivot tables, and with ideas for how to incorporate these features in their daily work. ISTE Standards.T 5b, 1b, 3a, 2b

Fee: \$199 Non-TIES Member

Platform: Windows

3252F16C 2/23/2017 8:30 AM - 3:30 PM

Spreadsheets in Google Sheets—Not Just for Accountants Anymore

Google Sheets are Google's answer to Microsoft Excel and other spreadsheet programs. In this workshop, participants will learn how to use Google sheets for compiling information, analysis, and calculation. Participants will also learn how to expand the capacity of Google Sheets using add ons and Google forms to collect information. Basic experience with spreadsheets is helpful for this class. ISTE Standards.T 2c, 3a

Fee: \$99 Non-TIES Member

Platform: Chrome

6025F16B 10/26/2016 12:30 - 3:30 PM

6025F16C 11/16/2016 8:30 - 11:30 AM

ONLINE COURSES

Mobile Learning Mindset Series *by Carl Hooker*

—Online Book Studies

NEW

The Mobile Learning Mindset series *by Carl Hooker* is a practical guide to successfully implementing K-12 BYOD programs and 1:1 initiatives. Carl Hooker, one of the TIES 2016 Conference keynote speakers, focuses on a different role in education with each book in order to help each part of the education system learn from the lessons, examples, tools and ideas that he shares. Join one book study that represents your role or join several to develop a more pervasive understanding across roles. Join this asynchronous discussion of the ideas he shared at TIES 2016 or begin an exploration of those ideas by joining as we read and discuss the book online. Three weeks, Four CEUs available.
ISTE Standards.T 1d, 2a, 2b, 3b, 5a

Mobile Learning Mindset: **The District Leader's Guide** to Implementation

by Carl Hooker—An Online Book Study

Fee: \$199 Non-TIES Member

Platform: Web Based

OL2304F16A Begins 1/17/2017 (3 weeks)

Mobile Learning Mindset: **The Principal's Guide** to Implementation

by Carl Hooker—An Online Book Study

Fee: \$199 Non-TIES Member

Platform: Web Based

OL2301F16A Begins 2/14/2017 (3 weeks)

Mobile Learning Mindset: **The Teacher's Guide** to Implementation

by Carl Hooker—An Online Book Study

Fee: \$199 Non-TIES Member

Platform: Web Based

OL2302F16A Begins 3/14/2017 (3 weeks)

Mobile Learning Mindset: **The Coach's Guide** to Implementation

by Carl Hooker—An Online Book Study

Fee: \$199 Non-TIES Member

Platform: Web Based

OL2303F16A Begins 4/11/2017 (3 weeks)

Embracing a Culture of Joy: **How Educators Can Bring Joy to Their Classrooms**

Each Day *by Dean Shareski—An Online Book Study*

Fee: \$199 Non-TIES Member

Platform: Web Based

OL2305F16A Begins 5/2/2017 (3 weeks)

WEBINARS

Spend time with a TIES instructor in an online session. Connect over the Internet from your computer and telephone. Easy directions, e-mailed to you before the webinar, include a web page and conference phone call. Once connected, you will see the instructor's presentation on your computer and hear it over the phone. You are able to ask questions and share ideas as you interact with the instructor and other participants. Discover the ease and flexibility of learning through a webinar.

Badging in Online Courses—Webinar

Badging allows teachers to recognize accomplishments, mastery or skills in the online course. This webinar will take teachers from the "why" of badging through the "how" using Mozilla's Open Backpack for storage and Moodle and Schoology as systems for distributing badges. Participants should have an online course and basic understanding of course management in it. ISTE Standards.T 2a, 2c, 2d, 3b

Fee: \$59 Non-TIES Member

Platform: Web Based

WB1065F16A 2/7/2017 3:30 - 4:30 PM

Balanced Assessment—Webinar

Assessment is one of the key elements of an effective learning environment. Balanced assessment allows educators to utilize the types of assessment in the appropriate amounts to improve learning by students. During this webinar you will learn about the types of assessment, make connections between 21st-century learning and assessment, recognize the impact of Higher Order Thinking Skills in effective integration of technology into assessment, and explore questions related to the implementation of assessment supported by technology tools. Resources to support balanced assessment and technology integration in assessment will also be shared.

