

How to use the TwinSpace

Welcome to the TwinSpace!

The TwinSpace is the forum for communication and collaboration for eTwinning partnerships. All schools may access their own private TwinSpace from the eTwinning Desktop. Anyone having registered a valid partnership automatically becomes a member of its TwinSpace.

Teachers having registered a partnership are automatically administrators and may edit and change their TwinSpace. Other invited members of the TwinSpace may access and participate in the activities, but content can only be edited by the author or administrators.

The screenshot shows the eTwinning interface. At the top left is the eTwinning logo. To the right is a link for 'My TwinSpace'. Below this is a 'My Desktop' section with icons for Calendar, Forum, Mailbox, Chat, Bulletin Board, My Team, and Settings. On the left side, there is a 'Your folders' section with five placeholder folders labeled 'Lorem ipsum dolor sit amet'. The main content area features a welcome message from 'Bart Vanhulle' and two informational boxes. The first box is titled 'Partnership : Request for A collaborative Workspace' and contains a description and partner school information. The second box is titled 'Mailbox : Latest Message' and contains message details like title, description, author, and date. At the bottom, there is a footer with the European Commission logo, copyright information for 2004, a disclaimer, and a contact link.

Fig. 1 – The TwinSpace *home page*

Forum

The forum can be accessed from the icon on the *top bar* and is based on *threads* and *replies*.

Any member of the TwinSpace may post a new thread and reply to existing ones, as well as edit and delete own messages. Topic, author, date and number of replies are displayed.

In order to facilitate communication between partners, messages and replies on specific subjects appear one after the other, so that users can see how the discussion has evolved.

The screenshot shows the eTwinning Forum interface. At the top, there is a navigation bar with icons for Calendar, Forum, Mailbox, Chat, Bulletin Board, My Team, and Settings. Below this, the main content area is titled 'Forum' and includes a description: 'This forum allows to structure the communication with the other members of the TwinSpace. Create a new thread or reply to existing ones. You can delete the messages you have written at any time.' Below the description is a table of forum threads:

Date	Title	Author	Replies	Actions
24-03-2005, 11:53	My project is about this	Bart Vanhulle	0	[X] [▲]
24-03-2005, 11:53	Welcome to this workspace	Bart Vanhulle	0	[X] [▲]
24-03-2005, 11:53	Participate to this	Bart Vanhulle	0	[X] [▲]
10-03-2005, 15:13	test for scroll	Bart Vanhulle	5	[X] [▼]

Below the table is a 'New thread' form with fields for 'Title:' and 'Message:', and 'Submit' and 'Reset' buttons. The footer contains the European Commission logo and copyright information: 'European Commission | Copyright 2004 | Disclaimer | Contact'.

Fig. 2 – The *forum* main page

Partnerships may decide to create new forums. This is done by the administrators from the *settings* page (see below) and within folders.

Mailbox

The mailbox facilitates the exchange of emails between the members of the TwinSpace. The mailbox works in the same way as the one on the eTwinning Desktop.

