

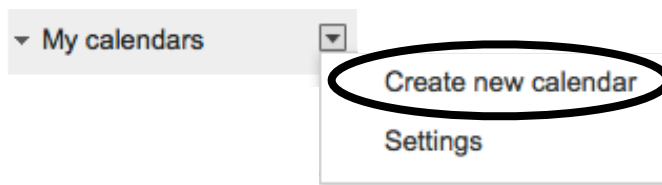


Log into isd271.org with your TIES username and password, click on **Calendar**



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- Create a New calendar and name it, for example: **Mrs. Klempke's Classroom**  
(Don't add a grade level or room number, since that could change.)



- Add a **Description** about what grade you teach or what someone will find on your webpage (like Homework, Announcements, Newsletters, Class Photos).
- For the **Location** type the school name, city, and state (Washburn Elementary School, Bloomington, MN)
- Make this calendar public



- Click **Create Calendar**



- Add calendar events, click **Create**

