



Polish-Italian Bilateral eTwinning Seminar

«My first project with an eTwinning Ambassador»

”TwinSpace, the virtual classroom
for eTwinning projects”

Monika Khan - Alessandro Ruffino

Gdańsk, 30.03-01.04.2023



Let's talk about...

TwinSpace
the virtual classroom

TwinSpace tools

Tips for TwinSpace design
& management





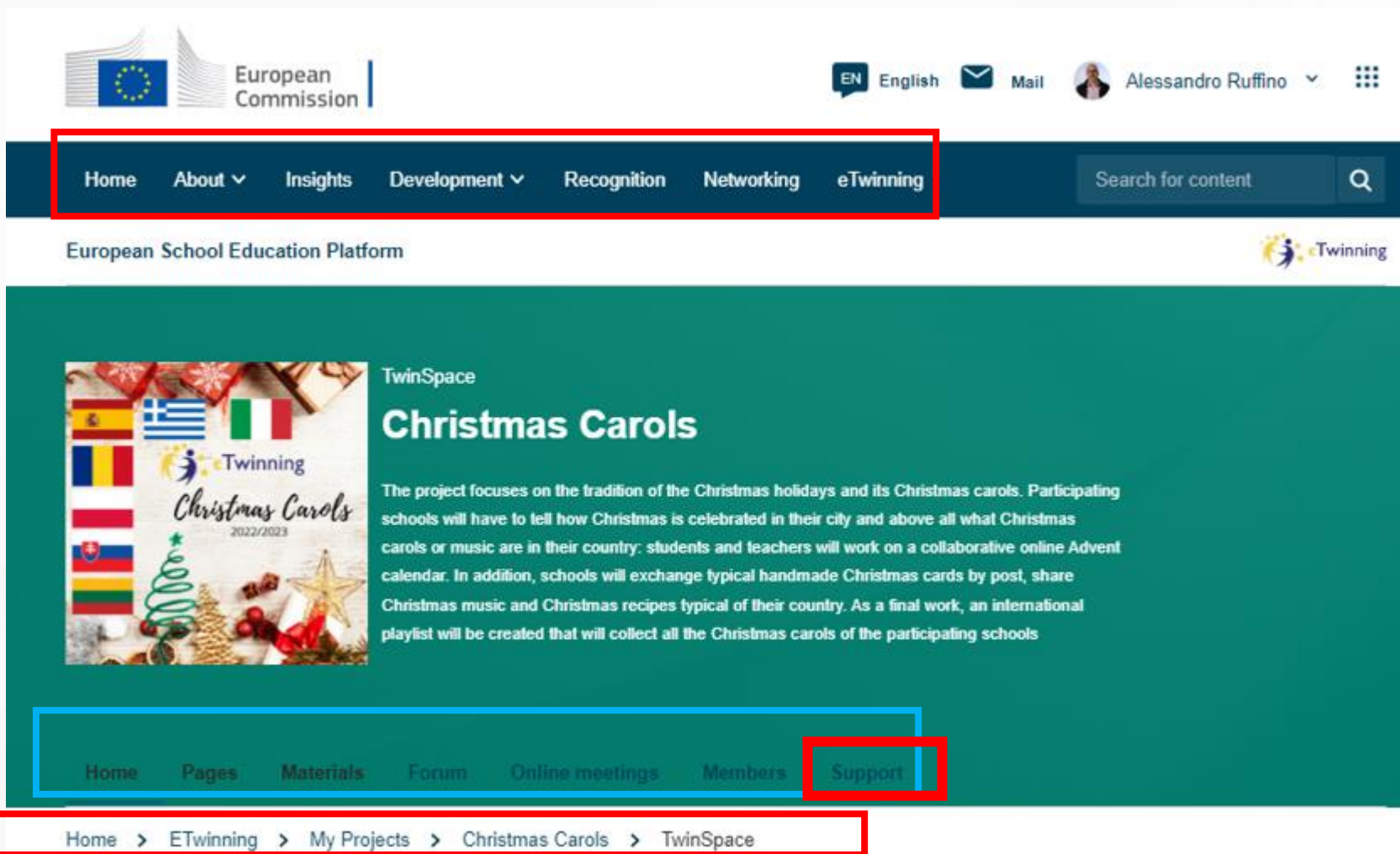
TwinSpace, the virtual classroom

This block shows the top navigation area of the eTwinning website. It includes the European Commission logo, language and mail options, a user profile for Alessandro Ruffino, and a main navigation menu with items like Home, About, Insights, Development, Recognition, Networking, and eTwinning. Below this is a secondary navigation bar for the European School Education Platform with options for Overview, Groups, My Projects, and Support.

TwinSpace is a virtual space where you can carry out your project with your students and partners.

This block displays the 'My TwinSpaces' section of the user interface. It features a header with 'Active', 'Archived', and 'Closed' tabs. Below are three project cards, each with a logo, a title, and a brief description. The first card is titled 'Me, Myself & I (Sva moja lica)', the second is 'Christmas Carols' with the description 'The project focuses on the tradition of the Christmas holidays...', and the third is 'An eco-message through Music' with the description 'Music and songs play an important role in our daily life as they...'. Each card has a vertical ellipsis menu icon in the top right corner.

