

# Handbook

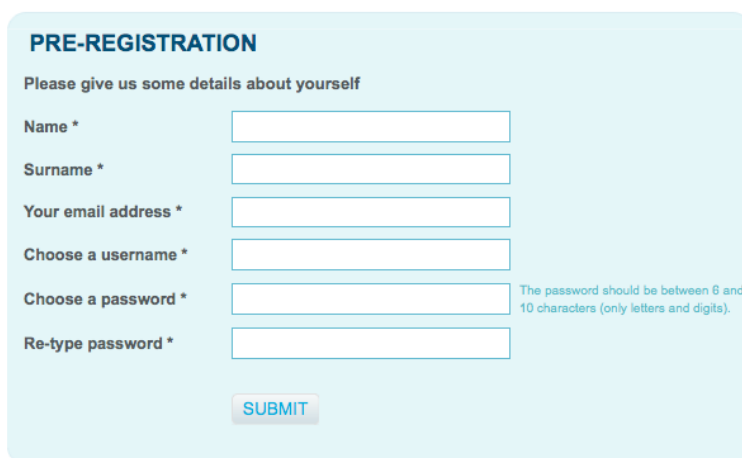
[www.eTwinning.net](http://www.eTwinning.net)



## 1. WHAT IS ETWINNING?

eTwinning is the *Community for schools in Europe*. Teachers from all participating countries can register and use the eTwinning online tools (the Portal and Desktop) to find each other, meet virtually, exchange ideas and practice examples, team up in Groups, learn together in Learning Events and engage in online-based projects.

## 2. HOW TO REGISTER



**PRE-REGISTRATION**

Please give us some details about yourself

Name \*

Surname \*

Your email address \*

Choose a username \*

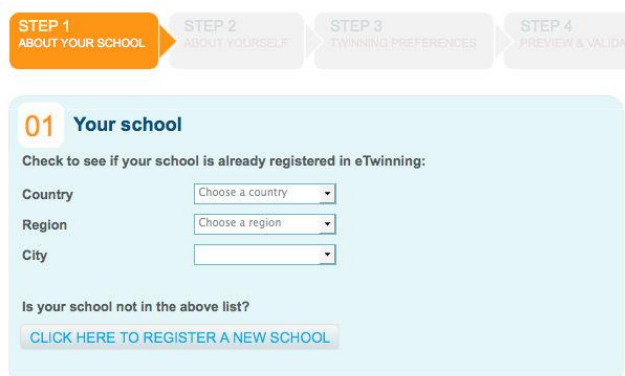
Choose a password \*  The password should be between 6 and 10 characters (only letters and digits).

Re-type password \*

[SUBMIT](#)

### 2.1 PRE-REGISTRATION

Here you are asked to create a username and password and provide your email address.



STEP 1 ABOUT YOUR SCHOOL

STEP 2 ABOUT YOURSELF

STEP 3 TWINNING PREFERENCES

STEP 4 PREVIEW & VALIDATE

**01 Your school**

Check to see if your school is already registered in eTwinning:

Country

Region

City

Is your school not in the above list?

[CLICK HERE TO REGISTER A NEW SCHOOL](#)

### 2.2 FULL REGISTRATION





Once you've completed the pre-registration, you receive an email from the eTwinning team that contains a link. By clicking on this link, you are redirected to the full registration form where you can complete your registration.



