
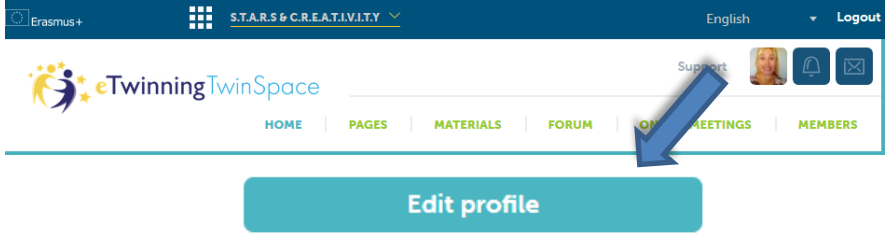
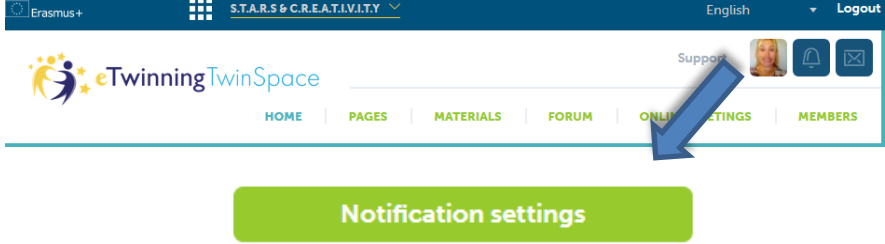
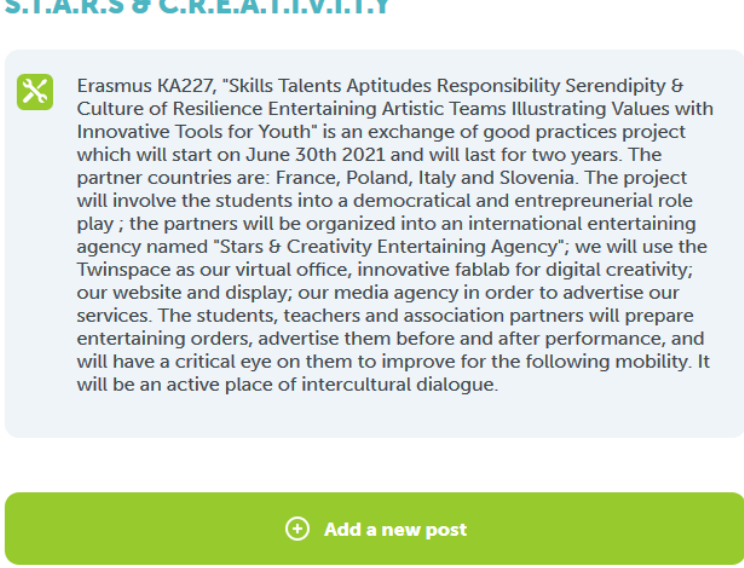
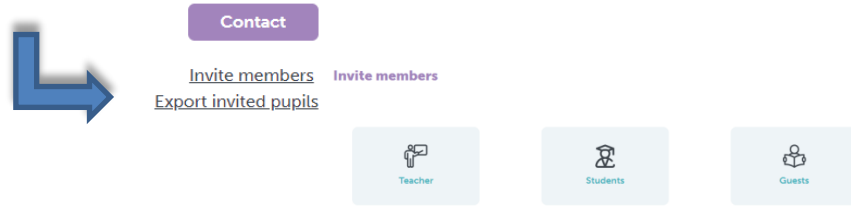


