

HOW TO USE THE TWINSPACE

Irina Vasilescu

Daniela Arghir

eTwinning ambassadors

eTwinning Contact Seminar

22-24 April 2010

Oradea, Romania

Today's workshop activities:

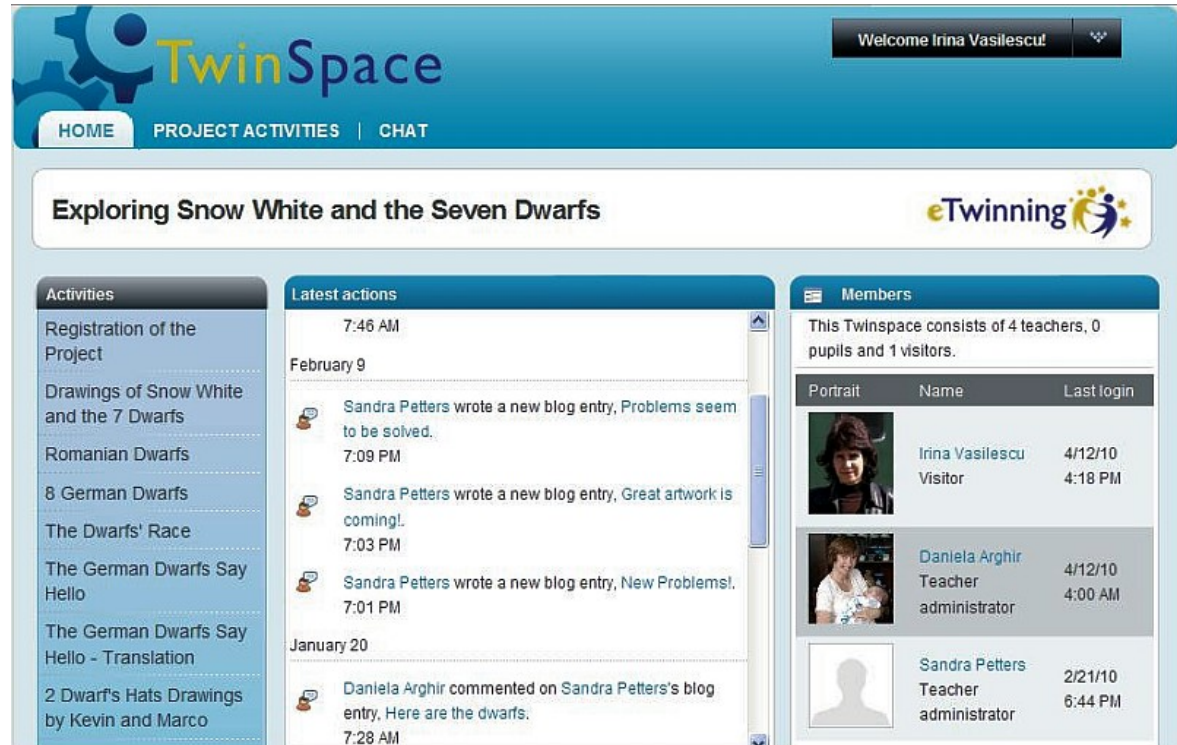
- **Twinspace tools presentation**
- **Examples of using the various tools**
- **Hands-on practice and role playing**

■ an online environment where teachers and pupils can work collaboratively;

■ each registered eTwinning project has its own TwinSpace;

■ a safe place where pupils may work (i.e., a restricted area only accessible by a username and password);

• a fixed structure: Homepage, Project Activities, Staff Room, Pupils' Corner, Chat.



The screenshot shows a web interface for a TwinSpace project. At the top, there is a navigation bar with 'HOME', 'PROJECT ACTIVITIES', and 'CHAT'. A welcome message for 'Irina Vasilescu' is displayed in the top right. The main title of the project is 'Exploring Snow White and the Seven Dwarfs'. Below the title, there are three main sections: 'Activities', 'Latest actions', and 'Members'.

Activities:



- Registration of the Project
- Drawings of Snow White and the 7 Dwarfs
- Romanian Dwarfs
- 8 German Dwarfs
- The Dwarfs' Race
- The German Dwarfs Say Hello
- The German Dwarfs Say Hello - Translation
- 2 Dwarf's Hats Drawings by Kevin and Marco

Latest actions:

- 7:46 AM
- February 9
 - Sandra Petters wrote a new blog entry, Problems seem to be solved. 7:09 PM
 - Sandra Petters wrote a new blog entry, Great artwork is coming!. 7:03 PM
 - Sandra Petters wrote a new blog entry, New Problems!. 7:01 PM
- January 20
 - Daniela Arghir commented on Sandra Petters's blog entry, Here are the dwarfs. 7:28 AM

Members:

This Twinspace consists of 4 teachers, 0 pupils and 1 visitors.

