



Lisbon, Portugal  
31st May – 2nd June 2012

# Maths and ICT

**TWINSPACE: AN AREA TO SHARE & COLLABORATE**

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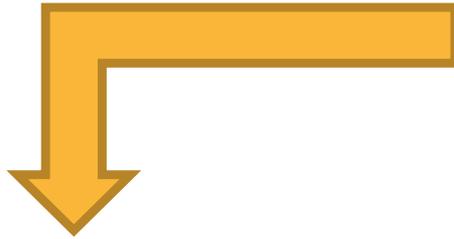
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# Step by step to TwinSpace



Print this page Search Q

**eTwinning** Nome de utilizador: [ ] Registo [ ]  
Esqueceu-se da sua senha?

NEWS INSPIRATION PROFESSIONAL DEVELOPMENT TOOLS AWARDS HELP

You are here: Homepage > Pre-Register

Welcome to the eTwinning pre-registration. Please complete the following information about yourself and your school. You will be sent a confirmation email to validate your email address in the system. Once you have confirmed your pre-registration, you will be able to complete the second part of the registration process.

**PRE-REGISTRATION** Mandatory fields are marked with an asterisk (\*)

Please give us some details about yourself

First name \* [ ]  
Last name \* [ ]  
Country \* Choose a country [v]  
Your email address \* [ ]  
Re-type your email address \* [ ]  
Choose a username \* [ ]  
Choose a password \* [ ] The password should be between 6 and 10 characters (only letters and digits).  
Re-type password \* [ ]

I declare that I have read and accept the [privacy statement](#) and the [code of conduct](#) of eTwinning.

**eTwinning** Nome de utilizador: [ ] Registo [ ]  
Esqueceu-se da sua senha?

NEWS INSPIRATION PROFESSIONAL DEVELOPMENT TOOLS AWARDS HELP

★ Welcome to eTwinning  
The community for schools in Europe  
★ Get started ★  
**REGISTER NOW!**

Today in eTwinning  
There are:  
167322 registered users  
5456 active projects

Latest member:  
Marian Ilescu  
"Petru Cercoi" High-school

Latest project:  
Communicating

eTwinning is part of Comenius, the EU programme for schools

**eTwinning Camp: winners met in Antalya**  
From 26-29 April, over 100 teachers and pupils met in Antalya, Turkey, for the eTwinning Camp 2012. The camp was organised for the winners of the eTwinning Prizes 2012 which were awarded in Berlin a few weeks ago at the eTwinning Annual conference.

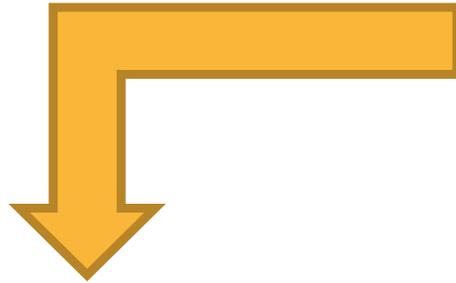
**Winning project spotlight "SOHO: Sunspots Online - Helios Observatory"**  
During the annual eTwinning conference, we caught up with Jean-Noel Peudeutour, one of the founders of the winning project of the Marie Skłodowska-Curie prize.

Browse schools, people, projects  
By subjects Select subject [v] By location Select country [v]

Art Citizenship Cross Curricular  
Environmental Education  
Foreign Languages



# Step by step to TwinSpace



Nome de utilizador:    
Esqueceu a sua senha?

NEWS | INSPIRATION | PROFESSIONAL DEVELOPMENT | TOOLS | AWARDS | HELP

Welcome to eTwinning  
The community for schools in Europe  
★ Get started ★

Today in eTwinning  
There are: 187322 registered users

eTwinning Desktop 282 notificações

HOME | PROFILE | PROJECTS | **FIND ETWINNERS** | TEACHERS ROOMS | RESOURCES | HELPDESK

Welcome Teresa Lacerda, Escola Secundaria da Póvoa de Lanhoso | edit profile | logout 0 new

Projects

Browse through eTwinning projects. Create and manage your own or join new projects launched by other eTwinners. In this section you can also apply for a quality label, invite new members and manage them.

