

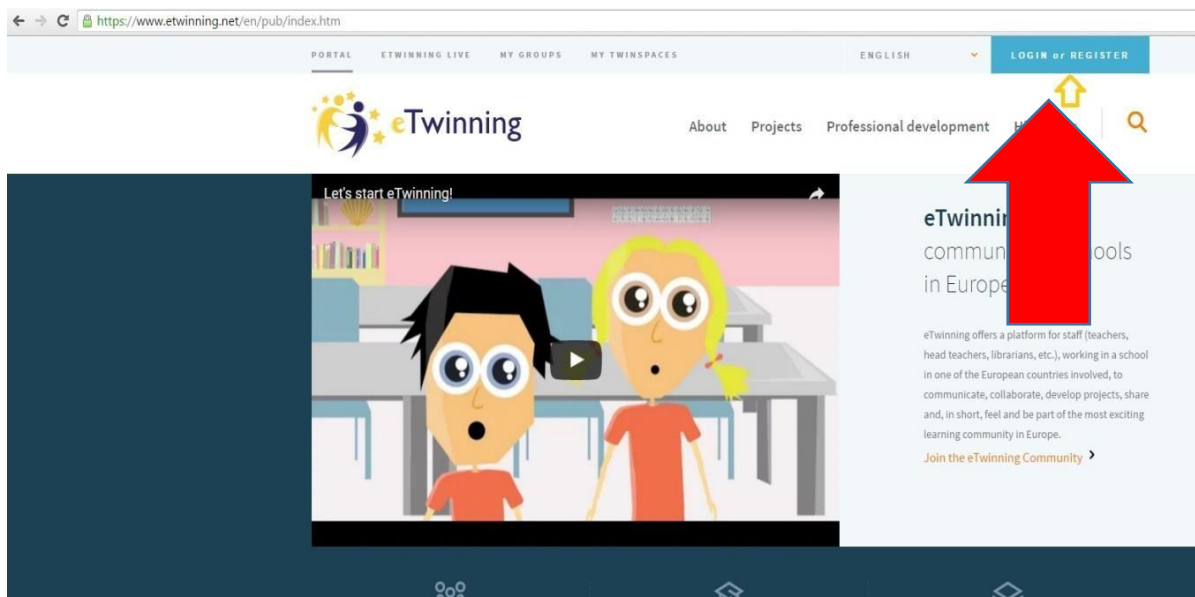


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# 1)HOW TO REGISTER ON THE ETWINNING PORTAL

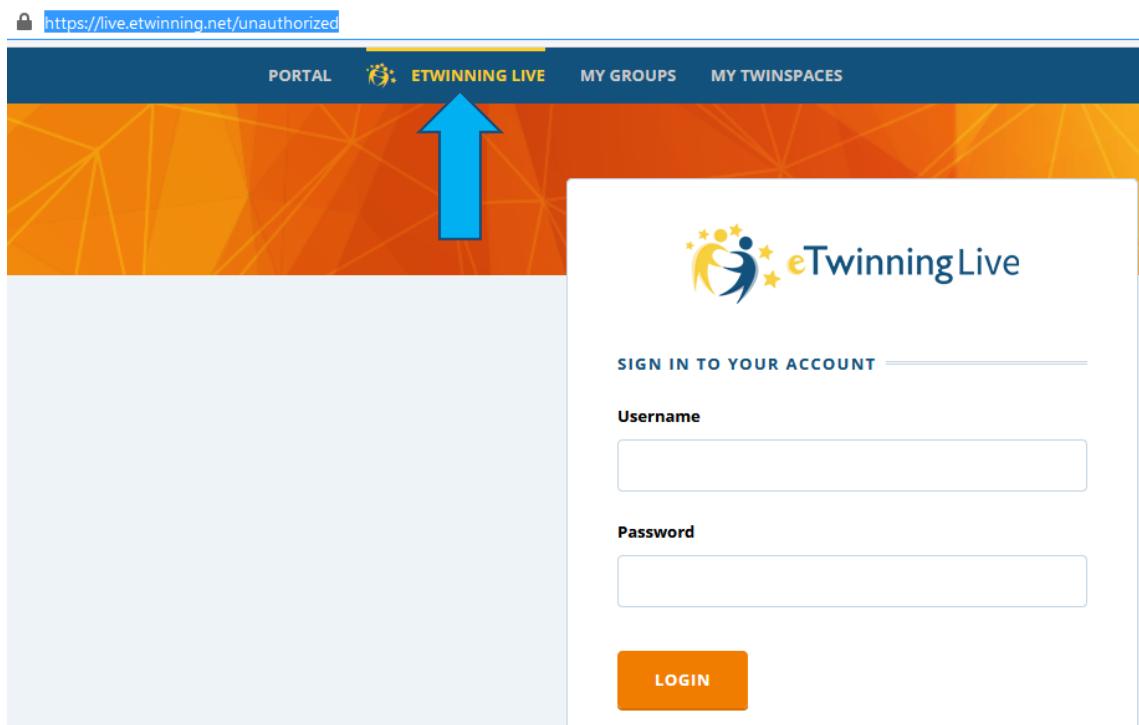
1. Go to the website: <https://www.etwinning.net/en/pub/index.htm>
2. Go to the top right corner and click on the blue button “Login or Register”



3. Follow the instructions and fill in the fields with your details
4. Once the team has checked your details, you will receive an email confirming that you are registered with full access to the portal.

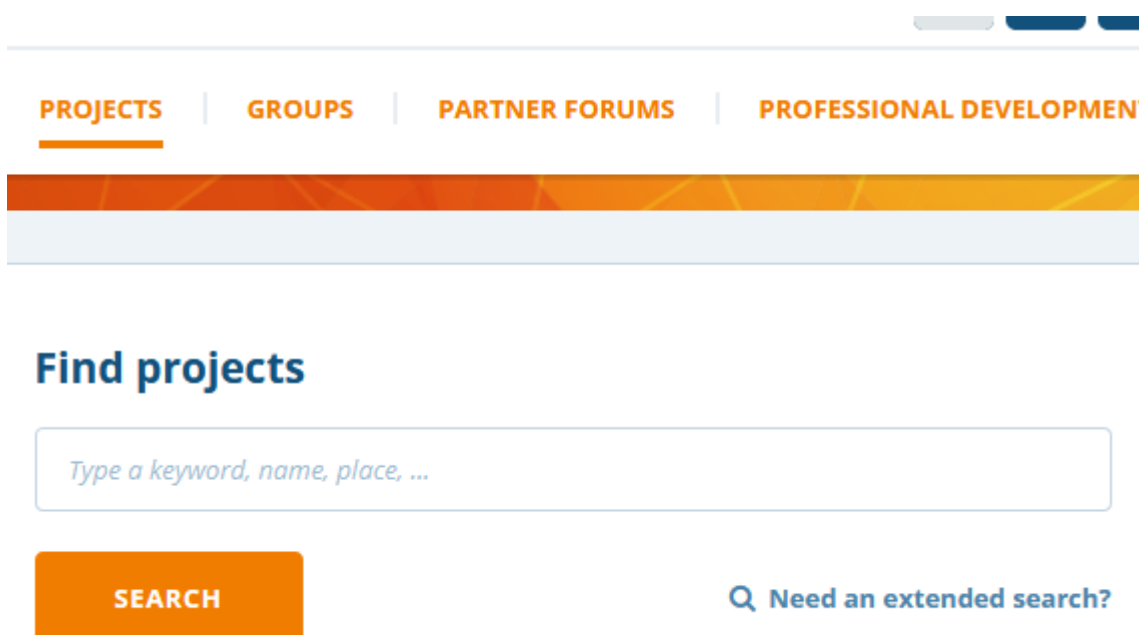
# 2)HOW TO ENTER IN ETWINNING LIVE

1. Go to the website: <https://live.etwinning.net/unauthorized> :
2. Log in using your username and your password.
3. Click “login”