ISTE Standards.T 1c, 2b, 2d

Fee: \$59 Non-TIES Member

Platform: Web Based

WB1080F16A 1/9/2017 4 - 5 PM

Digital Citizenship, Internet Safety and Cyberbullying—Webinar

With the influx of social media in our lives and the lives of teenagers around the world we have seen some traumatic effects of how online social interaction can go wrong. During this one-hour webinar we will look at tools and online resources that can help start the discussion of appropriate interaction online starting in elementary school through high school. ISTE Standards.T 4a, 4c

Fee: \$59 Non-TIES Member

Platform: BYOD

WB1155F16B 10/12/2016 3:30 - 4:30 PM

Google Chrome: Apps & Extensions in Education—Webinar

Chrome is one of the most used web browsers today. This webinar will give you an overview of some of the Chrome apps and extensions you can use to move your teaching and learning to this cloud based tool. Also, learn some tips and tricks to make Chrome work for you! ISTE Standards.T 2a, 3a

Fee: \$59 Non-TIES Member

Platform: Mac/Windows

WB6055F16B 11/17/2016 3:30 - 4:30 PM

WB6055F16C 1/18/2017 3:30 - 4:30 PM

Google Search Tips and Tricks—Webinar

Leverage the power of Google with more effective searching! Learn how to better use the Google search algorithm to improve your searches, and pass the skills along to students. Using advanced search features and Google's tools for search refinement, you'll find the results you're looking for faster than ever.

ISTE Standards.T 3a, 3d, 5b, 5c

Fee: \$59 Non-TIES Member

Platform: Web Based

WB6065F16A 11/14/2016 3:30 - 4:30 PM

Google Slides—Webinar

Expand your Google Drive skills by learning to develop Google Slides you can use as engaging presentations with your students and staff (and more!). Participants should have an active Google account. ISTE Standards.T 1d, 2b, 2d, 3a

Fee: \$59 Non-TIES Member

Platform: Chrome

WB6096F16A 11/16/2016 4 - 5 PM

Introduction to Gaming and Gamification—Webinar

This introductory webinar will explore the increasing interest in digital games in the classroom. A demonstration of several existing online games and simulations will help explain why so many educators and researchers are exploring these powerful tools to benefit student learning. Resources for finding games for your students' ages and ability levels will be shared. ISTE Standards.T 1d, 2a, 2b

Fee: \$59 Non-TIES Member

Platform: Web Based

WB7406F16A 1/17/2017 4 - 5 PM

NEW

Moodle Quiz Demystified–Webinar

One of Moodle's greatest upsides is the level of statistics a teacher can gain from the quiz module. The problem is, it's also one of its downsides because there is so much data and uses that can come from quizzes. This webinar will investigate little used quiz questions, break down quiz settings so they can be used as formative and summative assessments and simplify the statistics available after completion. Participants should understand basic quiz creation. ISTE Standards.T 2a, 2c, 3c, 3d

Fee: \$59 Non-TIES Member

Platform: Web Based

WB1056F16A 2/2/2017 3:30 - 4:30 PM

Novel Engineering–Webinar

Novel Engineering integrates literacy and engineering in a way that deeply engages students. Grounded in the idea that we need to help students be good "problem finders" as well as "problem solvers," this approach uses texts from English/Language Arts or History courses and has students identify problems (experienced by characters or situations within the text), and engineer solutions through engaging in the Engineering Design Process. Participants will learn about implementing the Novel Engineering process. Material will be geared toward upper elementary and middle school, but can be applied to a variety of ages. ISTE Standards.T 1a, 1b, 2a, 3b

Fee: \$59 Non-TIES Member

Platform: Web Based

WB6400F16A 1/25/2017 4 - 5 PM

One iPad Classroom–Webinar

Only have one iPad? Not sure how it can impact student learning? In this webinar, participants will learn multiple strategies for using one iPad to its full potential in the classroom and apps will be presented that work well in a one iPad classroom setting.

ISTE Standards.T 2c, 3c, 4b

Fee: \$59 Non-TIES Member

Platform: iOS

WB6111F16B 11/7/2016 4 - 5 PM

Organization and Collaboration in Google Drive–Webinar

NEW

Ever been asked to retrieve a file that someone claimed to have "shared with you," but looking for it in the abyss of Google Drive brought you great anxiety? Fear no more with some key organizational strategies to help conquer your cloud-storage fears and pass along some collaboration strategies for better cooperation using Google Drive. Learn the differences between "your drive" and "shared with me," tips and tricks for staying organized, and consider some strategies for collaborating with colleagues.

