



PRACTICE WITH TWINSPACE

TwinSpace is the Internet tool for communication, sharing files and composing web pages for students and schools participating in Erasmus+ projects. This is not only a private web site. Some pages can be make public, so that the World is aware of our work.

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

Switch on the computer. When prompted enter the password 12345678.

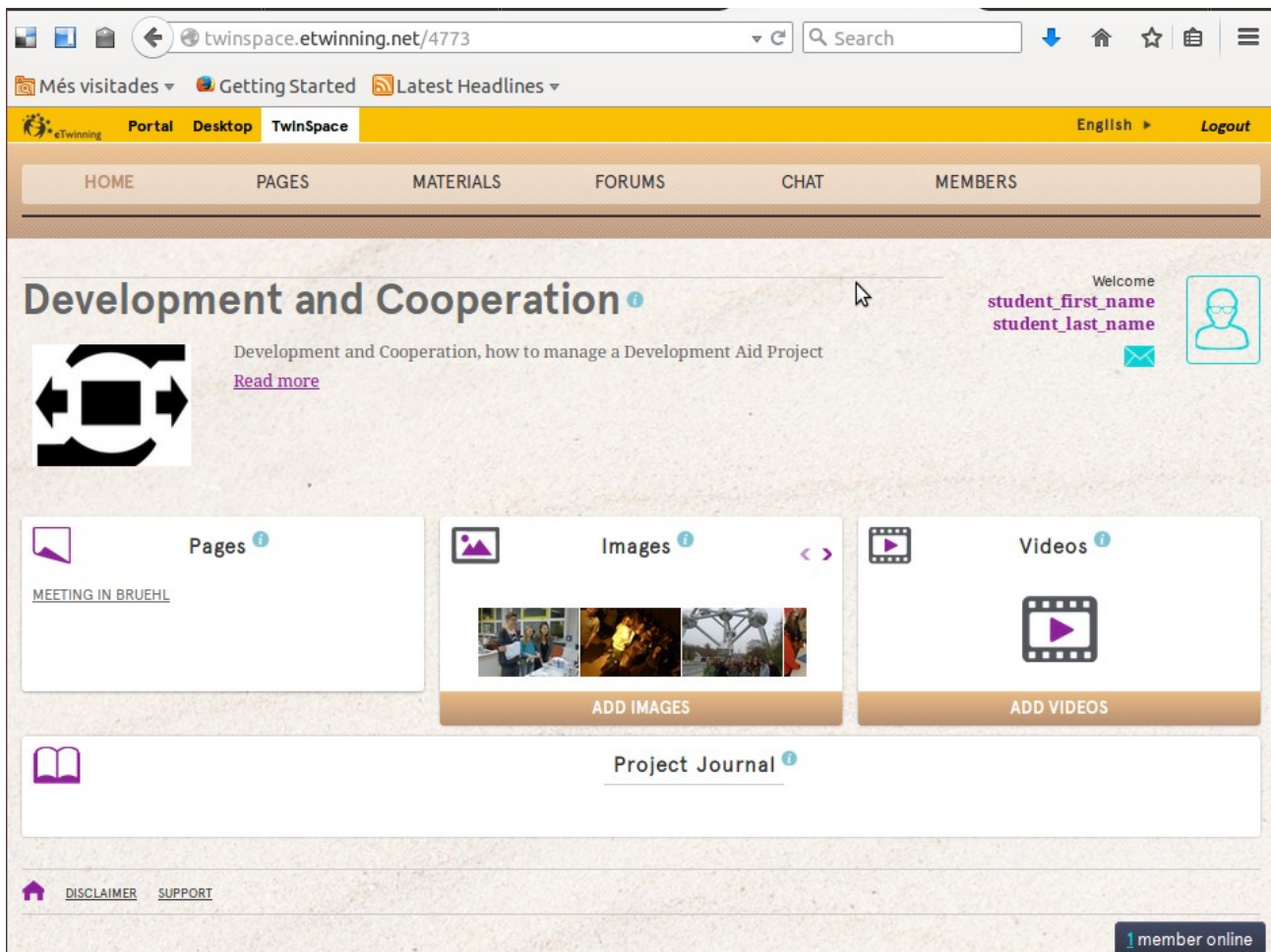
Open the web browser (Firefox) and go to the URL <http://twinspace.etwinning.net>

When prompted, enter your login name exactly as it appears on your Erasmus+ documentation and enter the password provided. Then, click the “Login” button.