### 3) HOW TO FIND AN EXISTING PROJECT

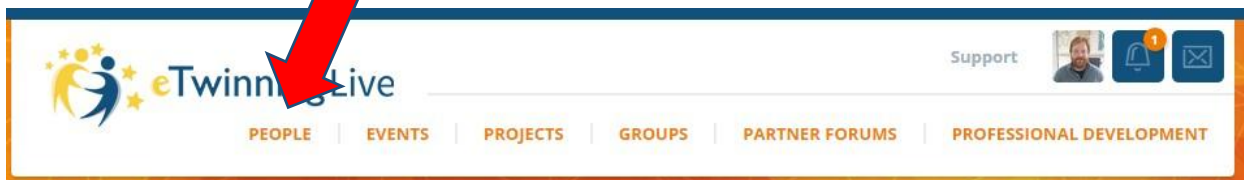
1. Go to the **homepage > projects**: <https://live.etwinning.net/unauthorized> :
2. Write the **title of the project** in “find projects”
3. Click “**Search**”



## 4) HOW TO ADD A CONTACT

If you already know someone you want to connect with on the eTwinning, go to:

### 1. The People tab

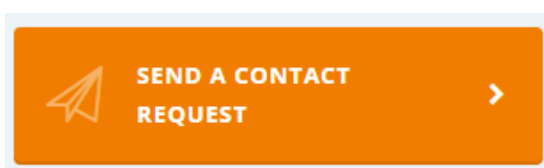


### 2. Search for **the name of the person** > click “search” (for example UK NSS)

### 3. Scroll down and click on the correct result. (for example UK NSS)



### 4. Send a contact request.



## 5) HOW TO CHECK YOUR NOTIFICATIONS

1. Once within your profile page, check the bell sign on the top right of your screen (as indicated by the yellow/red arrow below)



2. Click on the **bell** and **accept or reject** the request of the **contacts**. You can **only make a project with a person you have accepted as a contact**.

## 6) HOW TO FIND A PARTNER

### Option 1: You want to create your own project

1. Click on the Partner Forum options in the top menu tab.



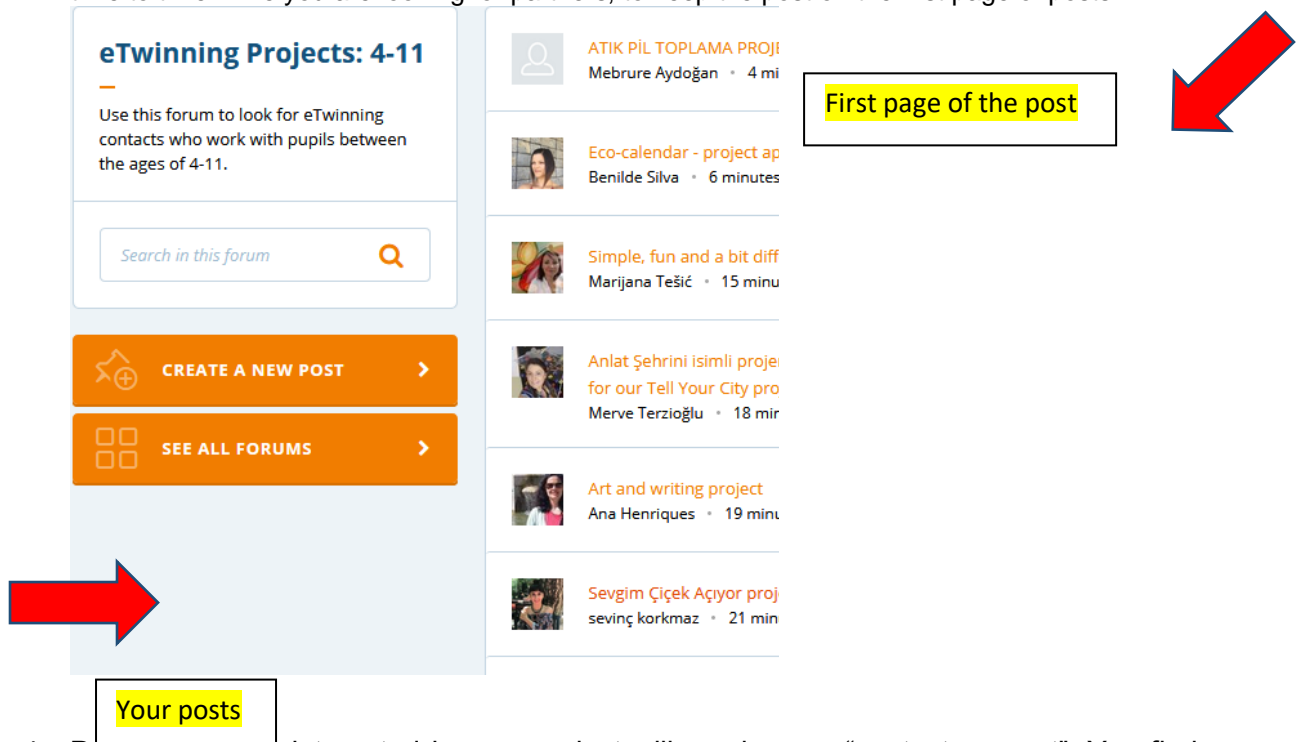
2. Click on the most suitable age category. (there are more categories)



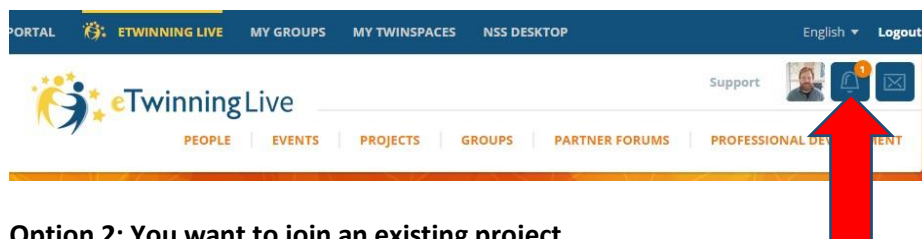
3. Create a new post and describe the kind of project you would like to do.



Your posts are kept on the left (although I don't have any) and it is important to update it every time to time while you are looking for partners, to keep the post on the first page of posts.



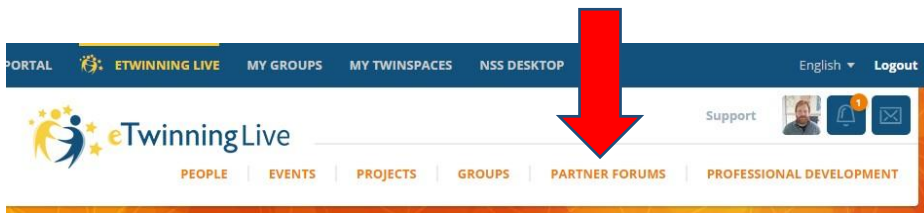
4. People who are interested in your project will send you a “contact request”. You find these requests the bell sign on the top right of your screen. They can be accepted or rejected. (more information in point 4) How to check your notifications).