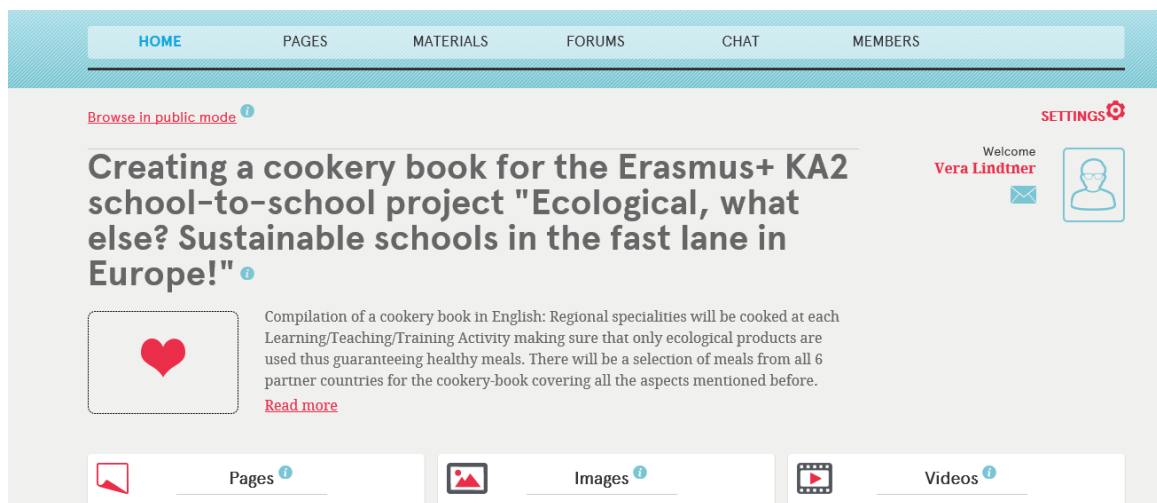
### 3. ETWINNING PROJECTS

Delve into international collaboration with your pupils by setting up a project with one or more schools from another country. Registered eTwinning projects have access to a great number of free customized tools (Twinspace and Project Diary) to support both you and your pupils along the way.

**These are all projects for our  
ERASMUS+ KA2 SCHOOL-SCHOOL PROJEKT  
„ECOLOGICAL; WHAT ELSE?  
SUSTAINABLE SCHOOLS IN THE FAST LANE IN EUROPE“:**

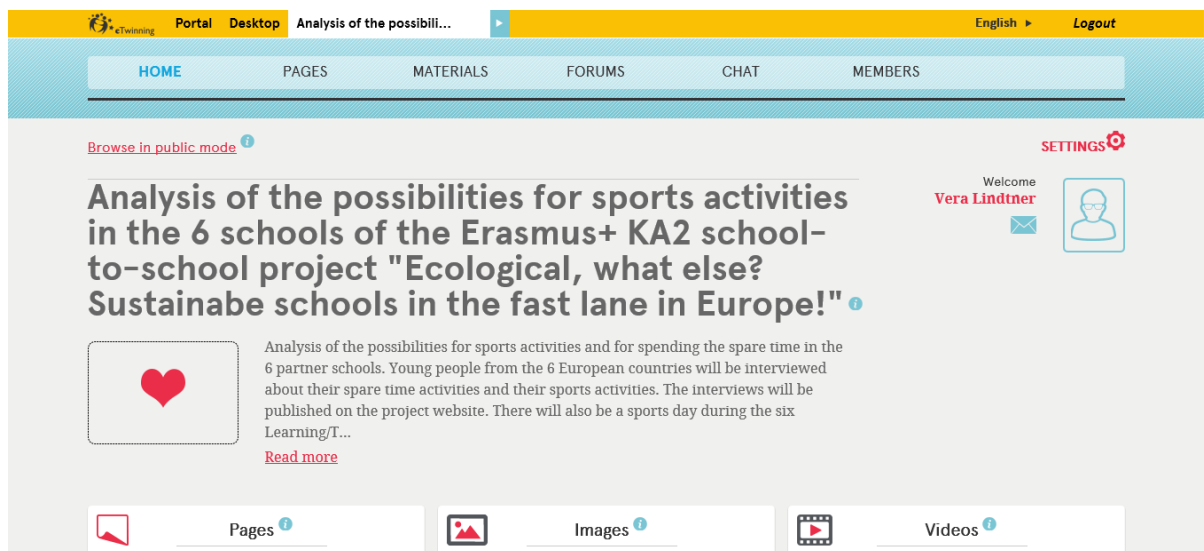
Aktiv	Beendet	In Schweb
Projektname	Siegel	Aktionen
Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"  03.03.2015	<ul style="list-style-type: none"> <li>eTwinning Zertifikat herunterladen</li> <li>Bewerben Sie sich für ein Qualitätssiegel</li> </ul>	<ul style="list-style-type: none"> <li>Editieren</li> <li>Neue Partnerschule(n) hinzufügen</li> <li>Partner verwalten</li> <li>Projekt beenden</li> <li>Twinspace</li> <li>Projektkarte: Wenden Sie sich an Ihre NSS</li> </ul>
Evaluation of the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"  03.03.2015	<ul style="list-style-type: none"> <li>eTwinning Zertifikat herunterladen</li> <li>Bewerben Sie sich für ein Qualitätssiegel</li> </ul>	<ul style="list-style-type: none"> <li>Editieren</li> <li>Neue Partnerschule(n) hinzufügen</li> <li>Partner verwalten</li> <li>Projekt beenden</li> <li>Twinspace</li> <li>Projektkarte: Wenden Sie sich an Ihre NSS</li> </ul>
Analysis of the possibilities for sports activities in the 6 schools of the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"  03.03.2015	<ul style="list-style-type: none"> <li>eTwinning Zertifikat herunterladen</li> <li>Bewerben Sie sich für ein Qualitätssiegel</li> </ul>	<ul style="list-style-type: none"> <li>Editieren</li> <li>Neue Partnerschule(n) hinzufügen</li> <li>Partner verwalten</li> <li>Projekt beenden</li> <li>Twinspace</li> <li>Projektkarte: Wenden Sie sich an Ihre NSS</li> </ul>
Creating an e-diary for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"  03.03.2015	<ul style="list-style-type: none"> <li>eTwinning Zertifikat herunterladen</li> <li>Bewerben Sie sich für ein Qualitätssiegel</li> </ul>	<ul style="list-style-type: none"> <li>Editieren</li> <li>Neue Partnerschule(n) hinzufügen</li> <li>Partner verwalten</li> <li>Projekt beenden</li> </ul>