Open	Closed	Pending
	<b>Project Name</b> SPA: Slovene, Portugal & Aqua 25.05.2012	<b>Labels</b> <ul style="list-style-type: none"><li>Download eTwinning Certificate</li><li>Apply for a Quality Label</li></ul> <b>Actions</b> <ul style="list-style-type: none"><li>Edit</li><li>Add new partner(s)</li><li>Manage partner(s)</li><li>Close project</li><li>TwinSpace</li><li>Project Card: talk to your ISS</li></ul>
	<b>eTwinning contact seminar "SEA – space for cooperation and integration"</b> 11.05.2012	<b>Labels</b> <ul style="list-style-type: none"><li>Download eTwinning Certificate</li><li>Apply for a Quality Label</li></ul> <b>Actions</b> <ul style="list-style-type: none"><li>Manage project diary</li><li>TwinSpace</li><li>Project Card: talk to your ISS</li></ul>

Browse schools, people, projects

By subjects:  By location:

Art Citizenship Cross Curricular  
Environmental Education  
Foreign Languages



# What is the TwinSpace?

The screenshot shows the TwinSpace interface for a project titled "SPA: Slovene, Portugal & Aqua". The interface is organized into several sections:

- Header:** Includes the TwinSpace logo, a user greeting "Welcome Teresa Lacerda", and navigation links for HOME, PROJECT ACTIVITIES, STAFF ROOM, PUPILS CORNER, CHAT, and GUIDELINES.
- Project Information:** Displays the project title "SPA: Slovene, Portugal & Aqua" and the eTwinning logo. A public link is provided: <http://new-twinspace.etwinning.net/web/p79896>.
- Activities:** A section with a "Latest actions" tab showing "There are no recent activities."
- Blogs:** A section with an "Add blog entry" button and a search bar. A "Welcome" blog post is visible, dated "28 May 2012 11:31", with options to "Edit" or "Delete". The post content states: "This project twinspace was created on 2012-05-28". It is attributed to "By Twin Spaces Helpdesk" and has a "Flag" button. A rating system shows "Your rating" and "Average (0 Votes)". A "Subscribe to this blog" button is at the bottom, with "Showing 1 result(s)".
- Management:** A "Manage members" section with a list of actions: "Invite pupils", "Invite teachers and visitors", and "Change pupil passwords".
- Members:** A section titled "Members" stating "This Twinspace consists of 2 teachers, 0 pupils and 0 visitors." It contains a table with columns "Portrait", "Name", and "Last login":

Portrait	Name	Last login
	Teresa Lacerda Teacher administrator	28/05/12 11:17
	Lea Nemeo Teacher administrator	

Below the table, it says "Showing 2 results." and "View all".
- Mailbox:** A section with tabs for "Inbox", "Sent", and "Drafts", and a "Write message" button. The "inbox" section shows a table with columns "From", "Date", and "Subject", with the message "This folder is empty." Below it, it says "Showing 0 results." and "View all".
- Calendar:** A section with a "Summary" tab and options for "Day", "Week", "Month", "Year", "Events", "Export / Import", and "Add event". A table with columns "Time", "Title", and "Type" is shown, with the message "There are no events on this day." Below it, it says "Showing 0 results."

*The TwinSpace is the working 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 collaborative activity.

## SPA: Slovene, Portugal & Aqua

Public link to this TwinSpace: <http://new-twinspace.etwinning.net/web/p79896>

Public address



Activities

### Blogs

#### Welcome

28 May 2012 11:31

Edit Delete

This project twinspace was created on 2012-05-28

By TwinSpaces Helpdesk | [0 Comments](#)

Flag

Your rating  Average (0 Votes)

[Subscribe to this blog](#)

Showing 1 result(s).



### Manage members

- [Invite pupils](#)
- [Invite teachers and visitors](#)
- [Change pupil passwords](#)

### Members

This Twinspace consists of 2 teachers, 0 pupils and 0 visitors.

Portrait	Name	Last login
	<a href="#">Teresa Lacerda</a> Teacher administrator	28/05/12 11:17
	<a href="#">Lea Nemeč</a> Teacher administrator	

Showing 2 results.  
[View all](#)

### Mailbox

#### inbox

From	Date	Subject
This folder is empty.		

Showing 0 results.  
[View all](#)

### Calendar

Time	Title	Type
There are no events on this day.		

Showing 0 results.

# TwinSpace: Different spaces – Staff room

Welcome Teresa Lacerda!

