

# Erasmus+ The Image of the EU in the Post-truth Era Meeting in Brühl (11<sup>th</sup>-17<sup>th</sup> March, 2018)



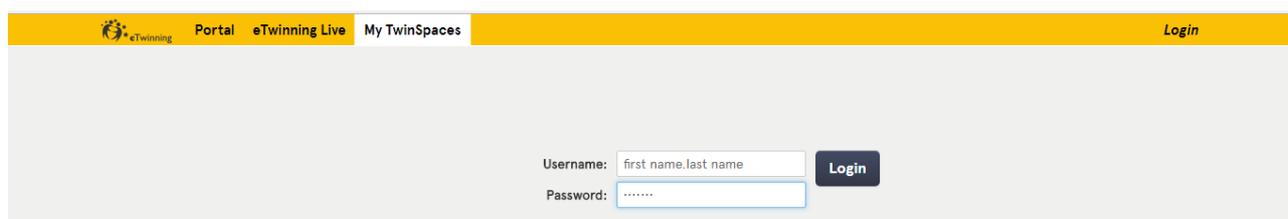
## HOW TO USE TWINSPACE

**TwinSpace** is an internet tool for communication, sharing files and composing websites for students and schools participating in Erasmus+ projects.

This is a step-by-step activity to learn how it works.

### A. Getting started

1. Switch on the computer.
2. Type in: username: **Gast** and password: **gast**
3. Open the web browser (Firefox) and go to the URL: <http://twinspace.etwinning.net>
4. Enter your login name (first name • last name) exactly as it appears on your Erasmus+ documentation and enter the password provided. Then click .



5. Then the private website of the project appears. The tools are very straightforward. You can get further information by clicking on this icon .

Example of website:



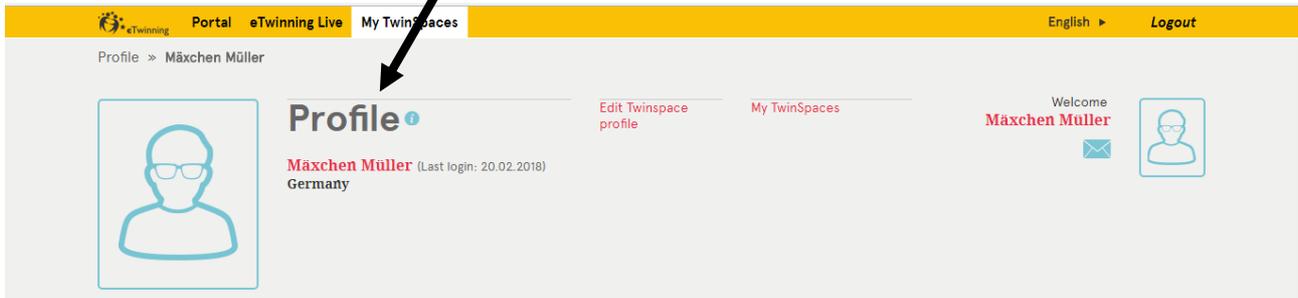
## B. Your profile

First of all you need to customize your profile on the site. All members of the project can click on your profile and check out who you are and/or leave you an instant message. Click on the link with

your name on the top right hand corner.



Then a new screen with the name **Profile** appears. What you see now is what can be seen by the other members of the project!



### Activity #1: Change your profile

Change your profile by clicking on [Edit Twinspace profile](#).

Write a short description about yourself in the box (no more than 100 words!). You can write for example about: where you are from, your school, what you expect from the project and/or any other personal interests. **DO NOT INCLUDE** sensitive information such as your phone number, address, etc. Don't forget to click on the "Save" button when you are done!

The next step is to add a picture. First of all you have to connect your phone with the computer by using a cable. After that click on [Browse to upload](#). A new window will open and you have to find the folder with your mobile phone. Then all you have to do is: 1. find the picture that you want to upload, 2. double click on it and 3. save it.

## C. Communication tools

In order to exchange messages or information you can use different communication tools.

### 1. TwinMail:

You can access **TwinMail** by clicking on the envelope underneath your name . A new screen with the TwinMail program will open. When you click on the button **Compose** another new window will open and you can write an email.