Portrait	Name	Last login
	Irina Vasilescu Visitor	4/12/10 4:18 PM
	Daniela Arghir Teacher administrator	4/12/10 4:00 AM
	Sandra Petters Teacher administrator	2/21/10 6:44 PM



- **As a classroom:** a place for pupils to share files and discuss, both in real time (using the chat) or over time (using the forum).
- **As a staff room:** for teachers to plan and discuss their activities.
- **As a portfolio:** a storage unit, for all the project documentation (it allows an unlimited number of files, each up to 20 Mb). All the partners have access to the project portfolio, therefore collaboration is enhanced.
- **As a showcase:** to publish the results for the view of colleagues, parents and the greater community. Public TwinSpaces have their own unique web link.



■ News:

- the Homepage - what is happening?

■ Work:

- Activities – collaboration and sharing
- Staff Room – planning
- Pupils Corner – communication and fun

■ Chatting

- Chat – real-time discussions

Activities: what are we doing?

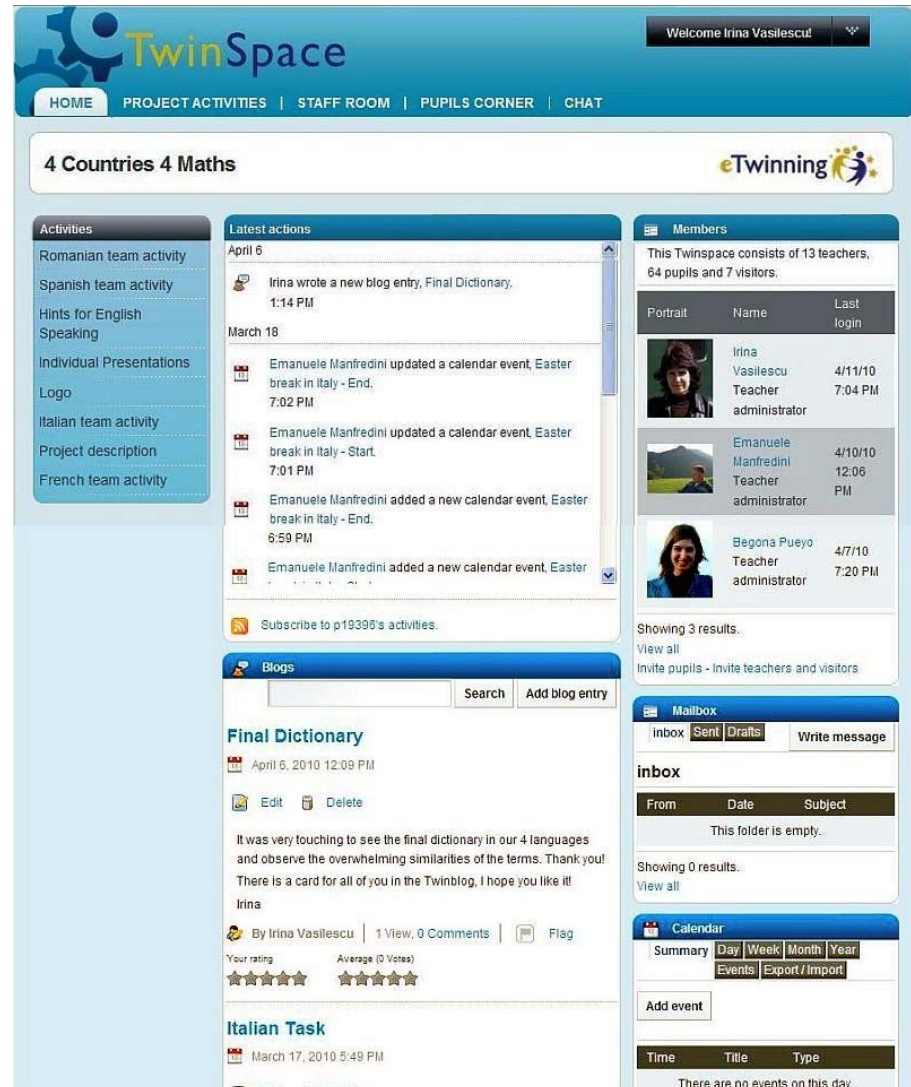
Members: who takes part? Inviting new members, changing rights.

