

eTwinning



TwinSpace Guidelines

Introduction to your Twinspace



Education and Culture DG

Lifelong Learning Programme



BEFORE YOU START	4
1. GET STARTED: Browse Your New Twinspace	5
Homepage	5
Other Sections	6
2. BUILD YOUR TWinspace.....	8
Invite other members.....	8
Assigning user rights.....	8
Know each other	9
Develop the Project Activities section.....	10
Set up a new activity page.....	11
Working together	12
Communicating	12
Pupils Corner	12
Make your work known	13
How can you do it?.....	13
3. AND NOW?.....	16
1) Pedagogical Innovation and Creativity.....	16
2) Curricular Integration	16
(3) Collaboration between partner schools	16
(4) Creative use of ICT	16
(5) Sustainability and Transferability.....	17
(6) Results and Benefits.....	17

4. SUPPORT 18

BEFORE YOU START

You have found a partner, you have planned and registered a project and it has been approved by the National Support Services. Now you have a brand new **TwinSpace**. The TwinSpace is the work area for your project; it is an instrument that really encourages and facilitates collaboration, communication, sharing and interaction amongst pupils. It also places the pupils at the centre of the collaboration activity.

You might like to think of it as your private club. You, your partners and your pupils will be the main users of the TwinSpace but, you can still invite other people so that they may have access to this work area, such as other teachers from countries not participating in eTwinning, experts from museums or from professional or cultural organizations, etc. It simply depends on the aim and focus of your project.

You might also like to invite parents, or your school leader to come and have a look or decide to make the Homepage and Activities section of your TwinSpace public so that the wider school community can benefit from your experience, as well as you having a great way to proudly show what your pupils have achieved thanks to your help.

1. GET STARTED: Browse Your New Twinspace

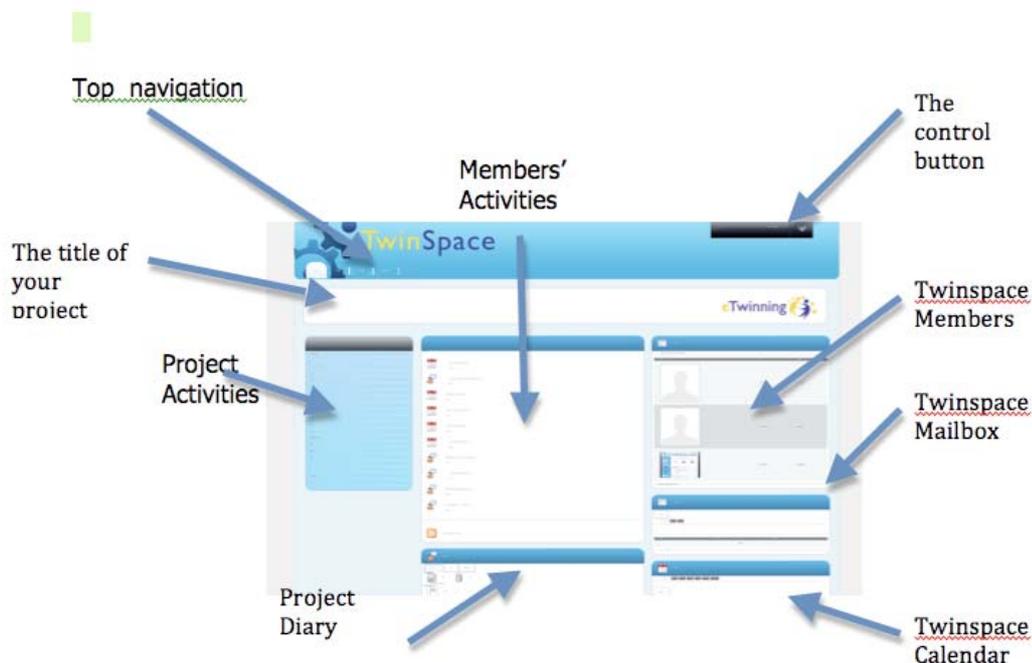
Each TwinSpace has a fixed structure composed of:

