

HOW TO USE THE TWinspace



January 2020

MANUAL

CONTENT

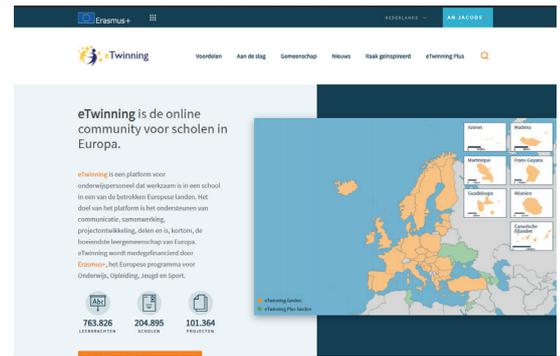
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source: www.etwinning.net

1 What is eTwinning?

eTwinning is the community for schools in Europe. It offers a platform for schoolstaff, working in a school in one of the European countries involved, to communicate, collaborate, develop projects, share and, in short, feel and be part of the most exciting learning community in Europe.

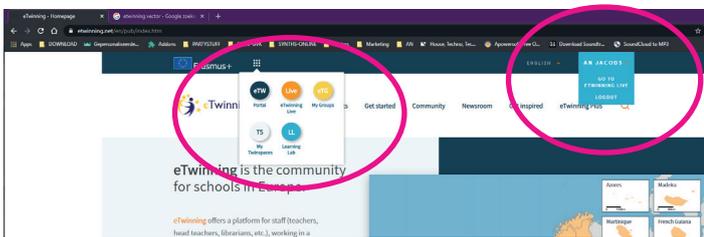
eTwinning is co-funded by the Erasmus+, the European programme for Education, Training, Youth and Sport.



To join the eTwinning community, you must first register.

www.etwinning.net

2 How to get to eTwinning live



Once you have registered, you can log in and go to the eTwinning Live section by:

- selecting the orange dot
- by clicking on the 'go to eTwinning Live' button under your name.

eTwinning Live is where you can find each other, set up projects, communicate and network. It's your 'homepage'. From the topbar you can reach all the main areas of the platform.

1 Click on the icon to go to your profile. You can edit your profile by clicking on the pencil.

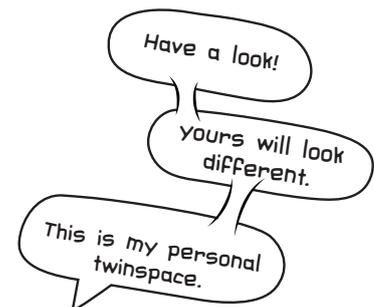
3 This is your mailbox. When you receive an email, a number pops up. You can read and send emails by clicking on the icon.

5 When you click on 'projects' in the topbar or on 'my projects' in the orange vertical menu on the left, you go to the 'Projects page'.

6 Go directly to the twinspace of your project.

2 When you have notifications, a number pops up.

4 choose your language



3 Navigate from 'PROJECTS' to 'TWinspace'

In the projects page you can create a new project, search for projects that might interest you or navigate to the projects you are involved in.

- There are different ways to navigate to the twinspace:
- click on twinspace,
- click on the title of the project and then on the 'go to twinspace' button,
- go directly through 'my twinspace'.

If you are invited to join a project, you get a notification to accept the invitation. Always look at the notification icon to see what you have to do!

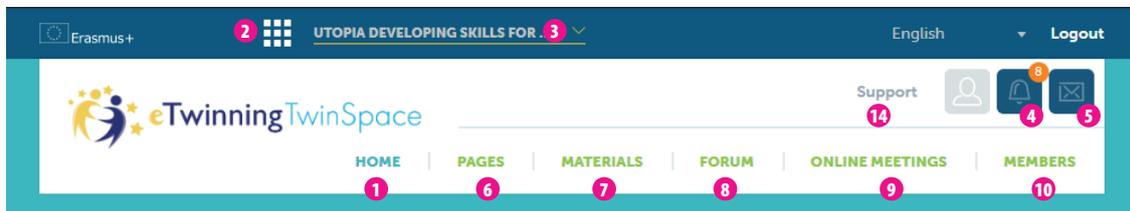
4 The project 'UTOPIA'

When you click on the title of the project, you can read about the scope of the project, find out who is involved in the project and get a general idea about the project.