Latest actions: what's new?

Mailbox: internal messaging system

Calendar: deadlines and holidays




Blog: record the development of the project



The screenshot shows the TwinSpace homepage for a project titled "4 Countries 4 Maths". The page features a navigation menu with links for HOME, PROJECT ACTIVITIES, STAFF ROOM, PUPILS CORNER, and CHAT. A welcome message for Irina Vasilescu is displayed in the top right corner.

The main content area is divided into several sections:

- Activities:** A list of activities including Romanian team activity, Spanish team activity, Hints for English Speaking, Individual Presentations, Logo, Italian team activity, Project description, and French team activity.
- Latest actions:** A list of recent actions, including blog entries and calendar updates by Emanuele Manfredini.
- Members:** A table showing the project's membership:

Portrait	Name	Last login
	Irina Vasilescu Teacher administrator	4/11/10 7:04 PM
	Emanuele Manfredini Teacher administrator	4/10/10 12:06 PM
	Begona Pueyo Teacher administrator	4/7/10 7:20 PM
- Mailbox:** A section for internal messaging, currently showing an empty inbox.
- Calendar:** A section for project events, currently showing no events for the day.
- Blog:** A section for project updates, featuring a blog entry titled "Final Dictionary" by Irina Vasilescu, dated April 6, 2010. The entry discusses the final dictionary in four languages and includes a rating system.



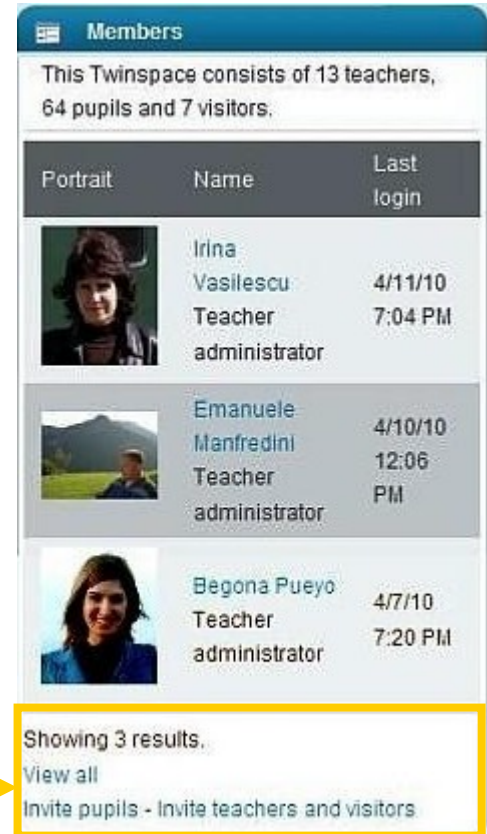
- You can add members to the Twinspace whenever you like. Every member can create his/her own profile.
- To invite members, go to the TwinSpace Members box from the Homepage and click on: **Invite pupils**, or **Invite teachers**, or **Invite visitors**.
- Teacher members and administrators can also be invited **via the Desktop**.



- Teachers receive the invitation in their personal email inbox.
- Pupils do not need to have an email address: the system will immediately generate the login name and password.
- The teacher inviting them will receive a confirmation email.
- The students will login with the Homepage URL or at
<http://new-twinspace.etwinning.net/web/guest>
- Pupils cannot change their password.



TwinSpace members can have different rights. You can change these roles at any time.

- **Teacher administrator:** full project partner,
- **Teacher member:** some editing rights,
- **Visitor:** viewing rights only,
- **Pupil administrator:** project coordinator rights,
- **Pupil member:** can take part in forums, chat, Pupils' Corner



Members

This Twinspace consists of 13 teachers, 64 pupils and 7 visitors.