ISTE Standards.T 3a, 3d, 5b, 5c

Fee: \$59 Non-TIES Member

Platform: Web Based

WB6049F16A 11/22/2016 3:30 - 4:30 PM

SMART Interactives Using Free Online Resources–Webinar

Creating content for a SMART Interactive Whiteboard can be time consuming and sometimes difficult. The Internet provides a wealth of resources that are freely available and ideal for the collaborative touch approach of the SMART Board. Content is appropriate for all grade levels by Intermediate SMART Board users.

ISTE Standards.T 1c, 2a, 2d, 3c

Fee: \$59 Non-TIES Member

Platform: Web Based

WB5911F16A 2/13/2017 4 - 5 PM

SMART Interactives Using New Tools in Notebook 16–Webinar

NEW

Creating content for a SMART Interactive Whiteboard can be time consuming and sometimes difficult, but SMART Notebook 16 has added features to simplify this process. The Activity Builder, Lesson Activity Builder, SMART Blocks and more are all ways to easily build interaction into your SMART lessons. Content is appropriate for all grade levels by Intermediate SMART Board users. ISTE Standards.T 1c, 2a, 2d, 3c

Fee: \$59 Non-TIES Member

Platform: Web Based

WB5918F16A 1/30/2017 4 - 5 PM

SMART Response with Mobile Devices in Notebook 16–Webinar

NEW

Creating content for a SMART Interactive Whiteboard can be time consuming and sometimes difficult. The newest versions of SMART Notebook include access to the SMART Response VE so your students can use mobile devices, laptops or Chromebooks to participate in assessments. See how to create content as well as voting your-self. Content is appropriate for all grade levels by Intermediate SMART Board users.

ISTE Standards.T 1c, 2a, 2d, 3c

Fee: \$59 Non-TIES Member

Platform: Web Based

WB5917F16A 2/27/2017 4 - 5 PM

Synergy TeacherVUE Office Hours–Webinar

NEW

This session is meant as an online (webinar-style) drop-in session for Synergy TeacherVUE users. It's a chance for teachers to connect with an instructor to ask questions about GradeBook setup, Report Cards, or any other topics. Not intended for admin users. Just go to the link: bit.ly/TIES-TVUE during the listed time.

Fee: \$59 Non-TIES Member

\$0 No Charge for Synergy Districts

Platform: Web Based

WBSY7020F16A 11/10/2016 7 - 8 AM

WBSY7020F16B 11/10/2016 3 - 4 PM

WBSY7020F16C 1/12/2017 7 - 8 AM

WBSY7020F16D 1/12/2017 3 - 4 PM

WBSY7020F16E 2/22/2017 7 - 8 AM

WBSY7020F16F 2/22/2017 3 - 4 PM

Teaching Beyond Borders–Webinar

Technology gives students the power to build global literacy by expanding access to other students and teachers around the world. In this class we will explore resources and ideas for global activities that expand world understanding for our students. Participants will learn about ways to engage students with interactive experiences and projects, find educational resources from organizations such as the United Nations, UNICEF, and OXFAM, and develop a toolkit of ideas for building global literacy.

ISTE Standards.T 1b, 1c

Fee: \$59 Non-TIES Member

Platform: BYOD

WB8200F16B 10/27/2016 3:30 - 4:30 PM

The New Google Sites–Webinar

NEW

Google has completely overhauled its site building feature! The new version of Google Sites is rolling out over the next year, and has tons of new features such as responsive design, drag and drop editing, and real-time collaboration. Learn about the new interface, its benefits and limitations, and start building your own new Google site!

