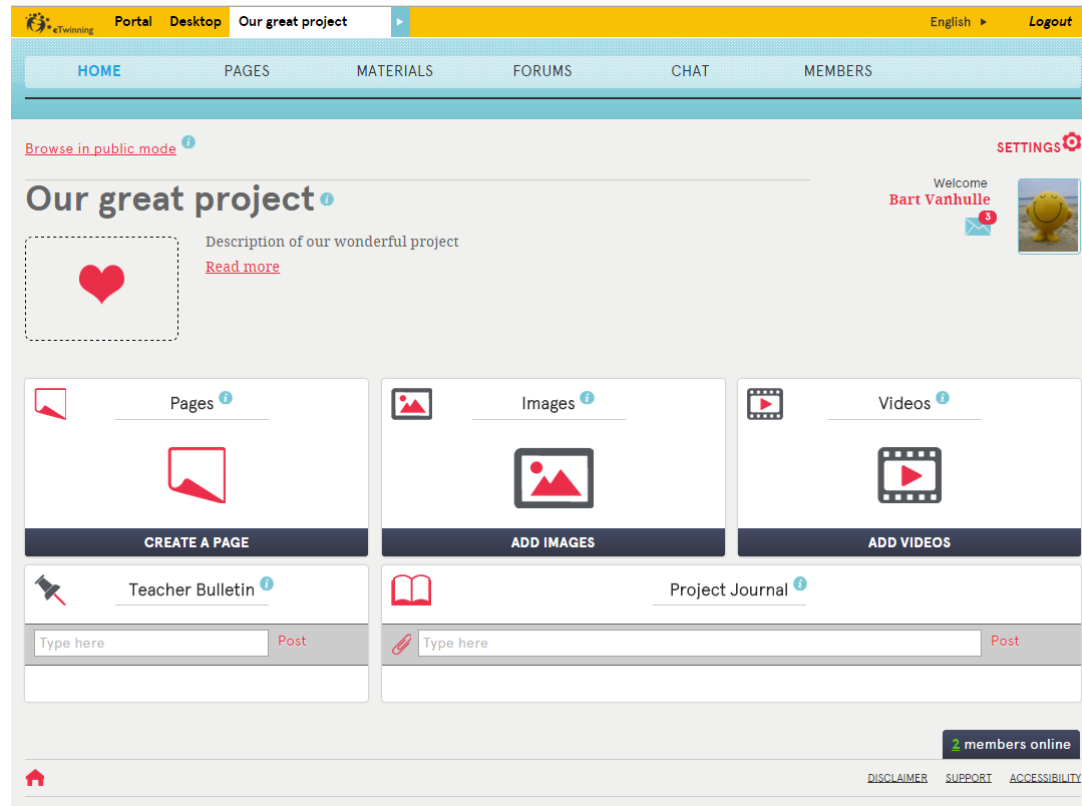


New TwinSpace overview

(Launched September 2014)



This guidance has been designed for use by *Teacher Administrators*. It describes everything you need to know to start your new TwinSpace.

Sign in

Visit
www.etwinning.net
and sign in here



The image shows a screenshot of the eTwinning website. At the top, there is a dark blue navigation bar containing a search box with the text "Search eTwinning", a language dropdown menu set to "English", and an orange "Sign in" button. Below the navigation bar is the eTwinning logo on the left and the Erasmus+ logo on the right. A horizontal menu with the following items is centered below the logos: | Discover | Connect | Collaborate | Progress | Keep up-to-date | Get Support. The main banner area has a dark background. On the left, there is a photograph of a woman and a child looking at a chalkboard with a map of Europe drawn on it. To the right of the photo, the text reads: "The community for schools in Europe" in orange, followed by "The free and safe platform for teachers to connect, develop collaborative projects and share ideas in Europe" in white. Below this, it says "262146 Teachers · 34059 Projects · 125798 Schools" in orange. On the far right of the banner, there is a white-bordered box containing the text "Join the eTwinning community" above an orange "Register" button, and a link "Why register on eTwinning?" below it.