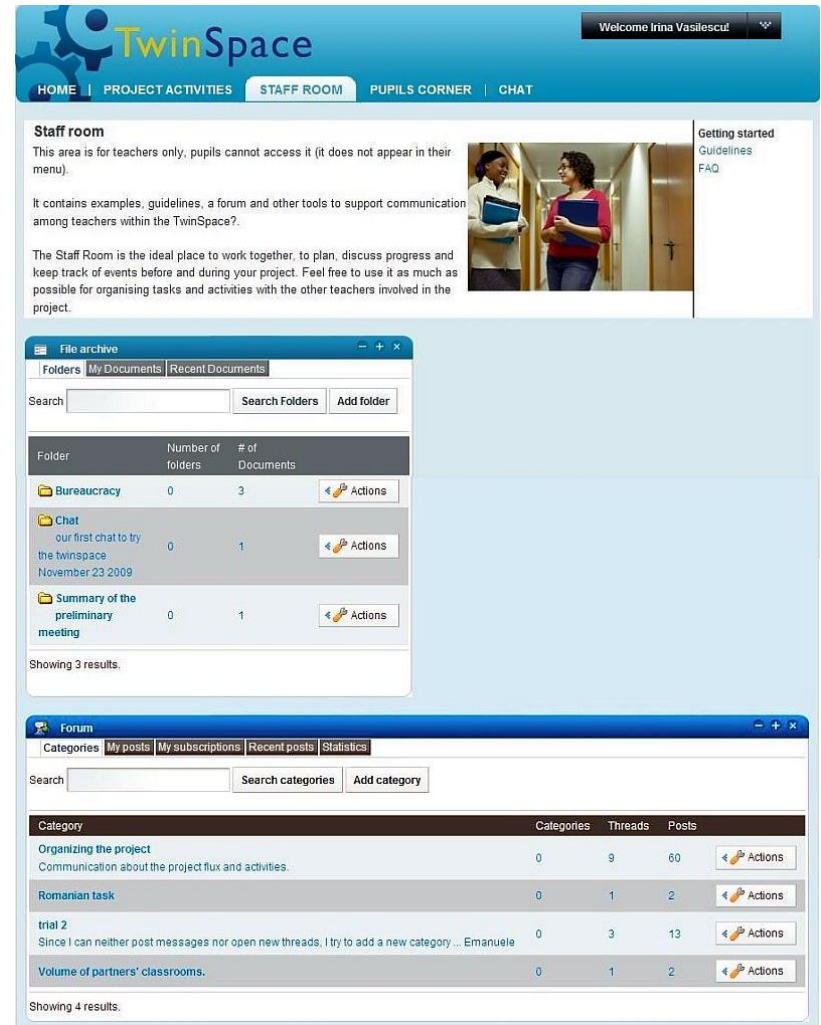
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Showing 3 results.
[View all](#)
[Invite pupils - Invite teachers and visitors](#)



Staff Room- a place where teachers can:

- Plan and reflect on the activities
- Share ideas, documents, resources
- Evaluate the project
- Get help
- Exchange information
- Socialize



The screenshot shows the TwinSpace Staff Room interface. At the top, there is a navigation bar with links for HOME, PROJECT ACTIVITIES, STAFF ROOM (selected), PUPILS CORNER, and CHAT. A welcome message for Irina Vasilescu is visible in the top right corner.

The main content area is titled "Staff room" and includes a description: "This area is for teachers only, pupils cannot access it (it does not appear in their menu). It contains examples, guidelines, a forum and other tools to support communication among teachers within the TwinSpace?." Below this, there is a photo of two women in a hallway and a "Getting started" sidebar with links for Guidelines and FAQ.

Two windows are open over the main content:

- File archive window:** Shows a table of folders and documents.

Folder	Number of folders	# of Documents	Actions
Bureaucracy	0	3	Actions
Chat our first chat to try the twinspace November 23 2009	0	1	Actions
Summary of the preliminary meeting	0	1	Actions
- Forum window:** Shows a table of forum categories.

Category	Categories	Threads	Posts	Actions
Organizing the project Communication about the project flux and activities.	0	9	60	Actions
Romanian task	0	1	2	Actions
trial 2 Since I can neither post messages nor open new threads, I try to add a new category ... Emanuele	0	3	13	Actions
Volume of partners' classrooms.	0	1	2	Actions



- Click on 'Project Activities' in the top bar and then on 'Manage pages' (this is valid only if you are an Administrator of the TwinSpace).
- The system will ask for the name of the new page: so you will have to write the name in the box provided and then click on the button „Add“.
- You can make the new page public or keep it private.
- This is also the place where you can hide the published pages or delete the pages.

Welcome Irina Vasilescu! ▼

TwinSpace

[HOME](#) | [PROJECT ACTIVITIES](#) | [STAFF ROOM](#) | [PUPILS CORNER](#) | [CHAT](#)

Activities

Add new page:

Romanian team activity

Spanish team activity

Hints for English Speaking

Individual Presentations

Logo

Italian team activity

Project description

Welcome to the Activities section!

In this section you can organise all your project's activities.