HOME | PROJECT ACTIVITIES | **STAFF ROOM**

SPA: Slovene, Portugal & Aqua  
Public link to this TwinSpace: <http://new-twinspace.etwinning.net/webp79896>

Activities

Latest actions  
There are no recent activities.

Blogs  
Add blog entry Search

Welcome  
28 May 2012 11:31  
Edit Delete  
This project twinspace was created on 2012-05-28  
By Twin Spaces Helpdesk | 0 Comments  
Flag  
Your rating Average (0 Votes)  
Subscribe to this blog  
Showing 1 result(s).

Manage members  
• Invite pupils  
• Invite teachers and visitors  
• Change pupil passwords

Members  
This Twinspace consists of 2 teachers, 0 pupils and 0 visitors.

Portrait	Name	Last login
	Teresa Lacerda Teacher administrator	28/05/12 11:17
	Lea Nemeo Teacher administrator	

Showing 2 results.  
View all

Mailbox  
Inbox Sent Drafts Write message

inbox  
From Date Subject  
This folder is empty.  
Showing 0 results.  
View all

Calendar  
Summary Day/Week/Month/Year Events  
Export/Import  
Add event

Time	Title	Type
There are no events on this day.		

Showing 0 results.

Welcome Teresa Lacerda!

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

### Staff room

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?.

The Staff Room is the ideal place to work together, to plan, discuss progress and keep track of events before and during your project. Feel free to use it as much as possible for organising tasks and activities with the other teachers involved in the project.

Getting started  
Guidelines  
FAQ

Forum  
Categories My posts My subscriptions Recent posts Statistics

Add category

Category	Categories	Threads	Posts
Showing 0 results.			

File archive  
Folders My Documents Recent Documents

Add folder

Folder	Number of folders	# of Documents	Action
Showing 0 results.			

This part of the Twinspace is invisible to the outside and cannot be made public.

Add Application

- Collaboration
  - Blogs Add
  - Forum Add
  - Wiki Add
- Content management
  - File archive Add
  - Image gallery Add
  - Web content display Add

Drag a portlet to place it on the page.

# TwinSpace: Different spaces – Pupils corner

The screenshot shows the TwinSpace interface. The top navigation bar includes 'HOME', 'PROJECT ACTIVITIES', 'STAFF ROOM', 'PUPILS CORNER' (circled in red), 'CHAT', and 'GUIDELINES'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome' message and a 'Blogs' section. On the right, there is a 'Members' section with a list of users: Teresa Lacerda (Teacher administrator) and Lea Nemeo (Teacher administrator). Below the members list, there is a 'Mailbox' section with an 'Inbox' and a 'Write message' button. A large yellow arrow points from the 'PUPILS CORNER' menu item to a detailed view of the Pupils corner page. This detailed view shows a header with navigation links, a main content area with a welcome message and instructions, and several portlets: 'File archive', 'Forum', and 'Add Application'.

This space is like the Staff Room for pupils. They can "hang out" and get to know each other informally - outside the context of the project but still in the secure Twinspace. Tools (image gallery, for instance) can also be added from the Welcome menu on the top-right corner.

Teachers can see everything posted here.

The 'Add Application' dialog box is shown. It has a title bar with 'Add Application' and a close button. The main content area is divided into two sections: 'Collaboration' and 'Content management'. The 'Collaboration' section lists 'Blogs', 'Forum', and 'Wiki', each with an 'Add' button. The 'Content management' section lists 'File archive', 'Image gallery', and 'Web content display', each with an 'Add' button. At the bottom, there is a light blue box with a lightbulb icon and the text 'Drag a portlet to place it on the page.'

# TwinSpace: Different spaces – Pupils corner

Students are invited to the Twinspace.