TwinSpace, the virtual classroom

A screenshot of the eTwinning website. At the top left is the European Commission logo. To its right are language and user options: "EN English", "Mail", and a user profile for "Alessandro Ruffino". A dark blue navigation bar contains links for "Home", "About", "Insights", "Development", "Recognition", "Networking", and "eTwinning", with a search box on the right. Below this is the "European School Education Platform" text and the eTwinning logo. The main content area has a green background and features a "TwinSpace Christmas Carols" project. The project image shows various national flags and the text "Twinning Christmas Carols 2022/2023". A description follows, detailing the project's focus on Christmas traditions and collaborative work. At the bottom, a dark green navigation bar includes links for "Home", "Pages", "Materials", "Forum", "Online meetings", "Members", and "Support". A breadcrumb trail at the very bottom reads "Home > ETwinning > My Projects > Christmas Carols > TwinSpace".

European Commission

EN English Mail Alessandro Ruffino

Home About Insights Development Recognition Networking eTwinning Search for content

European School Education Platform eTwinning

TwinSpace

Christmas Carols

The project focuses on the tradition of the Christmas holidays and its Christmas carols. Participating schools will have to tell how Christmas is celebrated in their city and above all what Christmas carols or music are in their country: students and teachers will work on a collaborative online Advent calendar. In addition, schools will exchange typical handmade Christmas cards by post, share Christmas music and Christmas recipes typical of their country. As a final work, an international playlist will be created that will collect all the Christmas carols of the participating schools

Home Pages Materials Forum Online meetings Members Support

Home > ETwinning > My Projects > Christmas Carols > TwinSpace

TwinSpace tools:

1. **Users**
2. Publication
3. Communication

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chat room

Online meeting

1. Users

Members

Teacher Bulletin

Latest updates

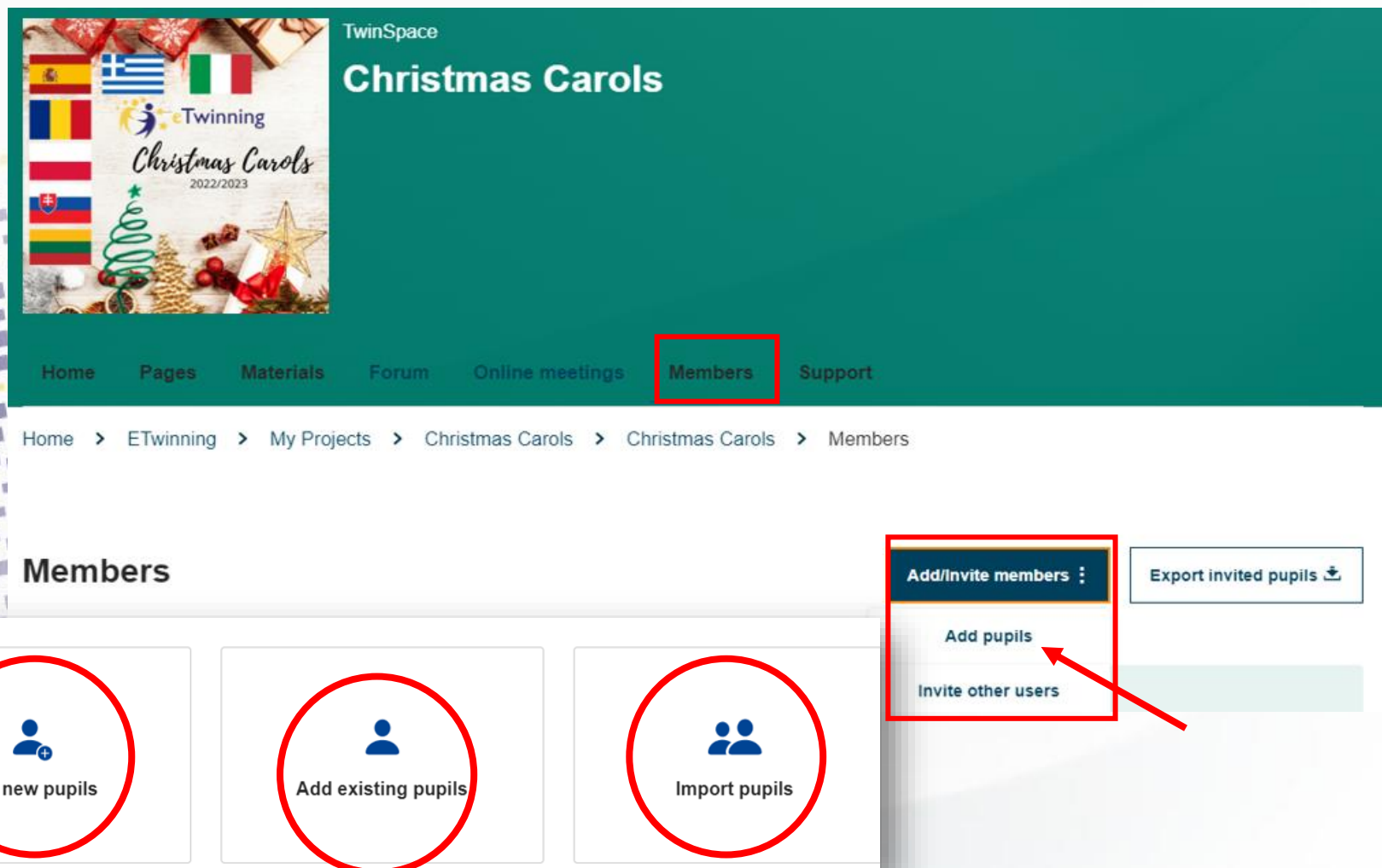
Materials

Pages

Forums

Chat room

Online meeting



TwinSpace
Christmas Carols

Home Pages Materials Forum Online meetings **Members** Support

Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Members

Members

Add new pupils **Add existing pupils** **Import pupils**

Add/invite members Export invited pupils

Add pupils
Invite other users



1. Users

Add new pupils

Generate passwords

Show passwords

First name	Last name	Username	Password	Role	Action
Luca	Italy	Luca.Italy	Pupil	Remove
				Pupil	Add pupil

Add pupils to TwinSpace

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chat room

Online meeting

1. Users

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chat room

Online meeting



Success

Your student(s) is/are successfully added to the TwinSpace.
You can download the passwords cards and hand out to pupils.