Homepage | Project Activities | Staff Room | Pupils Corner | Chat |

- Various sections accessible from the top bar:
- Pages created and customised by the administrators within the Project Activities Section (by default this section has no pages)

Homepage

When you first login, you will end up in the Homepage. Its structure is described in the picture below



The page is composed of a series of boxes which provide all the functions that relate to the management of your project:

TwinSpace members: This displays all the members of the TwinSpace. It is the place where administrators can invite new members (teachers, pupils or visitors) and change their rights.

TwinSpace mailbox: This is an internal messaging system. You can receive and send messages to other TwinSpace members.

TwinSpace Calendar: Here you can indicate deadlines for project tasks or make known to other members when you are not available, when your school is closed for holidays, and/or any other information related to a particular date that can be relevant for your project.

Homepage Blog: Here you can record the development of the project, noting changes of plans, or difficulties that you have encountered or instead something that worked particularly well.

Members Activities: This is the central part registers any changes or additions or any other activities carried out by the members of the TwinSpace

The black Welcome button at the top right corner of your page (control button) allows you to sign in and log out and see or edit information relating to your Profile. In other sections of the TwinSpace the welcome button will show the additional option 'add application' used to customise the pages of your Activity section.

Other Sections

From the Homepage, by using the navigation bar, you can access all the other sections of the TwinSpace:

The **Project Activities** section is where the project work takes place, with the participation of pupils and Teachers.

The **Staff Room** is a place reserved to teachers and where pupils do not have access.

The **Pupils Corner** is where pupils can interact with each other and exchange material not necessarily connected with their school project.

Clicking on the **Chat** allows you to have a conversation with all the members of the same TwinSpace. In order to 'chat', members must click on Chat and be in the chatroom at the same time.

2. BUILD YOUR TWinspace

As soon as you are familiar with the basic structure of the new TwinSpace, you can start filling it with people and content.

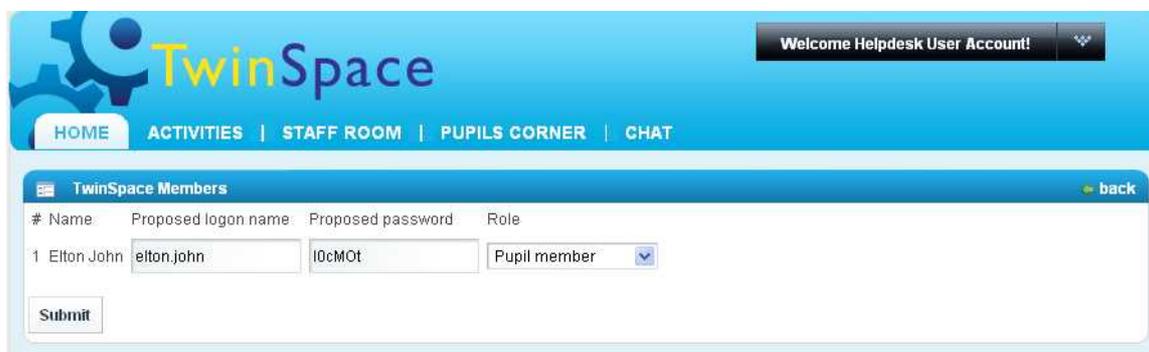
Invite other members

First of all, you need to invite your pupils and other teachers that are going to work with you in the TwinSpace. You can add members to the Twinspace whenever you like.

To invite members, go to the TwinSpace Members box from the Homepage and click on:

Invite pupils, or invite teachers, or invite visitors.

There is a difference in inviting teachers and inviting pupils. Teachers receive the invitation in their personal email inbox, whilst pupils do not need to have an email address: the system will immediately generate the login name and password, which will be displayed on the screen.