5 How to use the TWinspace

The eTwinning TwinSpace is our project's safe platform where members can:

- work together with other members and students;
- view, comment on and like posts from members;
- post materials and updates related to the project;
- access the Teacher Bulletin to add notes that only other teacher members can see;
- access the Instant Messenger from the 'Online Members' box;
- join the chat room;
- organise an online meeting;
- create a thread.



UTOPIA Developing skills for cross-curricular teaching in a community-based and/or outdoor environment



The project 'Utopia' aims to improve the quality of learning experiences and enrich the learning environment to better meet the needs of children. We aim to do this by professionalising teachers in cross-curricular teaching and by providing them insights on outdoor education and community-based teaching. We will enhance their knowledge and skills to collect and use data for whole school improvement and make them experience the benefits of connecting research to practice.



+ Add a new post 12

Latest updates 13

User System All

Sabeth Van Rooy

11 Teacher Bulletin

You can find the framework on the subpage FRAMEWORK under the page PROJECT UTOPIA. We will keep working on this framework so all suggestions are welcome!

29.12.2019 22:11

An Jacobs

Hi, you can find all documents and presentations from the kick-off meeting under 'PAGES'.

20.11.2019 21:33

An Jacobs

You can find the brochure of Utopia in the folder 'Materials'.

09.09.2019 09:51

An Jacobs

+ Post an update

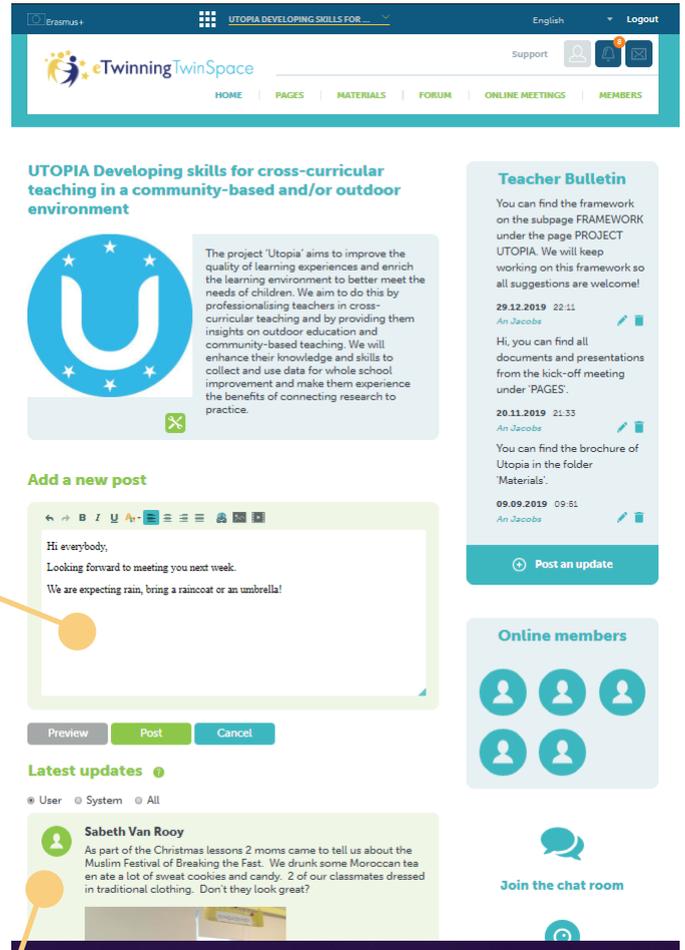
1	Go to the homepage of the twinspace. Above you see the homepage of the Utopia twinspace.
2	shortcut to go to other areas of the platform, like for instance to eTwinning Live
3	shortcut to switch between different twinspace
4	notifications
5	twinmail
6	Pages make the results of the project visible online, beyond our project. They may include: text, images and videos; an interactive twin-board where you can post text, images, or embed videos; a poll to survey opinions about people's thoughts on a particular issue...
7	In 'materials' you can upload files like documents, pictures, photo's and video.
8	The Forum section contains discussions, each of which contains one or more threads composed of messages and replies.
9	You can chat with eachother in the chatroom, send instant messages and you can organise online video meetings with Adobe connect.
10	This shows all the members of the eTwinning project.
11	you can use the 'Teacher bulletin' to add notes that only other teacher members can see. Teacher administrators can delete any post.
12	You can post an update related to the project.
13	The homepage also shows the actions users carried out in the TwinSpace. They are automatically generated by the system.
14	Support