A screenshot of a web browser showing the login page for TwinSpace. The browser's address bar displays 'twinspace.etwinning.net/unauthorized?lang=en'. The page has a yellow header with 'Portal Desktop TwinSpace' and a 'Login' link. The main content area contains a login form with 'Username:' and 'Password:' labels, input fields, and a 'Login' button. A red link 'Forgot password?' is visible below the password field. A home icon and 'DISCLAIMER' link are at the bottom left and right respectively.

Hint: if you want to change your password, ask a teacher administrator (see later the “Members” link). The link “Forgot password?” does not work.

Then, the interactive private web site of the project in the Internet appears. The tools are straightforward, but remember that you can access to further info when clicking to this icon just on the right hand of every tool.

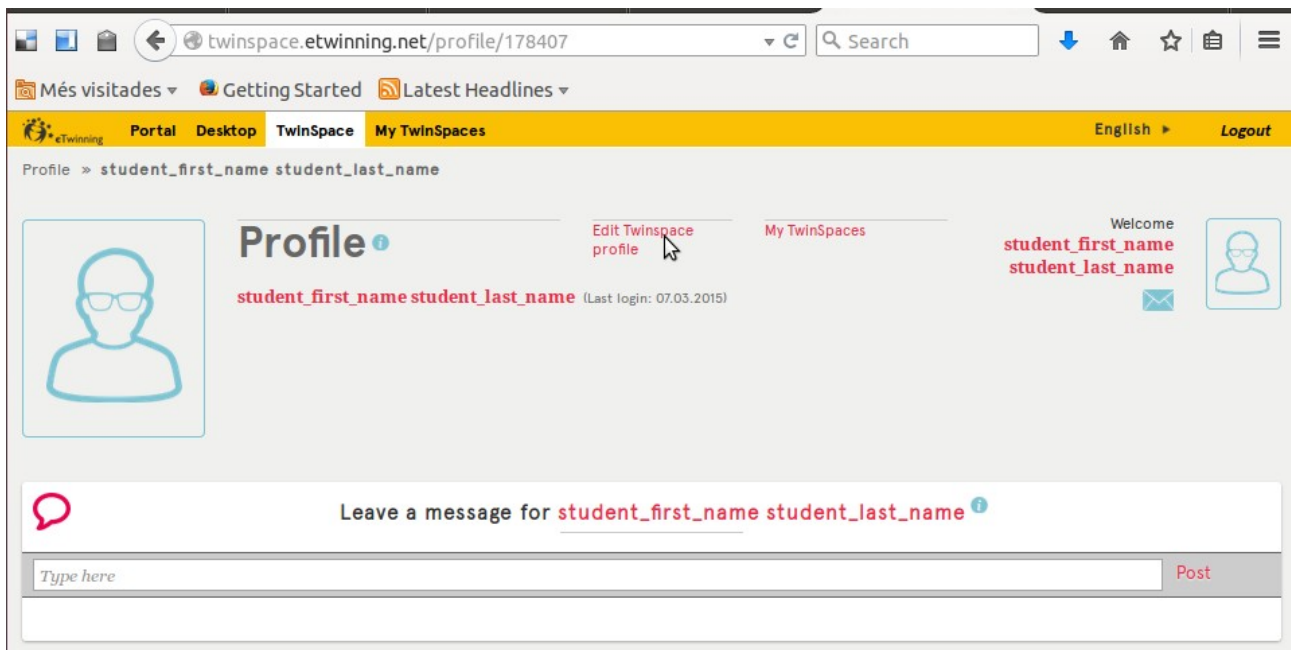


👁 Hint: use the Ctrl and – keys (simultaneously) to fit the page size to the screen.

First of all, you need to customize your appearance in this site. All members of the project can access to your profile and check out who you are and leave you an instant message. Click the link with your name on the top right hand corner.



A new screen appears with the name “Profile”.



What you see is the information about you that see others members of the project.

Activity #1

Change your profile by clicking on “Edit Twinspace profile”.

In the next screen, you can change the “General” (text) and “Picture” (image) information.

Write a short description of you in the area provided (no more than 100 words). Where are you from, your school, what do you expect from the project and some of your interests.