Search eTwinning

English

Sign in

eTwinning

Erasmus+

| Discover | Connect | Collaborate | Progress | Keep up-to-date | Get Support

The community for schools in Europe

The free and safe platform for teachers to connect, develop collaborative projects and share ideas in Europe

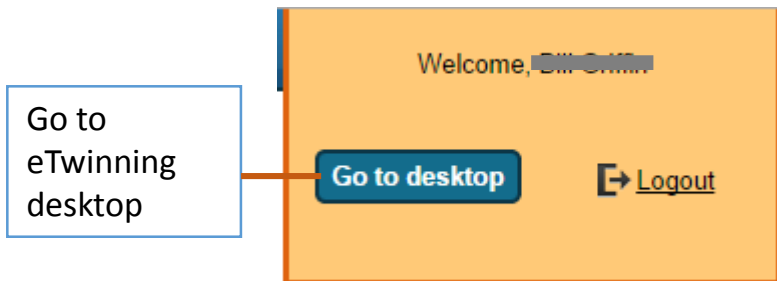
262146 Teachers · 34059 Projects · 125798 Schools

Join the eTwinning community

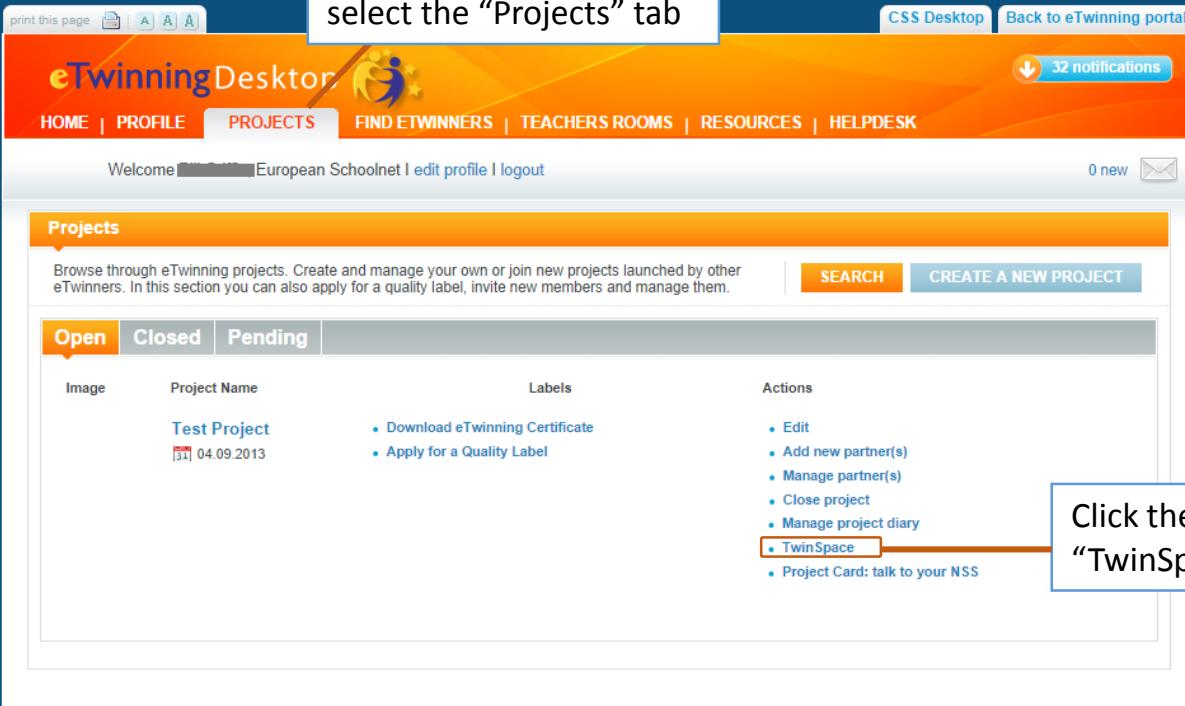
Register

[Why register on eTwinning?](#)

Access your TwinSpace



Once in the desktop select the "Projects" tab



print this page CSS Desktop Back to eTwinning portal

eTwinning Desktop 32 notifications

HOME | PROFILE | **PROJECTS** | FIND ETWINNERS | TEACHERS ROOMS | RESOURCES | HELPDESK

Welcome European Schoolnet | edit profile | logout 0 new

Projects

Browse through eTwinning projects. Create and manage your own or join new projects launched by other eTwinners. In this section you can also apply for a quality label, invite new members and manage them. [SEARCH](#) [CREATE A NEW PROJECT](#)