### 3.1 CREATING A COOKERY BOOK




The screenshot shows a web interface for an Erasmus+ KA2 project. At the top, there is a navigation bar with links: HOME, PAGES, MATERIALS, FORUMS, CHAT, and MEMBERS. Below the navigation bar, there is a header section with a 'Browse in public mode' link and a 'SETTINGS' gear icon. The main content area features a large title: 'Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"'. To the right of the title, there is a welcome message for 'Vera Lindtner' and a user profile icon. Below the title, there is a red heart icon and a paragraph of text: 'Compilation of a cookery book in English: Regional specialities will be cooked at each Learning/Teaching/Training Activity making sure that only ecological products are used thus guaranteeing healthy meals. There will be a selection of meals from all 6 partner countries for the cookery-book covering all the aspects mentioned before.' A 'Read more' link is provided below the text. At the bottom, there are three tabs: 'Pages', 'Images', and 'Videos', each with a corresponding icon.

### 3.2 ANALYSIS OF THE POSSIBILITIES FOR SPORTS ACTIVITIES



The screenshot shows a web interface for an Erasmus+ KA2 project. At the top, there is a navigation bar with links: HOME, PAGES, MATERIALS, FORUMS, CHAT, and MEMBERS. Below the navigation bar, there is a header section with a 'Browse in public mode' link and a 'SETTINGS' gear icon. The main content area features a large title: 'Analysis of the possibilities for sports activities in the 6 schools of the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"'. To the right of the title, there is a welcome message for 'Vera Lindtner' and a user profile icon. Below the title, there is a red heart icon and a paragraph of text: 'Analysis of the possibilities for sports activities and for spending the spare time in the 6 partner schools. Young people from the 6 European countries will be interviewed about their spare time activities and their sports activities. The interviews will be published on the project website. There will also be a sports day during the six Learning/T...'. A 'Read more' link is provided below the text. At the bottom, there are three tabs: 'Pages', 'Images', and 'Videos', each with a corresponding icon.

### 3.3 CREATING AN E-DIARY



[Portal](#)
[Desktop](#)
[Creating an e-diary for t...](#)

[English](#)
[Logout](#)


[HOME](#)
[PAGES](#)
[MATERIALS](#)
[FORUMS](#)
[CHAT](#)
[MEMBERS](#)

[Browse in public mode](#)

[SETTINGS](#)

Welcome  
**Vera Lindtner**











## Creating an e-diary for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"



E-diary for the project website: For a detailed documentation of the project and the various Learning/Teaching/Training Activities there will be a photo diary for the Website.


