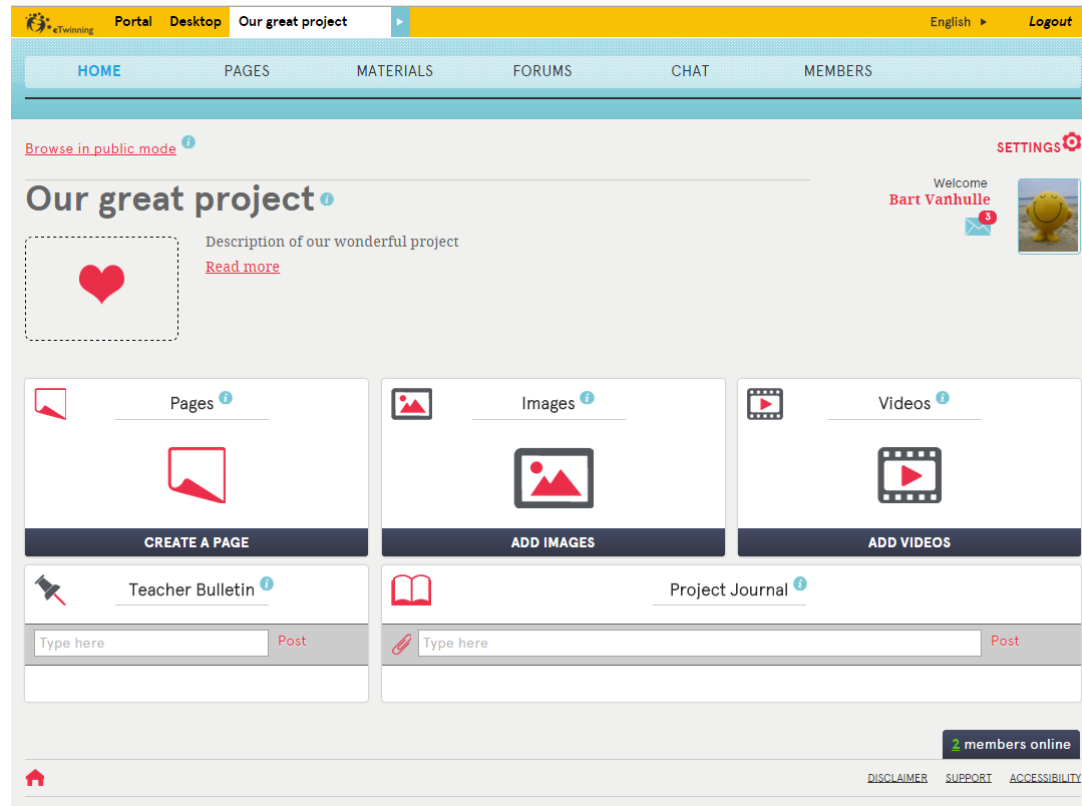# New TwinSpace overview

(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

Access your TwinSpace

Go to eTwinning desktop

Once in the desktop select the "Projects" tab

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

Change TwinSpace settings
Change your Profile
Check your TwinMail

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

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.

eTwinning   Portal   Desktop   Our great project   ▶   English ▶   Logout

HOME   PAGES   MATERIALS   FORUMS   CHAT   MEMBERS

Browse in public mode ⓘ   SETTINGS ⚙
                                                                     Welcome
Our great project ⓘ   Bart Vanhulle

Description of our wonderful project
Read more

Pages ⓘ   Images ⓘ   Videos ⓘ

CREATE A PAGE   ADD IMAGES   ADD VIDEOS

Teacher Bulletin ⓘ   Project Journal ⓘ
Type here   Post   Type here   Post

                                        2 members online

DISCLAIMER   SUPPORT   ACCESSIBILITY

Creating pages

Edit selected page

Edit page order

See who created
and edited page

Create a new
page

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

Creating pages: edit mode

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!

Page 1

Save

· WHO CAN SEE THIS PAGE   · WHO CAN EDIT THIS PAGE?