### Option 2: You want to join an existing project

1. Click on the Partner Forum options in the top menu tab.



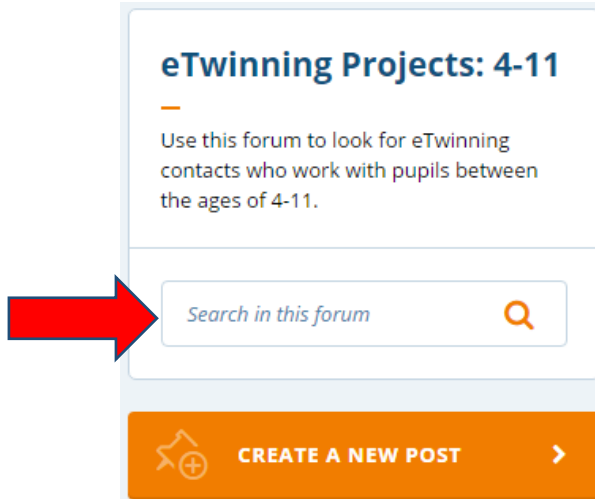


2. Click on the most suitable age category. (there are more categories)





3. Search the forum posts by keyword.



4. If you find a potential partner, click on the post of the project you are interested in.

PORTAL ETWINNING LIVE MY GROUPS MY TWINSPACES English ▼ Logout

Support

PEOPLE | EVENTS | PROJECTS | GROUPS | PARTNER FORUMS | PROFESSIONAL DEVELOPMENT

**eTwinning Projects: 4-11**

Use this forum to look for eTwinning contacts who work with pupils between the ages of 4-11.

Search in this forum

CREATE A NEW POST ▶

SEE ALL FORUMS ▶

**TEACHING MATHMATICS WITH GAMES**  
ERGIN CAN • 1 minutes ago • 3 replies

Famous singers/songs of each country  
Aleix Moncosí • 1 minutes ago • 13 replies

Art Project for Primary Pupils  
Susan Coontz • 2 minutes ago • 28 replies

Christmas time  
Sofia Esteves • 7 minutes ago • 13 replies

KAF DAĞI SERÜVENİ (onaylanmış proje)  
Nalan Yılmaz • 8 minutes ago • 12 replies



The screenshot shows the eTwinningLive forum interface. At the top, there is a navigation bar with 'PORTAL', 'ETWINNING LIVE', 'MY GROUPS', and 'MY TWINSACES'. On the right, it says 'English' and 'Logout'. Below this is the 'eTwinningLive' logo and a 'Support' button. A menu bar includes 'PEOPLE', 'EVENTS', 'PROJECTS', 'GROUPS', 'PARTNER FORUMS' (which is highlighted), and 'PROFESSIONAL DEVELOPMENT'. The main content area shows a forum post titled 'TEACHING MATHEMATICS WITH GAMES' under the category 'Partner forums > eTwinning Projects: 4-11'. On the left, there are three orange buttons: 'BACK TO FORUM', 'REPLY TO THIS POST', and 'SUBSCRIBE'. Below these is a 'FORUM POST INFORMATION' box containing details about the post: 'Posted by ERGIN CAN', 'Language: English, Türkçe', and 'Subject: Cross Curricular, Drama, European Studies, Mathematics / Geometry, Physical Education, Pre-school Subjects, Primary School Subjects'. The post itself is by 'ERGIN CAN' on 13.11.2019 at 21:27. The text of the post reads: 'Hi, everybody. I've organized a project for Primary School students. Teaching mathematics with games. We'll get math and games together. We'll make sure our students learn with fun. Anyone who wants to work with me on this project, please contact me. See you soon.' Below this is a reply by 'Matteo Docci Rustioni' on 15.11.2019 at 15:50, which says: 'Hi Ergin, I'm interested about this project. Could you share with me more information? Thank you'. The post was last modified on 15.11.2019 at 15:50:37.

5. If you find meet a potential partner in the forum, **click on their name** to open their profile page. From here, you can **send a contact request** or a **private message**.



The screenshot shows the eTwinningLive website interface. At the top, there is a navigation bar with 'PORTAL', 'ETWINNING LIVE', 'MY GROUPS', and 'MY TWINSAPACES'. On the right, it shows 'English' and 'Logout'. Below this is the 'eTwinningLive' logo and a search bar. A secondary navigation bar includes 'PEOPLE', 'EVENTS', 'PROJECTS', 'GROUPS', 'PARTNER FORUMS', and 'PROFESSIONAL DEVELOPMENT'. The main content area features a forum post titled 'TEACHING MATHEMATICS WITH GAMES'. A red arrow points to the post title. The post is by 'ERGIN CAN' and dated '13.11.2019'. The text of the post reads: 'Hi, everybody. I've organized a project for Primary School students. Teaching mathematics with games. We'll get math and games together. We'll make sure our students learn with fun. Anyone who wants to work with me on this project, please contact me. See you soon.' Below the post, there is a reply by 'Matteo Docci Rustioni' dated '15.11.2019' with the text: 'Hi Ergin, I'm interested about this project. Could you share with me more information? Thank you'. A red arrow points to the 'Private message' button on the user profile. The user profile for 'ERGIN CAN' is shown, with a red arrow pointing to the 'Private message' button. The profile includes a photo, name, school 'Remzi Oğuz Arık İlkokulu', and location 'Ceyhan, Turkey'. There are buttons for 'FOLLOW' and 'Private message'. Below the profile, there are statistics for 'Followers: 3', 'Following: 0', and 'Contacts: 56'. A red arrow points to the 'SEND A CONTACT REQUEST' button.

6. Now that you have a contact you can set up a project together, or be invited by them to join their pre-existing project.



## 7) CREATION AND REGISTRATION OF YOUR PROJECT

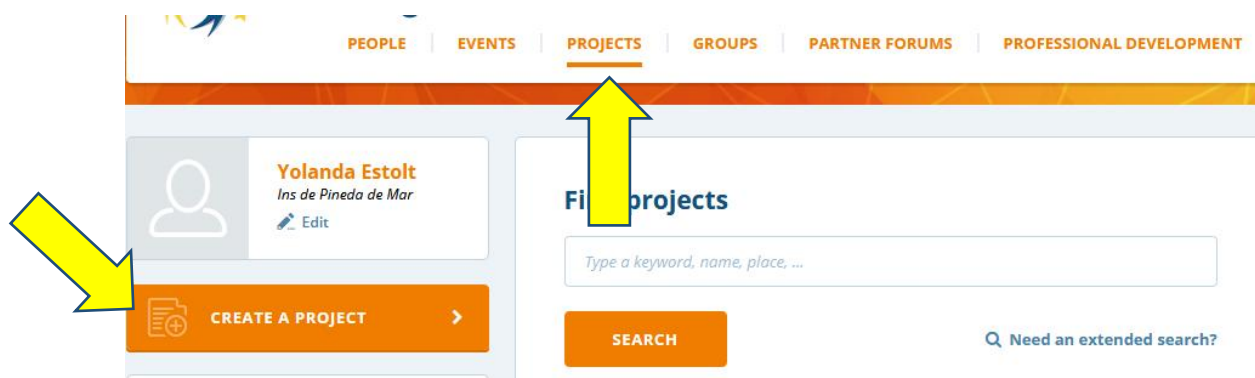
### Before Registration

1. Identify a partner school to work with
2. Make sure your partner is in your eTwinning Contacts List
3. Agree what type of project you are going to work on together
4. Plan your project with your partner(s); agree on: title, short description of the project, aims, tools to be used, work process, and expected results. You will need these when you register your project

### Registration

1. Click on Projects
2. Click on Create Project
3. Follow the steps shown
4. Preview your project and then click on the Submit button

**Congratulations! Your project has been submitted!**





## Select school

Select the school you want to start this project with from your active schools list. If your school does not appear you can add or activate it while editing your profile.

**You can select only 1 school and this school can't be changed during the duration of the project.**



**Ins de Pineda de Mar**  
Pineda de Mar Spain



NEXT STEP

### CREATE A NEW PROJECT

- 1 **Select school**
- 2 Select partner
- 3 Project description
- 4 Preview

## Select partner

Select 1 of your (active) contacts as the other founding partner of the project. Once the project has been approved by your National Support Service you will be able to invite more contacts to your project.

### CREATE A NEW PROJECT

- 1 Select school
- 2 **Select partner**



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of the European Union

2019-1-ES01-KA229-064274

## Project description

Describe your project. This information is very useful for your National Support Service in order to be able to approve the project.

