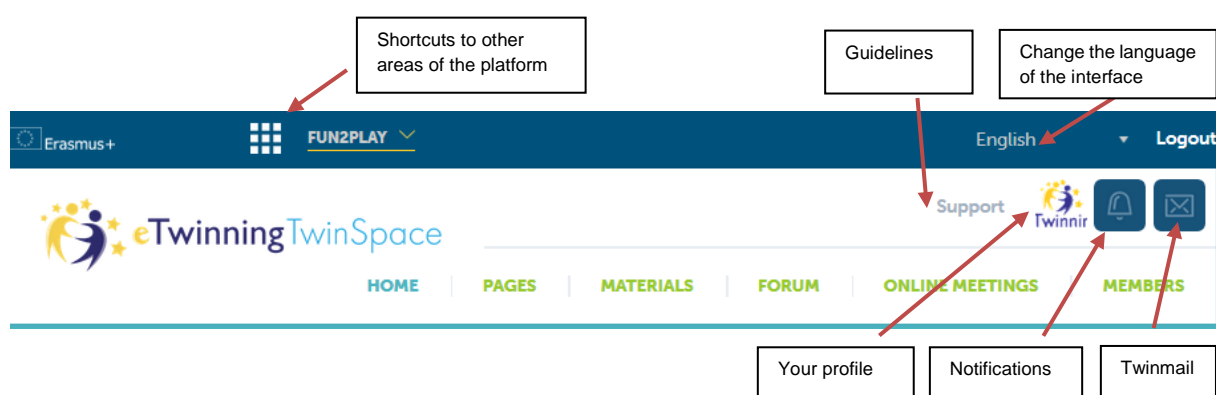


# TwinSpace-Workshop




## START:


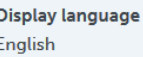

Sign in on [www.eTwinning.net](http://www.eTwinning.net) and go to your eTwinning community **eTwinning Live**.

Either click in the top navigation bar on **My TwinSpaces** or navigate via click on **Projects** to the project you want to work in. Via clicking on **TwinSpace** you can enter the safe online area of your project.

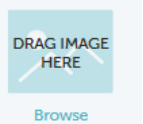



## Home (15 Points)

| Task  | Points | Done? |
|---|--------|-------|
| Change the language of the TwinSpace interface, e.g. from German to English.  | 5      |       |
| Have a look at the latest actions project members carried out in the TwinSpace. Such information can be displayed by clicking on "all" under „Latest updates“.  | 5      |       |
|  Where can you change the title, description and picture of your project? Change the colour setting (theme) of your TwinSpace. | 5      |       |

## YOUR PROFILE (15 Points)





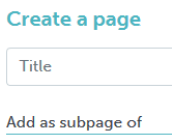

| Task  | Points | Done? |
|---|--------|-------|
|  Open your profile, upload a profile picture and add a short description of yourself. <b>Please note</b> the profile is unique for all the TwinSpaces the user is member of.     | 5      |       |
|  Set the desired language of your TwinSpaces. <b>Please note:</b> Make also your pupils set the language, so they can learn important vocabulary in the target language.         | 5      |       |
|  Click on „Notification settings“ and manage your notifications, e.g. you want to receive an email if a new member joins the project or if you have received a Twinmail message. | 5      |       |

## MATERIALS (20 Points)



| Task  | Points | Done? |
|---|--------|-------|
|  Choose a picture on your computer and upload it to the image section in Materials. <b>Please note:</b> You can upload images up to 2 MB maximum and always 3 at the same time.                                    | 5      |       |
|  Create folders in each of the material sections <b>images</b> , <b>videos</b> and <b>files</b> and give these folders your name.  | 5      |       |
|  Add the uploaded picture to your just created folder.<br> Upload a text file and save the document in the just created folder. | 10     |       |

**Please note:** Uploading of elements is either possible via the classical uploader in your computer or via **Drag'n'Drop**.