The screenshot shows the TwinSpace interface. At the top, there is a navigation bar with links for HOME, ACTIVITIES, STAFF ROOM, PUPILS CORNER, and CHAT. A user account notification in the top right corner reads "Welcome Helpdesk User Account!". Below the navigation bar is a "TwinSpace Members" section with a "back" link. This section contains a table with the following columns: #, Name, Proposed logon name, Proposed password, and Role. The table has one row with the following data: # 1, Name Elton John, Proposed logon name elton.john, Proposed password I0cM0t, and Role Pupil member. A "Submit" button is located below the table.

#	Name	Proposed logon name	Proposed password	Role
1	Elton John	elton.john	I0cM0t	Pupil member

Tip:

Given that the system provides passwords that are difficult to remember, you can change them to whatever you like, provided that they are not shorter than 5 characters and not longer than 8 characters. In any case, make a note of them, or alternatively take a screen shot of the page, especially if you are inviting many pupils at the same time. Then print the page, cut it into strips then distribute them to each individual pupil that you have invited with a link to <http://new-twinspace.etwinning.net>.

Remember that pupils cannot change their password.

TwinSpace members can have different rights. If you are not certain, or you don't remember the rights of a certain member, you can always refer to the TwinSpace members list which displays next to the name and photograph the member's role in the TwinSpace. When adding your pupils to the TwinSpace, you must first decide what user rights you wish to attribute to them. If needed, you can change these roles at any time.

- Pupil Member: can participate in the "Pupils' Corner", reply to forum posts, participate in group chats.
- Pupil Administrator: can do the above and create "Activities" areas and post files and photos.

Tips:

- Give administrator rights pupils so that they are able to take ownership of the design and progress of the TwinSpace (especially for older pupils).
- Give administrator rights to some pupils with a certain managerial role in the project.
- Give member rights to pupils when working in a large group with a set of defined tasks to accomplish (especially for younger pupils).

Know each other

Once you (teachers) and your pupils have access to the TwinSpace, everyone can get started on the following:

- Create your profile: Each member of the TwinSpace can create their personal profile by uploading a photo of themselves, describing their interests, hobbies, favorite foods, etc. (Nota bene: All pupil profile information remains private to the TwinSpace and will not be visible elsewhere should you choose to publish your TwinSpace).
- Get to know each other: Teachers and pupils can browse the profiles of their classmates and partners to learn about them. They can also get in touch by sending an internal mail message or writing a wall post.

Develop the Project Activities section

The **Project Activities** section is where you *develop* your project.

Together with the Home page is the only section of the TwinSpace that you can make public, that is any Internet user can see this page.

You, together with your pupils and your partner teachers with their class will define the structure of the project and therefore the activities that will take place. It is self evident that all members have to agree amongst themselves the overall structure of the project and consequently of the TwinSpace, otherwise the activities section will result in a collection of uncoordinated pages that will not be linked in an overall design.

The 'Project Activities' will be different in each TwinSpace, because they will reflect the pedagogical objectives and the structure of each individual project.

Pages can be created and named for instance according to the different projects components (see for example the eTwinning modules

<http://www.etwinning.net/en/pub/inspiration/modules.htm>), or according to the Taxonomy of the main topic of the project; for instance, if the project deals with 'Seasons of the year', you might have sections for Winter, Spring, Summer and Autumn; if the project relates to measurements, you could organise your activities in 'weight', 'length', 'temperature', etc.

Tip

You could organize the development of your project, and consequently the activities section, taking inspiration from "the five stage model" developed by Gilly Salmon, (<http://www.atimod.com/e-moderating/5stage.shtml>) which organizes activities according to a developmental design. The first stage will provide for Access and motivation; for example activities that will make your student become familiar with the TwinSpace and that will arouse their curiosity and interest, something that will make them think that the project is interesting and fun.

