



Take advantage of TwinSpace

# Homepage of your TwinSpace

First, select one of your TwinSpaces

Change the language

Surf through the different sections of this TwinSpace

Discover how every person in public access can be seen in your space

Messages posted on the teachers' board will be only seen by other teacher members

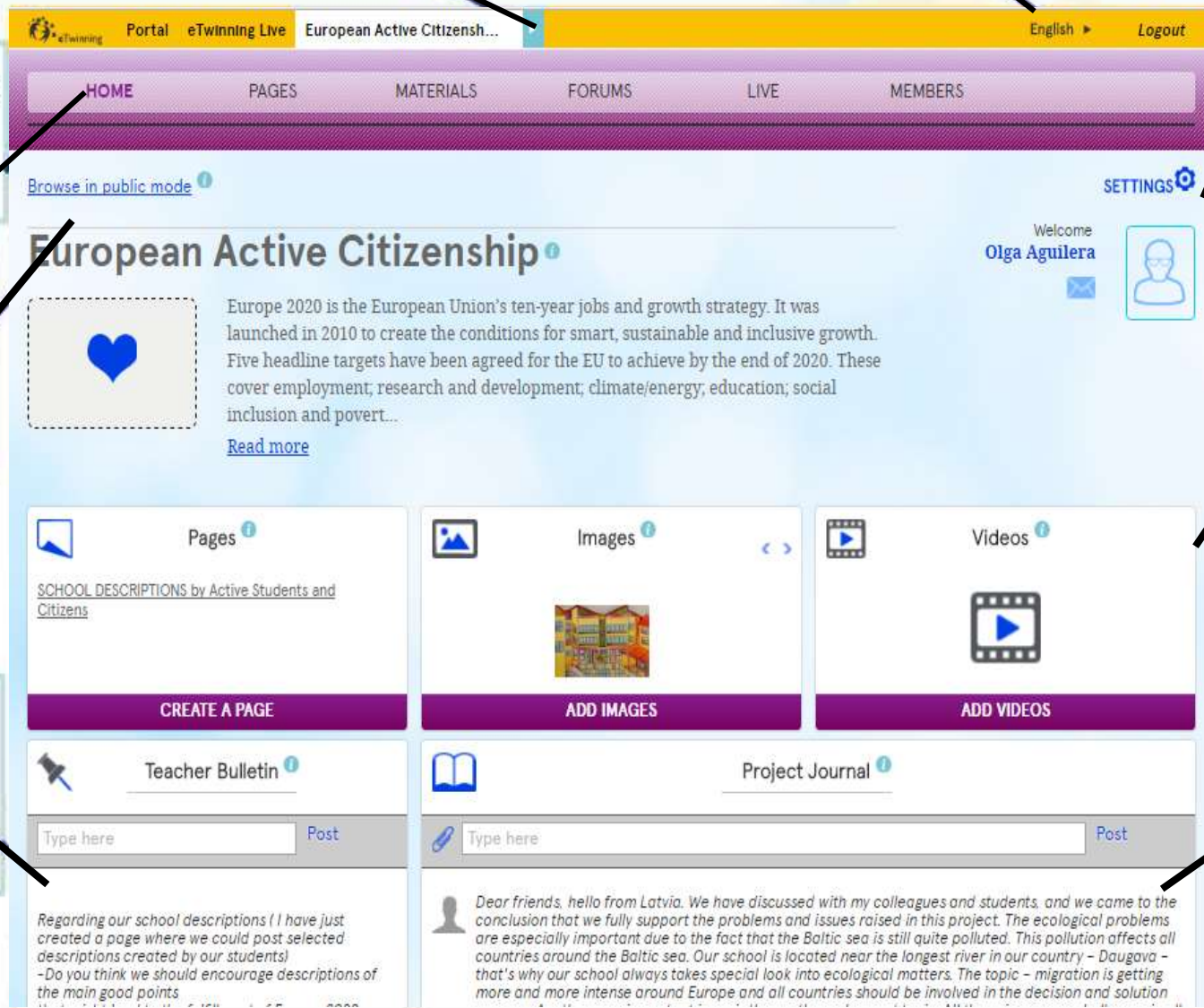
Change the settings of TwinSpace

Update your profile

Check your TwinMail

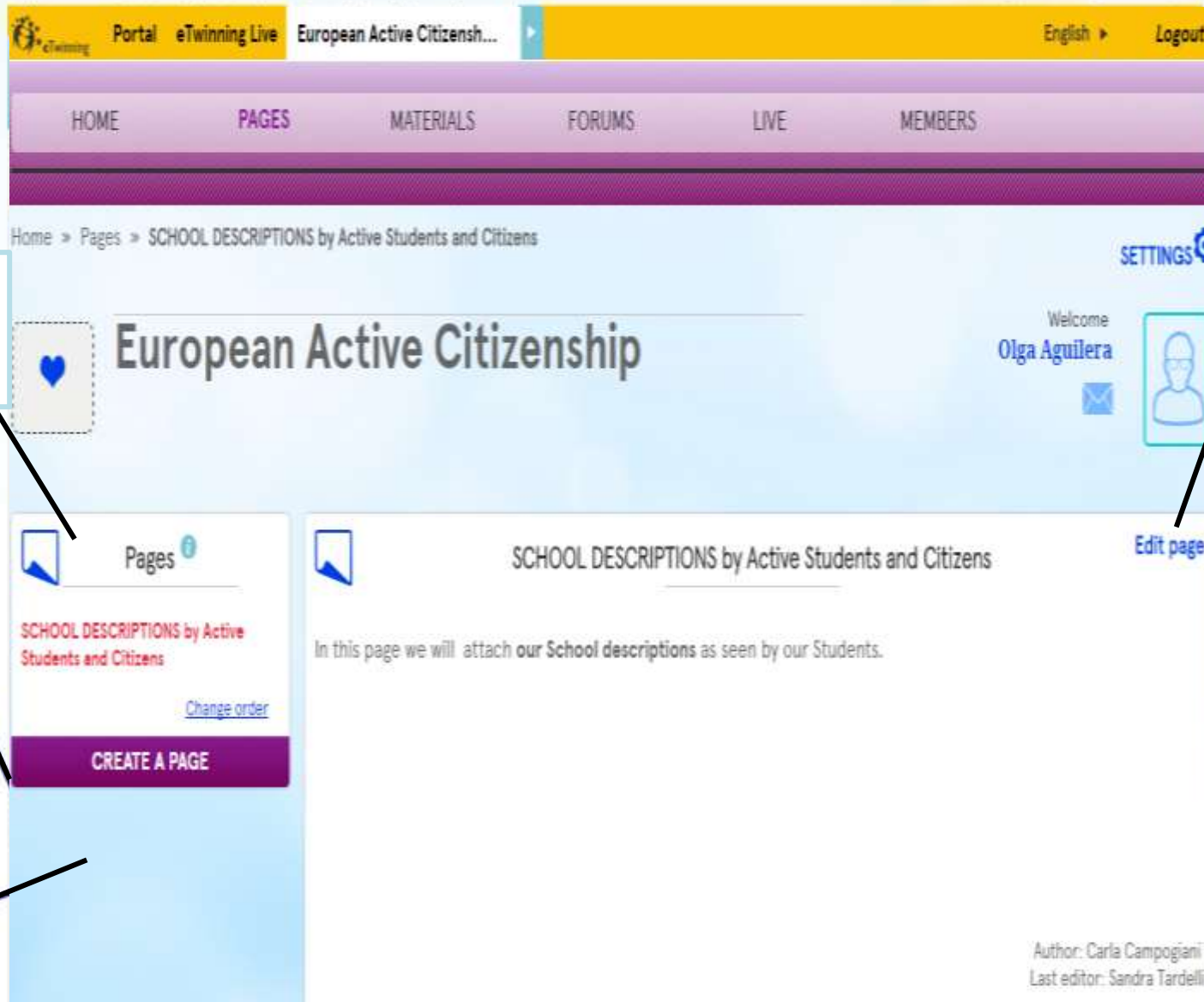
Display or add pages, images and videos

Use the Project Journal to share news about the project in the public version of TwinSpace.



The screenshot shows the homepage of a TwinSpace titled "European Active Citizenship". At the top, there is a navigation bar with "Portal", "eTwinning Live", and "European Active Citizensh...". On the right, there is a language dropdown set to "English" and a "Logout" button. Below the navigation bar is a menu with "HOME", "PAGES", "MATERIALS", "FORUMS", "LIVE", and "MEMBERS". The main content area features a "Browse in public mode" link and a "SETTINGS" gear icon. A welcome message for "Olga Aguilera" is displayed next to a profile picture. The main heading is "European Active Citizenship" with a blue heart icon. Below it, there is a paragraph about the "Europe 2020" strategy and a "Read more" link. The page is divided into several sections: "Pages" with a "CREATE A PAGE" button, "Images" with an "ADD IMAGES" button, and "Videos" with an "ADD VIDEOS" button. At the bottom, there are two text input areas: "Teacher Bulletin" and "Project Journal", both with "Post" buttons. The "Project Journal" section contains a message from Latvia about ecological issues.

# How to Modify or add a page



The screenshot shows the eTwinning website interface. At the top, there is a navigation bar with the eTwinning logo, 'Portal', 'eTwinning Live', and 'European Active Citizensh...'. On the right side of the navigation bar, there are links for 'English' and 'Logout'. Below the navigation bar, there is a menu with 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'LIVE', and 'MEMBERS'. The main content area shows a breadcrumb trail: 'Home > Pages > SCHOOL DESCRIPTIONS by Active Students and Citizens'. On the right side, there is a 'SETTINGS' gear icon, a welcome message 'Welcome Olga Aguilera', and a user profile icon with an 'Edit page' link. The main content area is titled 'European Active Citizenship' and contains a 'Pages' section with a 'CREATE A PAGE' button and a 'Change order' link. Below the 'CREATE A PAGE' button, there is a list of pages, including 'SCHOOL DESCRIPTIONS by Active Students and Citizens'. At the bottom right, there is a footer with the text 'Author: Carla Campogiani' and 'Last editor: Sandra Tardelli'.

Change the order of pages

Create a new page

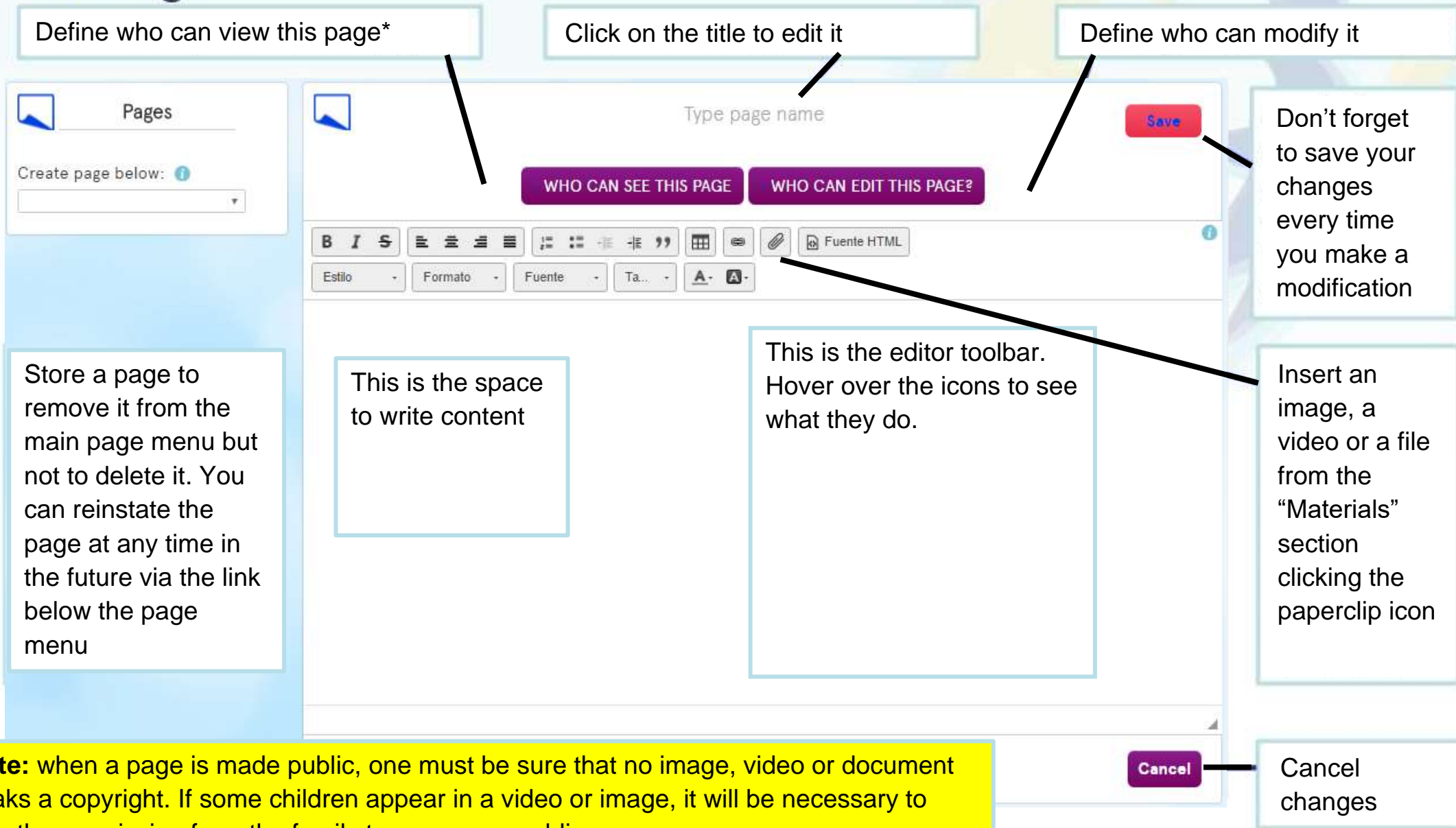
View stored pages which stopped being visible.