[Read more](#)

[Pages](#)
[Images](#)
[Videos](#)

Name	Role	Country	City	School	Last login	Actions
 hannah mitlo...	Pupil					<a href="#">Reset password</a> <a href="#">Delete</a>
 Kateřina Kou...	Teacher	Czech Republic	Hodonín	Gymnázium, Obchod...		<a href="#">Delete</a>
 katja prueger	Pupil					<a href="#">Reset password</a> <a href="#">Delete</a>
 leonie gugler	Pupil					<a href="#">Reset password</a> <a href="#">Delete</a>
 Renata Finková	Teacher	Czech Republic	Hodonín	Gymnázium, Obchod...		<a href="#">Delete</a>
 sandra mem...	Pupil					<a href="#">Reset password</a> <a href="#">Delete</a>
 selen avci	Teacher admi...	Turkey	Zonguldak/m...	Kilimli Anadolu Lisesi		<a href="#">Reset password</a> <a href="#">Delete</a>
 sonja recken...	Pupil					<a href="#">Reset password</a> <a href="#">Delete</a>
 Vera Lindtner	Teacher admi...	Austria	Gänserndorf	Bundeshandelsakade...	07.03.2015 14:07	

1-9 of 9

### 3.4 EVALUATION



[Portal](#)
[Desktop](#)
[Evaluation of the Erasmus...](#)

[English](#)
[Logout](#)


[HOME](#)
[PAGES](#)
[MATERIALS](#)
[FORUMS](#)
[CHAT](#)
[MEMBERS](#)

[Browse in public mode](#)

[SETTINGS](#)

Welcome  
**Vera Lindtner**


## Evaluation of the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"



Evaluation of the Learning/Teaching/Training Activities: All participating pupils and teachers get a questionnaire after each meeting. The results influence the planning of the next meeting thus making sure that the project will always be at a very high quality level.


[Read more](#)

[Pages](#)
[Images](#)
[Videos](#)



<http://twinspace.etwinning.net/6866/materials>


### 3.5 CREATING A LOGO AND A WEBSITE


## 4. INVITE MEMBERS




**Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"**



Welcome  
**Vera Lindtner**



Search  
[EXPORT INVITED PUPILS](#)


2 Members: 2 Teacher(s), 0 Pupil(s), 0 Visitor(s)


Members 

[Invite members](#)  
[Contact all members](#)


Name	Role	Country	City	School	Last login	Actions
 <b>Vera Lindtner</b>	Teacher admi...	Austria	Gänserndorf	Bundeshandelsakade...	07.03.2015 08:41	
 <b>Ludmila Mičová</b>	Teacher admi...	Slovakia	Holíč	SOŠ OaŠ		



1-2 of 2


Home » Members » **Invite members**



**Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"**

[SETTINGS](#) 

Welcome  
**Vera Lindtner**






Invite members


[Teachers](#)  
[Pupils](#)  
[Visitors](#)



### 4.1. INVITE PUPILS


Home » Members » Invite members » **Pupils**



**Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"**


[SETTINGS](#) 

Welcome  
**Vera Lindtner**






Invite pupils


Pupils with existing accounts

#1   [VERIFY](#)

New pupils

#1    [VERIFY](#)

## VERIFY WITH PASSWORD AND ROLE (=MEMBER)



Invite pupils

Pupils with existing accounts

#1

Username

+

VERIFY

New pupils

#1

Celine

Schrenk

+


VERIFY

When setting a password make sure that the password is at least 6 characters long.

First name	Last name	Username	Password	Role
#1 Celine	Schrenk	celine.schrenk	schrenk	Member

CONFIRM

## CONFIRM!



Invite pupils

All pupils have been invited.

Pupils with existing accounts

#1

Username

+

VERIFY

New pupils

#1


First name

Last name

+


VERIFY

## RESULT:




### Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"

Welcome Vera Lindtner



Search

EXPORT INVITED PUPILS



5 Members: 4 Teacher(s), 1 Pupil(s), 0 Visitor(s)

Members

Invite members

Contact all members

Name	Role	Country	City	School	Last login	Actions
Celine Schrenk	Pupil					Reset password Delete
Kateřina Kou...	Teacher	Czech Republic	Hodonín	Gymnázium, Obchod...		Delete
Renata Finková	Teacher	Czech Republic	Hodonín	Gymnázium, Obchod...		Delete
Vera Lindtner	Teacher admi...	Austria	Gänserndorf	Bundeshandelsakade...	07.03.2015 13:35	
Ľudmila Mičová	Teacher admi...	Slovakia	Holíč	SOŠ OaŠ		

member online



## 4.2. INVITE TEACHERS

### Invite teachers

Italy ▼

Teachers from this country are covered by eTwinning.  
These teachers can be invited by adding them to the project through the Desktop.