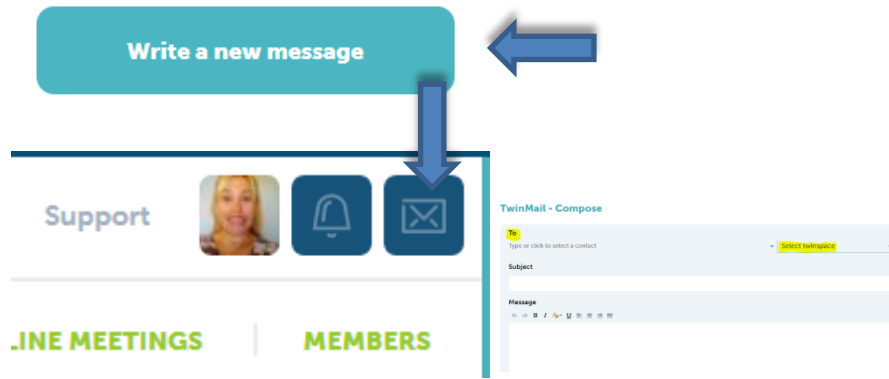
Your tasks	Screenshots	Tick when done <input checked="" type="checkbox"/>
A - Getting access to the TwinSpace		
<p>1. Log on to your eTwinning Live account and on our TwinSpace</p>		<input type="checkbox"/>
B - General settings of the TwinSpace		
<p>2. Add a picture to your TwinSpace profile and add a description (click on your name, then "Edit Profile" down the page on the left)</p>		<input type="checkbox"/>
<p>3. Manage your notifications settings (to know who posted something on the TwinSpace, new members added, new materials...)</p>		<input type="checkbox"/>
<p>4. Click on "Home", and open the TwinSpace. Project journal: comment & like the existing posts + add a new post + a picture (you can give your first impression about our meeting, or sharing a screen shot and comment.... For example.)</p>		<input type="checkbox"/>

C – Create the pupils' accounts and communicate with them

5. **Invite your pupils:** name + beginning of their surname + a password for each.
Create a visitor account for your headteacher.
Export your invited pupils.