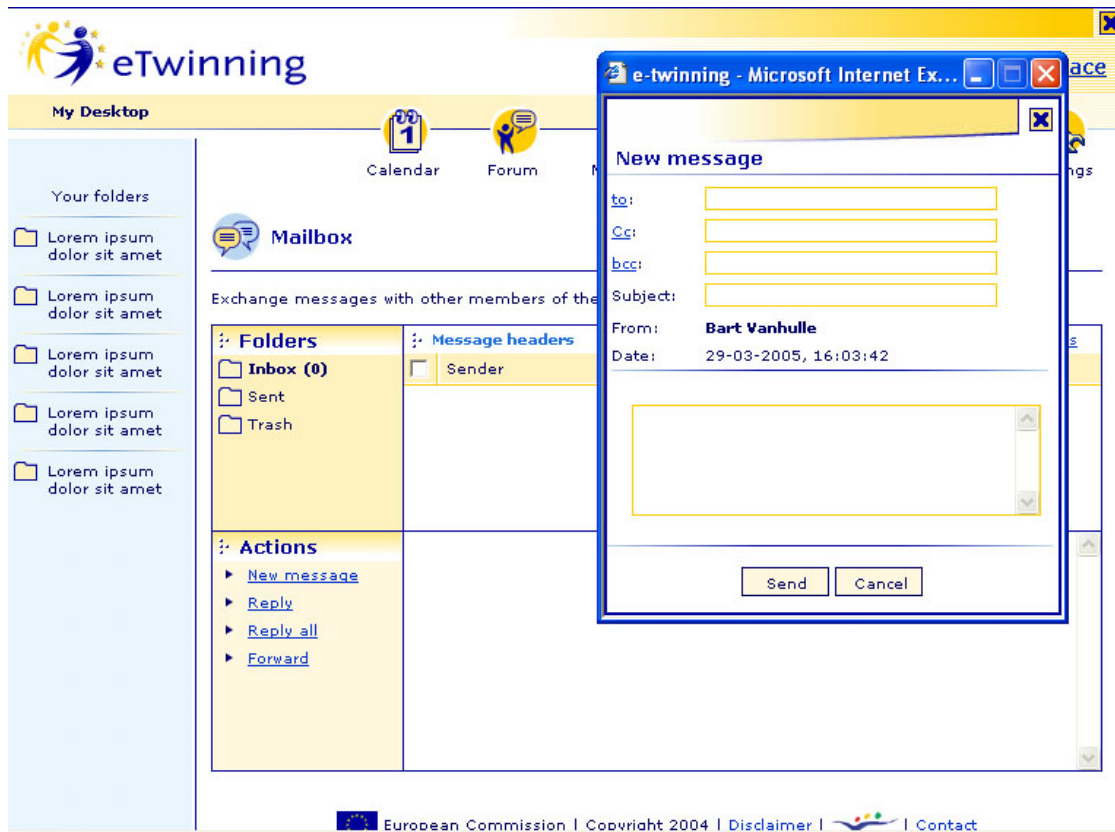


Fig. 3 – The TwinSpace mailbox

My Team

This page contains information on the members of the TwinSpace and lists number of and last log-ins. From here, administrators may change access rights, delete users, and invite new people to the TwinSpace. Email addresses, usernames and passwords of the new invitees must be entered in the system by the administrator.

My Desktop

Calendar Forum Mailbox Chat Bulletin board My team Settings

My Team

These are the members of the TwinSpace. Click on the icon to see the user's details. Administrators can invite new members, delete existing ones or change their user rights.

[+ Invite new member](#)

Name	Logins	Last Login			
Bart Vanhulle	161	2005/03/31 11:22			
Quintino Tremerio	10	2005/03/29 12:08			
mm eee	0	2005/03/08 15:57			
ete ffd	0	2005/03/08 16:28			
sqdsdq dsqd	0	2005/03/08 16:50			
Mourad etbaz	0	2005/03/14 14:46			
Mourad etbaz	0	2005/03/14 14:48			
erz zzz	0	2005/03/14 21:29			
silvia Spinoso	0	2005/03/16 16:33			
hector the chicken	0	2005/03/21 14:11			

Fig. 4 – My Team page

User's details

Each member of the TwinSpace has a personal page, visible to the other participants.



The screenshot shows the eTwinning user interface. At the top left is the eTwinning logo. To the right is a link for "My TwinSpace". Below this is a "My Desktop" navigation bar with icons for Calendar, Forum, Mailbox, Chat, Bulletin board, My team, and Settings. On the left side, there is a "Your folders" section with five placeholder folders labeled "Lorem ipsum dolor sit amet". The main content area is titled "User's details" and features a profile for "Bart Vanhulle", a "Member". A profile picture of a field of white flowers is shown. Below the picture are three expandable sections: "Contact" with fields for Email (bart.vanhulle@eun.org), Phone number (+ 322 23 233 435), and URL (www.eun.org); "School" (Belgium Computer School); and "More information" with a description: "I am a teacher from Poland and I involve all the pupils of my classroom".

Fig. 5 – The user's details page

Managing Content

The TwinSpace provides tools for creating real web sites. From the *settings* page, folders, pages, forums and file archives may be added by the administrators.