[Download password cards](#) 

[Back to members](#)

Working together in Europe pupils



<https://school-education.ec.europa.eu/en>
www.eeppgpfis.tech.ec.europa.eu

Name: Luca Italy

Username: Luca.Italy

Password: 12345678

Role: Pupil



<https://school-education.ec.europa.eu/en>
www.eeppgpfis.tech.ec.europa.eu

Name: Roberta123 Italy

Username: Roberta123.italy

Password: 5yf9PN

Role: Pupil

1. Users

Members

Teacher Bulletin

Latest updates

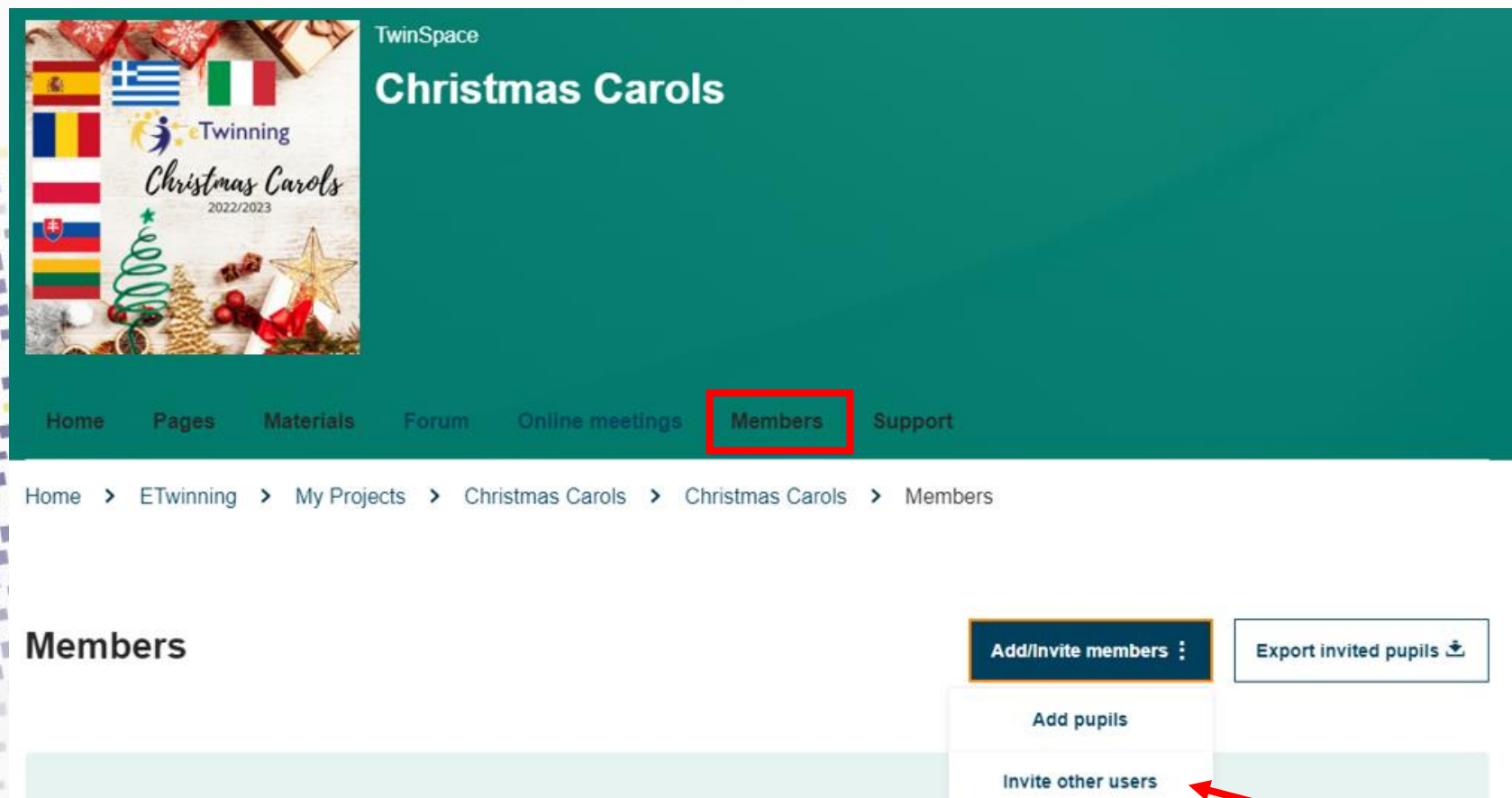
Materials

Pages

Forums

Chat room

Online meeting



TwinSpace

Christmas Carols

Home Pages Materials Forum Online meetings **Members** Support

Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Members

Members

Add/Invite members : Export invited pupils

- Add pupils
- Invite other users

1. Users



Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chat room

Online meeting

users in your contacts

codiglione

Search

Show filters

Invite member

This member is eligible to join the Project (this would send a invitation to join the TwinSpace and the Project).