These pages can be recovered and they will be seen again

Edit the page that you are seeing

You can see who created and modified this site

# Edit or modify a page



Define who can view this page\*

Click on the title to edit it

Define who can modify it

Pages

Create page below: ⓘ

Type page name

WHO CAN SEE THIS PAGE WHO CAN EDIT THIS PAGE?

Save

Don't forget to save your changes every time you make a modification

Store a page to remove it from the main page menu but not to delete it. You can reinstate the page at any time in the future via the link below the page menu

This is the space to write content

This is the editor toolbar. Hover over the icons to see what they do.

Insert an image, a video or a file from the "Materials" section clicking the paperclip icon

Cancel changes

Cancel

**\*Note:** when a page is made public, one must be sure that no image, video or document breaks a copyright. If some children appear in a video or image, it will be necessary to have the permission from the family to appear on public access.

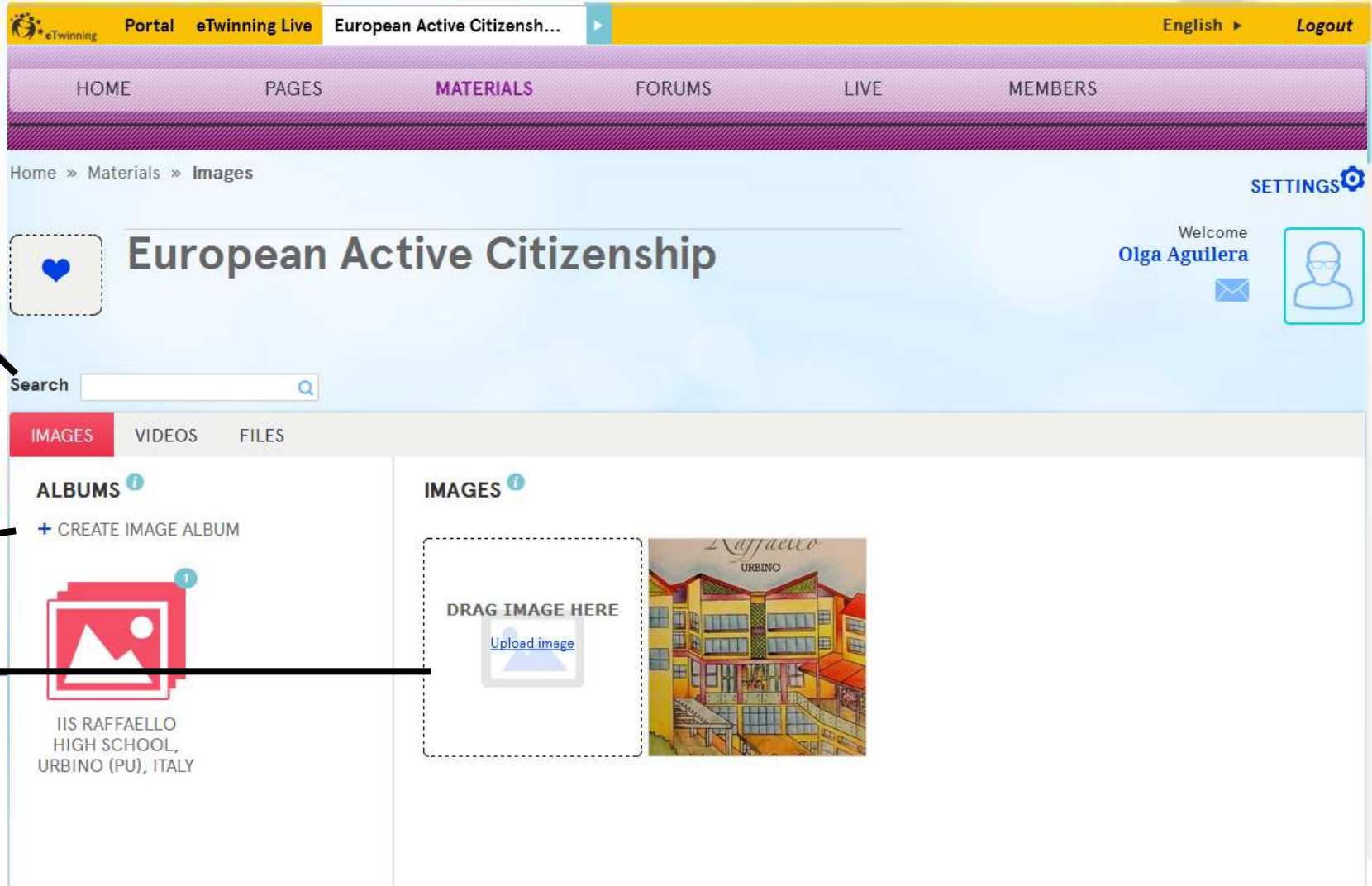


# Materials: Images

Look for images, videos or files in the Materials section

Create albums to organize images

Drag or select images from a computer folder to be added to the TwinSpace



The screenshot shows the eTwinning website interface. At the top, there is a navigation bar with the eTwinning logo, "Portal", "eTwinning Live", and "European Active Citizenship...". On the right side of the navigation bar, there are links for "English" and "Logout". Below the navigation bar is a menu with "HOME", "PAGES", "MATERIALS" (highlighted), "FORUMS", "LIVE", and "MEMBERS".