5.1 Add a new post - latest updates

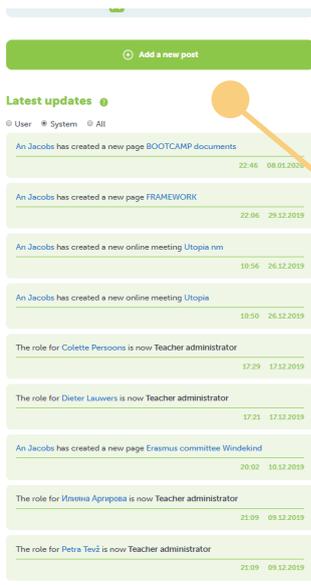
The latest updates feed on the homepage shows the posts published by all users in the project that the TwinSpace represents.

This feed is also visible in the project's profile in eTwinning Live. The homepage shows the actions users carried out in the TwinSpace.

In order to get an oversight of all activities of the Utopia project, that we can use to make up our report, it is important that we post updates regularly! However, try to avoid posting too many pictures at the same time! It is better to upload the pictures to the 'materials' page and post the link!



Click on the button 'Add a new post'. You can write a message, add photos and videos... Preview it to see how it will look once published, and then post it.



Every action is automatically generated. The information can be displayed by clicking on 'system', or filtered out by clicking on 'User'



All updates can be liked, commented and pinned (pinned comments remain on top of the feed).

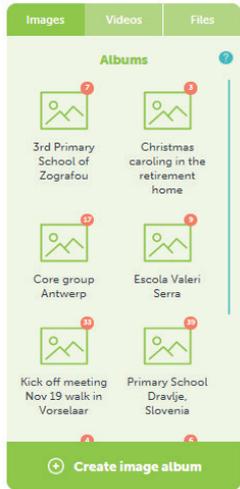
Posting updates shows your commitment to the project and inspires others.

5.2 Upload materials on the 'Materials' page



The files you can upload here are:

Images



Images

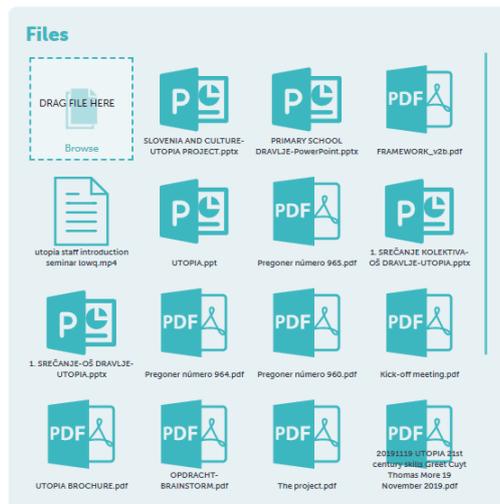
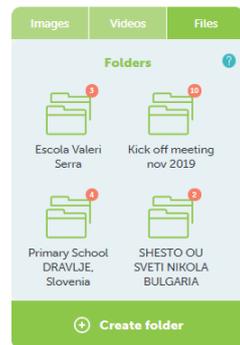
5MB in size maximum (All large pictures will be automatically rescaled to Full HD dimensions (1920x1080) and if needed converted to JPG.)

You will see two main sections. Albums/Folders and images/files, to add an image, either drag an image into the images section or click on the button to select from your desktop/device.

Edit – delete - or sort the images by hovering above them. You will see three icons (delete/sort/edit).

Manage your images: All images will remain in the main view but you can use albums to create a collection which you can later add to a page to form a gallery.