- Invite member to Project
- Invite member to TwinSpace only

Send invite

Cancel



Anna Codiglione

Last access 04.02.2023

ICS IV "V. Brancati" di Pachino
Milano (Mi), Italy

Invite to TwinSpace

users in ESEP, not in your contacts

BA

Buket asbl

Last access never

Invite to TwinSpace

BB

Buket BARTA

Last access 30.11.2022

Invite to TwinSpace

Invite member

Invite member to join this TwinSpace

TwinSpace role *

- Select -

- Select -

Administrator

Pupil



Buket Göcen

Last access never

ND

Nazmiye Buket Doğan

Last access never

BZ

Buket Zengin

Last access never

TwinSpace tools:

1. Users
2. **Publication**
3. Communication

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting



Publication

Home Pages Materials Forum Online meetings Members Support

Home > ETwinning > My Projects > Christmas Carols > TwinSpace

Overview
Teacher bulletin

Edit twinspace
Create post

Next >

24 Dec 2022
Dear Partners,
Please check the Prezi presentation as it will be used for dissemination for anything you would like me to add in it. Please send me texts or images and I will add them.
Stergiani Agiomamitou

16 Dec 2022
Christmas cards
Christmas cards from Lithuania sent by Postal service to all dear Partners!
They are on their way.
Danguole
Danguole TUMÉNIENE

06 Dec 2022
Xmas cards sent by Postal service
Dear partners,
I have sent the Xmas cards! They are on their way.
Stergiani Agiomamitou

Quicklinks

- Chat room
- Create online meeting
- Create discussion

Online members

Updates

Add new update

Filter results Filter by: All updates

Goodbye!
Alessandro Ruffino 3 weeks ago Pinned

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting



Publication

Post details

* indicates a required field

Title *

Message *

B I U S | Format

Update details

* indicates a required field

Subject *

Message

B I U S | Format | Styles | ✂ | 📄 | 📁 | 📄 | Source | ☰ | ☰ | ☰ | ☰

🔗 | 🗨️ | ☰ | ☰ | ☰ | ☰

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting

Publication

Members

Teacher Bulletin

Latest updates

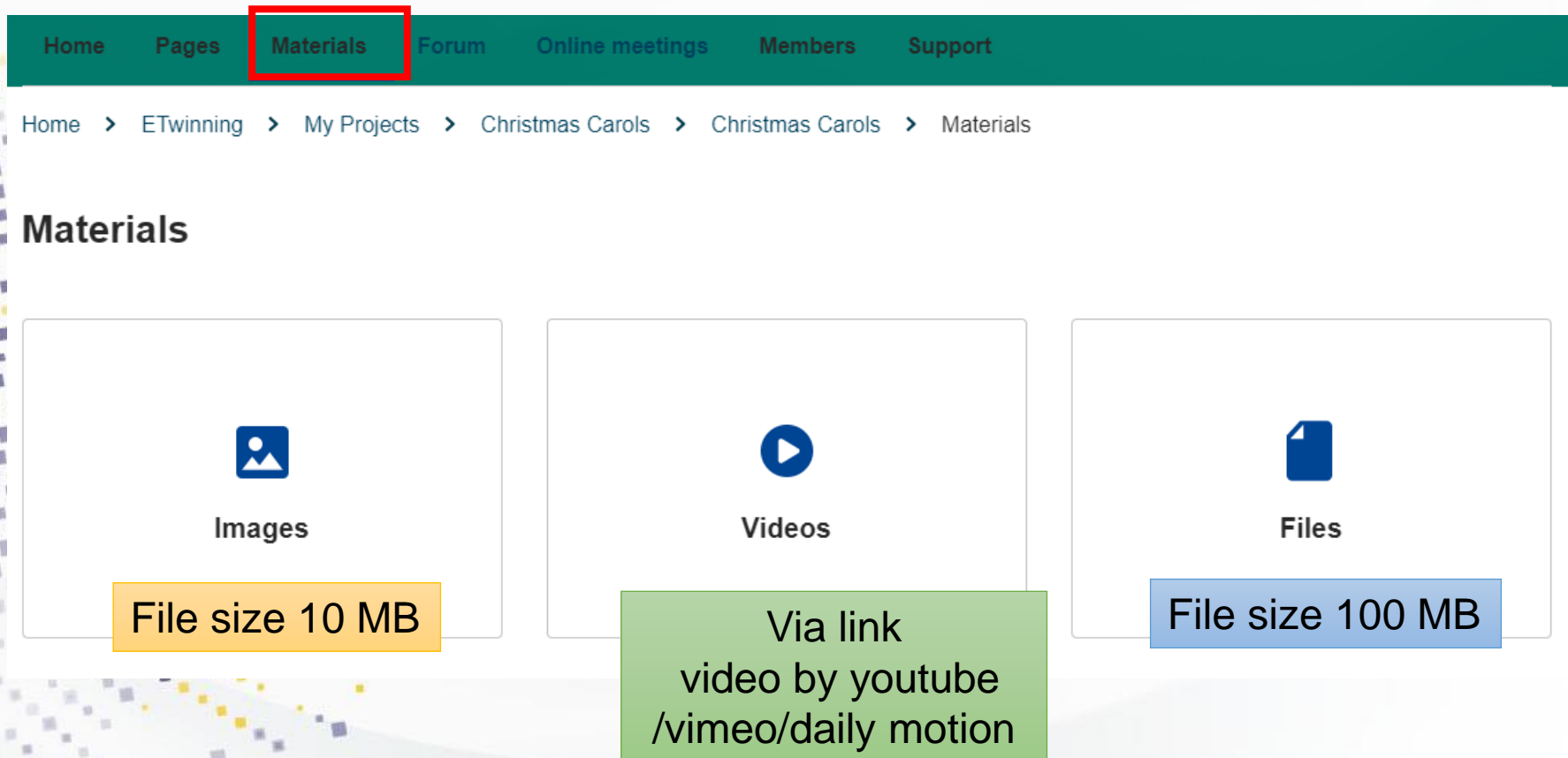
Materials

Pages

Forums

Chatroom

Online meeting




The screenshot shows the eTwinning website's navigation menu with 'Materials' highlighted in a red box. Below the menu is a breadcrumb trail: Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Materials. The main heading is 'Materials'. There are three content categories: 'Images' with a file size limit of 10 MB (highlighted in an orange box), 'Videos' with instructions to use links from YouTube or Vimeo/Dailymotion (highlighted in a green box), and 'Files' with a file size limit of 100 MB (highlighted in a blue box).