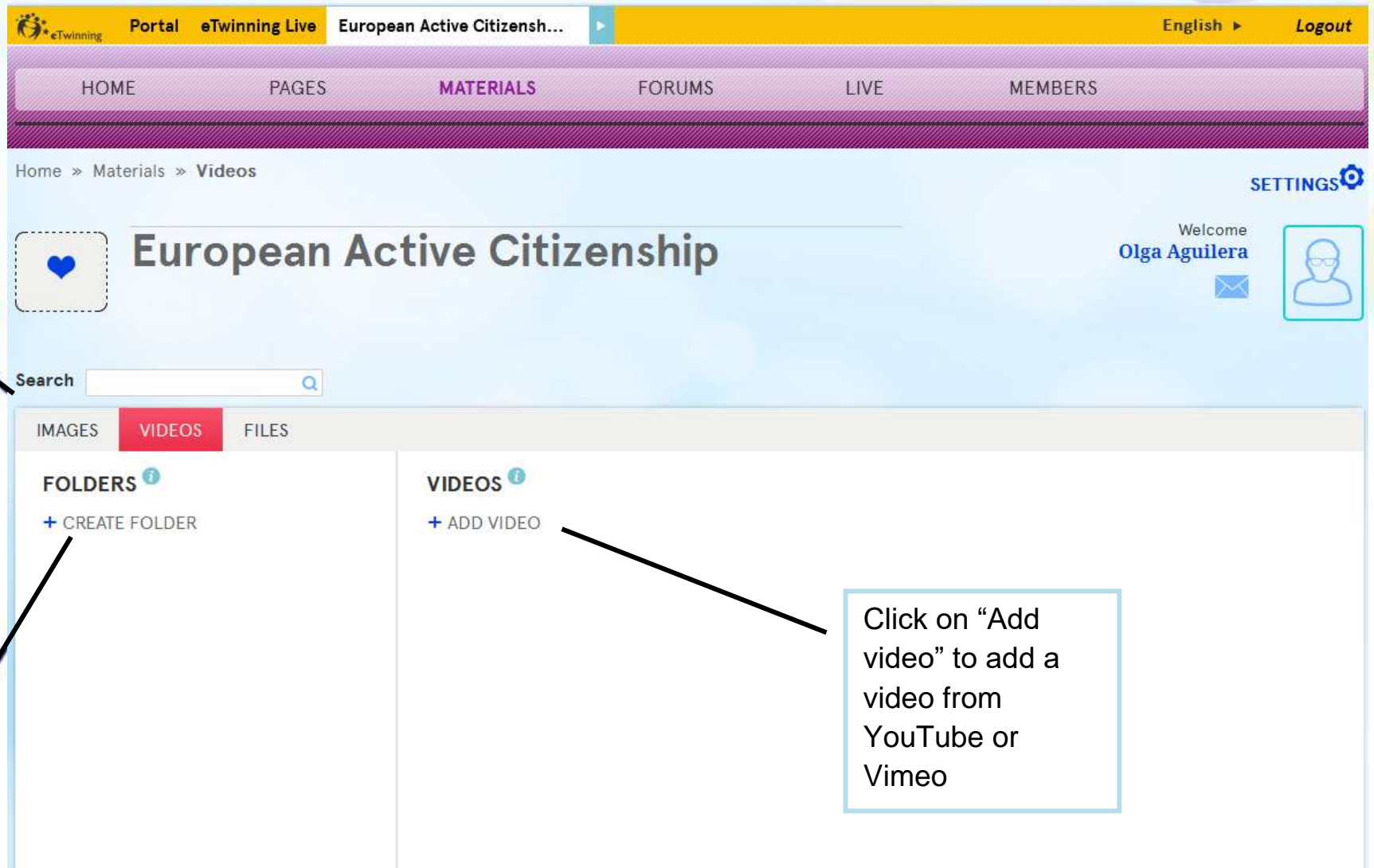
Below the menu, there is a breadcrumb trail: "Home » Materials » Images". On the right side, there is a "SETTINGS" gear icon and a user profile section that says "Welcome Olga Aguilera" with a user icon and an email icon.

The main content area is titled "European Active Citizenship" and has a heart icon. Below the title is a search bar with the word "Search" and a magnifying glass icon. Under the search bar, there are three tabs: "IMAGES" (highlighted), "VIDEOS", and "FILES".

Under the "IMAGES" tab, there are two columns. The left column is titled "ALBUMS" and has a sub-header "+ CREATE IMAGE ALBUM". Below this is a red icon representing an album with a small blue circle containing the number "1". Underneath the icon, it says "IIS RAFFAELLO HIGH SCHOOL, URBINO (PU), ITALY".

The right column is titled "IMAGES" and has a sub-header "DRAG IMAGE HERE" with a blue arrow icon and the text "Upload image". To the right of this is a thumbnail image of a building with the text "Raffaello URBINO" above it.

# Materials: Videos



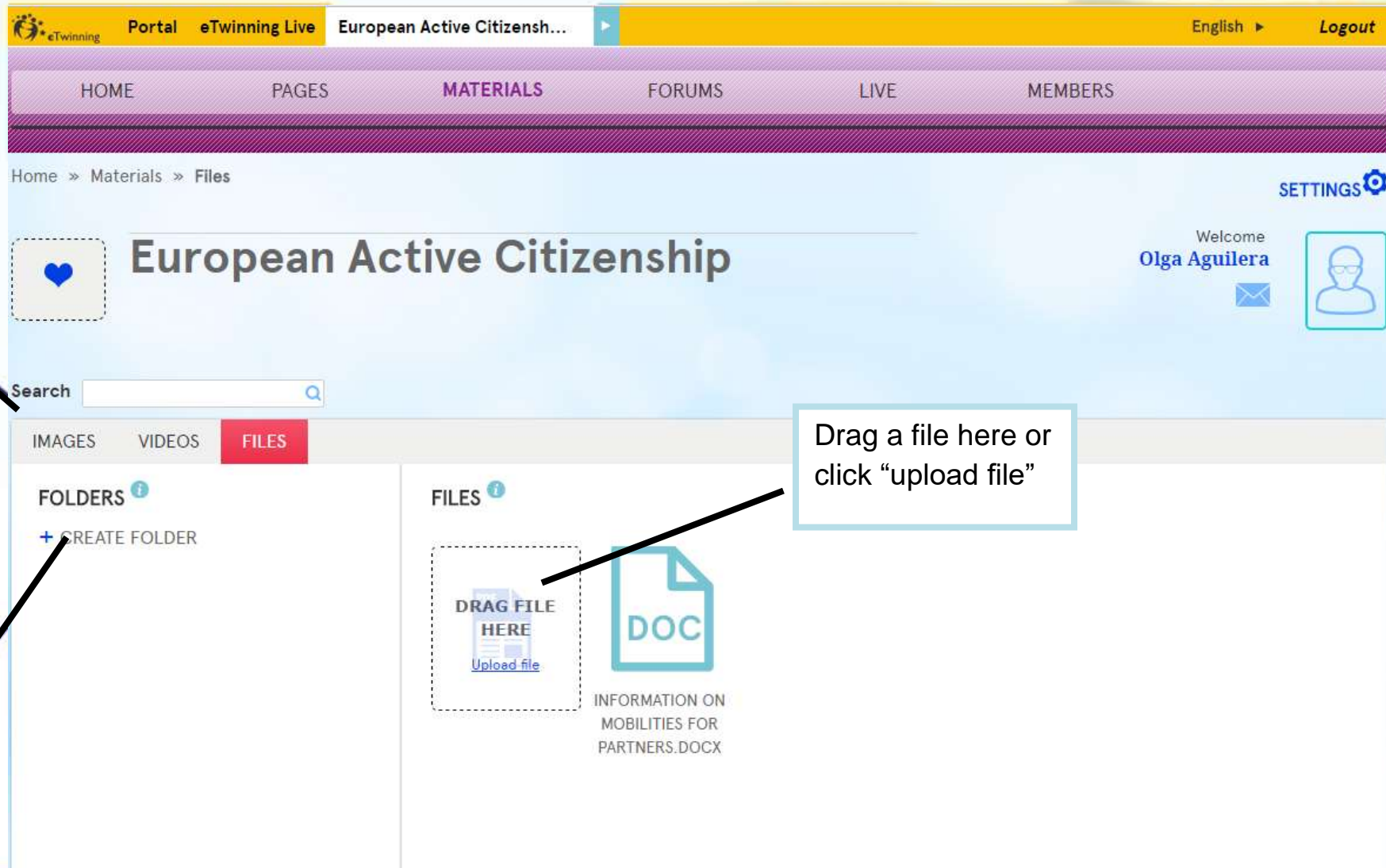
The screenshot shows the eTwinning interface for a user named Olga Aguilera. The page is titled 'European Active Citizenship' and is part of the 'Materials' section. The navigation bar includes 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'LIVE', and 'MEMBERS'. The 'MATERIALS' section is active, and the 'VIDEOS' tab is selected. The page displays a search bar, a 'FOLDERS' section with a '+ CREATE FOLDER' button, and a 'VIDEOS' section with a '+ ADD VIDEO' button. The user's profile name 'Olga Aguilera' and a 'SETTINGS' gear icon are visible in the top right corner.

