

# HOW TO USE TWinspace!!

1. Go to <http://new-twinspace.etwinning.net> and click on the **LOGIN** button.
2. Fill in your **username** and **password** that your teacher has given you and then click on "Connection".
3. Click on "the rainbow village project"-Home".

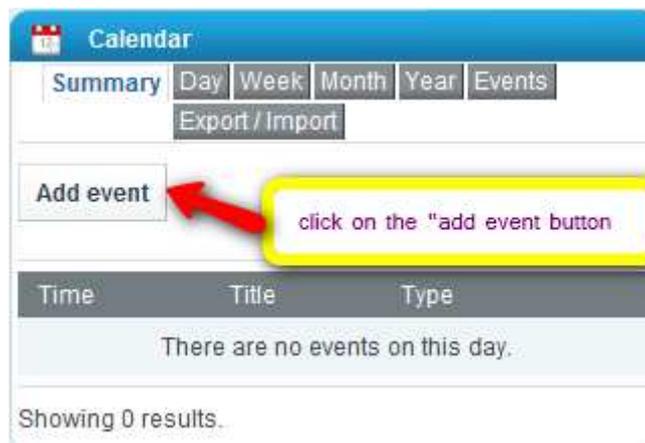
## 4. Profile!

The first thing you can do when you enter twinspace is create your profile by clicking on the "My account" link on the top right corner☺ Change your profile picture and write a short description of yourself! You can post messages to other students' walls, as well!!



## 5. Calendar!!!

6. Scroll down and you can see our **calendar**. We can add the deadlines of each task and our birthdays there. Follow my instructions and add **your birthday**.



7. Choose the date and time of the event and its duration. Check "time zone sensitive". Fill in the title and a description of the event and then click on "save".

**Calendar** back

Events >

### Add event

Start date: January 10, 2010 12:00 PM

Duration: 24 Hours :00 Minutes

All day event:

Time zone sensitive:

Title: Maria's Birthday

Description: Wish Maria Papakonstantinou Happy Birthday!!

Type: Birthday

Buttons: Save, Cancel

Choose the date and time of the event and its duration. (For birthdays it's better to choose 24 hours). Check time zone sensitive. Fill in the title of the event and a description. Choose the type of the event and then click on "Save button".

8. Once a month we will plan a "chat meeting" for all students and teachers of the project so **check the calendar events regularly**. It will be great fun and you shouldn't miss it!

## Pupils Corner!

9. When you have followed all of the steps above, go to "pupils corner".

### Image Gallery

Here you can add photos of your countries, your hometowns, your favourite places, your own drawings or whatever you think that your partners should see to get to know you better :) Take a look at the following images and follow the steps!

**a.**

**Image gallery** - + x

✔ Your request processed successfully.

Folders **My images** Recent Images

Search  Search Folders Add folder

Folder	Number of folders	# of Images
<span style="color: blue;">📁 Photo Gallery</span> <span style="color: blue; font-size: small;">Here you can add photos of your countries, your hometowns, your favourite places, your own drawings or whatever you think that your partners should see to get to know you better:)</span>	0	

Showing 1 result(s).

Click on the photo gallery

**b.**

Image gallery ← back

Folders My images Recent Images

Folders »

## Photo Gallery

**Add subfolder** ← Click on 'add a subfolder' if you want to create a photo album with lots of images inside.

Folder	Number of folders	# of Images
Showing 0 results.		

Images

**Add image** ← Click on 'add image' if you just want to upload images in general

Showing 0 results.

c.

Image gallery

Folders » Photo Gallery »

## Add folder

Name

Give a title to your subfolder (eg Greece) →

Give a short description (eg photos of my country) →

← Click 'Save' when you have finished

**Save** **Cancel**

d.

Image gallery ← back

Folders » Photo Gallery »

## Add image

**Browse** (you can select multiple files). ← If you have clicked on 'add an image' just click on the 'browse' button, find the images in your PC and click on 'upload' to publish your images in our image gallery:)

Use the classic uploader.

## Blog

10. You can also use the **Blog** in the **Pupil's corner!** Click on the "add a blog entry" button and write your text there! The other students can comment on it or write their own ideas 😊

**Pupils corner**  
This area is for pupils only.

This is where you can meet the pupils from the other schools involved in your project. You can post information about yourself, hold discussions and get to know each other better as well as working on your project.