Home Pages **Materials** Forum Online meetings Members Support


Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Materials

Materials




Images

File size 10 MB



Videos

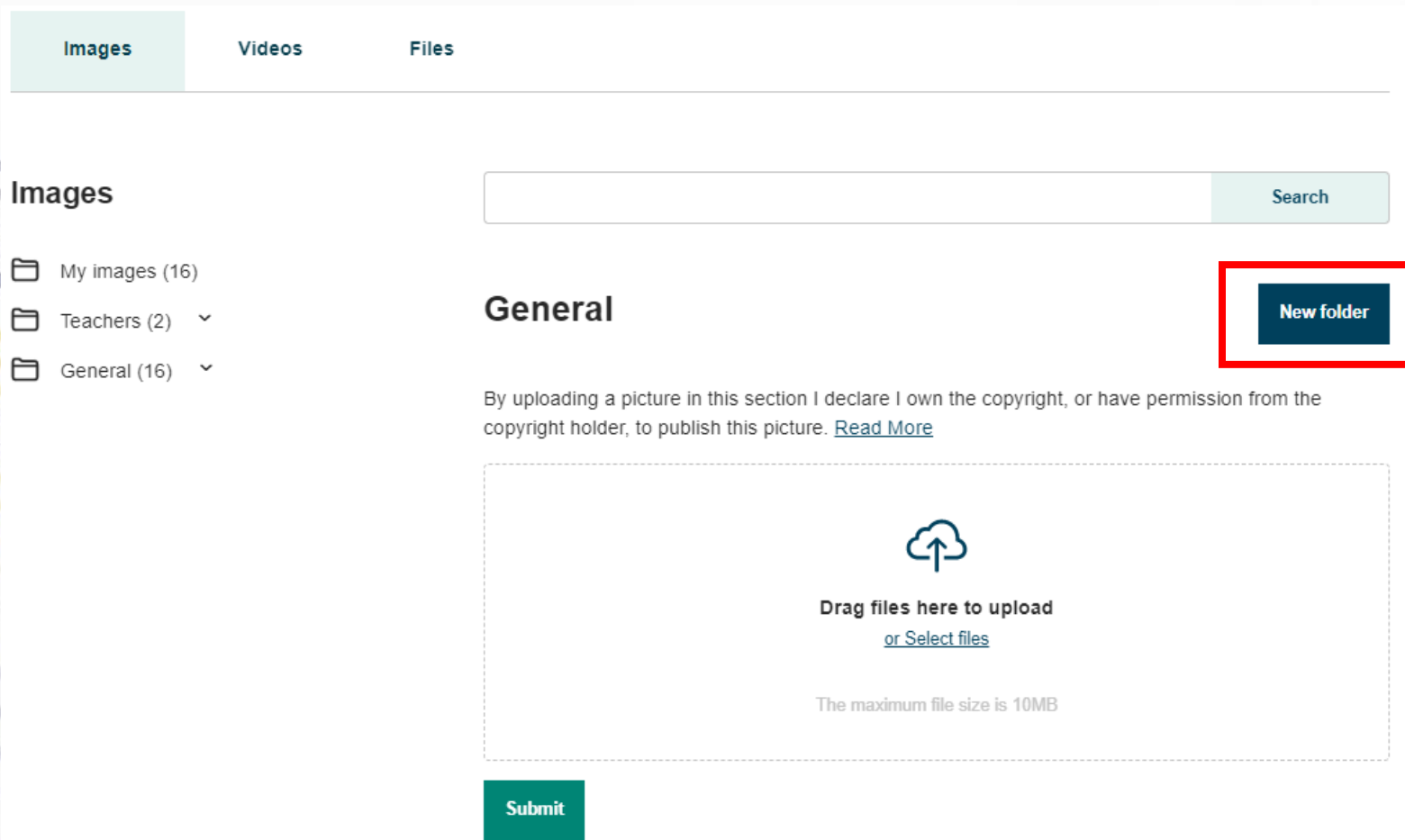
Via link
video by youtube
/vimeo/daily motion



Files

File size 100 MB

Publication

A screenshot of the eTwinning publication interface. At the top, there are three tabs: "Images", "Videos", and "Files". Below the tabs is a search bar with a "Search" button. On the left side, there is a sidebar with the heading "Images" and three folder icons: "My images (16)", "Teachers (2)", and "General (16)". In the main content area, there is a "General" section with a "New folder" button highlighted by a red box. Below this is a text area with a disclaimer: "By uploading a picture in this section I declare I own the copyright, or have permission from the copyright holder, to publish this picture. [Read More](#)". Below the text area is a dashed box containing an upload icon and the text "Drag files here to upload or [Select files](#)". At the bottom of the dashed box, it says "The maximum file size is 10MB". At the very bottom of the interface is a "Submit" button.