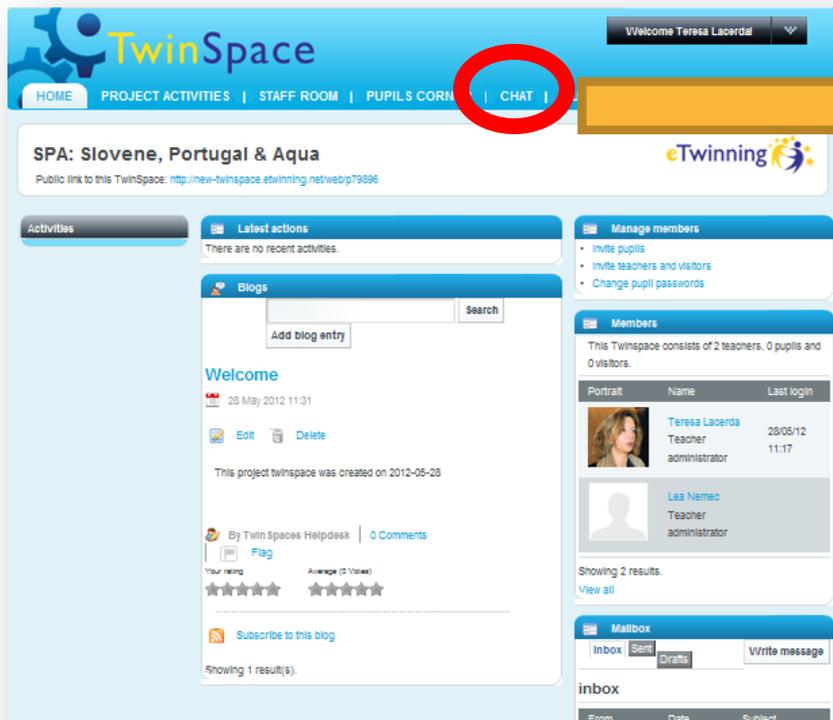
**Pupils corner**  
This area is for pupils only.

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.

## Please note!

This part of the Twinspace is invisible to the outside and cannot be made public. If you place your students' work here, you cannot make it public for parents, NSS evaluating Quality Labels, other teachers, etc. You must do that in "Project Activities."

# TwinSpace: Different spaces – Chat



The Chat allows members of the Twinspace to chat in real time. The first person in the chat is the moderator, so if possible, the teacher should enter it first.



# TwinSpace: Different spaces – Guidelines

Welcome Teresa Lacerda

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

SPA: Slovene, Portugal & Aqua  
Public link to this TwinSpace: <http://new-twinspace.etwinning.net/web/p79896>

Activities

Latest actions  
There are no recent activities.

Manage members  
• Invite pupils  
• Invite teachers and visitors  
• Change pupil passwords

Blogs  
Add blog entry Search

Welcome  
28 May 2012 11:31  
Edit Delete  
This project twinspace was created on 2012-05-28  
By Twin Spaces Helpdesk | 0 Comments  
Your rating Average (0 Votes)  
Subscribe to this blog  
Showing 1 result(s).

Members  
This Twinspace consists of 2 teachers, 0 pupils and 0 visitors.

Portrait	Name	Last login
	Teresa Lacerda Teacher administrator	28/05/12 11:17
	Lea Nemeo Teacher administrator	

Showing 2 results.  
[View all](#)

Mailbox  
Inbox Sent Drafts Write message  
inbox

Welcome, Teresa Lacerda  
GO TO DESKTOP - LOGOUT

NEWS | INSPIRATION | PROFESSIONAL DEVELOPMENT | TOOLS | AWARDS | HELP

You are here: [Homepage](#) > [Help](#) > [TwinSpace Guidelines](#)

### TwinSpace Guidelines

eTwinning TwinSpace guidelines help you make the most of your project's collaborative working space.

Also in...  
**Help**  
• [Helpdesk](#)  
• [FAQ](#)  
• [Guidelines](#)  
• [Computer Settings](#)

Print this page

As of September 2009, eTwinning projects have a new version of the TwinSpace, which is a collaborative workspace for registered eTwinning projects. The following guidelines offer both an introduction as well as practical support on the use of this interactive space.

[TwinSpace Overview](#): Get an introduction to all that is possible with your project's TwinSpace (PDF, 434 KB).

[Step-by-Step Support](#): Become familiar with how to use each tool available in the TwinSpace (PDF, 2 MB).

[Frequently Asked Questions](#): Get your answers right away by looking through the most frequently asked questions (FAQ) about the TwinSpace.

Web Editor: Christina Crawley  
Published: 01.12.2009  
Last changed: 12.10.2011

You will find lots of useful information about the Twinspace in the Guidelines section.

There may also be resources on your national eTwinning website.