ISTE Standards.T 1d, 2b, 3b, 4b

Fee: \$59 Non-TIES Member

Platform: Web Based

WB6043F16A 1/11/2017 4 - 5 PM

Using Google Forms for Assessment–Webinar

Expand your existing Google Drive skills by learning to develop a simple form you can use as a formative or summative assessment with your students. Skills will include creating and editing a form, using different question types, reviewing and analyzing responses, and creating a self-correcting assessment. Participants should attend with an active Google account. ISTE Standards.T 1d, 2b, 3a, 2d

Fee: \$59 Non-TIES Member

Platform: Chrome

WB6072F16A 1/26/2017 4 - 5 PM

YouTube in the Classroom–Webinar

In this webinar you will explore the many facets of using video in the classroom to inspire, engage, and empower your students. Participants will get an overview on how to use YouTube to stimulate student learning, produce student work, archive valuable content, editing video, and much more. Participants will also learn ways to use YouTube in the classroom without worrying about inadvertently exposing students to inappropriate content. It is helpful to have an existing Google account to follow along during the webinar. ISTE Standards.T 1a, 2a, 4a

Fee: \$59 Non-TIES Member

Platform: Web Based

WB6051F16B 1/19/2017 4 - 5 PM

TIES Synergy Sessions



SY7015-F16A	Synergy Security	10/5/16	8:30 - 11:30 am
SY7022-F16A	Synergy TeacherVUE—Drop-In Lab	10/5/16	8:30 - 11:30 am
WBSY7026-S16A	Synergy TeacherVUE—Progress Reports—Webinar	10/11/16	7 - 8 am
SY7000-W16A	Synergy TeacherVUE—Elementary Level	10/12/16	8:30 - 11:30 am
SY7001-W16A	Synergy TeacherVUE—Secondary Level	10/12/16	12:30 - 3:30 pm
SY7013-F16B	Secondary Grading Set-Up and Maintenance	10/17/16	12:30 - 3:30 pm
WBSY7026-S16B	Synergy TeacherVUE—Progress Reports—Webinar	10/18/16	3 - 4 pm
SY7022-W16B	Synergy TeacherVUE—Drop-In Lab	10/19/16	12:30 - 3:30 pm
SY7040-F16A	Synergy Graduation Requirements	10/24/16	8:30 - 11:30 am
SY7016-F16B	Synergy Open Work Session	10/25/16	8:30 am - 3:30 pm
SY7022-W16C	Synergy TeacherVUE—Drop-In Lab	10/26/16	8:30 - 11:30 am
SY7045-F16A	Synergy Query Basic	10/27/16	8:30 - 11:30 am
SY7022-W16D	Synergy TeacherVUE—Drop-In Lab	11/2/16	12:30 - 3:30 pm
WBSY7020-F16A	Synergy TeacherVUE Office Hours—Webinar	11/10/16	7 - 8 am
WBSY7020-F16B	Synergy TeacherVUE Office Hours—Webinar	11/10/16	3 - 4 pm
SY7047-F16A	Synergy New Year Rollover for HS Registration	11/21/16	8:30 - 11:30 am
SY7016-F16C	Synergy Open Work Session	11/29/16	8:30 am - 3:30 pm
SY7046-F16A	Synergy Secondary Registration	12/19/16	8:30 - 11:30 am
SY7016-F16D	Synergy Open Work Session	12/20/16	8:30 am - 3:30 pm
SY7002-F16B	Synergy Discipline	1/12/17	8:30 - 11:30 am
WBSY7020-F16C	Synergy TeacherVUE Office Hours_Webinar	1/12/17	7 - 8 am
WBSY7020-F16D	Synergy TeacherVUE Office Hours_Webinar	1/12/17	3 - 4 pm
SY7047-F16B	Synergy New Year Rollover for HS Registration	1/19/17	8:30 - 11:30 am
SY7046-F16B	Synergy Secondary Registration Set Up	1/24/17	8:30 - 11:30 am
SY7016-F16E	Synergy Open Work Session	1/31/17	8:30 am - 3:30 pm
WBSY7020-F16E	Synergy TeacherVUE Office Hours_Webinar	2/22/17	7 - 8 am
WBSY7020-F16F	Synergy TeacherVUE Office Hours_Webinar	2/22/17	3 - 4 pm
SY7035-S16A	End of Year MARSS/Synergy Reporting	4/12/17	8:30 - 11:30 am

Go to <http://tinyurl.com/hnczgps> for...

- class descriptions
- open and closed classes
- directions to TIES
- registration procedures

SATURDAY CLASSES

Available October 29, 2016 and January 28, 2017 with those dates listed in the schedule identified as **Saturday**

Morning and afternoon sessions

Fall/Winter 2016 Synergy Classes

Updated class schedule to follow this publication or check classes offered on our web site link at...
<http://tinyurl.com/hnczgsp>

CLASSES TAILORED FOR INDIVIDUAL DISTRICTS

Every TIES class listed in this brochure, including webinars, can be taught in your district and can be customized to meet specific needs. Contact: Dorothy Harmon at 651.999.6503 • dorothy.harmon@ties.k12.mn.us

Go to <http://tinyurl.com/hnczgsp> for...