Format page content

B I S U E ≡ ≡ ≡ ≡   1≡ :≡ ≡E ≡E ""   Styles ▾   Format ▾   ⊞ 🔗 📎 Source

Title

Body

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

Archive page ⓘ

Cancel

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

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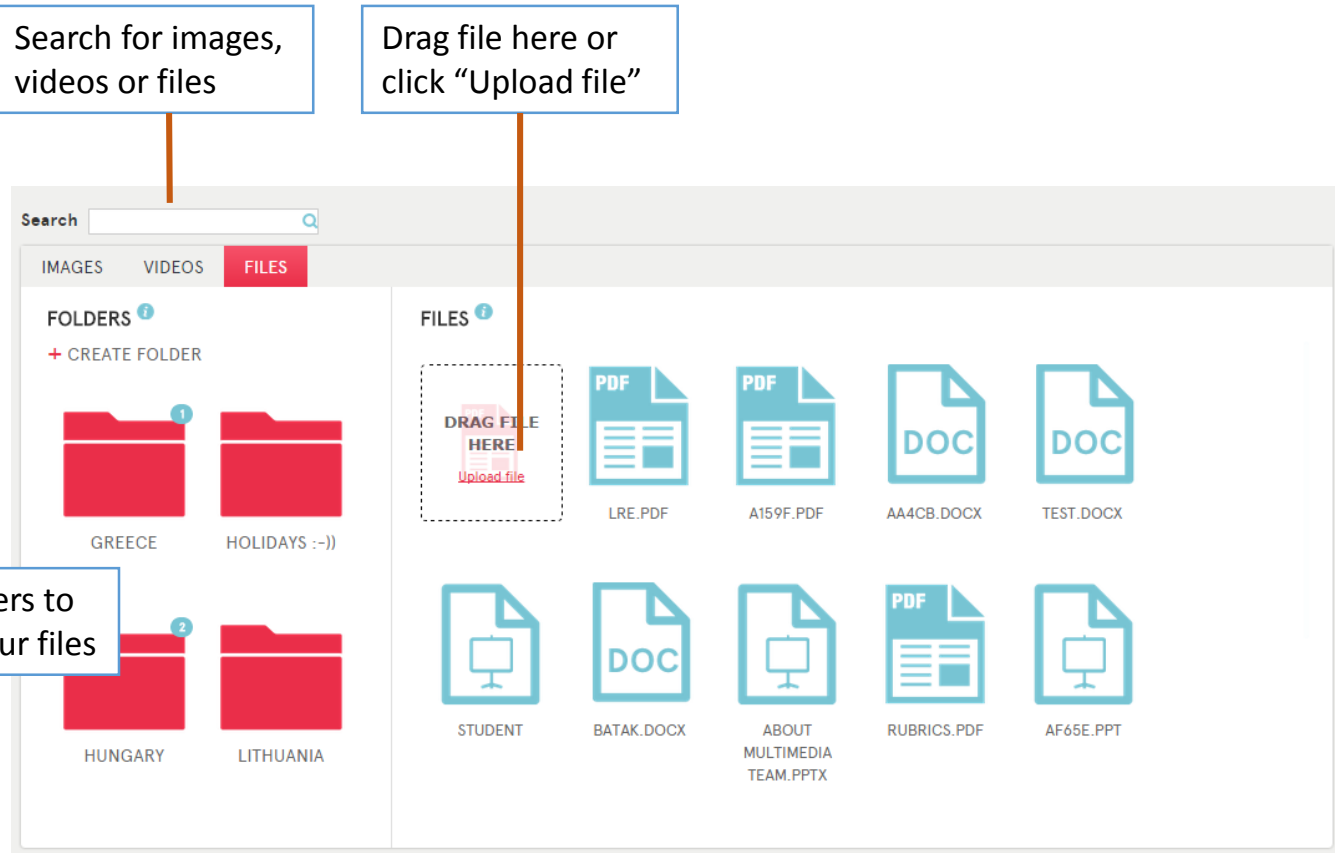
TIP: You can insert your images, videos and files easily into the pages you create. See slide on editing pages for more information.

Materials - Videos

Search for images, videos or files

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

Search [   ] 🔍

IMAGES   **VIDEOS**   FILES

FOLDERS ⓘ   VIDEOS ⓘ
+ CREATE FOLDER   + ADD VIDEO

BILL TEST   VIDEOS1

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"

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

Forums – creating threads

Forum title

Forum threads

Create new forum thread

Return to forum list

Forums – replying to a thread

Return to list of forum threads

Thread title

Write your reply to this thread here and save.