Look for images, videos or files

Create folders to organize videos

Click on "Add video" to add a video from YouTube or Vimeo

# Materials: files



The screenshot shows the eTwinning 'Materials: files' page. At the top, there is a navigation bar with 'Portal', 'eTwinning Live', and 'European Active Citizenship...'. Below this is a secondary navigation bar with 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'LIVE', and 'MEMBERS'. The breadcrumb trail reads 'Home » Materials » Files'. The main header area includes a heart icon, the title 'European Active Citizenship', a search bar, and a 'SETTINGS' gear icon. A user profile for 'Olga Aguilera' is visible in the top right. The main content area has tabs for 'IMAGES', 'VIDEOS', and 'FILES'. Under 'FILES', there is a 'FOLDERS' section with a '+ CREATE FOLDER' button and a 'FILES' section with a 'DRAG FILE HERE' box containing an 'Upload file' link and a 'DOC' icon. A file named 'INFORMATION ON MOBILITIES FOR PARTNERS.DOCX' is listed below. Three callout boxes provide instructions: 'Look for images, videos or files' points to the search bar; 'Create folders to organize documents' points to the '+ CREATE FOLDER' button; and 'Drag a file here or click "upload file"' points to the 'DRAG FILE HERE' box.

Look for images, videos or files


Drag a file here or click "upload file"


Create folders to organize documents

Portal eTwinning Live European Active Citizensh... English ▶ Logout


HOME PAGES MATERIALS **FORUMS** LIVE MEMBERS

Home » Forums

SETTINGS 

Welcome Olga Aguilera 

## European Active Citizenship







[Add forum](#)

[Archived forums](#)


**ADD FORUM**

**List of forums**

-  **Dissemination activities** 1 thread(s)  
The Erasmus+ programme has a renewed interest in dissemination. Our application should have a plan in place to share the outcomes of the project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place. Results should be developed in such a way that they can be adapted for use by others as widely as possible.  
[Edit](#)  
[Archive forum](#)
-  **Distributions of tasks among partners** 1 thread(s)  
Strong partnership is crucial to the successful delivery of an international project  
[Edit](#)  
[Archive forum](#)
-  **Meeting in Urbino** 0 thread(s)  
Questions, doubts, suggestions...  
[Edit](#)  
[Archive forum](#)
-  **Planning Mobilities** 1 thread(s)  
Ideas, suggestions, doubts and much more  
[Edit](#)  
[Archive forum](#)

**The latest forum posts**

**Latest forum posts**

 **RE: A proposal**  
Posted by Sandra Tardelli, 16.03.2016 14:32  
Hello, we are also ok with our task, but, the same as Hillevi, not quite sure about the details. However...

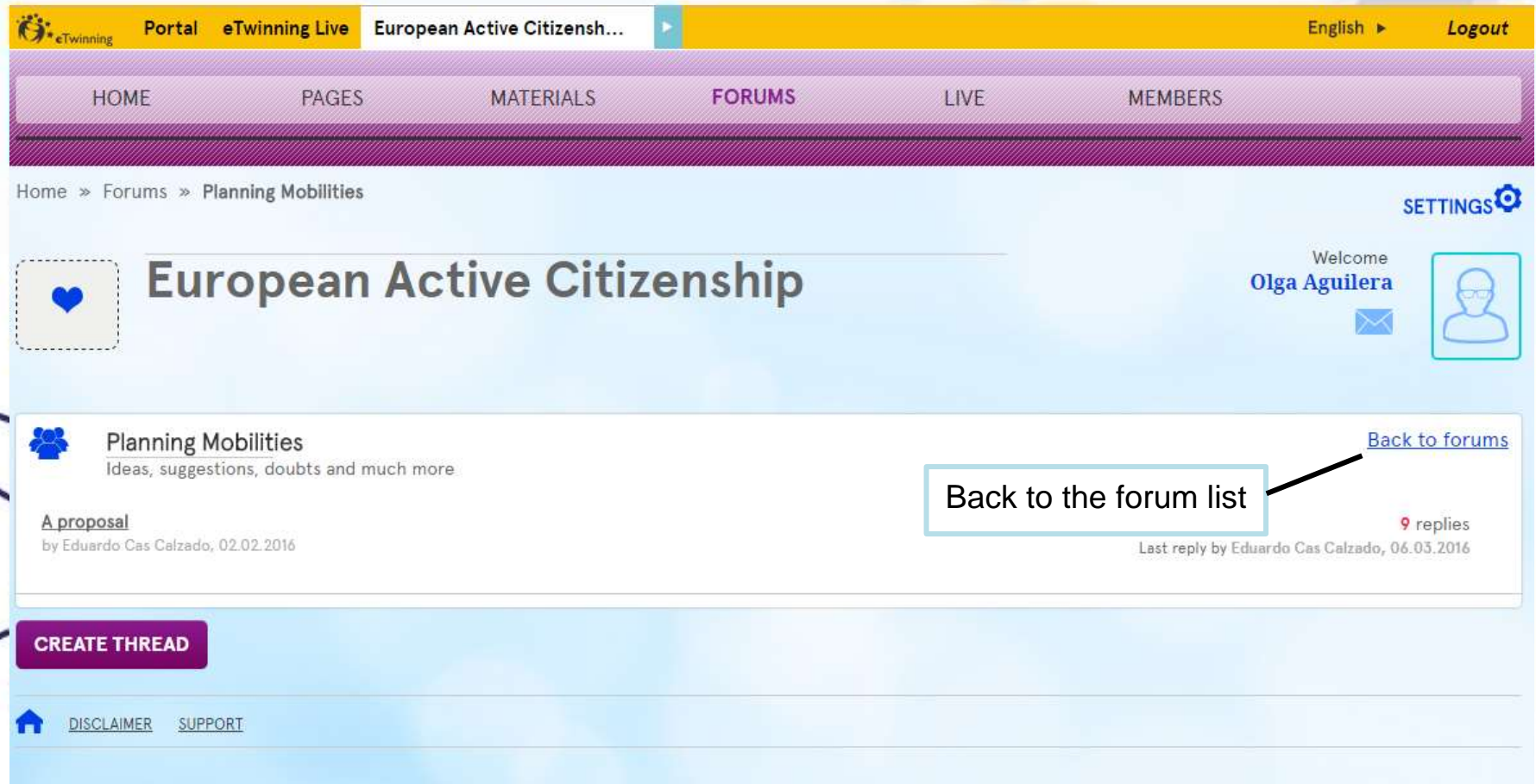
**RE: A proposal**  
Posted by Hillevi Lassas, 14.03.2016 07:42  
Hi, I am sure we re ok with our task, but am not yet quite sure about the details. Drama- so...