The second stage will provide for Online socialization; therefore activities that can encourage a strong interaction between the pupils of the different classes participating in the project. The third Informal exchange will provide for pupils providing to their partners information on the topic of the project. The fourth knowledge construction, might involve the organization of different groups of pupils working together on different tasks. Finally Development when pupils can pursue learning by themselves.

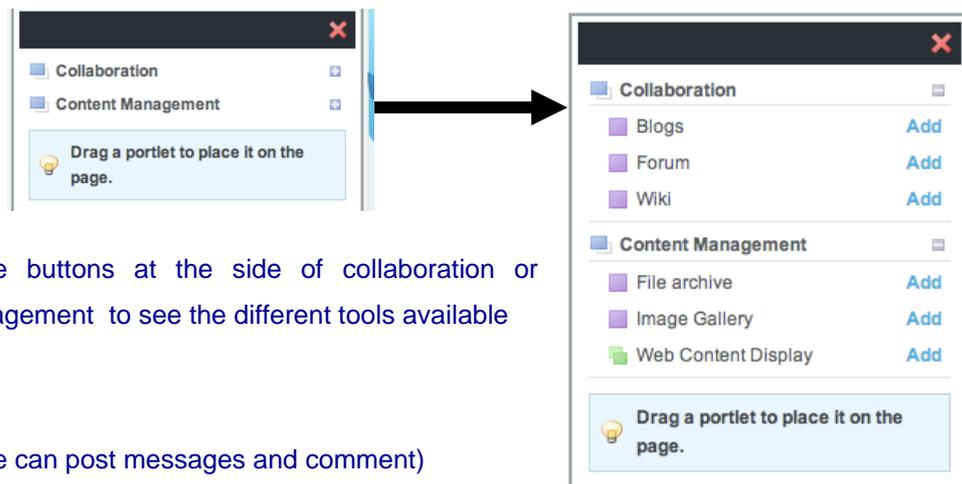
Set up a new activity page

To set up a new page, 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'.

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 ContentManagement to see the different tools available

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

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

We suggest before adding tools, you think about how the activity will benefit from them. Less is more!

Working together

Communicating

Over the course of the project, pupils and teachers can be involved in a great number of activities throughout the TwinSpace. They can work independently or as a group, depending on the activities set up by the administrators of the TwinSpace.

The TwinSpace allows a high level of interaction both for the teachers, who can meet in private in the Staffroom and for the Pupils who can familiarise with their peers in the Pupils Corner.

In the Activities section mixed group of pupils and teachers of different nationalities can work together developing a Wiki on any chosen topic relevant for the school curriculum. They can discuss together in a forum, they can make comments to entries posted in a blog: the only limitation could be not seeing the enormous potential for collaboration that this system allows.

Tip

Whatever you do, try to work together and not in parallel with your partners, otherwise you may really miss out on an opportunity to enjoy European collaboration to its fullest. Another piece of advice, try to maintain the exchanges in the **Activities section** focused on the project. For informal exchanges, encourage your pupils to use the chat or messaging system.

Pupils Corner

The Pupils Corner is the dedicated area of the TwinSpace for “pupils only”. It is intended as the area where the pupils themselves pose questions to each other, share information and develop friendships - perhaps outside of the project work plan. It will be important to encourage your pupils 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 tools available in the TwinSpace.

Teachers can of course enter the corner, but only with viewing rights. Thus, it remains an area for the pupils, by the pupils. Teacher Administrators can moderate the area.

The tools available are the same as those in the Project Activities section, but the

topics for discussions could be quite different, such as music, video games, latest fashion, etc. The pupils themselves will decide how they want to get to know peers of a different nationality.

Staff Room

Teachers can collaborate as well on a different level in the Staff Room. They can have exchanges relating to the planning of their project, they can reflect together on different pedagogical approaches, they can evaluate the development of the project, they can exchange interesting articles or other type of information... and why not, they too can socialise with their colleagues having the kind of conversation you might have sitting at a table over a cup of coffee.