Open Closed Pending

Image	Project Name	Labels	Actions
	Test Project 04.09.2013	<ul style="list-style-type: none">Download eTwinning CertificateApply for a Quality Label	<ul style="list-style-type: none">EditAdd new partner(s)Manage partner(s)Close projectManage project diaryTwinSpaceProject Card: talk to your NSS

Click the "TwinSpace" link

The home page overview

Select one of your TwinSpaces

Change the language for this session
(change in your profile if you wish change to be persistent)

Navigate to the different sections of this TwinSpace

See how TwinSpace looks to anyone on the Internet

Teacher Bulletin is where teacher members can write messages only visible to other teacher members

Change TwinSpace settings
Change your Profile
Check your TwinMail

View or create pages, images and videos

Use the Project Journal to share project news on the public TwinSpace site.

Start a one on one chat with another member who is online.

The screenshot shows the TwinSpace interface for a project named "Our great project". At the top, there is a navigation bar with "Portal", "Desktop", and "Our great project" tabs, and a language selector set to "English" with a "Logout" button. Below this is a menu with "HOME", "PAGES", "MATERIALS", "FORUMS", "CHAT", and "MEMBERS". The main content area features a "Browse in public mode" link, the project title "Our great project", and a description "Description of our wonderful project" with a "Read more" link. A "SETTINGS" box for "Bart Vanhulle" is visible, containing a profile picture and a "TwinMail" icon. Below the description are three main action buttons: "CREATE A PAGE" (under "Pages"), "ADD IMAGES" (under "Images"), and "ADD VIDEOS" (under "Videos"). At the bottom, there are two text input fields: "Teacher Bulletin" and "Project Journal", both with "Post" buttons. A status bar at the very bottom shows "2 members online" and links for "DISCLAIMER", "SUPPORT", and "ACCESSIBILITY".

Creating pages

The screenshot shows a web portal interface for 'Our great project'. The top navigation bar includes 'Portal', 'Desktop', 'Our great project', 'English', and 'Logout'. Below this is a secondary navigation bar with 'HOME', 'PAGES', 'MATERIALS', 'FORUMS', 'CHAT', and 'MEMBERS'. The main content area shows a breadcrumb trail 'Home > Pages > Page 1' and a 'SETTINGS' icon. The page title is 'Our great project'. On the right, there is a 'Welcome Bart Vanhulle' message with a profile picture and a notification icon. The main content area is divided into two columns. The left column contains a 'Pages' section with a list of 'Page 1', 'Page 2', and 'Page 3', a 'Change order' link, and a 'CREATE A PAGE' button. Below this is an 'ARCHIVED PAGES' section. The right column contains a form for 'Page 1' with fields for 'Title' and 'Body', an 'Edit page' link, and author/editor information: 'Author: Bart Vanhulle' and 'Last editor: Bart Vanhulle'. At the bottom right, there is a '2 members online' indicator and links for 'DISCLAIMER', 'SUPPORT', and 'ACCESSIBILITY'.

Edit page order

Create a new page

View pages you have archived and therefore made invisible. These pages can be reverted to be visible again.

Edit selected page

See who created and edited page

Creating pages: edit mode

The screenshot shows a page editor interface for 'Page 1'. At the top, there are two dropdown menus: '- WHO CAN SEE THIS PAGE*' and '- WHO CAN EDIT THIS PAGE?'. Below these is a rich text editor toolbar with options for bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and quote. The main editing area contains a 'Title' field and a 'Body' text area. At the bottom, there is an 'Archive page' button and a 'Cancel' button. A 'Save' button is located in the top right corner. A 'Source' button is also present in the toolbar.

Control who sees this page*

Click the title to edit

Control who can edit this page

Do not forget to save changes every time you edit a page!

Format page content

Insert an image, video or file, these are taken from the resources uploaded in the materials section

Archive this page, this means that the page will not be visible any longer on the TwinSpace. You can always change the status back

Cancel editing

***Notice:** if you make the page public make sure you have the copyright of all pictures, videos and files. If pictures or video include minors make sure that you have their parents permission to publish online.