Teachers should have an eTwinning-account. They could be added to an eTwinning project with their eTwinning-account.

## 4.3. CHANGE SETTINGS OF TWinspace

[Browse in public mode](#)


### Creating a cookery book for the Erasmus+ KA2 school-to-school project



Compilation of a cookery book in English: Regional specialities will be cooked at each Learning/Teaching/Training Activity making sure that only ecological products are used thus guaranteeing healthy meals. There will be a selection of meals from all 6 partner countries for the cookery-book covering all the aspects mentioned before.

[Read more](#)

[SETTINGS](#)  
 Welcome **Vera Lindtner**  
 



### Change settings

#### General


**Title \***

Creating a cookery book for the Erasmus+ KA2 scho

**Description**  
(No more than 100 words)

Compilation of a cookery book in English: Regional specialities will be cooked at each Learning/Teaching/Training Activity making sure that only ecological products are used thus guaranteeing healthy meals. There will be a selection of meals from all 6 partner countries for the cookery-book covering all the aspects mentioned before.


**Logo**  
(Uploading a new logo will replace the current one once you press save)




**DROP AN IMAGE**

[Browse to upload](#)


#### Choose theme



**DEFAULT**




**MARBLE**



**PURPLE**

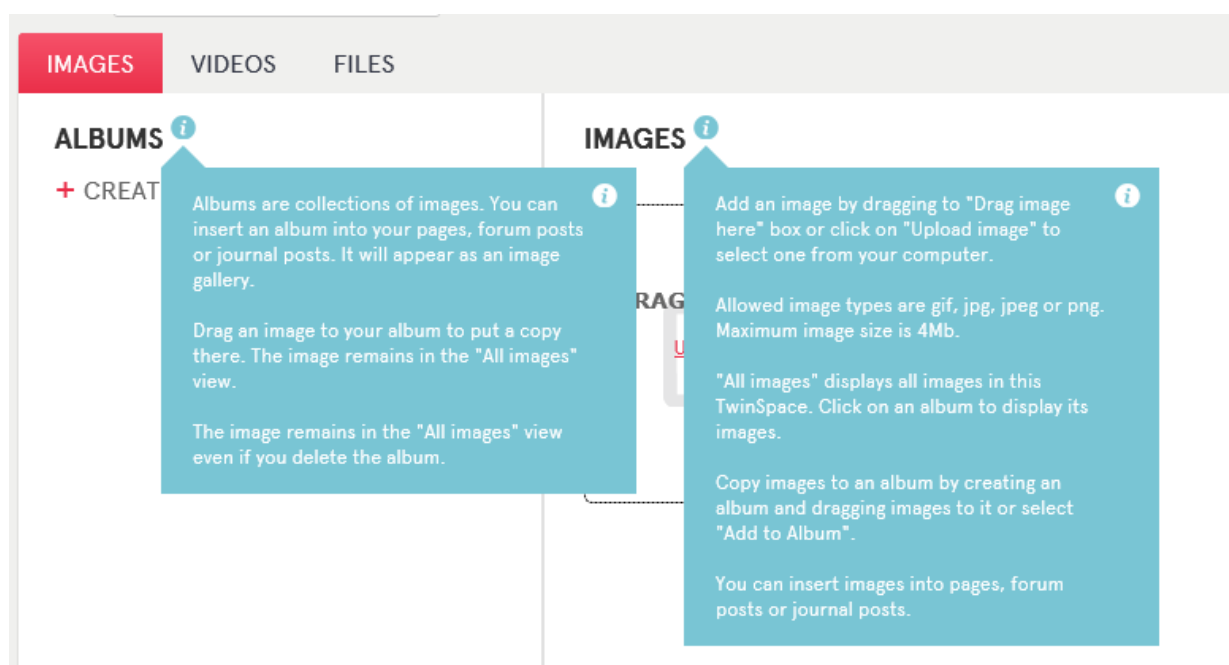
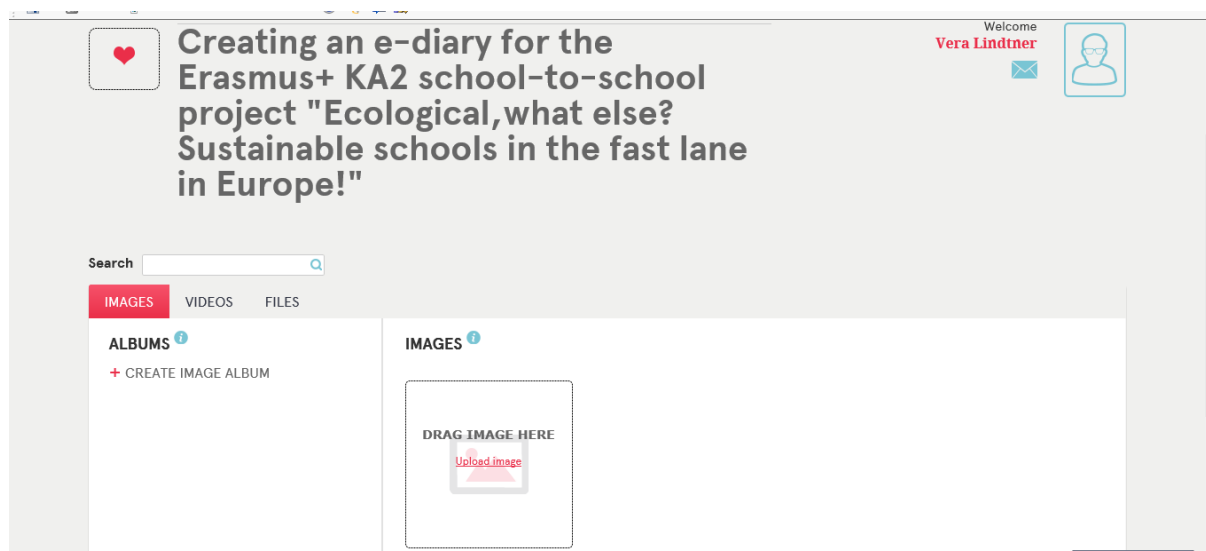
[SAVE](#)