# TwinSpace: Different spaces – Guidelines

The image shows a screenshot of the TwinSpace web application. The top navigation bar includes 'HOME' and 'PROJECT ACTIVITIES', with the latter highlighted by a red circle. A large yellow arrow points from this menu item to a detailed view of the 'PROJECT ACTIVITIES' section. This section features a 'Welcome to the Activities section!' message, a 'Manage Pages' button, and a list of available tools: Forum, File archive, Image gallery, Blogs, and Wiki. A note specifies that only administrators can create pages and add tools. A 'Manage members' sidebar lists actions like 'Invite pupils', 'Invite teachers and visitors', and 'Change pupil passwords'. A large orange question mark is overlaid on the left side of the detailed view.

>Welcome Teresa Lacerda!

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

Activities

Manage Pages

### 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

Note: Only administrators can create pages and add tools to the page.

# www.ptwifi.pt

**FIRST TASK:** CREATE AN ACTIVITY + CONTENT MANAGEMENT



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# TwinSpace: Activity + Content management (File archive, Image Gallery, Web Content)

The screenshot shows the TwinSpace web interface. At the top, there is a blue header with the 'TwinSpace' logo and a navigation menu. The 'PROJECT ACTIVITIES' menu item is circled in red. Below the header, there is a 'Welcome Teresa Lacerda!' message. The main content area is titled 'Activities' and contains a list of activities with 'Add' buttons. Red arrows point to the 'Add' buttons and the 'Publish' button. The 'Activities' section also includes a welcome message, a tip, and a list of available tools: Forum, File archive, Image gallery, Blogs, and Wiki. A note at the bottom states: 'Note: Only administrators can create pages and add tools to the page.' An illustration of a box with tools and stars is also present.

Welcome Teresa Lacerda!

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

Activities

Add new page:

Bulgaria

Add

Slovenia

Hide Delete

Portugal

Publish Delete

**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

Note: Only administrators can create pages and add tools to the page.

# TwinSpace: Activity + Content management (File archive, Image Gallery, Web Content)

TWINSPACE: AREA TO SHARE & COLLABORATE

**Add Application**

- Collaboration
  - Blogs Add
  - Forum Add
  - Wiki Add
- Content management**
  - File archive Add
  - Image gallery Add
  - Web content display Add

Drag and drop a portlet to place it on the page.

Welcome Teresa Lacerda!

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

Activities: Slovenia, Portugal

Slovenia

Actions: Edit, Add Application

Welcome Teresa Lacerda!

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

Activities: Slovenia, Portugal

Slovenia

Actions

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

**Image gallery**

Folders: My images, Recent Images

Add folder

Folder	Number of folders	# of Images
Showing 0 results.		

**File archive**

Folders: My Documents, Recent Documents

Add folder

Folder	Number of folders	# of Documents	Action
Showing 0 results.			



# TwinSpace: Activity + Content management (File archive, Image Gallery, Web Content)

## Content

**File Archive** to share all sorts of documents

**An Image Gallery** to display images

**Web** for displaying web content from outside the TwinSpace (videos, animations, surveys, etc.)

The screenshot displays the TwinSpace interface with a navigation bar at the top containing 'HOME', 'PROJECT ACTIVITIES', 'STAFF ROOM', 'PUPILS CORNER', 'CHAT', and 'GUIDELINES'. A sidebar on the left lists 'Activities' with sub-items 'Slovenia' and 'Portugal'. The main content area is titled 'Slovenia' and features three panels:

- eTwinning Animation:** A video player showing an animation of two characters in a classroom setting.
- Image gallery:** A section with tabs for 'My images' and 'Recent images'. It includes a search bar and a table with columns for 'Folder', 'Number of folders', and '# of Images'. A folder named 'PDW Lisbon Photos' is listed with 0 folders and 1 image.
- File archive:** A section with tabs for 'My Documents' and 'Recent Documents'. It also includes a search bar and a table with columns for 'Folder', 'Number of folders', and '# of Documents'. A folder named 'Plan Documents' is listed with 0 folders and 1 document.