Materials - Images

Portal Desktop Test TS4 Logout

HOME PAGES MATERIALS FORUMS CHAT MEMBERS

Home » Materials » Images

SETTINGS

Welcome Bart Vanhulle

Search

IMAGES VIDEOS FILES

ALBUMS

+ CREATE IMAGE ALBUM

ADDICTED TO ETWINNING! ALL AROUND ME

ARSENI BATAK, BULGARIA

IMAGES

DRAG IMAGE HERE

Upload image

Dear Curiosity, We in Aggelos and I am from the school of Andromyros (Greece) like to be there with you From: A Martian Fan

University Street 41101, 11521, Athens, Greece

Postcards Sent To Curiosity

SCIENT The community for education in Europe

DISCLAIMER SUPPORT ACCESSIBILITY

Search for images, videos or files within the materials section

Create albums to organize your images

Drag or select images from your computer to add them to your TwinSpace

TIP: You can insert your images, videos and files easily into the pages you create. See slide on editing pages for more information.

Materials - Videos

Search for images, videos or files

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

The screenshot displays a user interface for managing digital assets. At the top, there is a search bar and three tabs: 'IMAGES', 'VIDEOS' (which is selected and highlighted in red), and 'FILES'. On the left side, under the 'FOLDERS' section, there is a '+ CREATE FOLDER' button and two red folder icons. The first folder is labeled 'BILL TEST' and the second is labeled 'VIDEOS1'. On the right side, under the 'VIDEOS' section, there is a '+ ADD VIDEO' button and a grid of 12 video thumbnails. Each thumbnail includes a play button icon and a duration. The thumbnails show various content: a presentation slide, a woman at a table, a rocky coastline, a man speaking, a meeting, a wedding scene, a cartoon character, a building under construction, a large building, a man playing piano, a street scene, and a soldier.