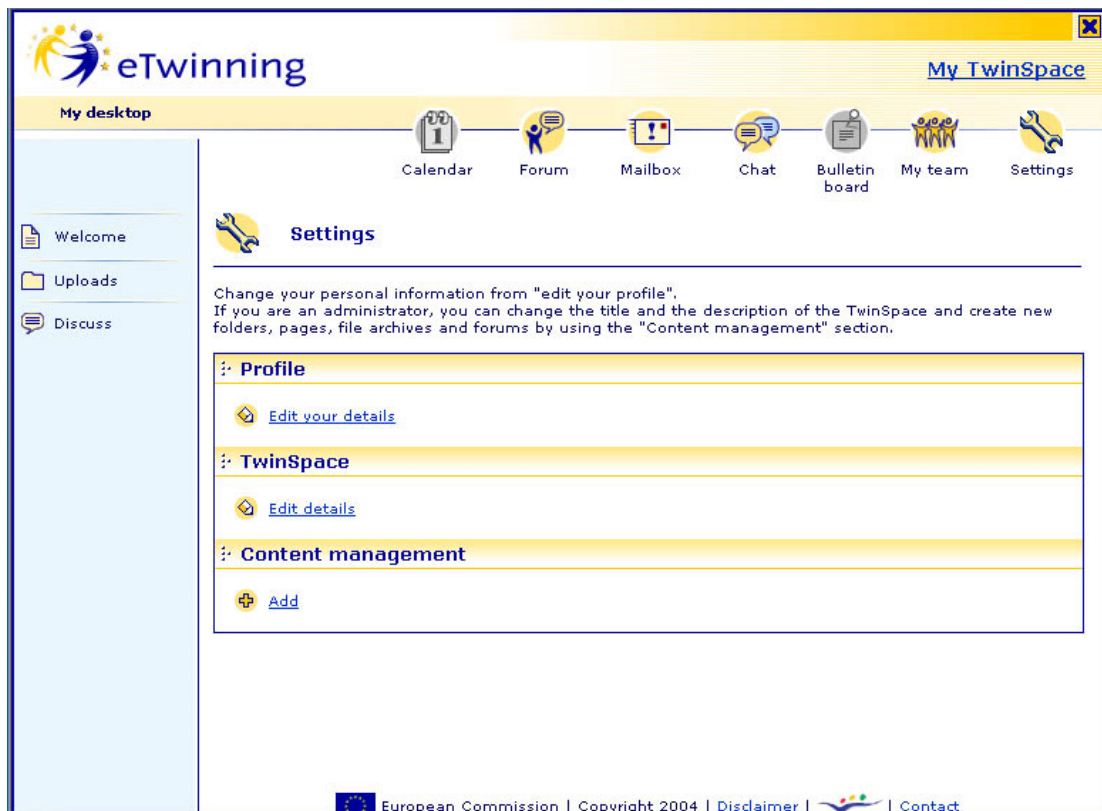


Fig. 6 – The TwinSpace *settings* page

The settings page contains tools to change user details, TwinSpace headings and descriptions.

In the TwinSpace, the following can be created:

- Web pages, composed by headlines, descriptions, main content and a picture,
- Folders and sub-folders,
- Forums,
- File archives, where users can upload and download files up to 5 Mb.

New items in the partnership are displayed in alphabetical order on the left navigation bar, and they may be made public by the administrator. In this way, the workspace may become a real web site, available for anybody on the Internet.

Calendar

You can use the calendar to list events relevant to the partnership. By clicking on the date, you can list title, content, time and venue of the event.

June 2005						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Next event(s) [Add event](#)

Bulletin

In the bulletin, you can display news that are relevant to your partners. News can be added, edited and deleted by the author or administrator. Latest news figure at the top.

Bulletin board

Add news	
ekonomika , <i>olga majlingova</i> , 14/06/2005	
podarila sa nam dohodnut projekt	
Edit Delete	
test , <i>Helpdesk eTwinning</i> , 07/06/2005	
hello,it's a test	
Edit Delete	
Hi all , <i>Helpdesk eTwinning</i> , 24/05/2005	
keep on testing	

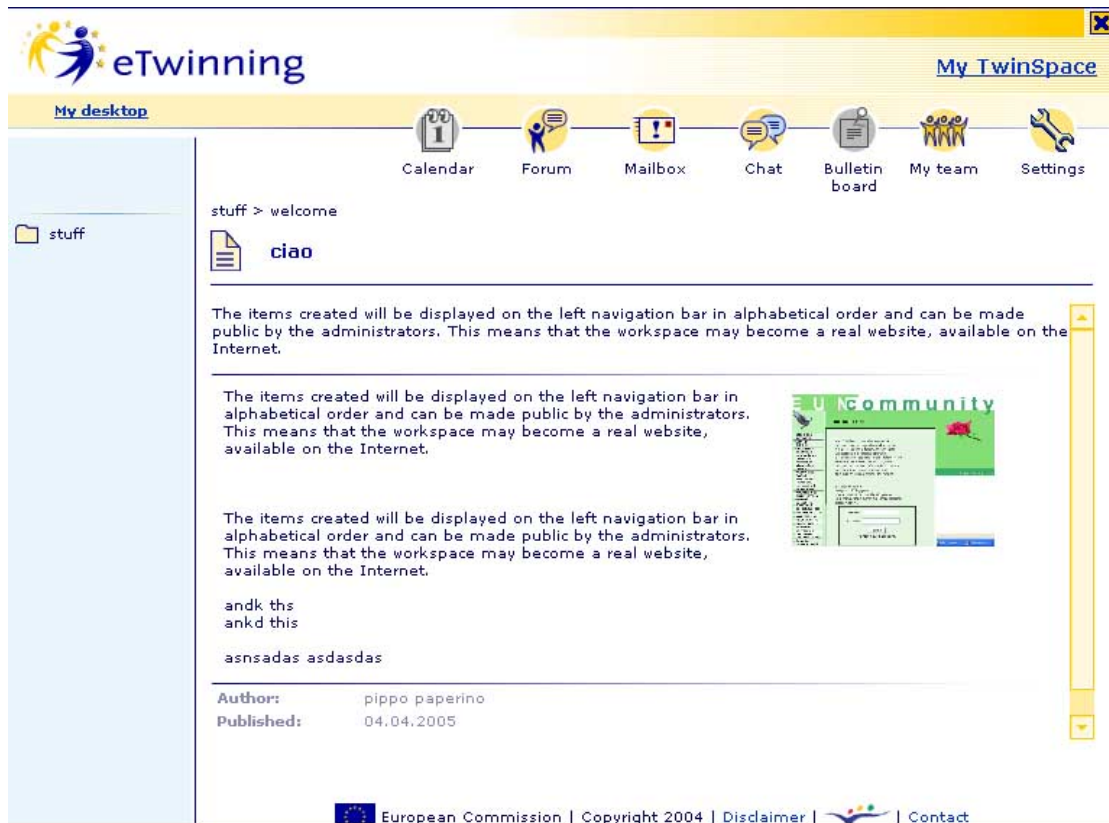


Fig. 7 – An example of a TwinSpace web page