- class descriptions
- open and closed classes
- directions to TIES
- registration procedures



TIES Personalized Coaching—Professional Development Customized for You and Your Team...

TIES Personalized Coaching is customized professional development for individuals or small teams based on specific technology integration project needs or as a follow up to a TIES workshop. These face-to-face coaching sessions are designed to provide time, space, and resources for educators to collaborate with coaches on integrating technology into their work in engaging ways to move their knowledge towards authentic application. TIES coaches will work closely with participants in advance of coaching sessions to ensure that the time spent during the session is personalized to participants needs. TIES Personalized Coaching can be done with any topic or school/district technology integration initiative.

Some possible suggestions...

- Google Apps for Education
- Integrating iPads to increase student engagement
- Digital Citizenship
- Effective implementation of interactive whiteboard technologies
- Effective Professional Development practices for technology integration
- Best classroom practices for BYOD environments
- Moodle/LMS
- Project Based Learning

Coaching sessions can be scheduled at TIES or in your school/district. Contact Dorothy Harmon at 651-999-6503 or dorothy.harmon@ties.k12.mn.us to schedule your coaching today.



Save the date...

TIES 2016 EDUCATION TECHNOLOGY CONFERENCE

December 10 – 13, 2016 • Hyatt Regency Minneapolis

Over 3,100 teachers, technology coordinators, school and district administrators, technology experts, and exhibitors are expected to attend this TIES experience, to collaboratively learn, teach, share and network.