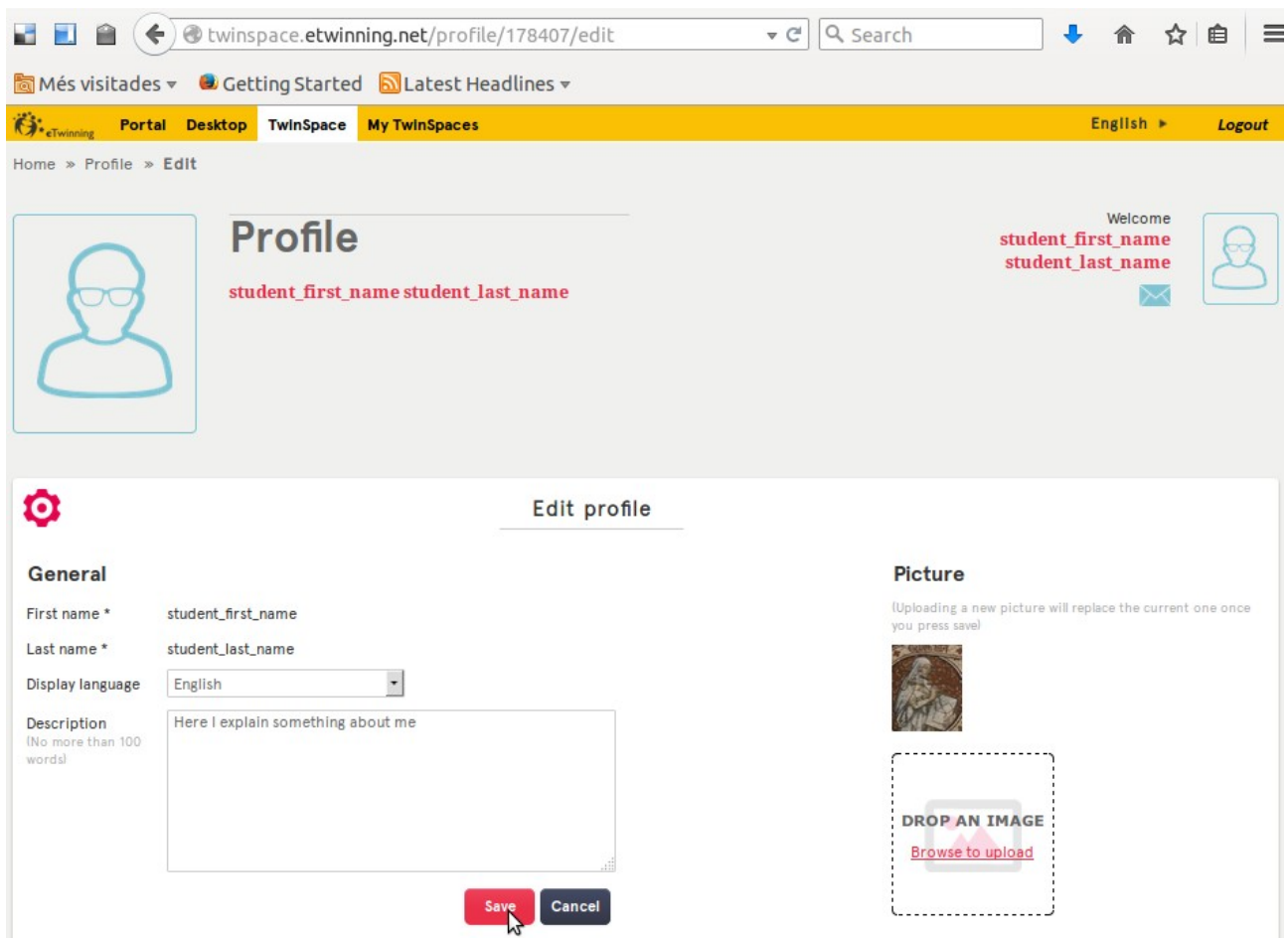
Do not type personal information here (phone number or address!).

Let's change the picture. At this point, click the Ubuntu icon on the top left hand corner.



The Internet browser will be minimized (don't worry it is not closed). Go to “So i vídeo” (sound and video) menu and open the program named “Cabina de fotografia del Cheese”. After some seconds you will appear on the screen. Smile, look at the camera and clic the “Fes una foto” button. See the photo miniature. Repeat the photo if you are not happy with it.