**Pupils' Blog!**  
16 October 2011 20:26

Edit Permissions Delete

Hello boys and girls,  
This part of twinspace is created for you and it is the best way to get to know each other better! So, feel free to add your thoughts and ideas about the project or anything you like here:) Just click on the 'add blog entry' button, write your message and click 'publish'. Your message will appear in the blog and other partner-students can read it and comment on it! Have a nice time all of you :)

By Paraskevi Belogia | 0 Comments

Flag

Your rating Average (0 Votes)

Annotations:  
- Red arrow points to the "Add blog entry" button.  
- Red box: "Click here to add your blog entry, write your message, give it a title and publish it!"  
- Red arrow points to the "0 Comments" link.  
- Red box: "Click here if you want to comment on a message!"  
- Red arrow points to the star rating system.  
- Red box: "Rate your partners' messages:"  
- Red box: "If you want to initiate a new discussion in the forum, you click on the 'add category' button'"

## Forum

11. There are also many forums in our Twinspace where you can post your messages on different topics and share your ideas with your partners. Here are the steps you should follow to take part in a forum discussion or create a topic your self.

### 1st Step

**Forum**

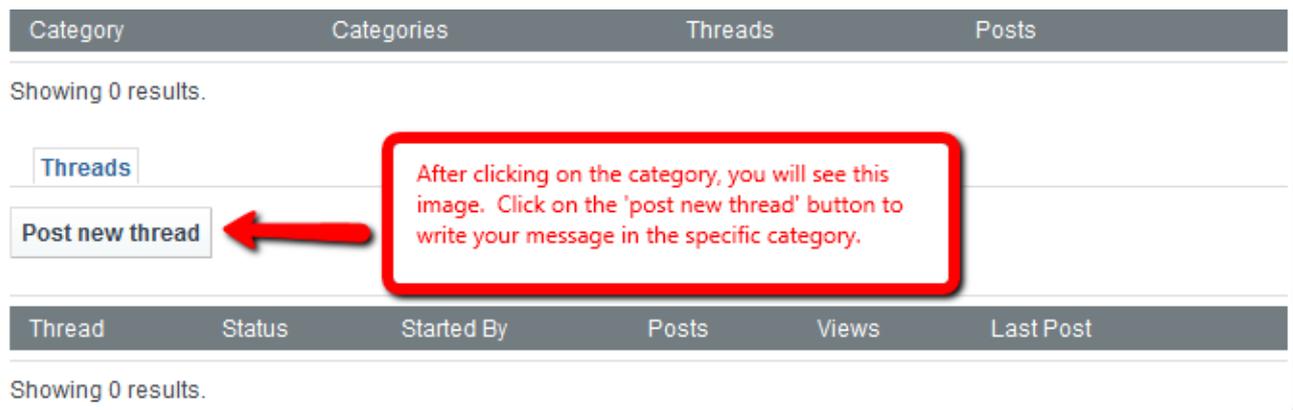
Categories My posts My subscriptions Recent posts Statistics

Search Search categories Add category

Category	Categories	Threads	Posts	Actions
<a href="#">How well do you know France Quiz</a> Answer the questions that your French partners have prepared for you:)				Actions
<a href="#">How well do you know Germany Quiz</a> Answer the questions that your German partners have prepared for you:)				Actions
<a href="#">How well do you know Greece Quiz</a> Answer the questions that your Greek partners have prepared for you:)	0	0	0	Actions
<a href="#">How well do you know Poland Quiz</a> Answer the questions that your Polish partners have prepared for you:)	0	0	0	Actions

Annotations:  
- Red arrow points to the "Add category" button.  
- Red box: "If you want to initiate a new discussion in the forum, you click on the 'add category' button'"

## 2nd step



Category Categories Threads Posts

Showing 0 results.