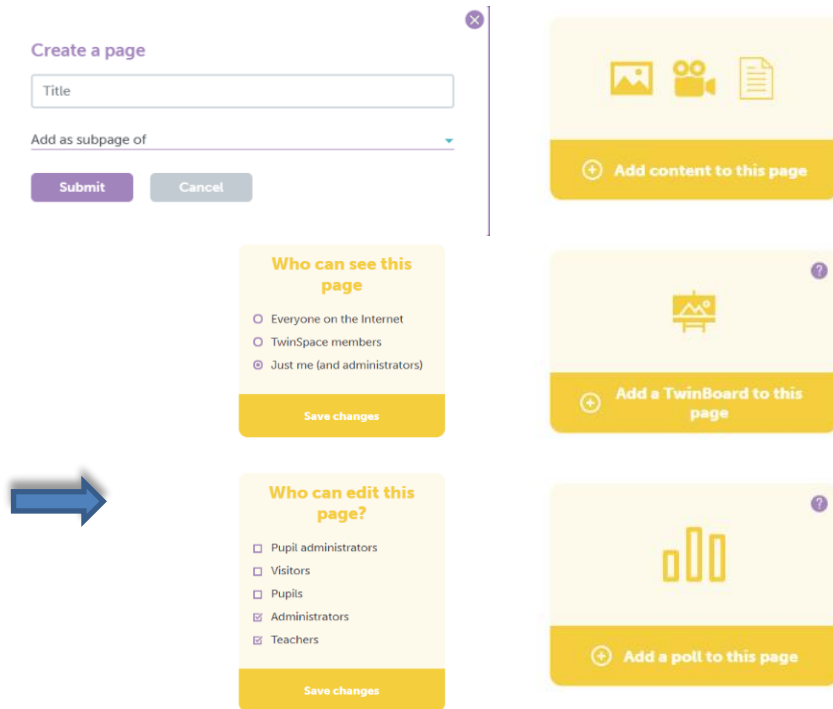


6. **Send a message to the partners present at this meeting.**

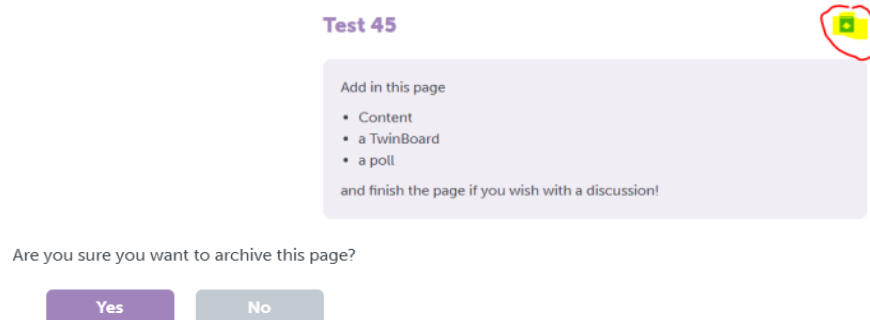


D – Create and manage the pages of the TwinSpace

7. **Go to the “Pages” section. Create a page;** add it as a subpage of: **“SCHOOLS & STAFF”;** **give it the name of your school and country.**
 Once the page is created, click on the to manage the page and then, **1) select the content of this page, 2) make this page visible to the members** (“Who can see this page”) and **3) choose who can edit the page.** (=>down the page, on the left)
Write about your school.
 Don't forget to **save!**



8. **Delete/archive the page** you have just created. Then, **restore the page.**



E – Upload contents in the materials section (images, files and videos)

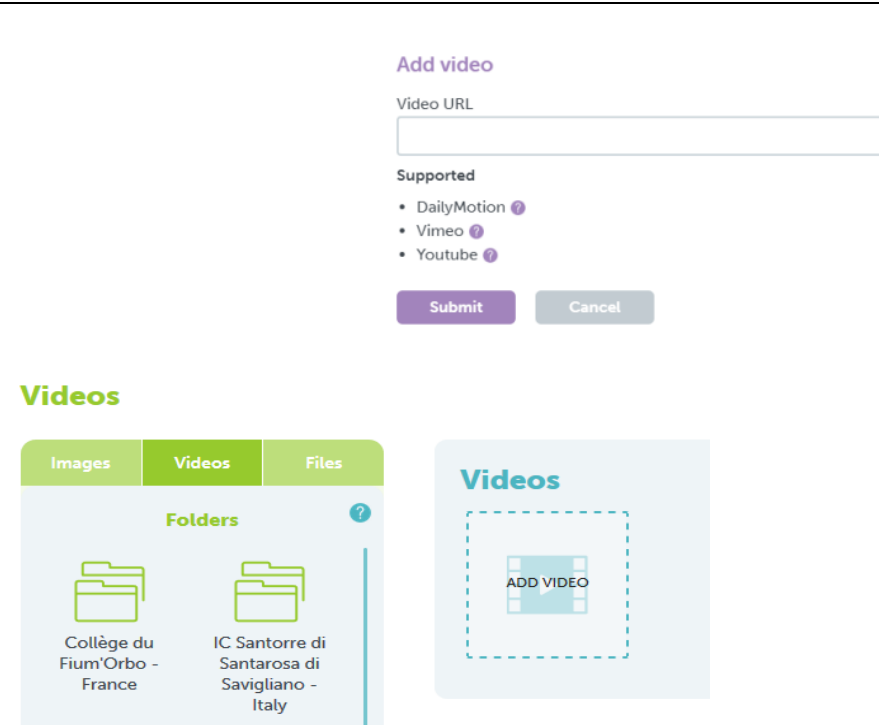
9. Go to the “Materials” section. In the part “Images”, **upload a picture** your photo album. **Choose photos to illustrate your school, teachers...**



10. In the part “Files”, **upload a file** in your folder (PDF, audio, Word...) **For example to share your parent authorization for the project.**