## SECOND TASK: COLLABORATIVE WORK



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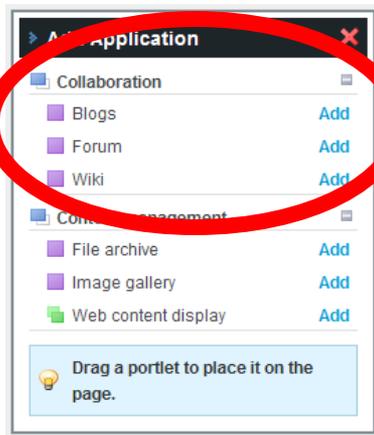
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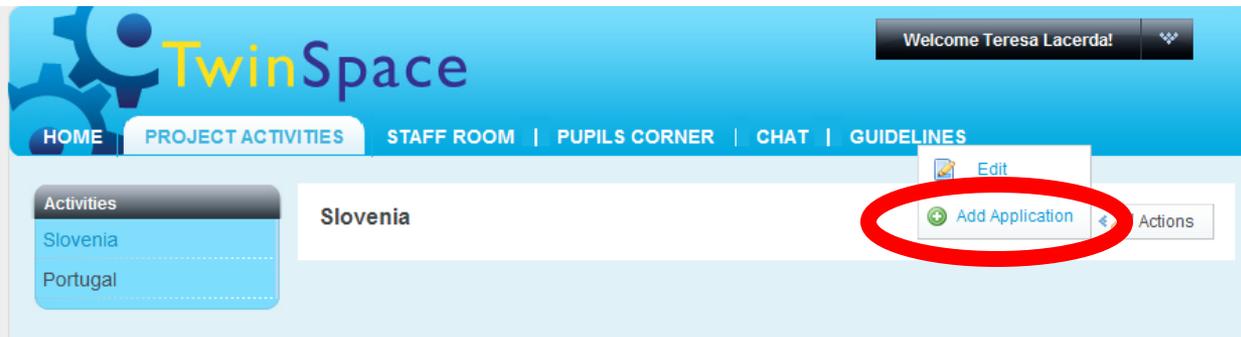
# TwinSpace: Collaboration (Blog, Forum, Wiki)



Application

- Collaboration
  - Blogs Add
  - Forum Add
  - Wiki Add
- Content management
  - File archive Add
  - Image gallery Add
  - Web content display Add

Drag a portlet to place it on the page.



Welcome Teresa Lacerda!