### DESCRIPTION

#### Title

Use letters or numbers but not ) < >

250 characters

#### Short description

Type the description of your project, be clear and use keywords to help people to find you

1000 characters

### LANGUAGES

You can choose more than one

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> български | <input type="checkbox"/> bosanski |
| <input type="checkbox"/> čeština   | <input type="checkbox"/> српски   |
| <input type="checkbox"/> dansk     | <input type="checkbox"/> Deutsch  |

### CREATE A NEW PROJECT

- 1 Select school
- 2 Select partner
- 3 **Project description**
- 4 Preview



## Preview

YOUR ETWINNING PROJECT CURRENTLY INVOLVES TWO SCHOOLS FROM THE SAME COUNTRY. WE REMIND YOU THAT PROJECTS WITH (TWO OR MORE) PARTNERS FROM ONLY ONE COUNTRY ARE CONSIDERED **NATIONAL PROJECTS** AND THEREFORE DO NOT QUALIFY FOR EUROPEAN ETWINNING QUALITY LABEL OR EUROPEAN ETWINNING PRIZES.

IN THE CASE WHERE A PARTNER FROM ANOTHER COUNTRY JOINS THE PROJECT AT A LATER POINT, THE PROJECT WILL BE THEN BE CONSIDERED **EUROPEAN** AND CONSEQUENTLY, IS ALLOWED TO QUALIFY FOR BOTH EUROPEAN QUALITY LABELS AND EUROPEAN ETWINNING PRIZES.

|                                  |                               |
|----------------------------------|-------------------------------|
| Your school                      | Ins de Pineda de Mar (Change) |
| Your partner                     | Lluís Busquets (Change)       |
| eTwinning Plus project requested | Yes                           |
| <b>PROJECT DESCRIPTION</b>       |                               |
| Title                            | AF                            |

## CREATE A NEW PROJECT

- 1 Select school
- 2 Select partner
- 3 Project description
- 4 **Preview**

It's possible to make projects with International schools or with schools of your own country. The second ones are not considered as International projects and it's not the desirable option.

## After Registration

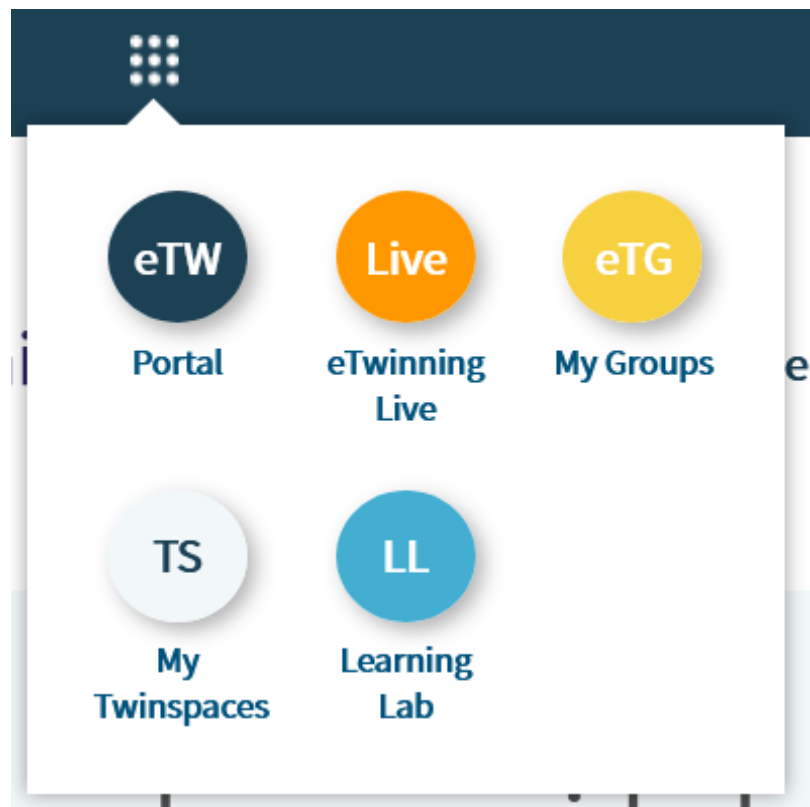
1. The other founder of the project will receive a notification and s/he must accept your partnership
2. The project is now pending while it is being reviewed by the National Support Services of the partner schools
3. Once the project has been approved, it will become active and the project founders will have access to the project TwinSpace



## 8) GENERAL INFORMATION OF ETWINNING

1. If you want to find the sections of the page easily:

- Portal (homepage)
- eTwinning live (your projects)
- My groups (groups you have joined to)
- My twinspace (personal space of the project – only for teachers and students belonging to a specific project)
- Learning lab. (short courses)





## 9) ADDING PARTNERS AS ADMINISTRATORS OF A PROJECT

To create an eTwinning project it is need that one person creates the project and joins another teacher of another schools as founder. Once this is done, the rest of the partners are partners but are not administrators. It means there are options that are blocked for them.

To make a partner administrator you need to follow the next steps:

1. eTwinning live > projects
2. In mu project I click “**manage partners**”
3. Find the partner you want to make administrator and **change its role into “administrator”**.



### TRIMEDIA

06.11.2019

Trimedia is a project which aims to improve the learning experience of students by means of audiovisuals. The participants will learn how to record and edit videos, produce and record audio and make digital animation movies. They will need to acquire the audiovisual language and learn to use the techniques,...

- TwinSpace
- Project Card: talk to your NSS
- Download eTwinning Certificate
- Apply for a Quality Label





## 10) ACCESS MY TWinspace

1. Click on “My twinspace”.



2. Select the twinspace you want to enter in.

### Active Twinspace



Probando,  
probando



TRIMEDIA



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of the European Union

2019-1-ES01-KA229-064274

## TRIMEDIA

Trimedia is a project which aims to improve the learning experience of students by means of audiovisuals. The participants will learn how to record and edit videos, produce and record audio and make digital animation movies. They will need to acquire the audiovisual language and learn to use the techniques, equipment and editing programmes.  
The project has a 24 months duration: 1.09.2019 - 31.08.2021.  
There are 3 partner schools: Spain (European Coordinator), Poland and Germany.  
The direct beneficiaries are students 14-16 who learn in the partner schools, teachers and also the management positions who will benefit from exchanges of good practices.

[+ Add a new post](#)

[Latest updates](#)

## Teacher Bulletin

[+ Post an update](#)

## Online members

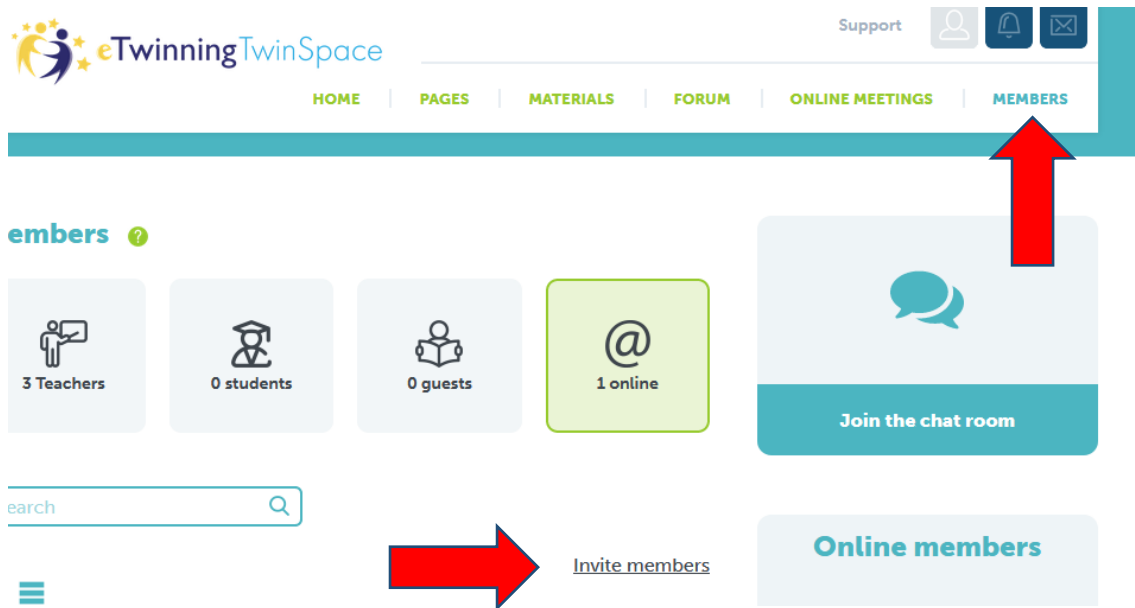


[Join the chat room](#)