Files



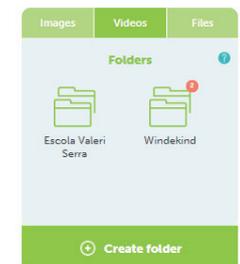
Document (Word/PDF)

20MB maximum

You can upload: ai | aiff | dbf | dif | doc | docx | eps | flac | mp3 | odg | odp | ods | odt | otp | ots | ott | pdf | ppt | pptx | rar | sda | sdd | sdc | sdw | stc | sti | stw | svg | sxc | sxi | sxw | txt | vor | wav | wma | xls | xlsx | zip

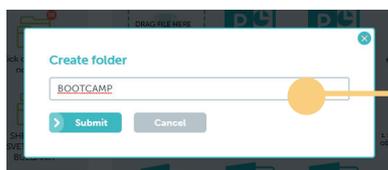
If the file you want to upload is not allowed, then we recommend you to compress the file to a ZIP or RAR file. These file types are accepted.

Videos



Videos

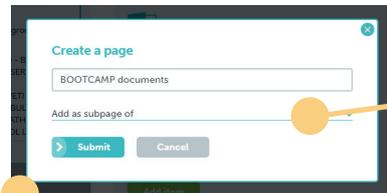
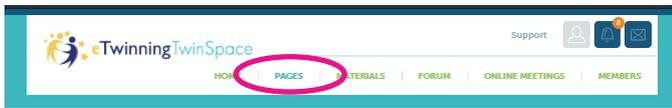
Click on the icon Add video and insert the video URL you want to upload. You choose videos from the websites: Daily Motion, Vimeo or YouTube



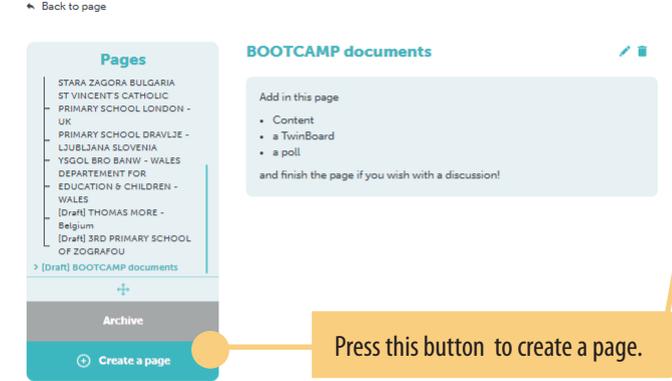
A folder is a place to store and organize your files. It works in the same way as folders in Apple and Windows PCs.

5.3 Create dynamic pages

Pages make the results of the project visible online, beyond our project. When a new page is created, users can add different features. This is done by clicking on the specific button on the left bar. They may include: text, images and videos; an interactive twinboard where you can post text, images, or embed videos; a poll to survey opinions about people's thoughts on a particular issue...



You can add the new page as a subpage to an existing page.



Press this button to create a page.



Content lets you add a content box



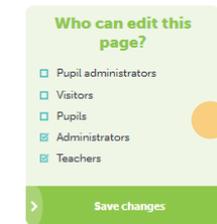
A TwinBoard is a tool to append sticky notes



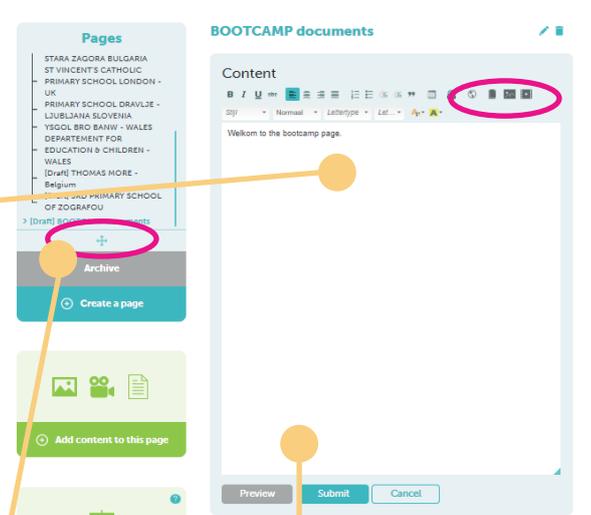
A poll allows to add simple polls to the page.



Check the right box, depending on the content of the page.