### Activity #2: Writing an email

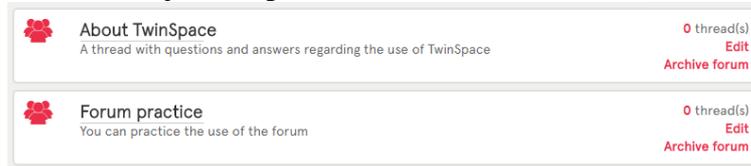
Write a short email to your teacher.

## 2. Forum:

The **forum** is for public messages and discussions. All the messages are visible to the members of the project. Threads are created by the teacher administrators.

There are *two* forums:

- “About TwinSpace”: a thread with questions and answers regarding the use of **TwinSpace**
- “Forum practice”: this is just for practice



### **Activity #3: Forum practice**

Open the forum “Forum practice”. Read the threads and the messages of the other members and add more messages to discuss the ideas of the others.

## 3. Chat:

To open the chat function click on **LIVE**. Then click on **Go to chatroom**. Use the box on the bottom of the screen to write your message and when you have finished just click on the button **POST**. Your message will then appear on the message list. Be aware that all chats in this room are not private and will be saved!

### **Activity #4: Chat room**

Open the chat room and test it. Do you think that this tool can be useful? Explain and answer.

## 4. Materials:

**Materials** are all images, videos and files that can be uploaded on the website. These files are available to all the users and can be included in your profiles or forum posts.

Files can be organized in albums (for images) or in folders (for videos and files). If you don't organize them, the files will be saved in “all files” or “all images” at the bottom of the page. If you are the one who has uploaded the file, you can edit the file later on.



Videos can't be uploaded directly. You can only upload an URL. In order to do so, you have to upload the video at a video website such as YouTube first and then copy the URL.

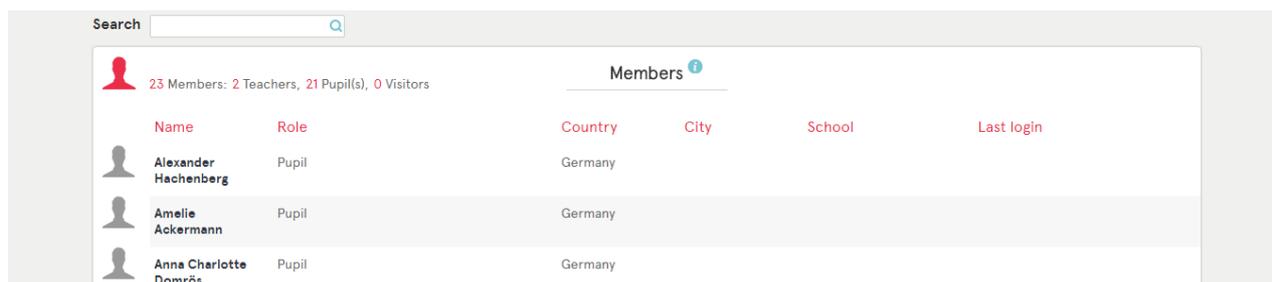
#### ADD URL OF YOUR VIDEO

Supported:  
Youtube - [Instructions](#)  
Vimeo - [Instructions](#)  
DailyMotion - [Instructions](#)

During our project week in Brühl each one of you will be a reporter for one day. That means that on one day of the week you have to take photos and write about our activities (Only the one day!). These photos and reports will then be uploaded on the website. Look into your Erasmus+ folder to find out on what day it is your turn.

### D. Other members

If you want to see all the participants of the project you can click on **MEMBERS**. You will find a list of all the teachers and students. When you click on a name, the profile of the person will appear. You can find out more about that person (e.g. a picture) or leave him/her a message.



Name	Role	Country	City	School	Last login
Alexander Hachenberg	Pupil	Germany			
Amelie Ackermann	Pupil	Germany			
Anna Charlotte Domrös	Pupil	Germany			

### Activity #5: Members

Look at the profile of a student from another country and leave him/her a message.

### E. Closing up

When you are finished, it is important to click on the "Logout" button which is on the top right corner. Once logged out, close the browser and turn off the computer.