# 11) ADDING STUDENTS, FAMILIES, GUESTS TO MY TWinspace

## a) Invite students

1. Click on **“members”** > **invite members**



2. You can introduce existing students from another etwinning project or new students. To do so, click + > **Verify**

When inviting a pupil / student you need first to get approval from them and/or from a parent or a guardian. Make sure not to disclose any sensitive and private information about your student. When uploading their pictures you need first to get approval from them and/or from a parent or a guardian. We strongly recommend the use of avatars (an icon or figure representing a particular person). Please read [here](#) more regarding what you should and what you should not publish online.

For safety reasons, pupils' passwords cannot be exported and downloaded. If a password is forgotten, it can be reset by the teacher who invited the pupil.


### 1. Invite new or existing students

Existing students

#1

New students

#1





3. Write the students' name and surname or upload the students from an Excel (I do not know how to attach an excel file).
4. Write a password of each student and select its role. As administrator has more functions.
5. Click invite

## 2. Check & complete the information

A password must be at least 6 characters long and can have the following characters: [a-z][A-Z][0-9][-\_!:=].

|                                       |       |       |          |  |
|---------------------------------------|-------|-------|----------|--|
| #1                                    | zdz z | zdz.z | Password | Select role                            |
| <input type="button" value="Invite"/> |       |       |          | Select role<br>Administrator<br>Member |

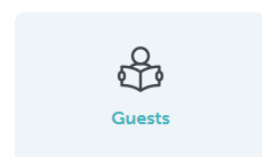
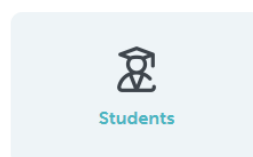
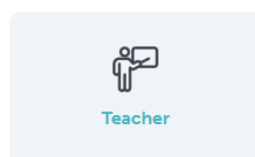
It is advisable to give the link of the page of the etwinning to give students an easy access to twinspace. In addition, if students are working in other projects, they know which project they have to enter in.

Each student enters in twinspace using their username and password that the teacher gave to him. <https://twinspace.etwinning.net>

## b) Invite families and guests

6. Click on "members" > invite members > guest

### Invite members





Write the name and the surname of the person in **new guest**

### Invite guests

#### 1. Invite new or existing guests

Existing guests

#1

Verify

New guests

#1

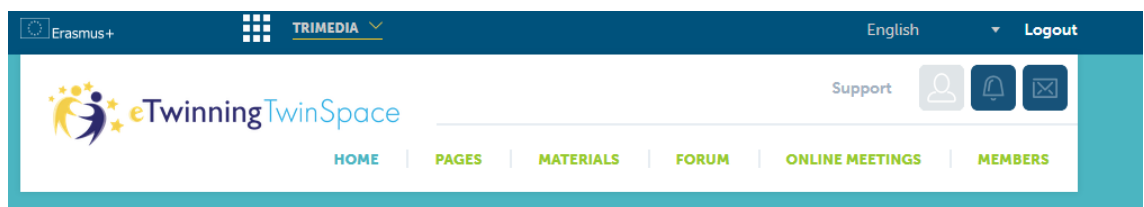
Verify



## 12) MY TWinspace

eTwinning twinspace has several sections:

- Home (go to the homepage of the project in Twinspace)
- Pages (to publish videos, images and files)
- Materials (to upload videos, images, files)
- Forum (to create a forum)
- Online meetings (to make chats)
- Members (explained above)



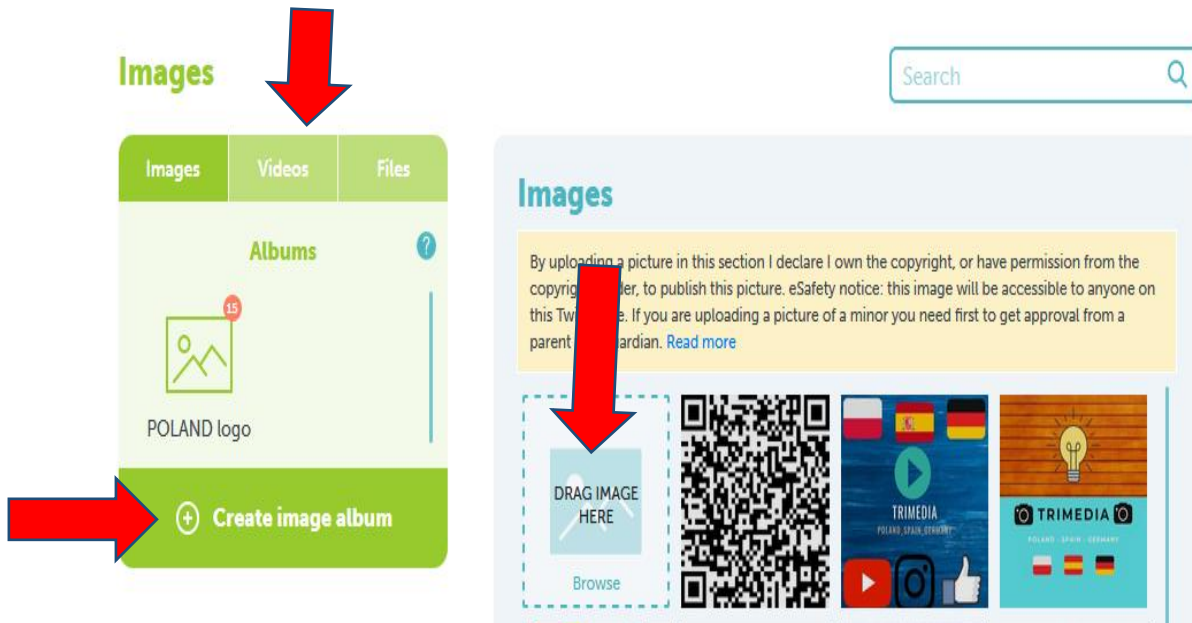
### a) Materials

It is the space to upload all the materials and keep them organized. You can upload in its section:

- Files and documents
- Videos
- Audios

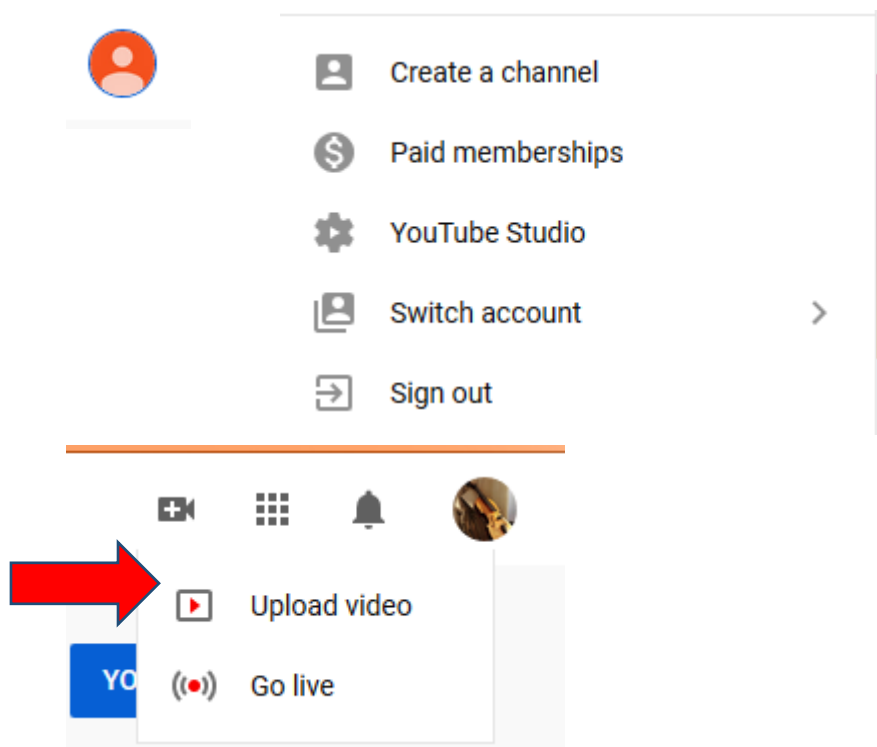
There is the option to create folders to organise the contents. **To add the contents in a folder, open the folder and click “drag image here”**