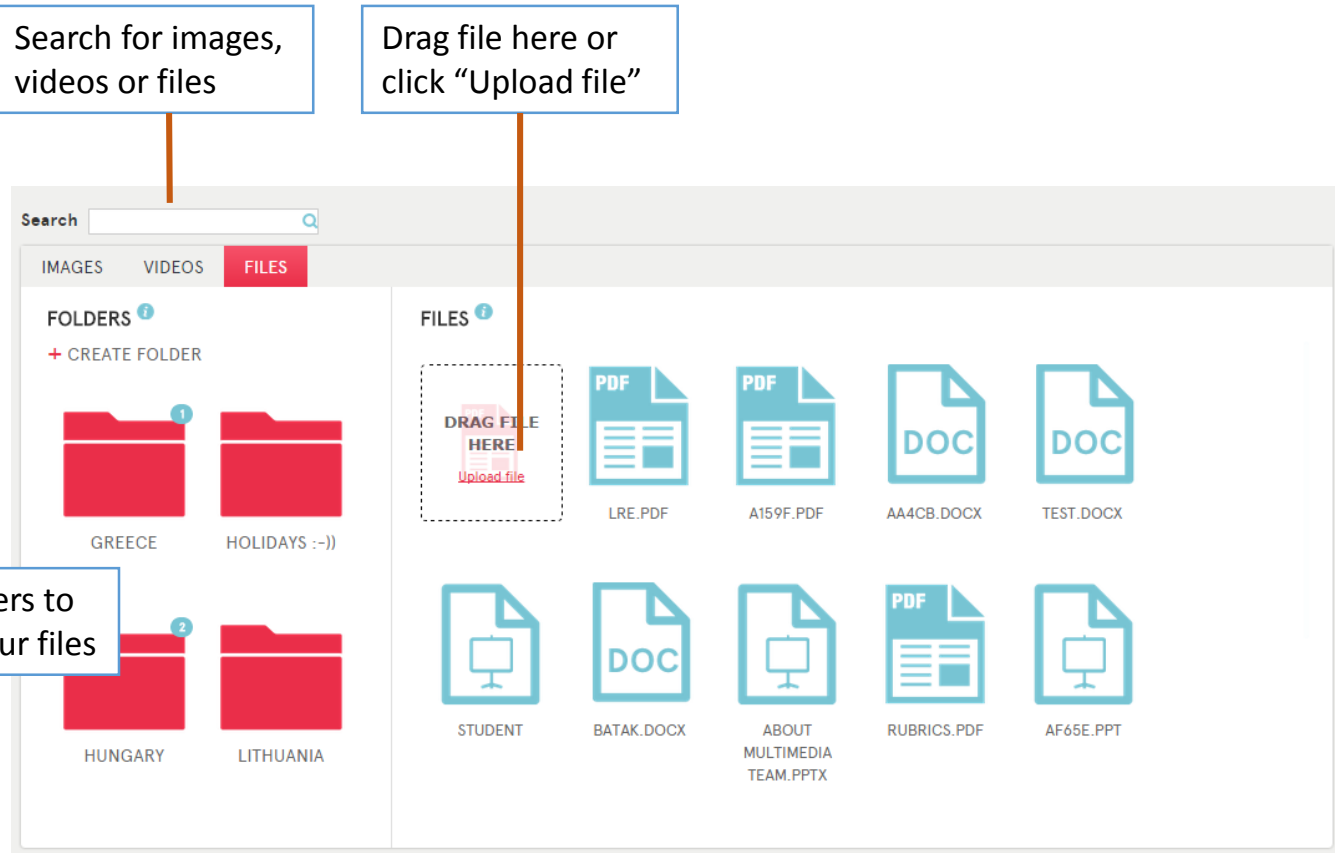
Create folders to organize your videos

TIP: You can insert your images, videos and files easily into the pages you create. See slide on editing pages for more information.

Materials - Files

Search for images, videos or files

Drag file here or click "Upload file"



The screenshot shows a file management interface with a search bar at the top. Below the search bar are three tabs: IMAGES, VIDEOS, and FILES. The FILES tab is selected. On the left, there is a 'FOLDERS' section with a '+ CREATE FOLDER' button and four red folder icons labeled GREECE, HOLIDAYS :-)), HUNGARY, and LITHUANIA. On the right, there is a 'FILES' section with a dashed box containing the text 'DRAG FILE HERE' and 'Upload file'. Below this are ten file icons: four PDF files (LRE.PDF, A159F.PDF, AA4CB.DOCX, TEST.DOCX) and six other files (STUDENT, BATAK.DOCX, ABOUT MULTIMEDIA TEAM.PPTX, RUBRICS.PDF, AF65E.PPT). A search bar is located at the top left of the interface.

Search

IMAGES VIDEOS FILES

FOLDERS ⓘ
+ CREATE FOLDER

1

2

GREECE HOLIDAYS :-))

HUNGARY LITHUANIA

FILES ⓘ

DRAG FILE HERE
Upload file

PDF PDF PDF PDF

LRE.PDF A159F.PDF AA4CB.DOCX TEST.DOCX

PDF PDF PDF

STUDENT BATAK.DOCX ABOUT MULTIMEDIA TEAM.PPTX RUBRICS.PDF AF65E.PPT

Create folders to organize your files

TIP: You can insert your images, videos and files easily into the pages you create. See slide on editing pages for more information.

Forums

The screenshot shows a forum interface with a navigation bar at the top containing links for HOME, PAGES, MATERIALS, FORUMS (highlighted), CHAT, and MEMBERS. Below the navigation bar, the breadcrumb path is 'Home » Forums'. The main header area includes a profile picture, the title 'Demonstration TwinSpace', a 'SETTINGS' gear icon, and a welcome message for 'Bart Vanhulle' with a notification badge showing '3'.

The forum list on the left contains two entries:

- Another forums** (test) with 1 thread
- Test Forums** (test) with 1 thread

An 'ADD FORUM' button is located below the list. To the right, there are two panels:

- Latest forum posts**: A list of posts including 'eqweqw' and 'RE: A discussion or thread', all posted by Bart Vanhulle on 09.09.2014.
- My forum posts**: A list of posts including 'eqweqw' and 'RE: A discussion or thread', all dated 09.09.2014.

At the bottom of the page, there is a home icon and links for DISCLAIMER, SUPPORT, and ACCESSIBILITY.