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting



Publication

Home **Pages** Materials Forum Online meetings Members Support

Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Pages

Pages

[Create page](#) [More options](#)

1 Project: Christmas Carols ▾

- 1.1 Curricular Integration
- 1.2 Assessment Rubric
- 1.3 Plan/Timeline/Web Tools
- 1.4 Participating Schools
- 1.5 Teachers introduce themselves
- 1.6 Who does what
- 1.7 eSafety&Netiquette ▾

2 Task for Students - Introduce yourself, your school and your ▾

Project: Christmas Carols

Created by **Alessandro Ruffino**
Last updated by **Alessandro Ruffino** 4 months 1 week ago

[Go to discussion](#) [Page options](#)

About the project:
The project focuses on the tradition of the Christmas holidays and its Christmas carols. Participating schools will have to tell how Christmas is celebrated in their city and above all what Christmas carols or music are in their country: students and teachers will work on a collaborative

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting

Publication

Welcome Save changes Preview Cancel

Page content *

Title *

Welcome

Add content

Select content type

- Text content ^
- Text content ✓
- Poll

Add content

Parent page

No parent page

Note: No parent pages exist yet that can be selected

Visibility

- Just me and administrators (draft)
- Everyone on the internet (public)
- TwinSpace members

Permissions

Select which roles are allowed to edit this page

- Administrator
- Teacher
- Pupil Administrator
- Pupil
- Visitor

Abusive content

If checked, the content would be marked as abusive - it would be replaced by message about the eTwinning code of conduct violation.

Mark as abusive

Discussion *

A thread will be created in the forum.

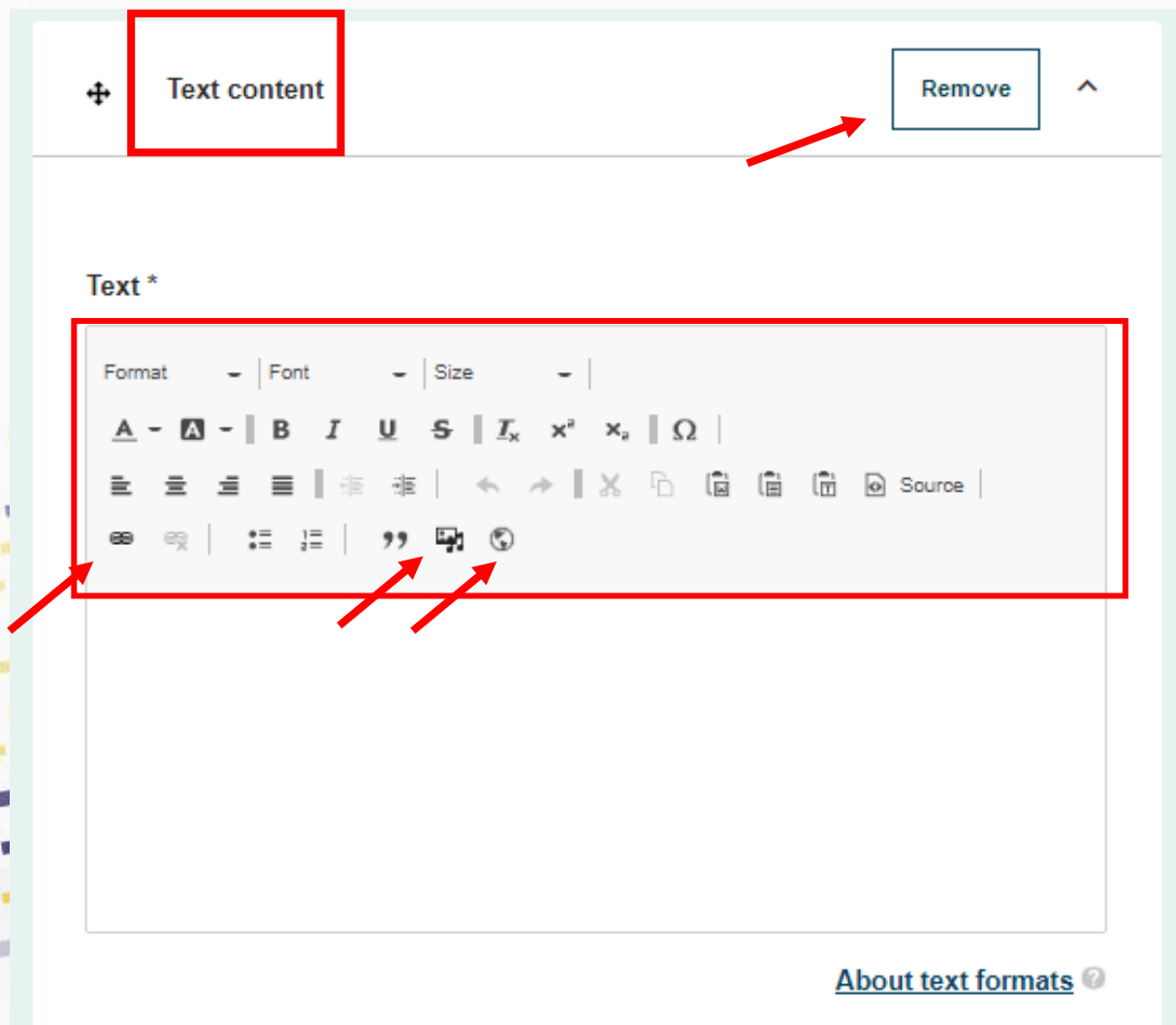
Allow

Version history

19 Mar 2023, 14:51

[View all](#)

Publication

A screenshot of the eTwinning publication editor interface. At the top, there is a header bar with a plus icon, a box labeled "Text content" (highlighted with a red rectangle), a "Remove" button (pointed to by a red arrow), and an upward arrow. Below this is a text editor area. The text editor has a title "Text *" and a rich text toolbar (highlighted with a red rectangle). The toolbar includes sections for "Format" (bold, italic, underline, strikethrough), "Font" (font face, size), and "Size" (font size). It also contains icons for text alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, and source code. At the bottom right of the editor area, there is a link "About text formats" with a help icon.