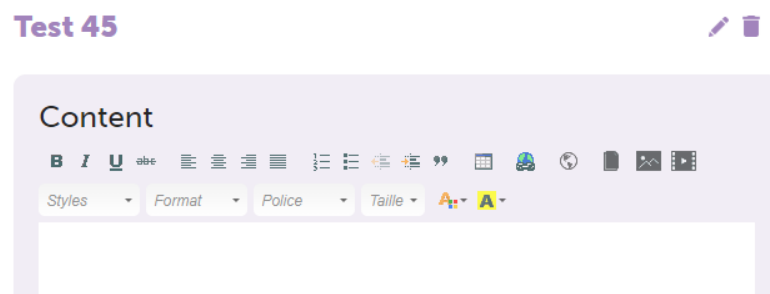


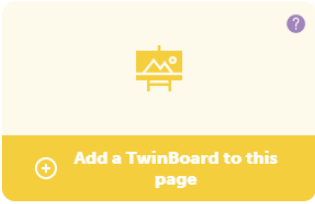

11. In the part “Videos”, **upload a video of your school, region ??** (from YouTube, DailyMotion and Viméo). Use its URL to do it.



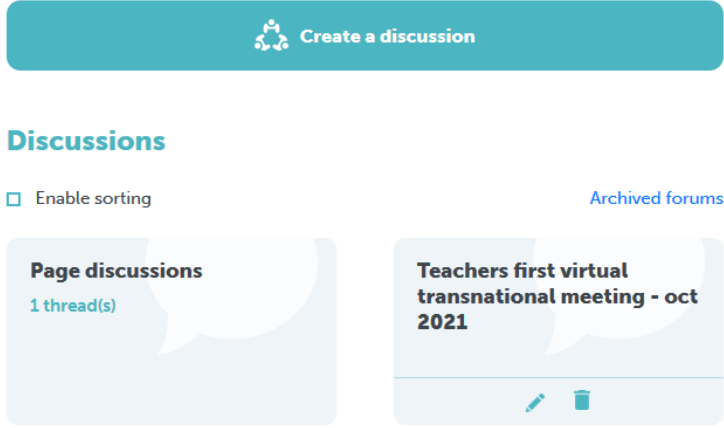
F – Embed/Integrate these contents in the pages and add content to the pages

12. Go back to the page you have created. **Edit the page** by adding a **photo, a file and a video** that you have uploaded before. **You can add a discussion at the end for partner students to ask your students questions about your school.**

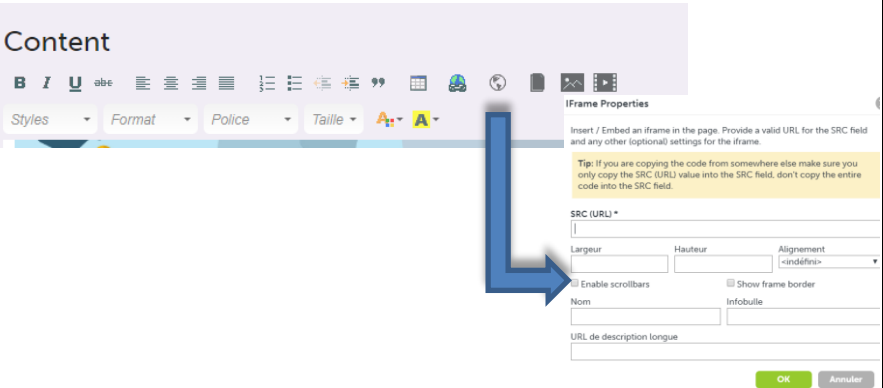


<p>13. Insert a TwinBoard in your page and <u>add a content</u> (image, video, text...) You could invite students to tweet something about your school?</p>		<input type="checkbox"/>
<p>14. Insert a poll in your page by <u>creating a question with 3 or 4 possible answers</u>. Have you ever visited our country? Could be an idea.</p>		<input type="checkbox"/>

G – Use the forums

<p>15. Add a thread in the discussion: “Teachers first virtual transnational meeting - oct 2021”</p>		<input type="checkbox"/>
--	---	--------------------------

BONUS

<p>Embed an external tool (Mentimeter, Padlet, Answergarden...) in your page <u>so that the students drop you a word!</u> Click on the icon which looks like the earth, and copy-paste the URL of your tool.</p>		<input type="checkbox"/>
---	--	--------------------------

NOTES

.....

.....

.....

.....

.....

.....