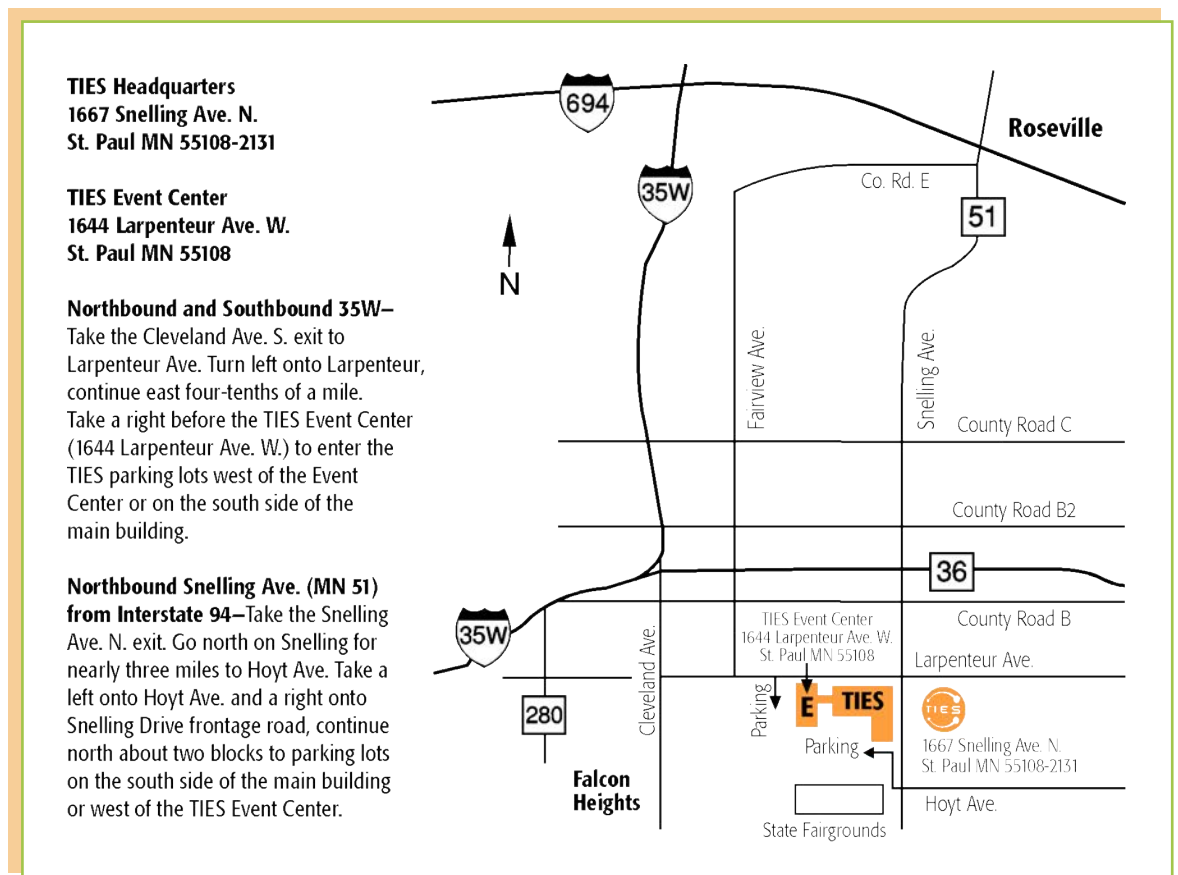
ties2016.ties.k12.mn.us

TIES
2016

REGISTRATION PROCEDURES

- 1. First time registering?**—To register for a class use the registration form on the back cover. Copy the form as needed. *You will receive an e-mail notice of your registration status. You may also call or e-mail to check the status of your registration if you haven't received your confirmation notice.* The e-mail confirmation notice includes a link to a map of our location. Participants registering for the first time will receive an email with their Keep Certified account information.
- 2. Registered before?**—Participants with KeepCertified accounts, may register online by logging in to KeepCertified.ties.k12.mn.us using the account information received with their first registration for a TIES workshop.
- 3. Fees**—*TIES member district staff and subscriber school members:* Most classes are available at no cost to TIES member districts and subscriber schools and are offered on a space-available basis in the order registrations are received. If there is a fee it is indicated as a member fee.
—*Non-TIES members:* Fees for each class are listed with the description. Payment method must be indicated on each registration. Registrations without the payment method indicated will not be processed and will be returned.
- 4. Cancellation policy**—To cancel a confirmed registration for a class, please notify Dorothy Harmon at 651-999-6503 or dorothy.harmon@ties.k12.mn.us **at least two weeks** before the scheduled class date. *A \$59 fee will be billed for any no-shows. Cancellations up to one day before can be made by logging in to your KeepCertified account, (see above).* Districts may substitute another participant for the registered person at any time.

Cancellation of TIES classes due to inclement weather will be posted on the TIES web site and announced on WCCO radio.



TIES REGISTRATION

Please duplicate this form as needed. *Please print or type.* Phone registrations are not accepted.

1. CONTACT INFORMATION

Name _____

Position: Secretarial/Clerical Administrative Teacher (K-6)
 Media Specialist/Technical Support Teacher (7-12) Other _____

School _____ District # _____

Daytime phone _____ Home phone _____ Fax _____

Mailing address _____

City _____ State _____ Zip _____

School district e-mail address (REQUIRED) _____

Secondary e-mail address _____

2. CHOOSE YOUR CLASSES AND PREFERRED TIMES

To find out which classes are *open, check the online class database at <http://tinyurl.com/tiesworkshops>

SESSION TITLE #1: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

SESSION TITLE #2: _____

	SESSION NUMBER	DATE	TIME	FEE
1st choice:				
2nd choice:				

3. METHODS OF PAYMENT

TIES Member Districts

Follow your district registration procedure to submit this form.

Signature/code authorizing your attendance:

_____ / _____

Payment Method

Total amount: \$ _____

Please indicate method of payment.

- Check (*payable to TIES and send with registration*)
- Purchase order (*fax or send with registration*)
- Credit card*

* Payment by credit card can only be made in person

How to register online—see page 11, number 2

Please fax your registration to TIES at 651-999-6598 unless the payment method is by check, in which case it should be mailed to TIES. (If you fax your registration, please **do not mail** a copy to TIES.) *Registrations without an authorizing signature or method of payment will be returned.*

Class registration

TIESed Department

1667 Snelling Ave. N., St. Paul MN 55108-2131

Fax: 651-999-6598 • www.ties.k12.mn.us

Registration information: 651-999-6503 or dorothy.harmon@ties.k12.mn.us

* *When registering for a full class, your name will be placed on a waiting list and you will be contacted if an opening becomes available.*