**A proposal**  
Posted by Eduardo Cas Calzado, 07.03.2016 00:03  
The proposal made by the Spanish team is the following one: There is a Steering Committee with ten teachers (two per...

**Your latest posts**



# Forums: opening a new discussion



The screenshot shows the eTwinning forum interface. At the top, there is a navigation bar with 'Portal', 'eTwinning Live', and 'European Active Citizensh...'. On the right, it says 'English' and 'Logout'. Below this is a menu with 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'LIVE', and 'MEMBERS'. The breadcrumb trail is 'Home > Forums > Planning Mobilities'. The main header area includes a heart icon, the forum title 'European Active Citizenship', a 'SETTINGS' gear icon, and a welcome message 'Welcome Olga Aguilera' with an email icon and a user profile picture. The forum content area shows a sub-forum 'Planning Mobilities' with the description 'Ideas, suggestions, doubts and much more.' and a 'Back to forums' link. A discussion titled 'A proposal' by Eduardo Cas Calzado, dated 02.02.2016, is shown with '9 replies' and a 'Last reply by Eduardo Cas Calzado, 06.03.2016'. At the bottom, there is a purple 'CREATE THREAD' button and a footer with 'DISCLAIMER' and 'SUPPORT' links.

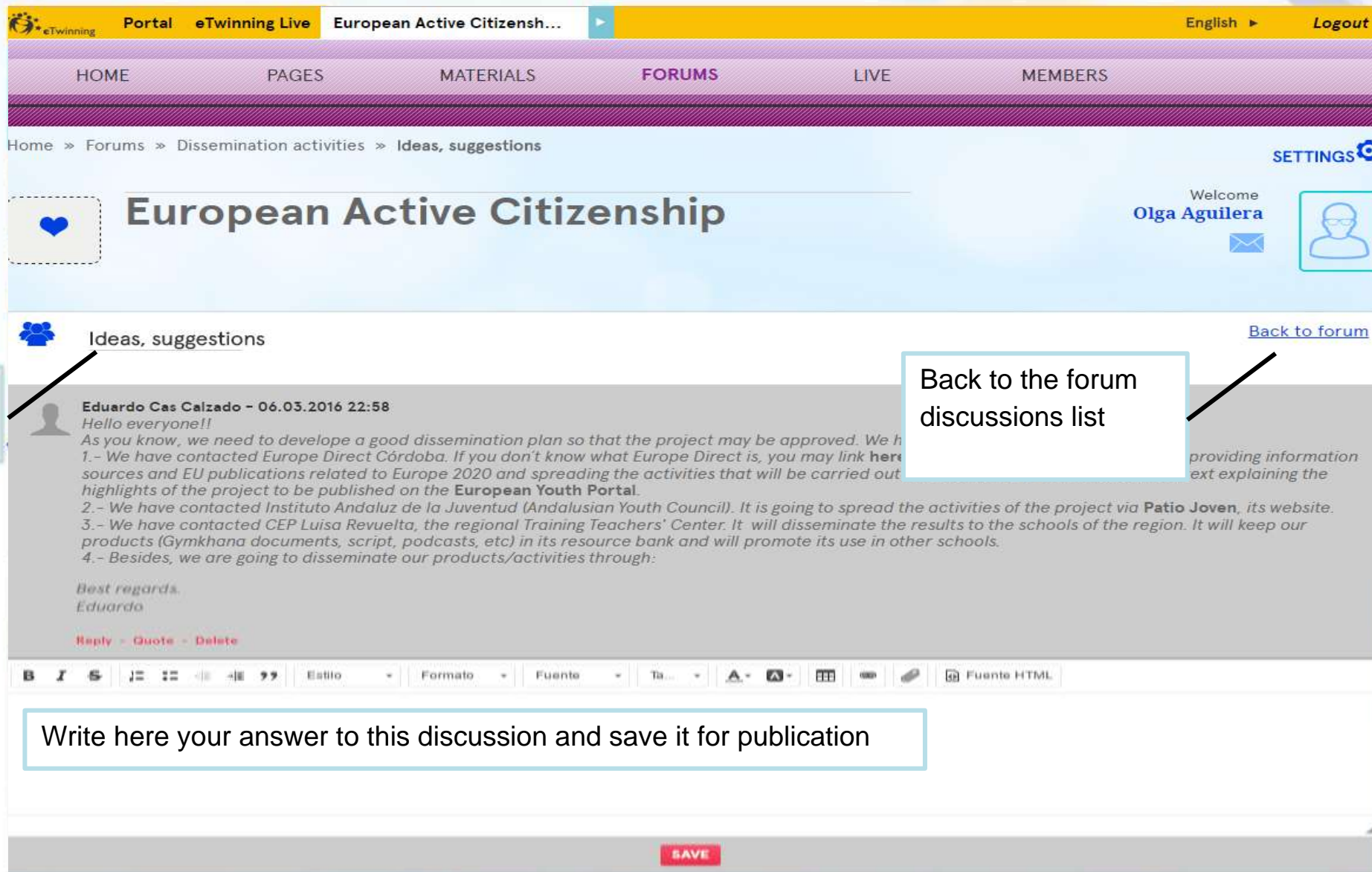
Forum title

Discussions on this forum

To add a new thread

Back to the forum list

# Forums: replying in a discussion



The screenshot shows the eTwinning forum interface. At the top, there is a navigation bar with 'Portal', 'eTwinning Live', and 'European Active Citizensh...'. The main navigation menu includes 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'LIVE', and 'MEMBERS'. The breadcrumb trail is 'Home » Forums » Dissemination activities » Ideas, suggestions'. The forum title is 'European Active Citizenship'. A user named 'Olga Aguilera' is logged in. The discussion title is 'Ideas, suggestions'. A post by 'Eduardo Cas Calzado' dated '06.03.2016 22:58' is visible. The post content includes a greeting and a list of four points: 1. Contacted Europe Direct Córdoba, 2. Contacted Instituto Andaluz de la Juventud, 3. Contacted CEP Luisa Revuelta, and 4. Disseminating products through various channels. Below the post is a rich text editor with a toolbar and a 'SAVE' button.