It is recommendable to upload them here before adding them in a page. If this step is not done and the page is erased, the files are erased to.

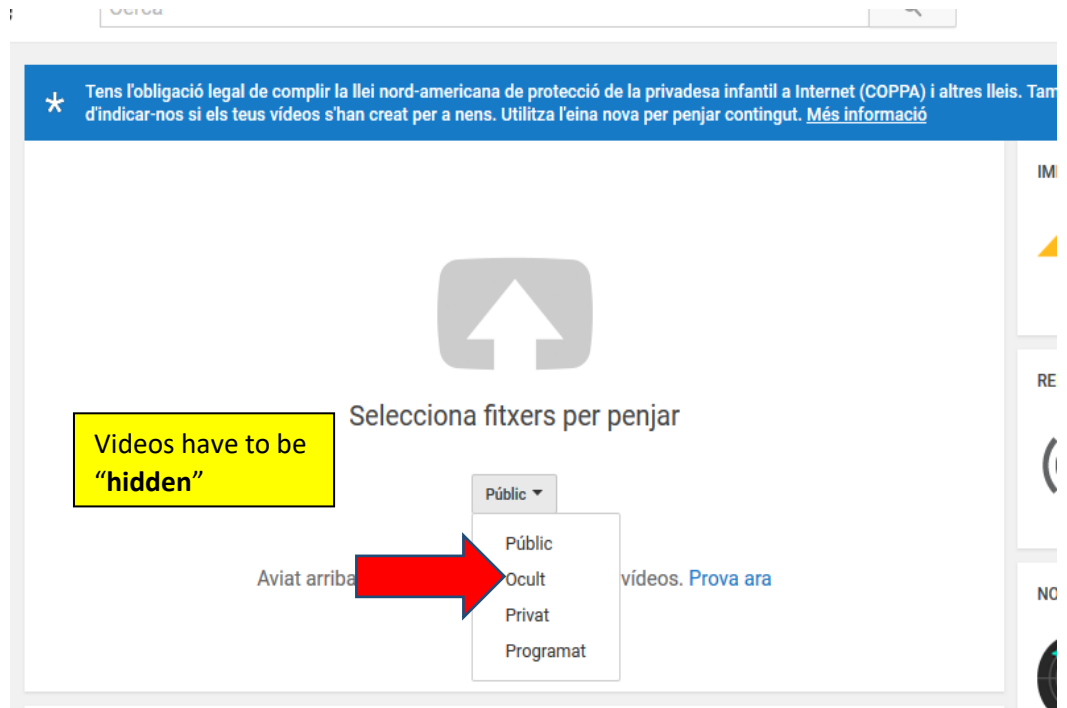


To add a **video**, it is necessary to upload it in youtube. To do so:

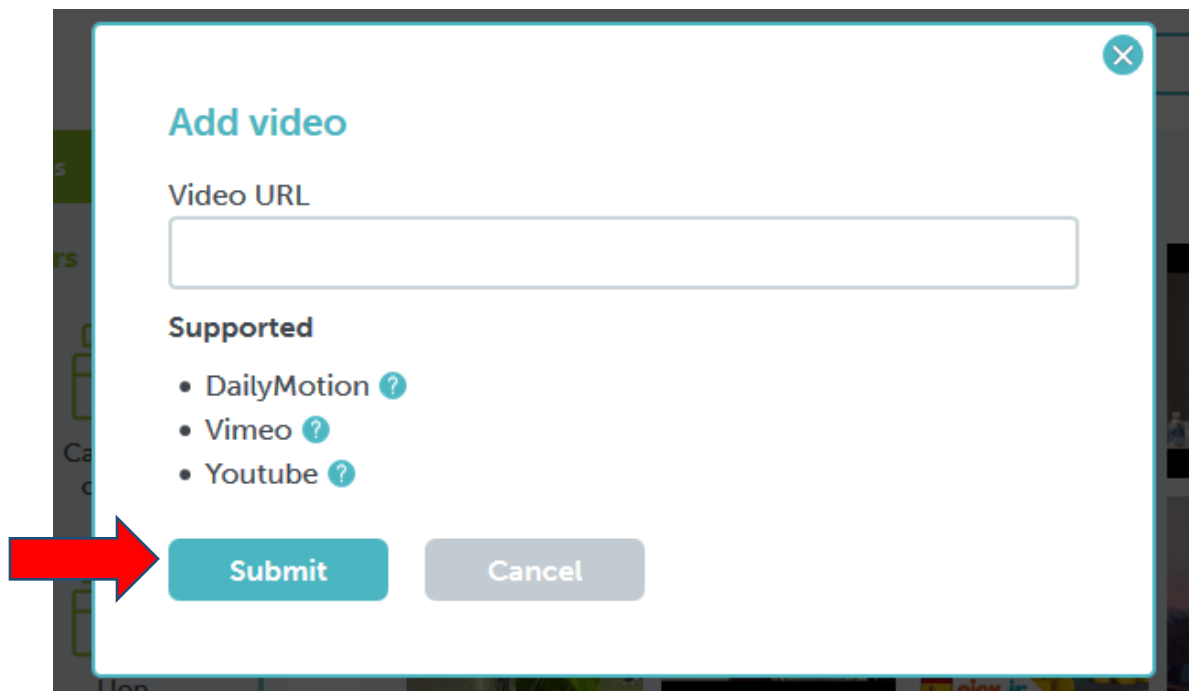
1. Create a channel.