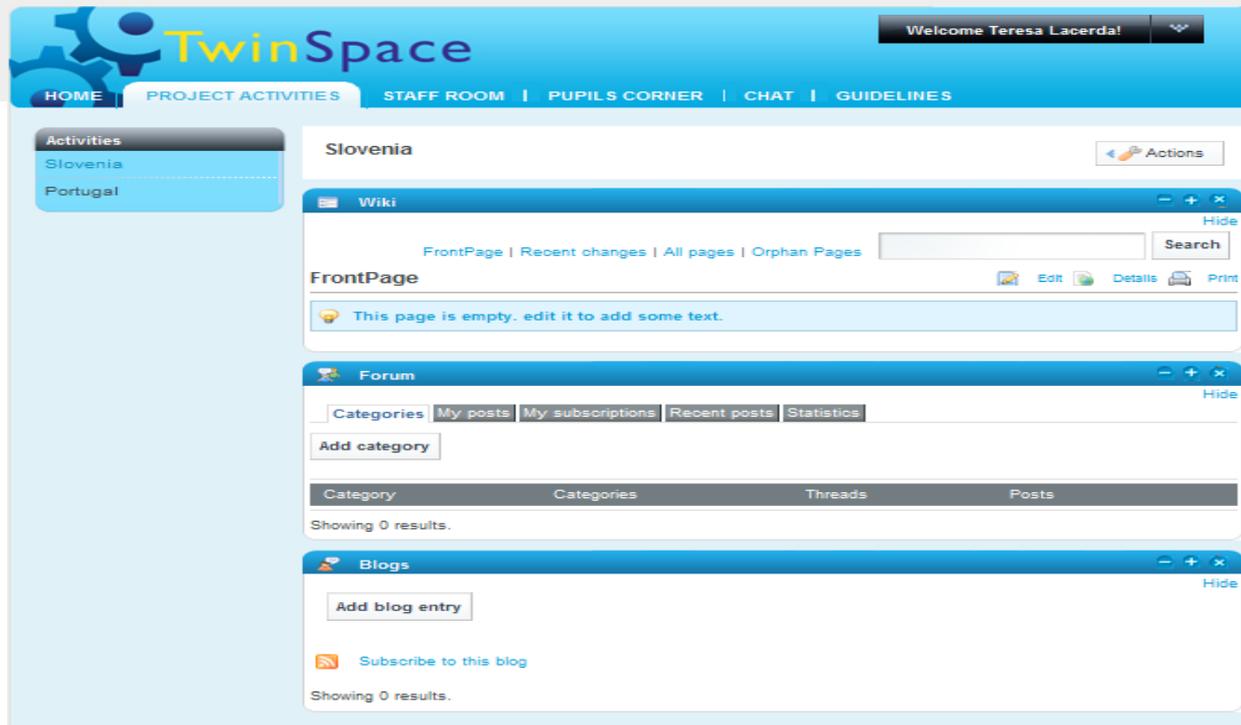
## TwinSpace

HOME PROJECT ACTIVITIES STAFF ROOM PUPILS CORNER CHAT GUIDELINES

Activities: Slovenia, Portugal

Slovenia

Actions: Edit, Add Application



Welcome Teresa Lacerda!

## TwinSpace

HOME PROJECT ACTIVITIES STAFF ROOM PUPILS CORNER CHAT GUIDELINES

Activities: Slovenia, Portugal

Slovenia

Actions

### Wiki

FrontPage | Recent changes | All pages | Orphan Pages

FrontPage

This page is empty. edit it to add some text.

### Forum

Categories | My posts | My subscriptions | Recent posts | Statistics

Add category

Category	Categories	Threads	Posts
Showing 0 results.			

### Blogs

Add blog entry

Subscribe to this blog

Showing 0 results.



# TwinSpace: Collaboration (Blog, Forum, Wiki)

## Collaboration

**Forum** for discussions among project members

**Blog** for writing short articles about any subject and sharing comments



**Forum**

Categories My posts My subscriptions Recent posts Statistics

Search  Search categories **Add category**

Categories	Threads	Posts	Actions
<b>About our team</b> First presentation	1	1	

Showing 1 result(s).

**Blogs**

Your request processed successfully.

Search **Add blog entry** **Hide**

**Welcome**

29 May 2012 00:00

Edit Permissions Delete

Hi everyone:

Welcome in this project :)

By Teresa Lacerda | 0 Comments | Flag

Your rating Average (0 Votes)

★★★★★ ★★★★★

Subscribe to this blog

Showing 1 result(s).

# TwinSpace: Collaboration (Blog, Forum, Wiki)

Collaboration

Wiki

for writing collaboratively



A screenshot of the TwinSpace website. The top navigation bar includes "HOME", "PROJECT ACTIVITIES", "STAFF ROOM", "PUPILS CORNER", "CHAT", and "GUIDELINES". The main content area shows a Wiki page titled "SPA - Slovenia, Portugal and AQUA". The page text says "Space to promote the collaborative writing between this countries:". Below the text is a map of Europe with a blue line connecting Portugal and Slovenia, labeled "SPA". The map includes labels for "Portugal", "Espanha (Spain)", "France", "Italia (Italy)", "Slovenija (Slovenia)", "Hrvatska (Croatia)", "Bosna Hercegovina (Bosnia i Hercegovina)", "Belgique (Belgium)", "Schweiz (Switzerland)", "Austria", "Monaco", "Toulouse", "Madrid", "Palma", "Torino", "Zagreb", "Wien", "nchen", "Bay of Biscay", and "Tyrrhenian Sea". The map is powered by Google+ Quickmaps. At the bottom of the page, there are links for "Children pages", "Geology and landscape", "Geology and water", "Water and landscape", "Add Child Page", "Add Comment", "0 Attachments", and "13 Views". Several red circles highlight the "Hide" button, the "Edit" button, and the "Add Child Page" button.

# THIRD TASK: PRESENT YOUR PROJECT WITH A VOKI



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# TwinSpace: Insert a Voki

The screenshot shows the TwinSpace website interface. At the top, there is a blue header with the TwinSpace logo and a navigation menu with links for HOME, PROJECT ACTIVITIES, STAFF ROOM, PUPILS CORNER, CHAT, and GUIDELINES. A user greeting "Welcome Teresa Lacerda!" is visible in the top right. On the left, there is a sidebar with "Activities" and a list containing "Slovenia" and "Portugal". The main content area is titled "Portugal" and features a video player. The video player displays a colorful Voki character with green hair and a black mask, set against a background of concentric rainbow circles. A "voki" logo is in the top right of the video frame. Below the video are standard playback controls. To the right of the video player, the text "www.voki.com" is displayed in a large, bold, black font. An "Actions" button is located in the top right of the main content area.

hands  
ON



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still got  
doubts?

**THANK YOU FOR YOUR ATTENTION!**



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