Make your work known

If you run an eTwinning project, that means you are someone who wants to provide his or her pupils with the best chances of succeeding by offering them the possibility to exchange, to share, to cooperate and to broaden their horizons.

By running this type of project you are making a specific contribution to improving the quality of teaching. Maybe you are not aware of it, but the practices you carry out in your projects, whether they are simple or complex, are *teaching treasures* and techniques that deserve to be shared and should be *made known to and recognised* by the whole of the European educational community.

Enter a network-based work dynamic that changes everyone's day-to-day professional life which mutually enriches know-how and provides invaluable assistance to teachers who are new to the field.

How can you do it?

USE THE BLOG ON THE HOMEPAGE FOR KEEPING A LOGBOOK

Use the Blog on the Homepage 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, your points of view, your questions and your thoughts;

make note of the practices that you implement as you go along throughout the project: the initial working plan, then activities, instructions, results, problems encountered/overcome, your thoughts, issues, successes.. and whatever else you believe is important to share with the other partners;

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 (see below);

learn from your experience and create resources to share this knowledge, (see below)

A project is always an individual and collective venture and so keeping a logbook enables you to map out the itinerary, to make note of any discoveries and to identify the knowledge that this venture has enabled you to create. Without having to spend too much time on it, only 15-30 minutes per week, the Project Diary (in your Desktop) will simultaneously serve as the tool used for:

- communication between the project's teaching team
- mutual training
- cooperative production of teaching resources that can be shared

PUBLISH YOUR PROJECT'S TWINSPACE

All activated TwinSpaces are visible minimally to persons not logged in the eTwinning Portal. It is up to you to decide how much of your TwinSpace you would like to share with the general public.



It is an important viewing and evaluation system:

- for you,
- for all the project team,
- for the pupils,
- for the partner institutions.

It is also a helpful system for all teachers who need assistance in starting out on this adventure or in improving their practices and are looking for ideas, methods and concrete examples.

3. AND NOW?

In this document we have briefly described how you would “ideally” use your TwinSpace, but of course you can improve on that.

The content published on the TwinSpace is a very important element taken into consideration by juries when you apply for a Quality Label, at national and European level, as well as when you submit an entry for the annual Europe-wide eTwinning Prizes competition.

The TwinSpace provides evidence that you have satisfied the criteria prescribed for the awarding of the Quality Label:

1) Pedagogical Innovation and Creativity

If you have involved your pupils in the planning of the TwinSpace, if you have resisted the temptation of always being in control, if you have delegated some of the responsibilities to your pupils, you have already demonstrated that you have introduced some pedagogical innovation in your teaching.

2) Curricular Integration

If the TwinSpace has been used as a work area in your normal classroom activities, this will constitute good evidence of having satisfied this criteria.

(3) Collaboration between partner schools

The exchanges in the forum, the comments in the blogs, the collaborative writing using the wiki, are all elements which a jury would take into consideration. Make sure that you use the TwinSpace to work together and not just as a repository.

(4) Creative use of ICT

ICT is not an end in itself. Have you been able to discover the pedagogical affordances of tools like blogs, wikis, forums, etc.? Have they been used appropriately for the right

type of activities? Have they been used to their full potential?

(5) Sustainability and Transferability

When you make your TwinSpace public, you set the conditions for your work to benefit other teachers, who can then take inspiration and adapt your experience to their own schools and projects.

(6) Results and Benefits

If you have satisfied all the above criteria, you can be certain that you have produced results and that your pupils will have developed some of the competences that will allow them to be full members of our so-called Knowledge society.

4. SUPPORT

eTwinning is a Community. As in all communities, you can get help and support by all its members.

If you do not know how to do something, check the FAQ first or the Step-by-Step Support.

Should you need additional support, please contact your colleagues, friends in eTwinning and/or National Support Service. You will certainly get the answers you are seeking.

Good luck in your work!

This manual was realised with the support of the eTwinning UK Support Service and the eTwinning German Support Service.