Members

Teacher Bulletin

Latest updates

Materials

Pages

Forums

Chatroom

Online meeting

TwinSpace tools:

1. Users
2. Publication
3. **Communication**

Members

Latest updates

Teacher Bulletin

Materials

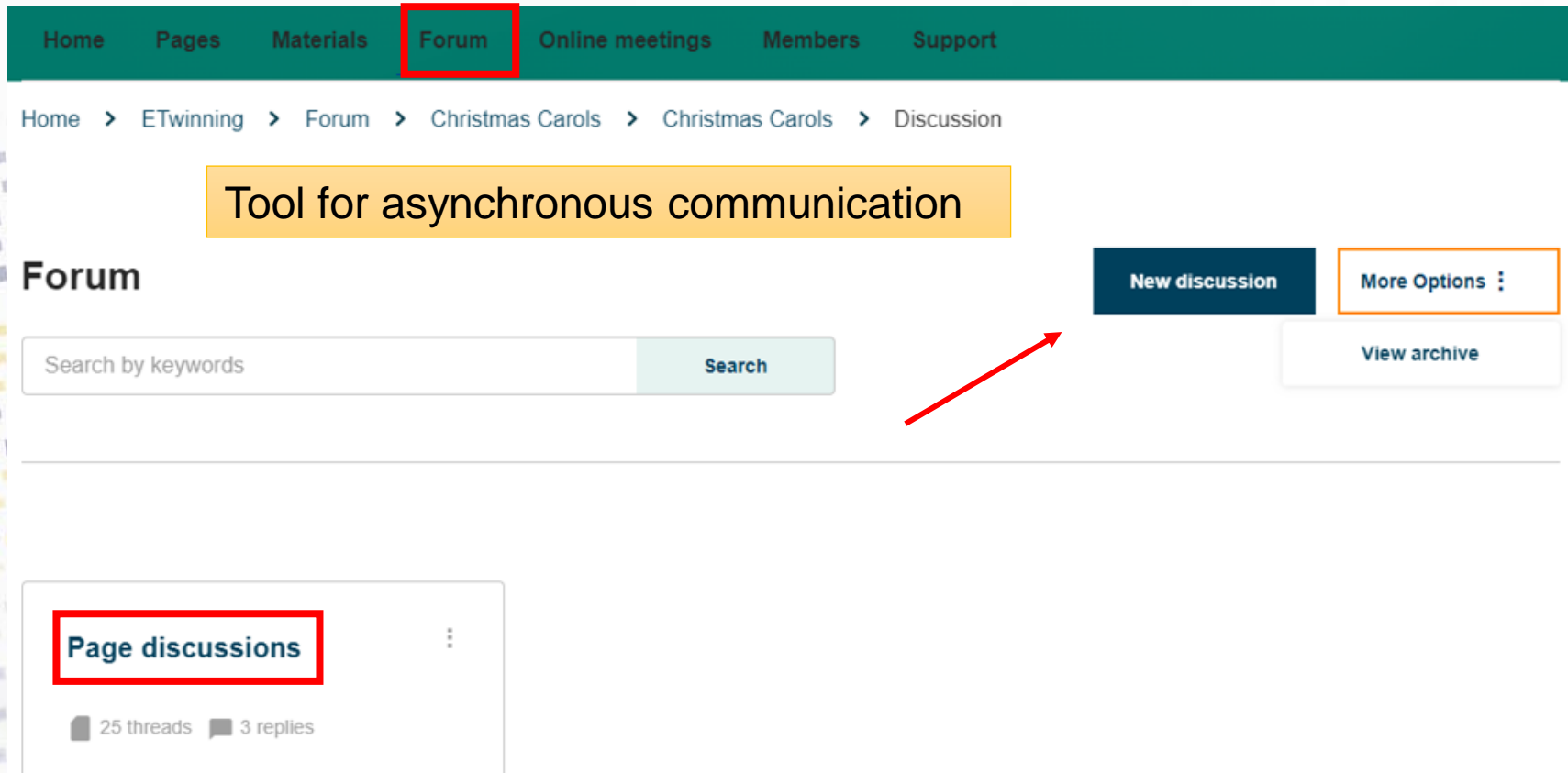
Pages

Forums

Chatroom

Online meeting

Communication



The screenshot shows the eTwinning Forum interface. At the top, a dark green navigation bar contains links for Home, Pages, Materials, Forum (highlighted with a red box), Online meetings, Members, and Support. Below this is a breadcrumb trail: Home > ETwinning > Forum > Christmas Carols > Christmas Carols > Discussion. A yellow box highlights the text "Tool for asynchronous communication". The main heading "Forum" is on the left. On the right, there are buttons for "New discussion" (with a red arrow pointing to it), "More Options" (with a red box around it), and "View archive". A search bar with the placeholder "Search by keywords" and a "Search" button is located below the heading. At the bottom left, a box titled "Page discussions" (with a red box around it) shows "25 threads" and "3 replies".