Then click to the browser icon. Again in the “Edit profile” screen, clic to “Browse to upload” button. A file browser screen will appear. Navigate to the folder named “Webcam”, where you will find the photo you have just made. The photo will appear in the “Picture” area. Once finished, click the “Save” button.



To go back to the TwinSpace area, click the “Home” link of the breadcrumbs line “Home >> Profile >> Edit” on the top of the screen. Remember not to use the “Back” button of your browser.

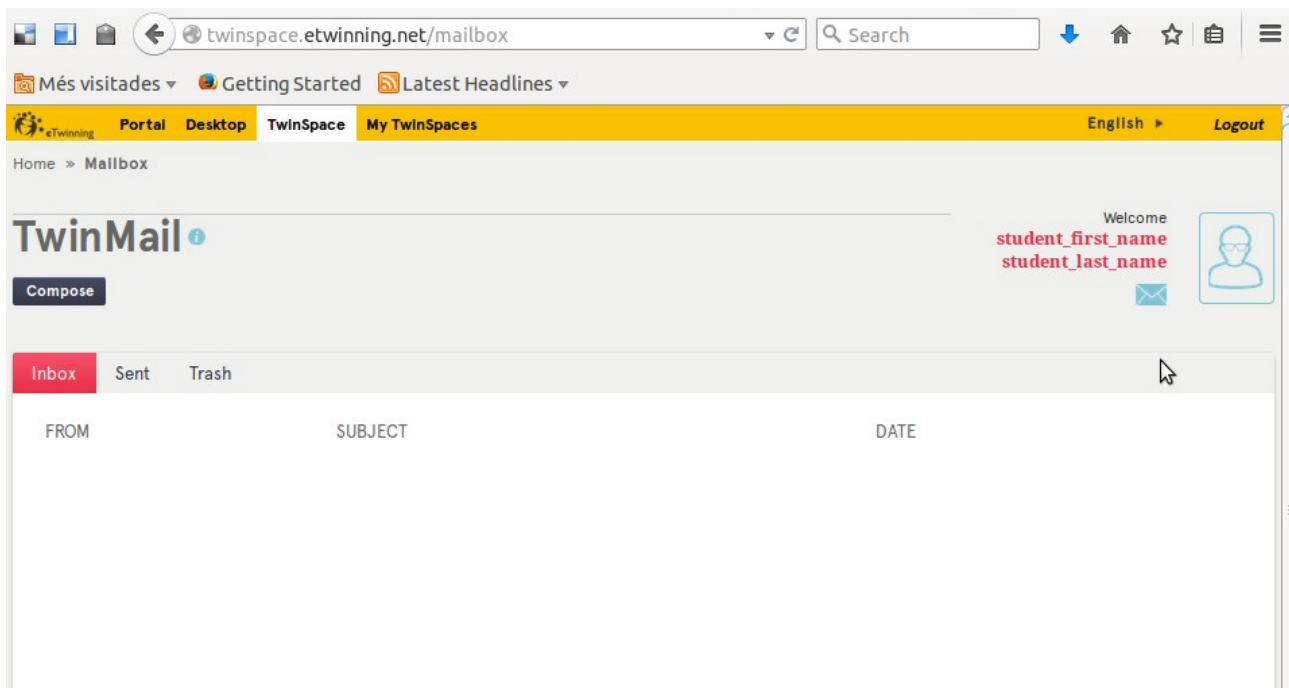
Communication tools.

There are off-line (internal mail -TwinMail-, forums and instant messages) and on-line (Chat) tools. Use the internal mail to exchange private messages with any member of the project.

You can access TwinMail by clicking the envelope icon under your name



A screen with the TwinMail tool is opened.



Click the button “Compose”. A usual email box opens.

Activity #2

Just to test this tool, send a short message to your teacher.

The **forum** is for public messages and discussions. All the messages are visible to the members of the project. Threads on the forum are created by the teacher administrators. Actually there are two forums: one forum titled “About TwinSpace” with a thread on questions and answers regarding the use of TwinSpaces and a second one titled “Forum practice”.

Activity #3

Open the “Forum practice”, read the thread, think and write. Read the messages of other students and add more messages to discuss other students' ideas.