Chat

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.
[11:20] <Bart Vanhulle> Hello
* Josep Llaneras has left the chat
* Josep Llaneras joins the chat
[11:20] <Josep Llaneras> Hello

Chat participants

@Bart Vanhulle
@Josep Llaneras

See a list of who's in the chat room

The chat window

B *I* U A· ☺

Enter your chat here

POST

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

Invite new members

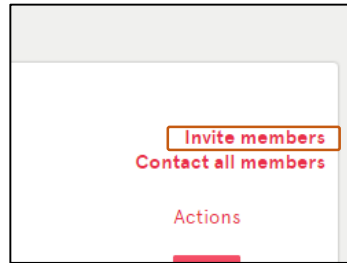Send message to all members of this TwinSpace

Member list

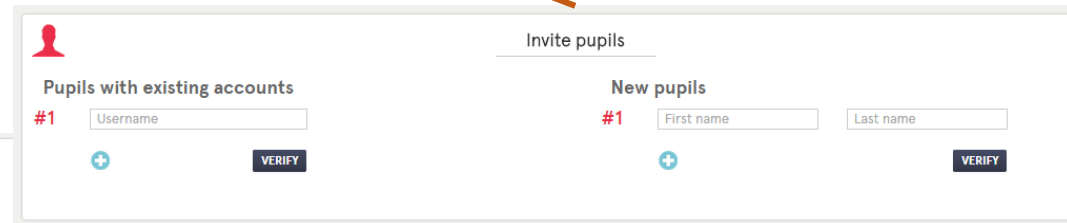Delete member

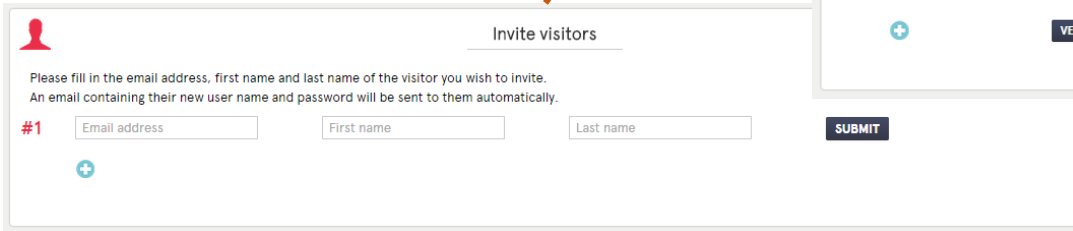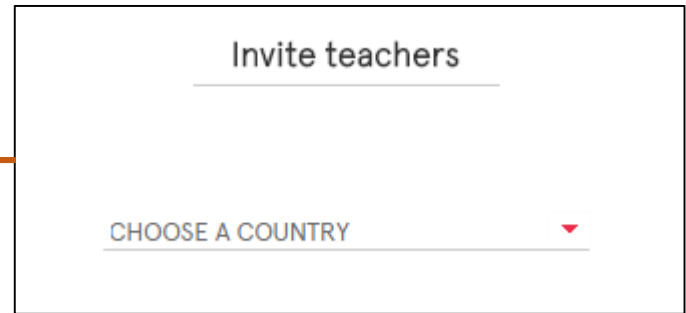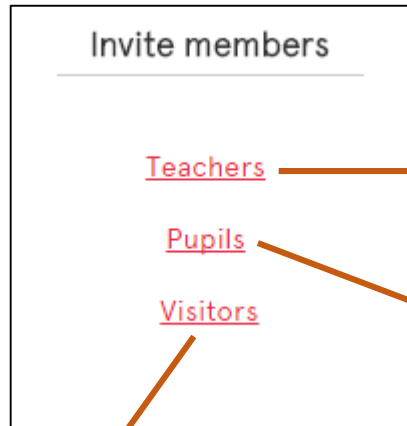Change member type

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.

Invite members
Contact all members

Actions

2 – select what type of member you wish to invite

Invite members

Teachers

Pupils

Visitors

Invite teachers

CHOOSE A COUNTRY

Invite pupils

Pupils with existing accounts
#1 Username

New pupils
#1 First name   Last name

VERIFY

VERIFY

Invite visitors

Please fill in the email address, first name and last name of the visitor you wish to invite.
An email containing their new user name and password will be sent to them automatically.

#1 Email address   First name   Last name   SUBMIT

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

Profile

Profile – edit profile

Profile

Welcome

Edit profile

General

First name *

Last name *

Email *

Display language English

Description
(No more than 100 words)

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

Write a short description of yourself here.

Save   Cancel

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.

Settings

Click here to access TwinSpace settings

Change title and description

Change your TwinSpace logo

Change the look of your TwinSpace