Forums list

Create new forum

Latest posts in all forums

Your latest forum posts

Forums – creating threads

The screenshot shows a forum interface for 'Demonstration TwinSpace'. At the top is a navigation bar with links for HOME, PAGES, MATERIALS, FORUMS (highlighted), CHAT, and MEMBERS. Below the navigation bar is a breadcrumb trail: Home > Forums > Test Forums. On the right side, there is a 'SETTINGS' gear icon, a welcome message for 'Bart Vanhulle', a notification icon with a red '3', and a user profile picture. The main content area features a forum title 'Test Forums' with a red flower icon, a 'Back to forums' link, and a list of threads. The first thread is titled 'A discussion or thread' by Bart Vanhulle, dated 09.09.2014, with 1 reply. Below the thread list is a 'CREATE THREAD' button. At the bottom of the page, there is a home icon and links for DISCLAIMER, SUPPORT, and ACCESSIBILITY.

Home » Forums » Test Forums

SETTINGS

Welcome
Bart Vanhulle

3

Forum title

Test Forums

Back to forums

Return to forum list

Forum threads

A discussion or thread
by Bart Vanhulle, 09.09.2014

1 replies
Last reply by Bart Vanhulle, 09.09.2014

CREATE THREAD

Create new forum thread

DISCLAIMER SUPPORT ACCESSIBILITY

Forums – replying to a thread

HOME PAGES MATERIALS **FORUMS** CHAT MEMBERS

Home » Forums » Test Forums » A discussion or thread

SETTINGS

Welcome **Bart Vanhulle** 3

Demonstration TwinSpace

Thread title A discussion or thread [Back to forum](#)

Bart Vanhulle - 09.09.2014 11:28
Aderendo a una o più attività collegate a una collaborazione internazionale, l'esperienza di apprendimento può migliorare e portare una dimensione di vita reale in classe. I lati positivi dell'essere coinvolti in eTwinning sono tante le attività proposte.

Reply - Quote - Report - Delete

Bart Vanhulle - 09.09.2014 11:28
reply.--
Reply - Quote - Report - Delete

Write your reply to this thread here and save.

SAVE

[DISCLAIMER](#) [SUPPORT](#) [ACCESSIBILITY](#)

Return to list of forum threads

Thread title

Write your reply to this thread here and save.

Chat

The screenshot shows a chat room interface. The main chat area contains a red speech bubble icon, the title "Chat room", and a red warning message: "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." Below this are system messages: "* You have joined the chat.", "[11:20] <Bart Vanhulle> Hello", "* Josep Llaneras has left the chat", "* Josep Llaneras joins the chat", and "[11:20] <Josep Llaneras> Hello". A blue box labeled "The chat window" points to this area. At the bottom is a text input field with a blue box labeled "Enter your chat here" and a dark "POST" button. To the right is a "Chat participants" sidebar with a red person icon, an info icon, and two entries: "@Bart Vanhulle" and "@Josep Llaneras", each with a blue person icon and a green dot. A blue box labeled "See a list of who's in the chat room" points to this sidebar. At the bottom left is a red link: "Download chat history".

TIP: Teachers can access the chat history for this forum. Records are deleted after 3 months.

Members

Search for a member

Filter by member type

Search

✖ CLEAR SEARCH

10 Members: 7 Teachers, 1 Pupils, 2 Visitors

Members ⁱ

Invite members
Contact all members

Name	Role	Country	City	School	Last login	Actions
Algerian Teac...	Teacher	Algeria	Algiers	Algiers school		Delete
American Te...	Teacher	United States	New York	NY School		Delete
Aussie Teacher	Teacher	Australia	Melbourne	Melbournish school	16.09.2014 21:47	Delete
Bart Vanhulle	Teacher admi	Belgium	Sint-Andries	European v2.0	17.09.2014 11:18	Delete
...or	Visitor	Netherlands			06.09.2014 15:27	Delete
Bresll Teacher	Teacher	Brazil	Rio	Rio's school		Delete
Congolese T...	Teacher	Congo	Congo City	Congolese school	11.09.2014 13:50	Delete
Josep Llaneras	Teacher admi	Belgium	Brussel	European Schoolnet (...)	17.09.2014 09:49	Delete
Parent Visitor	Visitor					Delete
Pupil Test	Pupil					Reset password Delete