## PAGES (40-50 Points)

| Task   | Points | Done? |
|--|--------|-------|
|  <p>Create a new page and enter your name for the title of the page.<br/> <b>Please note:</b> You cannot save the page until the page includes at least one of the elements: „Content“, „A TwinBoard“ or „A poll“.<br/>           the page by clicking on „Submit“.</p> <p>Safe</p>   | 10     |       |
|  <p>Decide that all TwinSpace members can see this page.</p>  | 5      |       |
|  <p>Include all elements – Content, TwinBoard and Poll – to your page.</p>  | 5      |       |
|  <p>Integrate a text file, a picture and a video from Materials in the content element of your page.</p>   | 5      |       |
|  <p>Create a sub page to your page.</p>   | 5      |       |
|  <p>Reorder your pages: Drag a page and drop it in a new position.<br/> <b>Please note:</b> If a page has subpages you will not be able to drop it as a subpage of another page.</p>  | 5      |       |
| <p>Archive your page via the trash icon.</p>   | 5      |       |
| <p><b>For advanced: Links and Iframes</b></p> <div> <div> <p><b>IFrame Properties</b></p> <p>Insert / Embed an iframe in the page. Provide a valid URL for the SRC field and any other (optional) settings for the iframe.</p> <p><b>Tip:</b> If you are copying the code from somewhere else make sure you only copy the SRC (URL) value into the SRC field, don't copy the entire code into the SRC field.</p> <p>SRC (URL) *</p> <p><a href="https://learningapps.org/watch?app=3302746">https://learningapps.org/watch?app=3302746</a></p> <p>Breite: 550 Höhe: 550 Ausrichtung: &lt;nicht festgelegt&gt;</p> <p><input type="checkbox"/> Enable scrollbars <input type="checkbox"/> Show frame border</p> <p>Name: Titel Beschreibung:</p> <p>Langbeschreibungs-URL:</p> </div> <div> <p>Chose an app e.g. on <a href="https://learningapps.org">https://learningapps.org</a>. Copy and paste the whole embed code on a notepad or word document. Just copy the src element of the embed code. Now click on the globe icon and fill in the src element in the field src (URL).<br/> <b>Please note:</b> We recommend to use fort he width 550 pixels.</p> </div> </div> | 10     |       |

## MEMBERS (30 Points)

| Task  | Points | Done? |
|---|--------|-------|
| <br>Guests           Invite a guest to the TwinSpace..   | 10     |       |
| <br>Students           Invite an imaginary pupil with a fancy name. Logout and sign in with the pupils credentials. Are there any differences compared to a teacher account? | 10     |       |
| Can teachers from non-programme states like for example Canada take part in eTwinning too? If yes, how?   | 10     |       |

**TIPPS:** Passwords have to contain at least six charactes. For the creation of the password, use the following characters:  
 ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz1234567890-\_:!:=.






Teachers can export in excel the usernames of their invited students. For safety reasons passwords are stored in a form which cannot be decoded. If a pupil forgets the password, it can be reset by the teacher who invited him/her.

The credentials (user name and passwords) of guests cannot be exportet. They should be noted and forwarded to the persons concerned.

You can enter the TwinSpace also directly via <http://twinspace.etwinning.net>.

## WORLD OF COMMUNICATION (30 Points)

(Forums, TwinMail, Project blog, Online meeting and Chat)

| Task   | Points | Done? |
|--|--------|-------|
|  Send a TwinMail to the workshop leader - maybe with possible questions.  | 5      |       |
|  Leave a message on the Teacher Bulletin.<br><b>Please note:</b> These entries are only visible for Teachers and Teacher administrators not for Pupils and Guests.                        | 5      |       |
|  Enter the chatroom and join the conversation.  | 5      |       |
|  Organise an online meeting with your project group or the persons sitting next to you. (Please create only one online event per group and delete the meeting at the end of the seminar.) | 10     |       |
|  Let us know in the forum <b>Tools</b> , what interests you most. Maybe you have also idea about the context in which you would like to use the tools.                                  | 5      |       |

**Please note:** Via the TwinMail members can contact several project members at the same time. Chose the members you want to contact.

Teacher administrators can send a TwinMail to all members of a certain TwinSpace. At first chose the relevant TwinSpace under „Select TwinSpace“ and then click on „All members“..

**Everything done? If not don't worry: For further information and help you can have a look at the support section in your TwinSpace. And of course you can contact us with questions at any time.**

**We thank you for your commitment and your ideas and wish you a lot of fun and success with your eTwinning project(s)!**

**Your eTwinning team**