Portal eTwinning Live European Active Citizensh... English ▶ Logout

HOME PAGES MATERIALS **FORUMS** LIVE MEMBERS

Home » Forums » Dissemination activities » Ideas, suggestions

SETTINGS

Welcome Olga Aguilera

Back to forum

**Ideas, suggestions**

**Eduardo Cas Calzado - 06.03.2016 22:58**  
Hello everyone!!  
As you know, we need to develop a good dissemination plan so that the project may be approved. We have developed a dissemination plan providing information and explaining the highlights of the project to be published on the **European Youth Portal**.  
1.- We have contacted Europe Direct Córdoba. If you don't know what Europe Direct is, you may link [here](#) to get more resources and EU publications related to Europe 2020 and spreading the activities that will be carried out through the **European Youth Portal**.  
2.- We have contacted Instituto Andaluz de la Juventud (Andalusian Youth Council). It is going to spread the activities of the project via **Patio Joven**, its website.  
3.- We have contacted CEP Luisa Revuelta, the regional Training Teachers' Center. It will disseminate the results to the schools of the region. It will keep our products (Gymkhana documents, script, podcasts, etc) in its resource bank and will promote its use in other schools.  
4.- Besides, we are going to disseminate our products/activities through:  
  
Best regards,  
Eduardo

Reply - Quote - Delete

Write here your answer to this discussion and save it for publication

SAVE

Title of the discussion

Back to the forum discussions list

Write here your answer to this discussion and save it for publication

# Live: chat and video conferencing




## European Active Citizenship

Welcome  
Olga Aguilera




Video conferencing



### Chat

Join the chatroom to communicate with other members.

**Go to chatroom**



### Live event

Schedule an audio/video conferencing session with the other members.

**Create live event**

Chat window space

[SUPPORT](#)

Chat room


Chats in this room are not private. All chats are logged and can be read by your TwinSpace administrator. Chats are stored for 3 months. \* You have joined the chat.

**B I**

**POST**

[Download chat history](#)

Chat participants

-  @Olga Aguilera\*

List of all the people who are viewing this chat

Create an activity for your TwinSpace Ideas:

- ☞ Chats by means of videos and audios
- ☞ Put in common what you see on the screen
- ☞ Cooperative tasks

In eTwinning Live help you will find more information about events on the platform



# Live: chat and video conferencing

Chat window space

List of every person who is viewing this chat room

Video conferencing window

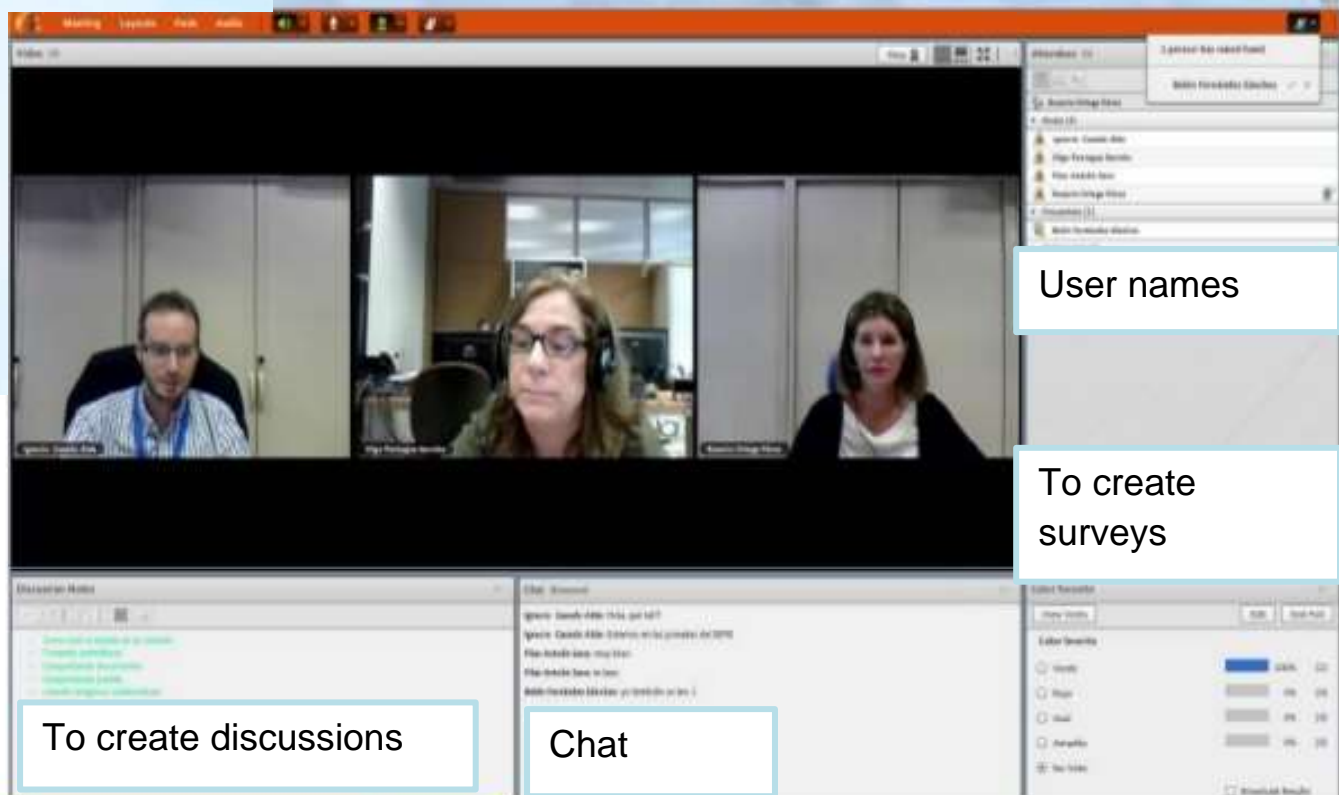
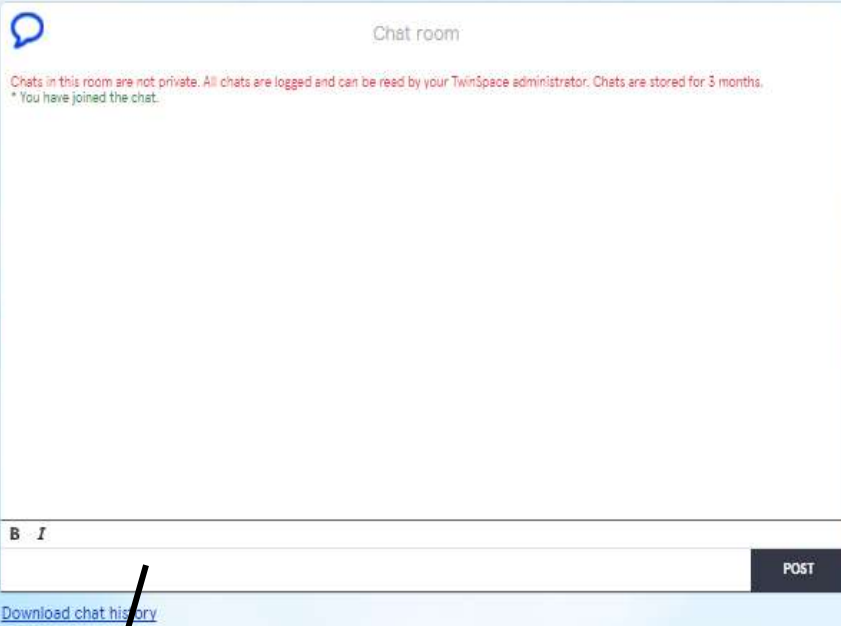
User names

To create surveys

To create discussions

Chat

Note: Teachers can view the chat history of this area. Registration will be removed in three months