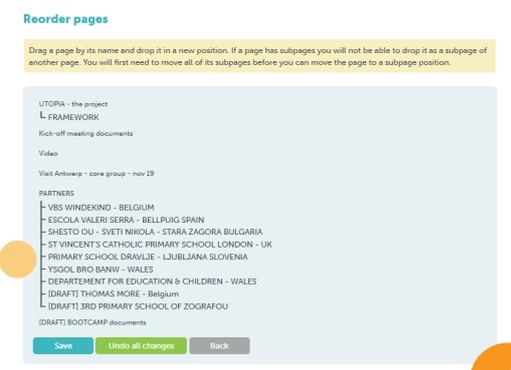
Who can edit this page? When a user is editing a page, other users who try to work on the same page are notified that "the page is being edited by someone else".



Creating and editing content is done via an editor. This also lets you embed pictures, videos, links, and iframes. Pictures can be uploaded directly to the page. Elements in a page can be moved in the 'edit' mode by clicking on 'enable sorting', and then dragging elements in the page.

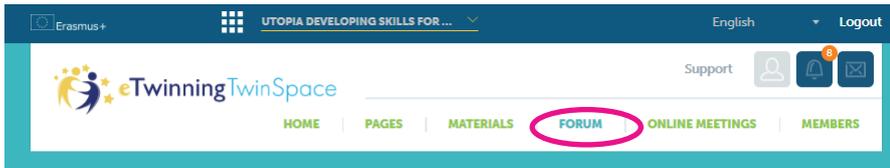


Drag a page by its name and drop it in a new position. If a page has subpages you will not be able to drop it as a subpage of another page. You will first need to move all of its subpages before you can move the page to a subpage position.



5.4 The FORUM

Navigate to 'Forum' and create a discussion. The moment you create a 'discussion' you can also create threads. Everybody can reply to threads by clicking on the reply button.



Forum

Start a discussion, and then add threads for your partners to reply. If you want, you can also add a poll to your thread.

Create a discussion

Discussions

Enable sorting

Archived forums

The impact of what we do.

1 thread(s)
4 message(s)

Latest threads

Which teacher 'changed' you and why?

4 replies · 07.12.2019

My forum posts

Which teacher 'changed' you and why?

4 replies · 07.12.2019

For the making of our journal, we will start discussion on a regular basis to get input on how teachers in our Utopia project experience their role as educators, how they deal with innovation...

Visit the Forum and take part in this discussion! You can tell us about your experiences and give your opinion in the poll.

Which teacher 'changed' you and why?

Subscribe

Think back to your own years as a pupil and try to remember the teachers who had a positive impact on you. What do you recollect when you think about them? Which teacher 'changed' you and why? Please share your experience with us?

The teachers' mindset has a great impact on students' learning.



Edit Delete

An Jacobs - 07.12.2019 @ 21:04

Which teacher 'changed' you and why?

Subscribe

Think back to your own years as a pupil and try to remember the teachers who had a positive impact on you. What do you recollect when you think about them? Which teacher 'changed' you and why? Please share your experience with us?

The teachers' mindset has a great impact on students' learning.

- YES
- NO

Vote

View result

Edit Delete

An Jacobs - 07.12.2019 @ 21:04

When I was in fifth grade I had a teacher named Mia. She was amazing! Her teaching style was great. She looked at her students in total. She was warm and understanding. Now I'm a teacher in fifth grade myself and I'm trying to be that kind of teacher in some ways.

Reply Quote Edit Delete

Dieter Lauwers - 20.12.2019 @ 23:14

I think I am lucky enough to remember more than one amazing teachers during my school years. Starting from Primary and then in Secondary school, there were teachers near me who were inspiring, giving and helpful. Frequent praise and caring looks is what I am trying to offer to my own pupils now hoping that I can make some difference in their lives.

Reply Quote Edit Delete

Julie Gyftoula - 22.12.2019 @ 22:02

When I was in fourth grade, I had a fantastic teacher. She wasn't only very sweet, she was enthusiastic, she stimulated our creativity and made sure that we learned actively. Until today she is my big example. It was therefore very nice to do an internship at her school.

Reply Quote Edit Delete

Laura Lembrechts - 29.12.2019 @ 17:16

When I was in fourth grade I had an amazing teacher! He was very kind with us, enthusiastic, creative and had a magical way to teach us with a different way (for example: organizing competitions of poetry, mathematics, knowledge inside the class instead of writing an exam). I still remember him and I hope to be such a kind of teacher like he was and inspire my pupils.

Reply Quote Edit Delete

Maria Petropoulou - 06.01.2020 @ 17:25