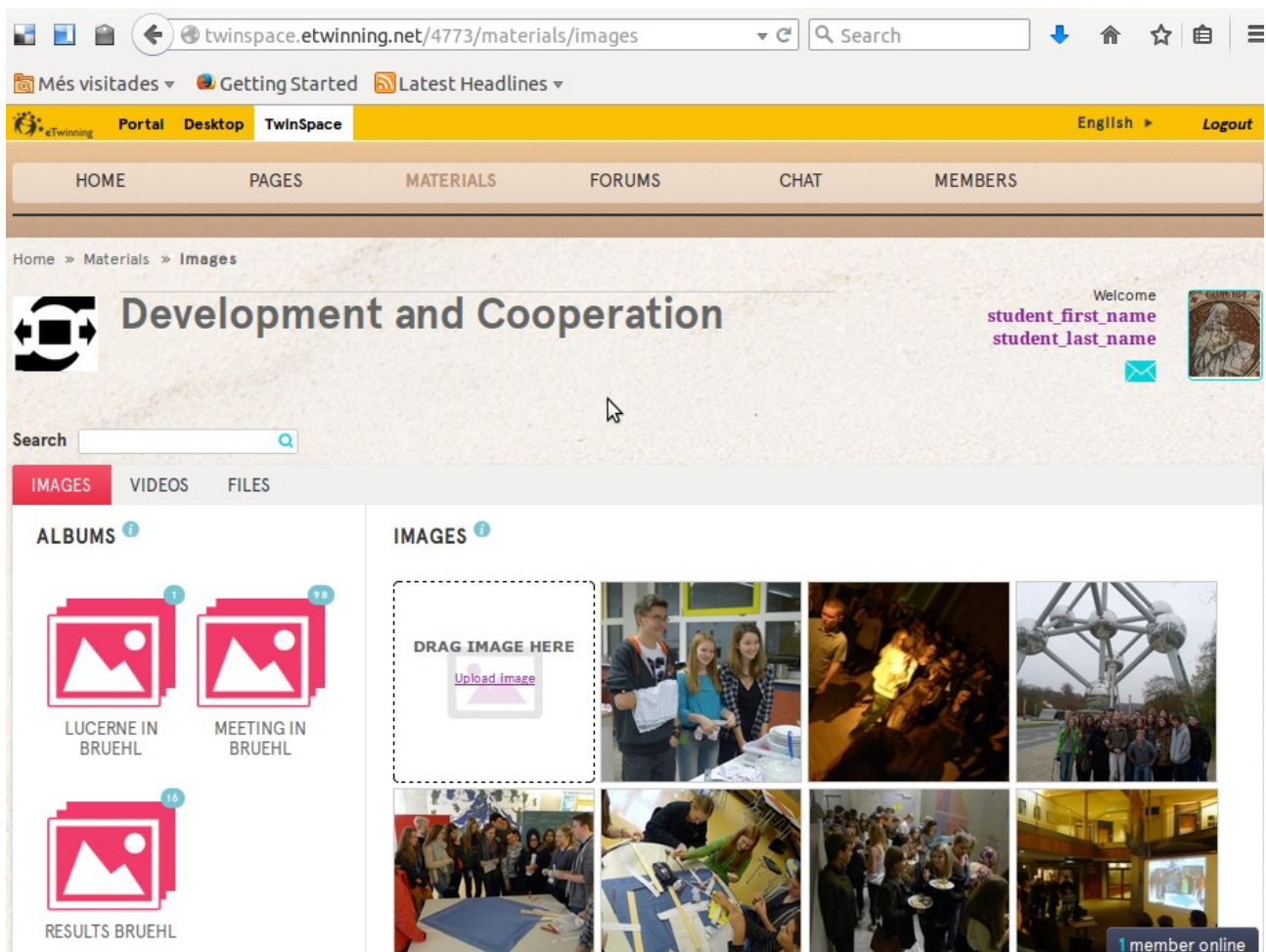
Chat is an on-line communication tool. All chat messages are public and are recorded. Once you enter the Chat room, you can type your message (usually a short one). Use the box on the bottom of the screen to write your message and, when finished, click the button “Post”. Your message will appear in the message list.