Tip: Click on 'Manage pages' and create a page for each new activity. Once you've created a new activity, add tools to it by going to your 'Welcome message' and clicking on 'Add application'. The following tools are available

- Forum
- File archive
- Image gallery
- Blogs
- Wiki

Click on 'publish' to make the page visible also without login. To access the public TwinSpace use the URL of the home page and replace 'home' with 'welcome'.

For instance
<http://new-twinspace.etwinning.net/web/p???/welcome>
 instead of
<http://new-twinspace.etwinning.net/web/p???/home>

Click on 'delete' to delete the page and all its content.





Once the page is created, you can then customize it choosing the application(s) you will need for that particular activity. For doing this you need to enter into your empty page and then click on the black button at the top right hand corner, selecting the option “Add applications”.

You will see that on the left hand side of your screen this window will appear.

Click on the buttons at the side of collaboration or Content Management to see the different tools available.

A screenshot of the TwinSpace web interface. On the left, there is a sidebar with an 'Add Application' window. This window has two sections: 'Collaboration' with options for Blogs, Forum, and Wiki; and 'Content Management' with options for File archive, Image gallery, and Web content display. Below these is a note: 'Drag a portlet to place it on the page.' The main area shows the 'TwinSpace' header with navigation tabs for HOME, PROJECT ACTIVITIES, STAFF ROOM, PUPILS CORNER, and CHAT. A user profile for 'Irina Vasilescu' is visible in the top right. Below the header, there is a 'Project description' section and a list of activities including 'Romanian team activity', 'Spanish team activity', 'Hints for English Speaking', 'Individual Presentations', 'Logo', 'Italian team activity', 'Project description', and 'French team activity'.

You can click and drag onto the page the application you are interested in.

Before adding tools, think about how the activity will benefit from them. Less is more!



- **Blog** (anyone can post messages and comment)
- **Forum** allows threaded discussion
- **Wiki** (a collaborative publishing page)
- **File archive** allows different files uploads
- **Image gallery** for uploading pictures
- The **Web Content Display** allows the creation of a Content box and embedding videos, slideshows etc.

Activities

- Wiki
- Video File Archive
- Image Gallery
- Blogs

Wiki

Wiki

FrontPage | Recent changes | All pages | Orphan Pages Search

FrontPage » Water »

Boiling water

 [Edit](#)  [Details](#)  [Print](#)



Boiling water at 68°C

There is a problem with this first video:
We do not clearly see the suction pipe of the air in the bottle.
We might think that the pipe plunges into the water
So the pump would blow the air in the water, causing bubbles!



- The Pupils Corner is an area where the pupils ask questions to each other, share information and develop friendships.
- It's important to encourage them to use this space particularly at the beginning of the project: in this way they will get to know each other and they will familiarise themselves with the TwinSpace tools .
- Teachers only have viewing rights. Teacher Administrators can moderate the area.
- The tools are the same as in the Project Activities section, but the topics for discussions could be quite different: music, video games, latest fashion, etc. The pupils themselves will decide how they want to get to know their partners.


TwinSpace
Welcome Irina Vasilescu! ▼

HOME | PROJECT ACTIVITIES | STAFF ROOM | PUPILS CORNER | CHAT

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.



⋮ - + x

Select existing web content or add some web content to be displayed in this portlet.