Threads

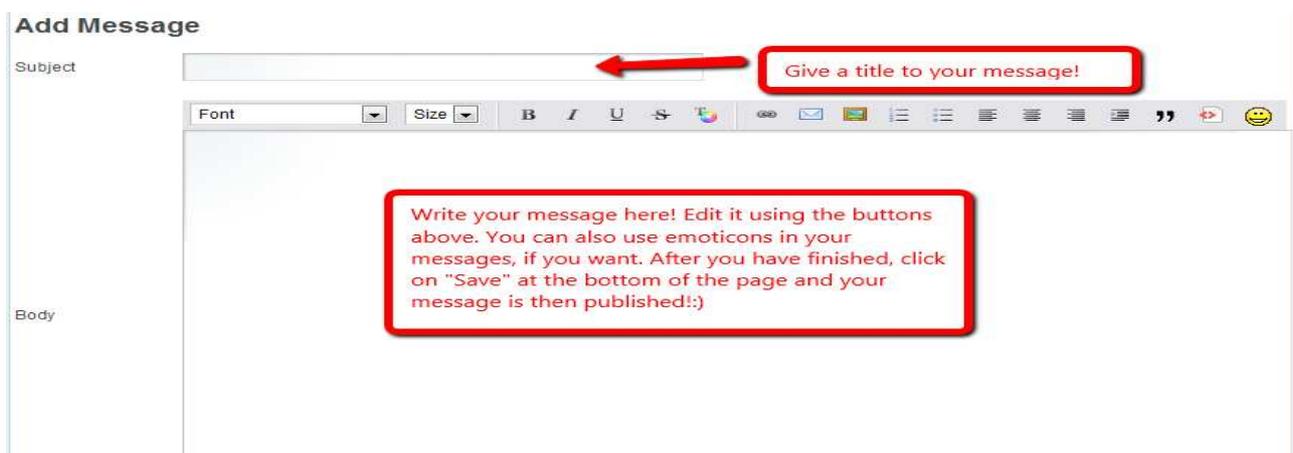
Post new thread

After clicking on the category, you will see this image. Click on the 'post new thread' button to write your message in the specific category.

Thread Status Started By Posts Views Last Post

Showing 0 results.

## 3rd step



Add Message

Subject

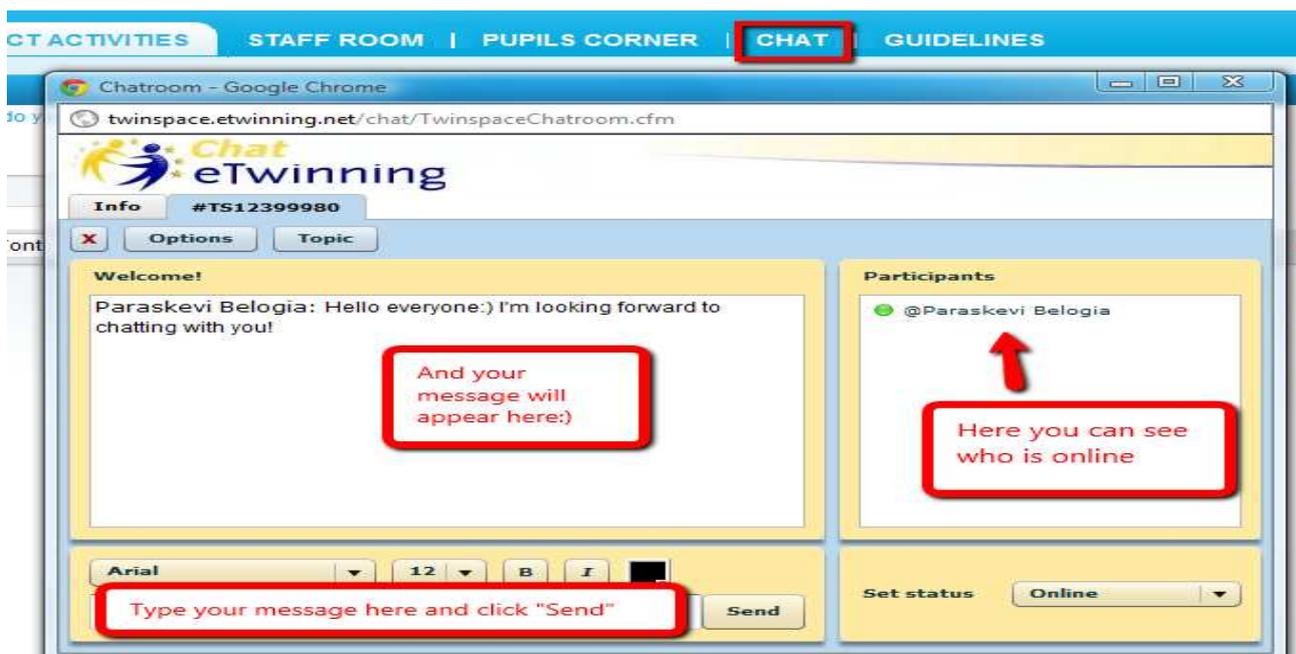
Give a title to your message!

Font Size B I U [Rich Text Editor Icons]

Body

Write your message here! Edit it using the buttons above. You can also use emoticons in your messages, if you want. After you have finished, click on "Save" at the bottom of the page and your message is then published!:

12. Finally, use the chat room and chat with your partners on line. It will be great fun for all of you 😊



ACT ACTIVITIES STAFF ROOM | PUPILS CORNER | CHAT GUIDELINES

Chatroom - Google Chrome

twinspace.etwinning.net/chat/TwinspaceChatroom.cfm

eTwinning Chat

Info #TS12399980

Welcome!

Paraskevi Belogia: Hello everyone :) I'm looking forward to chatting with you!

And your message will appear here:)

Participants

@Paraskevi Belogia

Here you can see who is online

Arial 12 B I

Type your message here and click "Send" Send

Set status Online

13. Good Luck to all of you, we are looking forward to meeting you online!