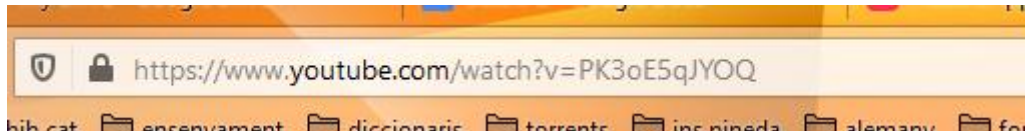






2. On eTwinning > twinspace > materials > videos, you need to upload the link.

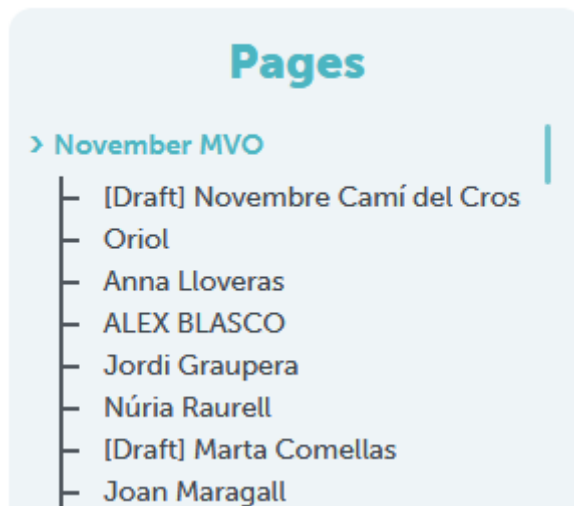




## b)Pages

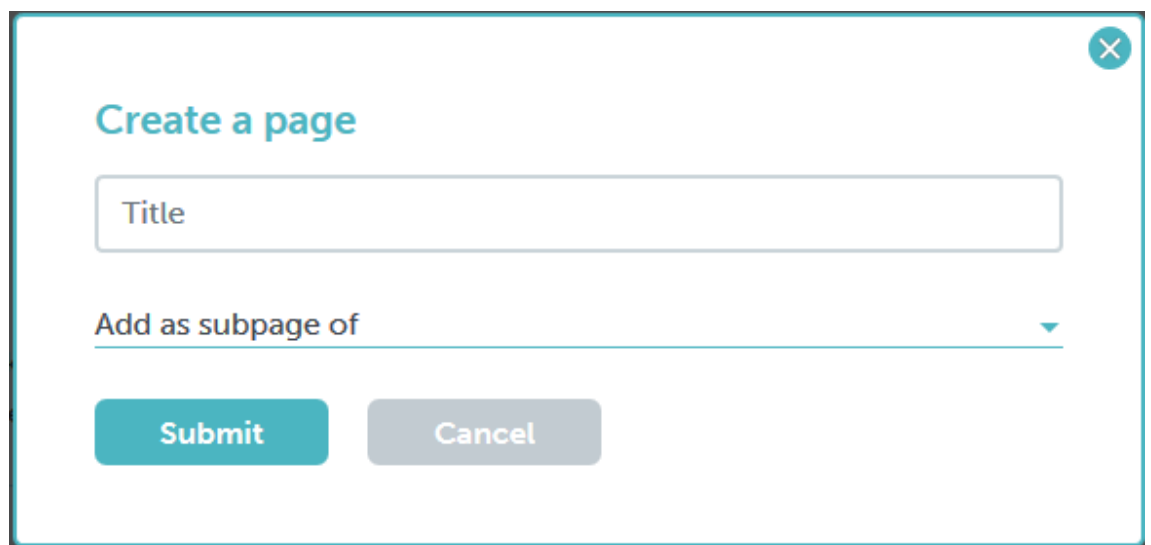
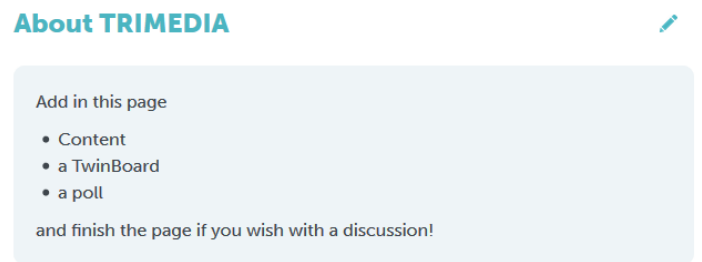
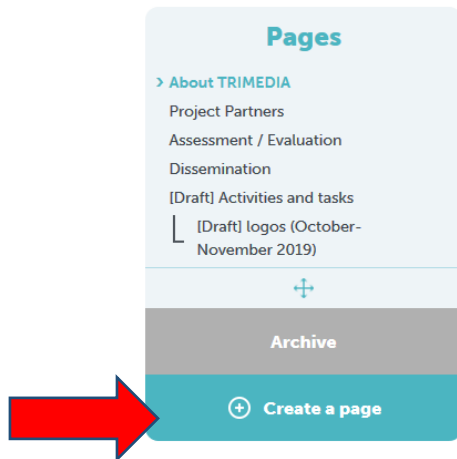
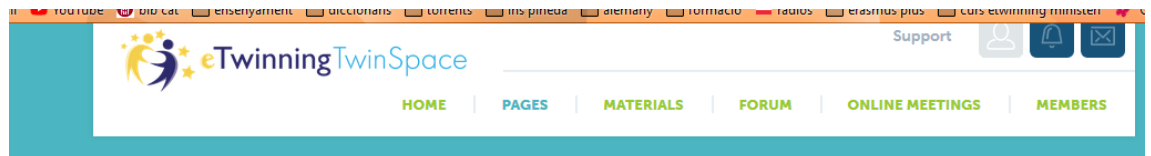
eTwinning twinspace allows to have a main page but only one subpage. It is to say that subpages cannot include more subpages but you can have as many subpages of the main page as you would like to.

For example, the main page is November MVO and the rest are subpages.



To create a page you need to follow the next steps:

- 1) Click on “create page” and you give a name and select where you want to include it and click “submit”. The page created is a draft version.



2) Then it is needed to add content using the table on the left.



The screenshot displays three options to add content to a page: 'Add content to this page' (with icons for image, video, and document), 'Add a TwinBoard to this page' (with a board icon), and 'Add a poll to this page' (with a bar chart icon). To the right, there are two settings panels. The first, 'Who can see this page', has radio buttons for 'Everyone on the Internet', 'TwinSpace members', and 'Just me (and administrators)'. The second, 'Who can edit this page', has checkboxes for 'Pupil administrators', 'Visitors', 'Pupils', 'Administrators', and 'Teachers'. Both settings panels have a 'Save changes' button at the bottom.

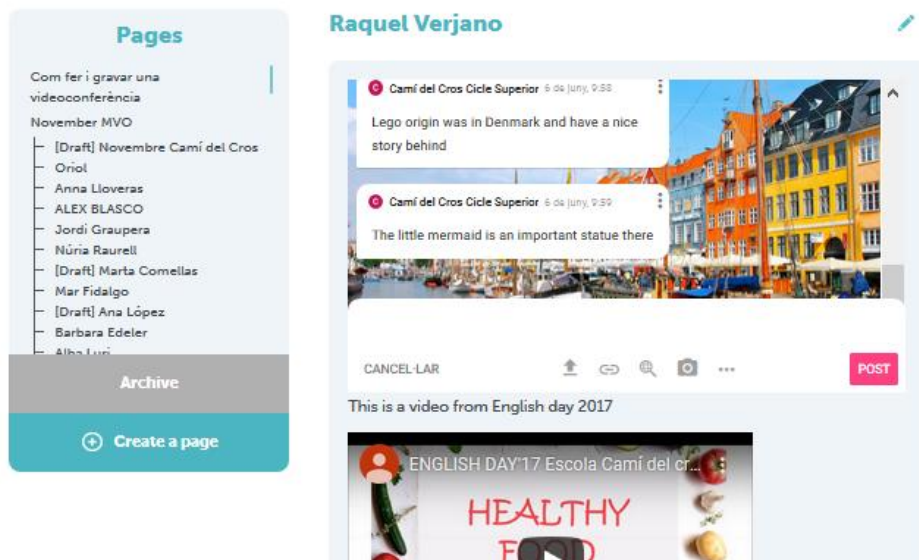
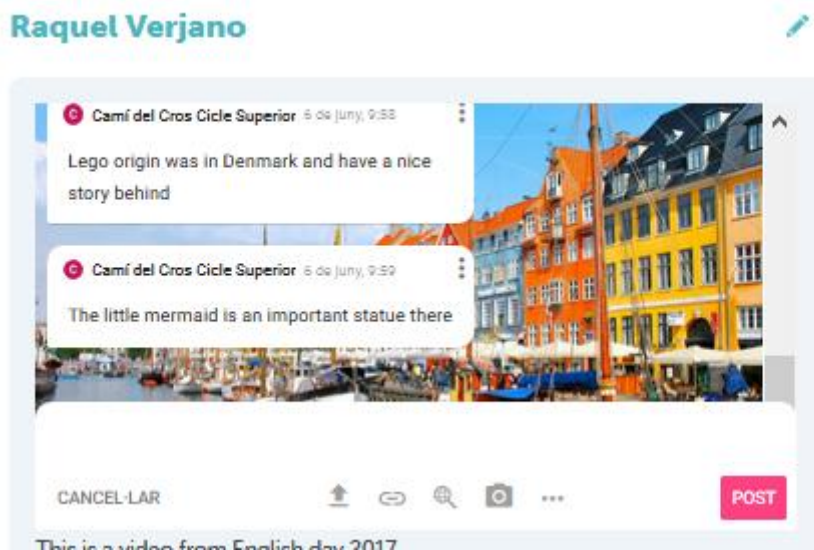
And the page is done without “draft”. **To eliminate the draft, it is necessary that “who can see this page” CLICK ON TWINSPACE MEMBERS**

There is also the possibility of adding **interactive content** tools 2.0 such as padlets, prezis in the page. To do so, you need to add the link of the page in this image you find when you add content:



The first image add a link that if you click there, the page is opened and in the second, the content you want is included in the etwinning page.

