

## Times Educational Supplement

### What Is It?

The Times Educational Supplement is the UK's foremost weekly publication covering the world of primary, secondary and further education, as well as being the market leader for job advertising. Its news reporting and background analysis covers a diverse range of issues from curriculum changes to Government funding. It contains the full text archive of the TES from 1994 onwards and is updated weekly.

### How Do I Access It? Registering

- Click on **Times Educational Supplement. -- Publisher's Site** to view

To get the most out of this database it is recommended that you register first. To register click on the **Sign up** link and fill out the application form. If this has been completed correctly an email will be sent to you. To complete your registration you need to click on the link in the email that has just been sent. From now on if you go to **Log in** you will have a personalised home page.

### Jobs

By clicking on the **jobs** link you can look at any education based roles around the UK and abroad.

### Community

The **community** link is the social part of this website it lets you make and chat to friends on different forums, if you need any help with this link there is a guide available if you click on the **forum** tag then **First time in the Forums** link.

### Resources

This link lets you search for different resources such as lesson plans and study guides for different subjects and key stages. To access this resource you simply need to click on the relevant links. Under the links the resources will appear, if you click on the individual resource you can download and print it in the usual way.

### The paper

This section of Times Educational Supplement lets you search for different articles in the TES and other related papers. You can search for articles in a similar way to the resources section. The number of results found will be shown in brackets next to the subject or area.

**Search articles:** This can be found on the right hand side of the screen. Enter a word or phrase you want to search for in the **search field** box on the right of the screen and select **search**.

You will then be moved to a new screen where you can limit your searches by clicking on the different tabs **publication**, **section** and **year**.

**Publication:** You can refine your search by selecting individual publications that you want to refer to.

**Section:** If you know that an article is in a particular section of a paper you can limit your search to that section.

**Year:** You can limit your search to particular years.

**Displaying Records**

To view the article, click on the title. Clicking on **Back to results** will allow you to choose another title from the list.

**Printing**

The article may be printed by choosing the **Print article** icon at the top of the article. **TIP:** it may be advisable to choose **File** and then **Print Preview** (Occasionally your browser might print blank pages). This option will show the text as it will appear when printed and give you the number of pages.

**Saving**

If you are logged in you can save articles by clicking **save to favourites**. This can be found in the same area as the printing icon, you can access them by clicking the **favourites** tab in **My TES**.

**Email**

To email an article, simply click the **Send to a friend** icon (again in the same area as above). Enter the email address you wish to send the article to and from then click the **send email** button.

**Quitting**

Click on **house** icon on your web browser or press the exit button in the top right hand corner.

**Remember – If you need help or advice, ask at one of the Help Desks**