1-10 of 10

Invite new members

Send message to all members of this TwinSpace

Member list

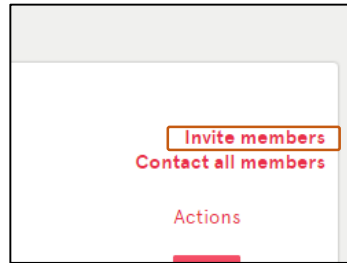
Delete member

Change member type

Reset pupil password

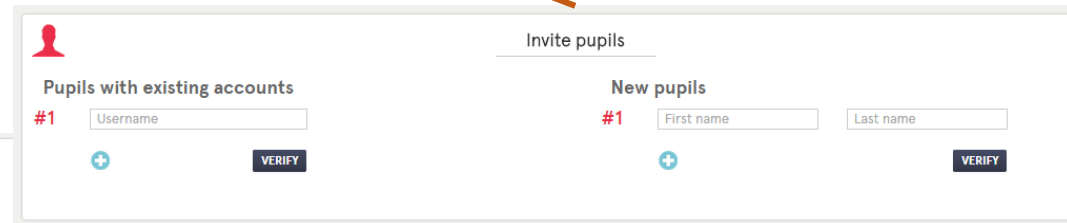
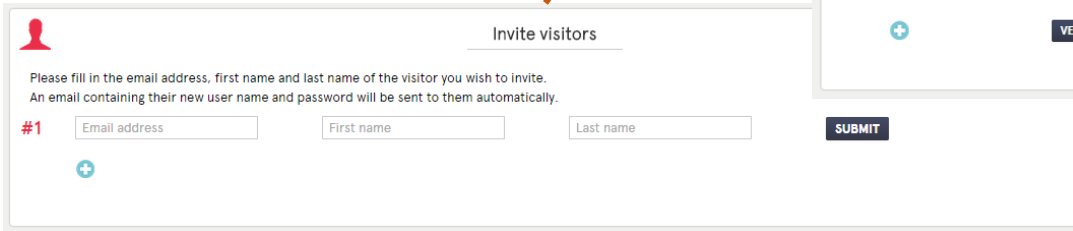
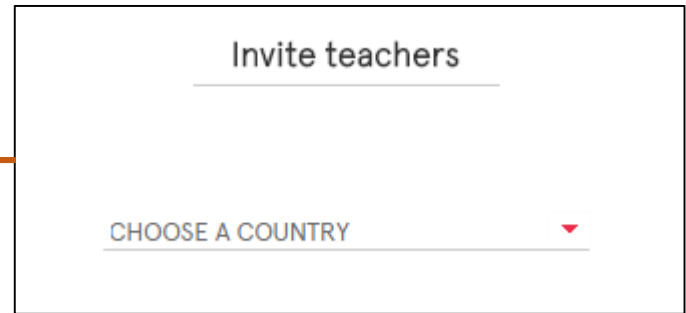
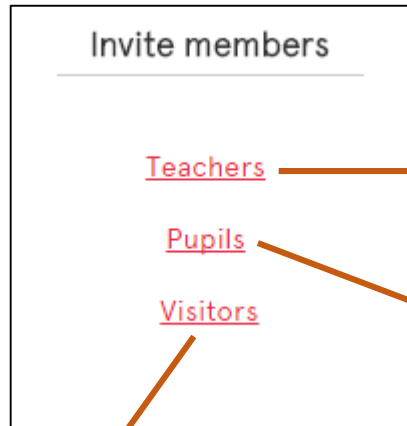
Members – adding new members

1 – click “Invite members” to add new members to your TwinSpace



Select the country of the teacher you wish to add.
Please note, if the country is covered by eTwinning then you must add them via the eTwinning desktop.

2 – select what type of member you wish to invite



Complete the details for the pupil(s) you wish to add

Complete the details for the visitor member you wish to add.