## PADLET

Finally, to insert google slides you need to follow the following steps:

- a) Open the google slides you want to insert in an eTwinning page. Select FILE> PUBLISH TO THE WEB
  - a. Click EMBEDDED > SMALL> PUBLISH



**Publish to the web** ×

This document is not published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

**Link** **Embed**

Slide size:  Auto-advance slides:

Start slideshow as soon as the player loads

Restart the slideshow after the last slide

**Publish**

- b. The programme asks if you want to **publish** the page, **accept** and then **copy the embedded** link.

**Publish to the web** ×

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

**Link** **Embed**



Slide size:  Auto-advance slides:

Start slideshow as soon as the player loads












Restart the slideshow after the last slide



```
HC3JI4FcTcIDORuZ4Q_PuT0C3vVypbmrGPijnEkz5i/embed?start=false&loop=false&delays=3000" frameborder="0" width="480" height="299" allowfullscreen="true" mozallowfullscreen="true" webkitallowfullscreen="true"></iframe>
```

- c) Go to the eTwinning page where you want to incrust the google slides, **edit** the page using the pencil, and **copy** the embedded text on the page > click **submit**.

Last edit was made on 19.12.2019 at 20:27 by Yolanda Estolt  

## Content

**B** *I* U abc           

Styles ▼ Normal ▼ Font ▼ Size ▼  



```
<iframe src="https://docs.google.com/presentation/d/e/2PACX-1vQsBqANu1AD7YhwlboggY7j1TO0R155j9y8C-HC3JI4FcTcIDORuZ4Q_PuT0C3vVypbmrGPijnEkz5i/embed?start=false&loop=false&delayms=3000" frameborder="0" width="480" height="299" allowfullscreen="true" mozallowfullscreen="true" webkitallowfullscreen="true"></iframe>
```

d) Then it looks like this:

```
<iframe src="https://docs.google.com/presentation/d/e/2PACX-1vQsBqANu1AD7YhwlboggY7j1TO0R155j9y8C-HC3JI4FcTcIDORuZ4Q_PuT0C3vVypbmrGPijnEkz5i/embed?start=false&loop=false&delayms=3000" frameborder="0" width="480" height="299" allowfullscreen="true" mozallowfullscreen="true" webkitallowfullscreen="true"></iframe>
```

[Create a discussion](#)

Now you need to **edit** the page again and **submit again**. Then the video is incrusted.

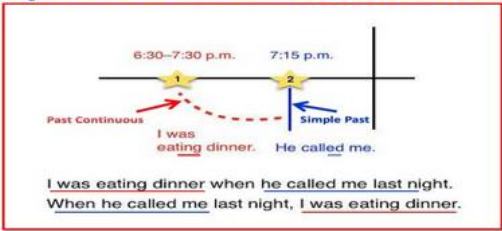
Last edit was made on 19.12.2019 at 20:29 by Yolanda Estolt  

[Preview](#) [Submit](#) [Cancel](#)

Now it looks like this:

PAST SIMPLE VS PAST CONTINUOUS

### Simple Past vs. Past Continuous



6:30–7:30 p.m. 7:15 p.m.

Past Continuous: I was eating dinner.

Simple Past: He called me.

I was eating dinner when he called me last night.  
When he called me last night, I was eating dinner.

Slide 1 | Google Slides

Create a discussion

## c) Home

It is the diary of the project that can be seen by all etwinners. It is needed to upload it with new information “adding posts”. Once all the contents are upload in media it is fast to do.

+ Add a new post

### Latest updates ?

User  System  All



#### Yolanda Estolt

After teachers selected three logos of each school, a google form with those nine logos was shared with all the students and teachers of the three schools. They voted the one they like the most and in the end, we already have the logo that represent us. This is the one!





## d) Forum

Space to have discussion between students or teachers. Like any other forum. A person posts a message and the other reply it.

- a) Click “create a new thread” to start a new topic.

### Probando forums

Aquí posarem i compartirem idees per aprendre com funciona el forum

### Què en penseu de l'eTwinning?



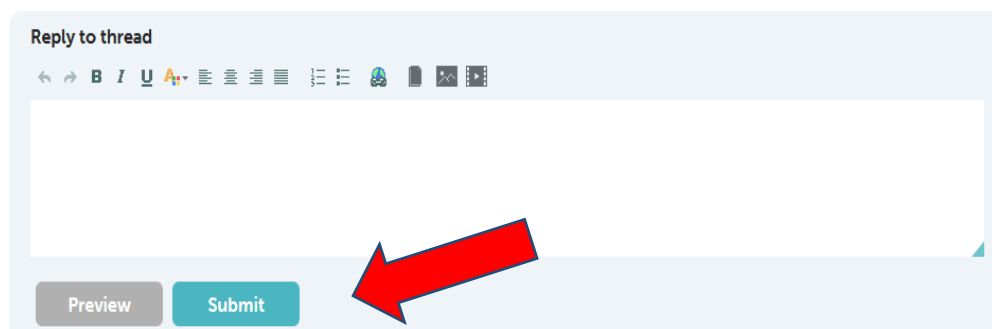
- b) To reply to a thread or a reply of a thread, click on the post, write the message and “submit”

### Eines 2.0 i e-Twinning

Subscribe

Quines eines 2.0 trobeu més útils i també més engrescadores per als alumnes implicats en un projecte e-twinning?

[Olga Seco](#) - 16.03.2019 @ 09:45





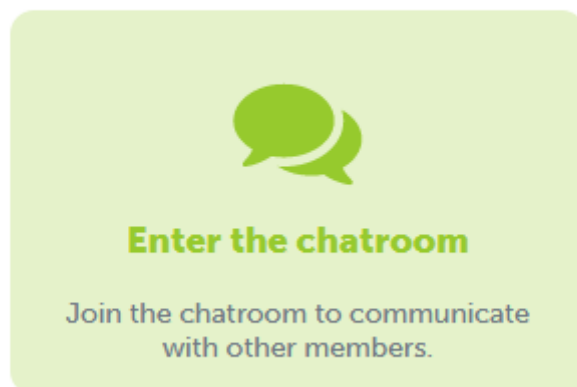
## e) Online meetings (Administrators)

It is a chat for students.

1. Teachers of two or more countries agree on a date and time that students will chat. (Take into account that the time is on the same GMT)
2. the teacher books the chat room at the specific date and time decided.
3. Once the chat is over, the teacher can download the conversation students had had. To do so, it is needed to be an administrator.

At the specific time and date, students click on the chatroom to talk with their mates.  
Click **on enter the chatroom**

### Online meetings



## 13) ETWINNING LIVE/ EVENTS

It is a training space where a person that is an expert on something explains it. This person schedules the date and the time of the conference.

The audience can make questions.





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## 13) ETWINNING LIVE / PROFESSIONAL DEVELOPMENT

It is a training space where a person that is an expert on something explains it. This person schedules the date and the time of the conference.

The audience usually cannot make questions.