- + x

Image gallery

Folders My Images Recent Images

Add folder

- + x

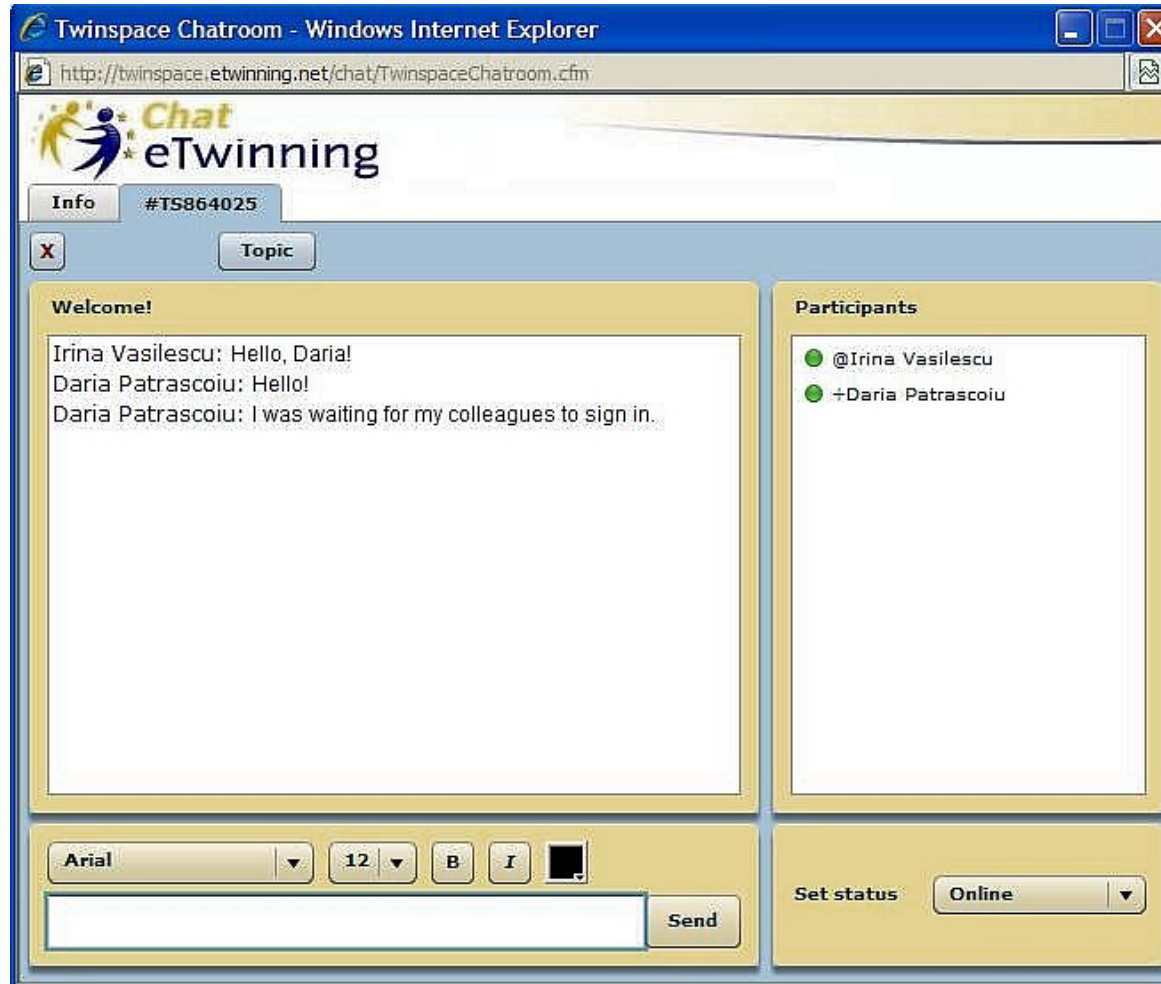
Forum

Categories My posts My subscriptions Recent posts Statistics

Search Search categories

Add category

Category	Categories	Threads	Posts	
For the Students				
This is your forum	0	6	16	⏪ Actions
Introduce yourself	0	12	12	⏪ Actions

A screenshot of a web browser window titled "Twinspace Chatroom - Windows Internet Explorer". The address bar shows "http://twinspace.etwinning.net/chat/TwinspaceChatroom.cfm". The page header includes the eTwinning logo and the word "Chat". Below the header, there are tabs for "Info" (containing "#TS864025") and "Topic". The main chat area is divided into two panels: "Welcome!" on the left and "Participants" on the right. The "Welcome!" panel contains a text box with the following messages: "Irina Vasilescu: Hello, Daria!", "Daria Patrascoiu: Hello!", and "Daria Patrascoiu: I was waiting for my colleagues to sign in...". The "Participants" panel shows a list of two users: "@Irina Vasilescu" and "+Daria Patrascoiu", each with a green online indicator. At the bottom of the chat area, there is a text input field with a "Send" button. To the right of the input field, there is a "Set status" dropdown menu currently set to "Online". The bottom of the chat area also features a toolbar with options for font (Arial), size (12), bold (B), italic (I), and a color selection box.



How can you do it?

Use the Blog on the Homepage and the Project Diary from the very onset of the project in order to keep a logbook with your partner(s). It will enable you to:

- get the most from your work in partnership by communicating your specific experiences,;
- make note of the practices that you implement as you go along throughout the project;
- prepare all the elements needed to easily create your project report, to write a presentation in order to receive a Quality Label and/or enter a competition;
- learn from your experience and create resources to share this knowledge.



1. Get access and navigate in the TwinSpace;
2. Invite a pupil;
3. Create a new page;
4. Add applications;
5. Create posts in the forum, blog, wiki etc.
6. Web Content display: add a photo or embed a YouTube video;
7. Publish, unpublish.
8. Ask a question in the Chat.