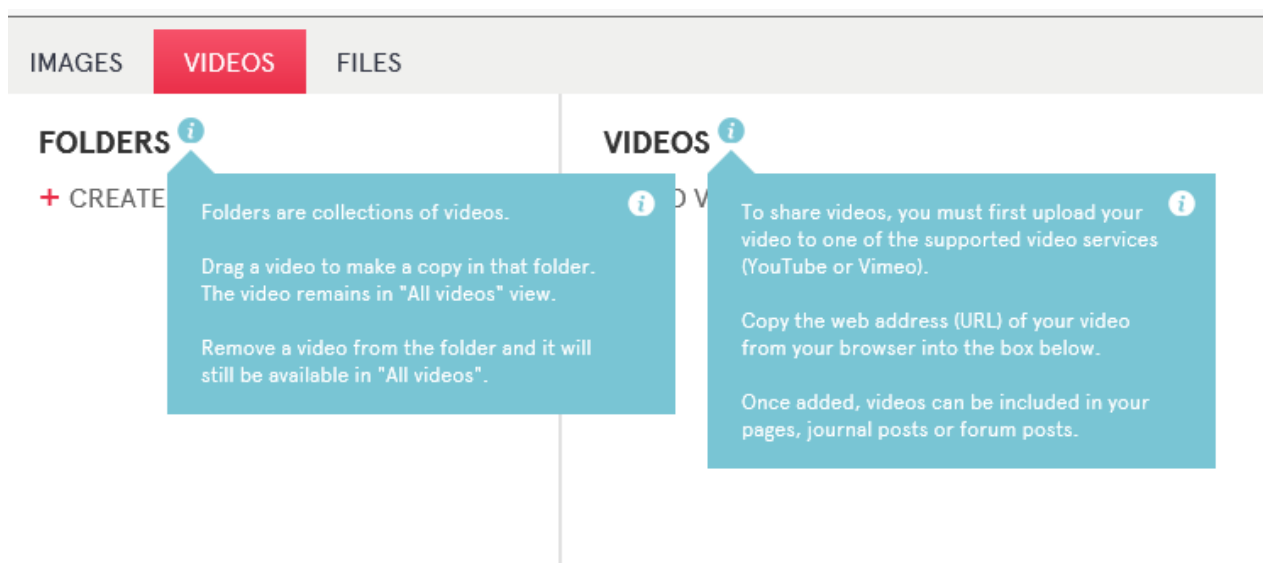
## 5. MATERIALS

You could upload images, videos and files.