Members

Latest updates

Teacher Bulletin

Materials

Pages

Forums

Chatroom

Online meeting

Communication

Members

Latest updates

Teacher Bulletin

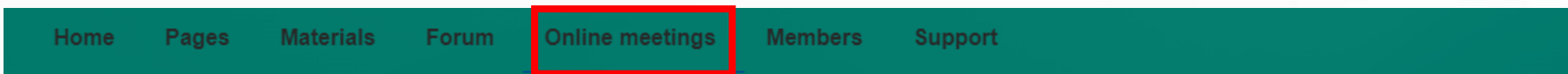
Materials

Pages

Forums

Chat room

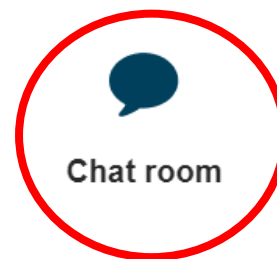
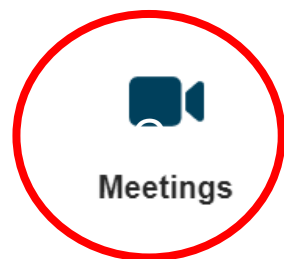
Online meeting



Home > ETwinning > My Projects > Christmas Carols > Christmas Carols > Online meetings

Online meetings

Tools for synchronous communication



Communication

Students cannot create a meeting and cannot open it

New meeting

Meeting details

Please select the number of participants, duration and date for your event and then click on "Search" to get a list of available timeslots.

* indicates a required field

Title *

First meeting for students

Description

The students know each other

Number of participants * Allow recording

2-10 Yes

Duration * Date *

30m 2023-03-30

Search time slot

Available time slots (48)

Please, select one time slot from the list

- From 16:30 to 17:00 (CET)
- From 17:00 to 17:30 (CET)
- From 17:30 to 18:00 (CET)
- From 18:00 to 18:30 (CET)

Create Cancel

Members

Latest updates

Teacher Bulletin

Materials

Pages

Forums

Chat room

Online meeting

Tips for TwinSpace design & management





Tips for TwinSpace design & management

Plan the TwinSpace structure:

- ✓ Agree on the draft structure with your partners before starting the activities
- ✓ Set up the main TS structure before you invite your pupils or other non-administrator teachers
- ✓ Limit the number of pages and give clear page titles
- ✓ Use subpages and links to other parts of the TS

...but don't forget to be flexible too!



Tips for TwinSpace design & management

Actors and roles in the TwinSpace

- You can invite all your pupils or part of them
- You can make some of them administrators
- Other partners will have administrator rights or not

Remember! You are responsible for the security of the TS, only people invited by administrators can access. Make sure you agree with your partner(s) on who should be invited and with what roles!

Tips for TwinSpace design & management

Do not take for granted that pupils are tech experts

Assess pupils' skills on ICT tools.

Provide:

- support
- short training/tutorials
- Encourage peer-to-peer tutoring.



Tips for TwinSpace design & management

Agree with partners upon netiquette rules...

...and share them with pupils.

e.g.

- Online world is real world.
- Respect the others and others' privacy.
- Use appropriate language (e.g. not offensive, proper grammar and spelling).
- Be aware of cultural differences.



Tips for TwinSpace design & management

Better Internet for Kids

Discover ▾

Policy ▾

Practice ▾

Resources

Guide to apps

Events

people

The Better Internet for Kids portal provides information, guidance and resources on better internet issues from the joint Insafe-INHOPE network of Safer Internet Centres in Europe, and other key stakeholders.



[Home - BIK Portal \(betterinternetforkids.eu\)](https://betterinternetforkids.eu)

BIK Teacher corner

This section of the Better Internet for Kids (BIK) site is for teachers, educators and other adults who work with children and young people. It is your 'one stop shop' for learning and teaching about digital citizenship and online safety. Here you will find free information, advice and suggested resources to empower you to educate and support youth to safely and positively navigate their digital world.

[Learn more about the BIK Teacher corner](#)



Tips for TwinSpace design & management

Engage pupils in active learning.

Ask pupils to:

- log in the TS regularly;
- read and reply to posts from partners
- comment on the partner's work.



Give pupils a central role and encourage them to:

- find and evaluate information;
- connect and collaborate;
- produce and share original content.



Tips for TwinSpace design & management

Public or private? This is the question!

Think carefully about which Pages to make public!

- Public: project documentation, project outcomes, evidence for parents, colleagues, local press...
- Private: pupils' images, videos, messages, private info...

Consider in particular:

- Your pupils' safety
- Your school policy (liability waiver, parents authorization)
- Your partners' expectations and school policy
- The project's communication plan & dissemination needs
- External evaluation

Tips for TwinSpace design & management

A few more reminders...

- ❖ The “latest updates” are always public, so it’s meant for external communication.
 - How are you going to use it?
 - Who is going to update it?
- ❖ For communication among teachers, you can use the teachers’ bulletin (it’s only visible to teachers!)
- ❖ If you spice up your project with live meetings, remember to document with pictures, videos, reports, recording...
- ❖ Even if you use external platforms/tools, leave a trace of what you do in the TS as well!



Grazie per l'attenzione



alessandroruffino19@gmail.com



@alessandroruff8



@Ruffino19

Thanks to NSO Italy for the materials and support

Dziękujemy za uwagę

Krajowe Biuro eTwinning
Fundacja Rozwoju Systemu Edukacji
Al. Jerozolimskie 142 A
02-305 Warszawa
Tel.: +48 22 46 31 4



etwinning@frse.org.pl



[eTwinning Polska](#)



[eTwinning Polska](#)



[eTwinning Polska](#)



[@eTwinningPolska](#)