TwinMail

Compose a new message

The screenshot displays the TwinMail web interface. At the top left is the 'TwinMail' logo with a notification icon. To the right, a 'Welcome Bart Vanhulle' message is shown next to a user profile icon and a mail icon with a red '3' badge. A 'Compose' button is located below the logo. The main area features a navigation bar with 'Inbox (3)', 'Sent', and 'Trash' tabs. Below this is a table of emails with columns for 'FROM', 'SUBJECT', and 'DATE'. Each row includes a dropdown arrow and a red 'x' icon. Annotations with callout boxes point to these icons: 'See how many unread messages you have' points to the mail icon; 'Move message to "Trash"' points to the red 'x' of the first email; 'Reveal more information on that message' points to the dropdown arrow of the 'images' email; and 'See more of your messages' points to the pagination controls at the bottom right.

See how many unread messages you have

Welcome
Bart Vanhulle

Compose

Inbox (3) Sent Trash

FROM	SUBJECT	DATE		
Bart Vanhulle	test send all	09.09.2014, 11:37	▼	✕
Teacher Pqr	TESTING, TESTING, TESTING	01.08.2014, 23:35	▼	✕
Teacher Abc	Greetings	01.08.2014, 18:51	▼	✕
Teacher Abc	Happy summer	01.08.2014, 14:54	▼	✕
Teacher Def	Kind regards!	01.08.2014, 02:29	▼	✕
Teacher Jkl	images		▼	✕
Teacher Yz	RE: RE: twinmail	31.07.2014, 07:51	▼	✕
Teacher Ghi	Hi	30.07.2014, 14:52	▼	✕
Teacher Mno	Greetings from Greece	30.07.2014, 09:17	▼	✕
Teacher Ghi	twinmail	29.07.2014, 20:38	▼	✕

1 2 3 4 | 1-10 of 39 < >

Move message to "Trash"

Reveal more information on that message

See more of your messages

Profile

Edit TwinSpace profile to change your profile image and update the information displayed in your profile

Portal Desktop TwinSpace English ▶ Logout

Profile > Bart Vanhulle

Profile ⓘ

Bart Vanhulle (Last login: 10.09.2014)
European v2.0, Sint-Andries
Belgium

My CS Description

Edit Twinspace profile

My TwinSpaces

Welcome **Bart Vanhulle**

See a list of all your TwinSpaces

Leave a message for **Bart Vanhulle** ⓘ

Type here Post

Hi, nice seeing u here
- Posted by **Teacher.Yz**, 10.08.2014

hello from Austria, you did a great job!!
- Posted by **Teacher.Yz**, 04.08.2014

Juhuu!
- Posted by **Teacher.Pqr**, 01.08.2014

Hi Bart, here are greetings from Belgium. It's nice to do this test Uta
- Posted by **Teacher.Stu**, 01.08.2014

adf
- Posted by **Teacher.Abc**, 01.08.2014


Hello, Bart!Greetings from Greece.Vasileios
- Posted by **Teacher.Abc**, 01.08.2014


hi from Greece, from Saloniki
- Posted by **Teacher.Yz**, 01.08.2014

Leave a message for this member.
It will be visible on all his/her TwinSpaces

Profile – edit profile

Profile

Welcome [redacted] 



Edit profile

General

First name *

Last name *

Email *

Display language

Description (No more than 100 words)

Write a short description of yourself here.

Picture

(Uploading a new picture will replace the current one once you press save)

DROP AN IMAGE

[Browse to upload](#)

Drag an image here or click "Browse to upload" to take an image from your PC/device.

Change your name and email via your profile in the eTwinning Desktop.

Save **Cancel**

Settings

Click here to access TwinSpace settings

The screenshot shows the 'Settings' page for a TwinSpace titled 'Demonstration TwinSpace'. The page is divided into two main sections: 'General' and 'Choose theme'.
In the 'General' section, there is a 'Title' field containing 'Demonstration TwinSpace' and a 'Description' field with a text area. Below the description is a 'Logo' section with a placeholder image and a dashed box for uploading a new logo. A red 'SAVE' button is positioned between the description and logo sections.
The 'Choose theme' section displays three theme options: 'DEFAULT' (blue), 'MARBLE' (orange), and 'PURPLE' (purple). Each theme is represented by a small preview image of the TwinSpace interface.
At the top right of the page, there is a 'SETTINGS' gear icon, a welcome message for 'Bart Vanhulle', and a user profile icon with a notification badge.

Change title and description

Change your TwinSpace logo

Change the look of your TwinSpace