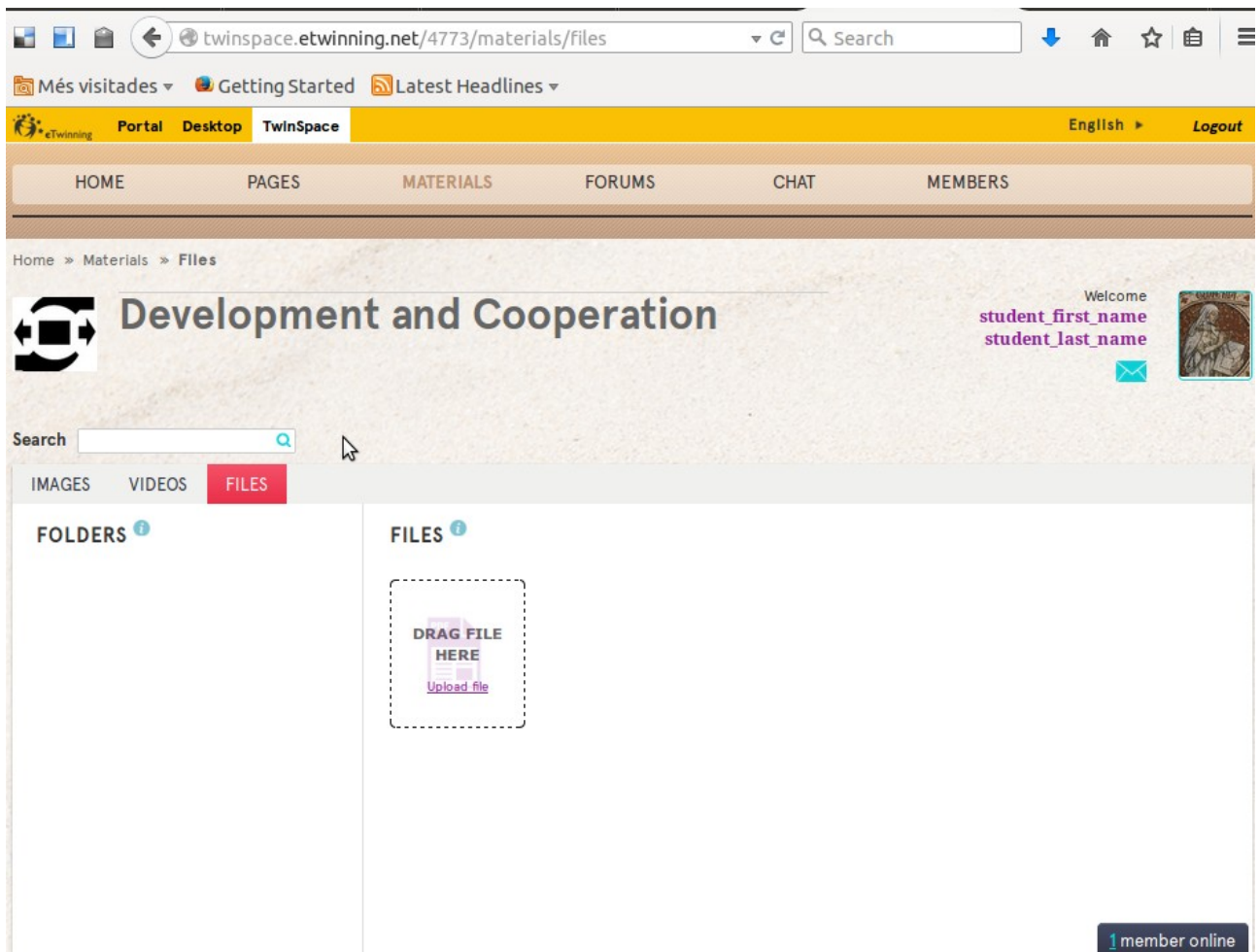
Activity #4

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

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

Files can be organized in albums (for photos and images) or in folders (for files). If not so, these files stay in the “all files” or “all images” at the bottom of the page. If you are the owner of the file, you can edit the file.





Videos cannot be directly uploaded. First, videos should be uploaded to a YouTube or Vimeo on-line service. Then the URL can be added within this tool. A permanent link will be created and the video will be available to the users.

Every day of the week some of you will have the role of reporters. You will take photos and write comments on your activities of the day on a page in which you will have the privileges to edit. Look to your portfolio and notice for which day you will be the reporter.

When finished, it is important to click the “Logout” link on the top right hand corner. Once logged out, close the browser, turn the computer off and store it again in the cabinet.