Space to write



# Members

Home > Members

SETTINGS 

Welcome  
Olga Aguilera



## European Active Citizenship



Search for a member

Add new members

Search

Filter the type of member

REPORT INVITED PUPILS





















11 Members: 11 Teachers, 0 Pupil(s), 0 Visitors

Members 

Write a message for all the members of this TwinSpace

Invite members  
Contact all members

Delete a member

Name	Role	Country	City	School		
 Carla Campogiani	Teacher administrator	Italy	Urbino	IIS Raffaello		
 Eduardo Cas Calzado	Teacher administrator	Spain	Córdoba	IES Trassierra	12.10.2016 15:23	
 Francisca Bascón	Teacher admir 			Trassierra	08.03.2016 19:20	
 Hillevi Lassas	Teacher admir 	Finland	Sibbo	Kungsvägens skola	10.10.2016 18:36	
 Marianna Brekalo	Teacher admir 	Croatia	Zagreb	XVIII. gimnazija	06.10.2016 20:24	
 Olga Aguilera	Teacher admir 	Spain	CORDOBA	IES Trassierra	12.10.2016 18:22	
 Riga			Riga			
 Sandra Tardelli	Teacher admir 	Croatia	Zagreb	XVIII. gimnazija	08.10.2016 18:36	

List of members

Modify the role of a member

Restore the students' passwords

# Add a new member

1. Click on INVITE MEMBERS to add new people to TwinSpace

## Invite members

[Teachers](#)

[Pupils](#)

[Visitors](#)

Choose the country of the teacher you want to add.

Please note: if the country is part of eTwinning, then they will have to be invited by means of eTwinning Live

2. Select the appropriate role

These are the data that must be filled in to add a new pupil

## Invite teachers

CHOOSE A COUNTRY

CHOOSE A COUNTRY

Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antarctica  
Antigua and Barbuda  
Argentina  
Armenia  
Aruba  
Australia  
Austria

## Invite pupils

### Pupils with existing accounts

#1



VERIFY

### New pupils

#1



VERIFY

## Invite visitors

### Visitors with existing accounts

#1



VERIFY

### New visitors

#1



VERIFY

These are the data that must be filled in to add a new visitor

Home » Mailbox

## TwinMail

Click on to compose a new message

Compose

Check how many messages aren't read

Welcome  
**Olga Aguilera**



Inbox **Sent** Trash

Move the message to be deleted

FROM

SUBJECT

DATE

Olga Aguilera

Prueba

12.10.2016, 20:13



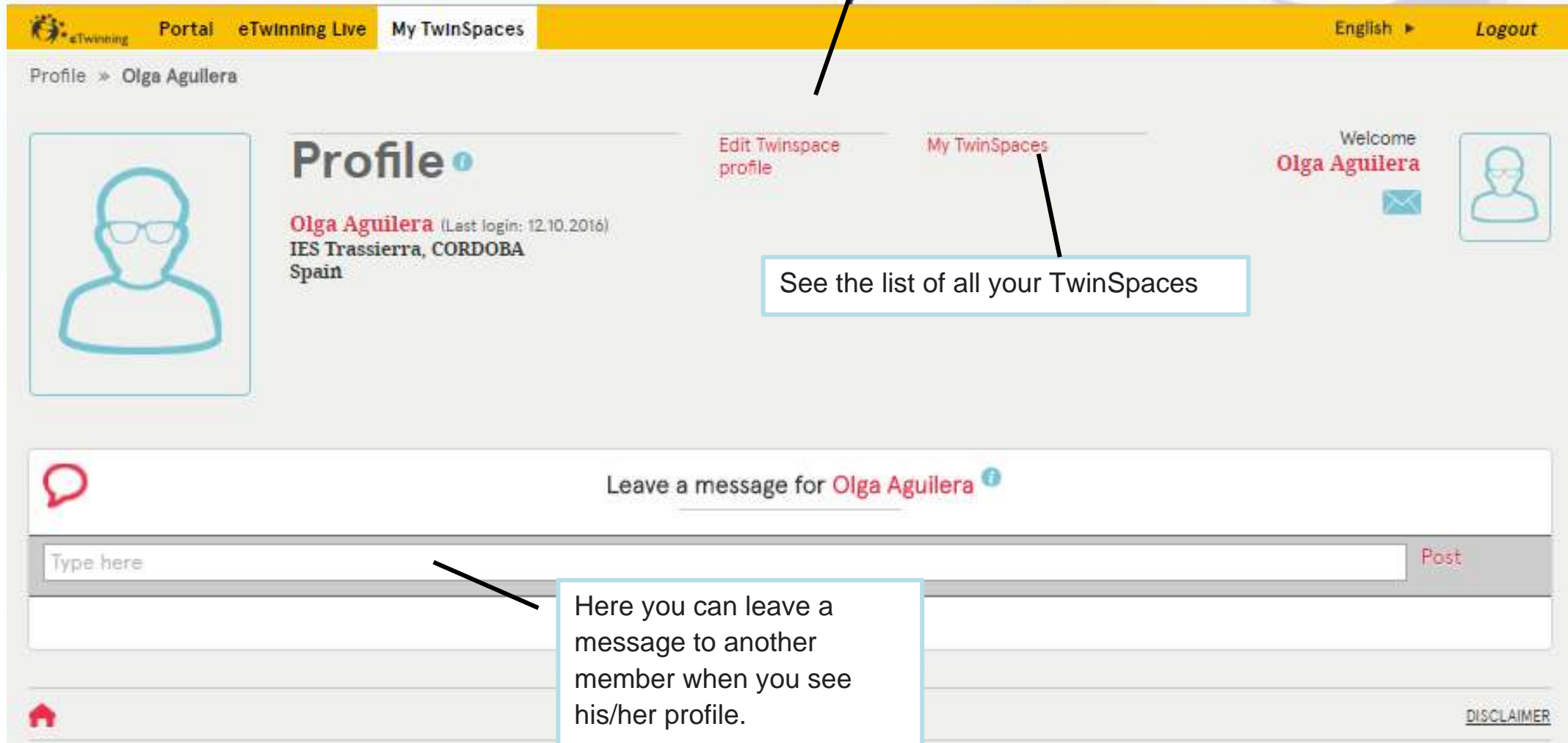
More information about this message

1-1 of 1

Number of the message

# Your profile

Edit your profile of TwinSpace to change the picture and the information that will be shown



Portal eTwinning Live My TwinSpaces English ▶ Logout

Profile > Olga Aguilera

**Profile**

**Olga Aguilera** (Last login: 12.10.2016)  
IES Trassierra, CORDOBA  
Spain

Edit TwinSpace profile My TwinSpaces

Welcome **Olga Aguilera**

Leave a message for **Olga Aguilera**

Type here Post

DISCLAIMER

See the list of all your TwinSpaces

Here you can leave a message to another member when you see his/her profile.

It will be seen from all their TwinSpaces





Gracias



Erasmus+



Instituto Nacional de Tecnologías Educativas y de Formación del Profesorado

Translated from Website of the eTwinning National Support Service

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