### 5.1. IMAGES



## 5.2. VIDEOS



**IMAGES** **VIDEOS** **FILES**

**FOLDERS** <sup>i</sup>

**+ CREATE**

Folders are collections of videos.

Drag a video to make a copy in that folder. The video remains in "All videos" view.

Remove a video from the folder and it will still be available in "All videos".

**VIDEOS** <sup>i</sup>

To share videos, you must first upload your video to one of the supported video services (YouTube or Vimeo).

Copy the web address (URL) of your video from your browser into the box below.

Once added, videos can be included in your pages, journal posts or forum posts.

## 5.3. FILES



**IMAGES** **VIDEOS** **FILES**

**FOLDERS** <sup>i</sup>

**+ CREATE**

Folders are collections of files.

Drag a file to make a copy in that folder. The file remains in "All files" view.

Remove a file from the folder and it will still be available in "All files".


**FILES** <sup>i</sup>


"All files" shows all the files in this TwinSpace. Select a folder to display all the files in that folder.


Allowed file types are: pdf, txt, doc, docx, ppt, pptx, xls, xlsx, zip and rar. Maximum file size is 20Mb.



Hint: If the file type you wish to share is not on the list, condense it to a zip or rar file and you can then add it.



## 6. TWinspace IN PUBLIC MODE



[Browse in public mode](#) 

**Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"** 


 Compilation of a cookery book in English: Regional specialities will be cooked at each Learning/Teaching/Training Activity making sure that only ecological products are used thus guaranteeing healthy meals. There will be a selection of meals from all 6 partner countries for the cookery-book covering all the aspects mentioned before.  
[Read more](#)


 **Pages** 


 **Images** 


 **Videos** 

**CREATE A PAGE** **ADD IMAGES** **ADD VIDEOS** **1 member**

[Browse in public mode](#) 

**Creating a cookery book for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"** 

 E-diary for the project website: For a detailed document of various Learning/Teaching/Training Activities there is a Website.  
[Read more](#)

**See how your TwinSpace appears to anyone via the Internet.** 

Please note: they need a direct link to your TwinSpace in order to see it.

Homepage >> Profile

## Creating an e-diary for the Erasmus+ KA2 school-to-school project "Ecological, what else? Sustainable schools in the fast lane in Europe!"

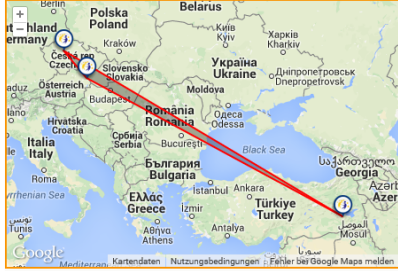
Registered on 03.03.2015

**Project details**

E-diary for the project website: For a detailed documentation of the project and the various Learning/Teaching/Training Activities there will be a photo diary for the Website.

- Subjects:** Informatics / ICT, Language and Literature
- Languages:** EN
- Pupil's age:** 14 - 19
- Tools to be used:** e-mail, Forum, MP3, Other software (Powerpoint, video, pictures and drawings), Project Diary, Twinspace, Video conference, Virtual learning environment (communities, virtual classes, ...), Web publishing
- Aims:** a detailed documentation of the project and the various Learning/Teaching/Training Activities
- Work process:** After each Learning/Teaching/Training Activity we will create a photo diary for the project website.
- Expected results:** 6 films of the 6 Learning/Teaching/Training Activities during the next 2 years

**Project partners - 4 partner(s)**



**Kateřina Kouřilová**  
Gymnázium, Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky Hodonín (Hodonín, Czech Republic)  
Subjects: Foreign Languages  
Languages: CZ - DE - EN - SK

**Twinspace**

- Go to the TWinspace