

# Collaboration in eTwinning

## III. Project Management

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# General Project Management



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# INTRODUCTION



Support



PEOPLE

EVENTS

PROJECTS

GROUPS

PARTNER FORUMS



## Embed it in the Twinspace

18.08.2015

Explore embeddable tools for the Twinspace

- Edit
- Image gallery
- Add new partner(s)
- Manage partner(s)
- Close project
- TwinSpace
- Project Card: talk to your NSS
- Download eTwinning Certificate
- Apply for a Quality Label

On the level of eTwinning Live project founders and project partners with administration rights can adjust the general settings of the project, add partners and manage the general visibility.

# Edit project description



## EDIT PROJECT DESCRIPTION

### Edit project

Here you can update your project's information (NB: make sure you've agreed on updates in advance with your project partners).

#### ETWINNING PLUS PARTNERSHIP

Enables eTwinning Plus country members to be added to the project

No

#### DESCRIPTION

##### Title

Use letters or numbers but not ) < >

#### AIMS


Try to be specific, particularly in terms of competences and skills you hope your pupils will gain through this project. Refrain from stating too abstract concepts such as "European Dimension of education" or "Intercultural communication".

#### EXPECTED RESULTS

Indicate here if you are planning a final product such a public Twinspace or other resources. You might envisage instead the improvement of a school practice, or new knowledge.

In the course of the project the description of the key elements of the project can be modified. New elements can be added, information can be changed, typos can be corrected etc.

# EDIT PROJECT DESCRIPTION



## "The bridges connect"

Registered on 22.09.2015 · Active ●

[ACTIVITY](#) | [ABOUT](#) | [MEMBERS](#) | [PICTURES](#)

[LIKE](#) 5

[GO TO TWinspace](#)

**Languages**  
ελληνικά, English

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**Age range**  
From 6 to 12

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**Subjects**  
Art, Cross Curricular, Design and Technology, Environmental Education, Foreign Languages, Geography, History, History of Culture, Informatics / ICT, Mathematics / Geometry, Media Education, Primary School Subjects, Technology

### About the project

When people wanted to communicate with their neighbors, they used to build bridges. At first bridges were made of wood, then of stone, today of concrete and iron. When there was peace people wanted to build bridges, but when there was war they usually destroyed them. Today there are thousands of bridges around the world but also people can have bridges of friendship, cooperation and peace.

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**AIMS**

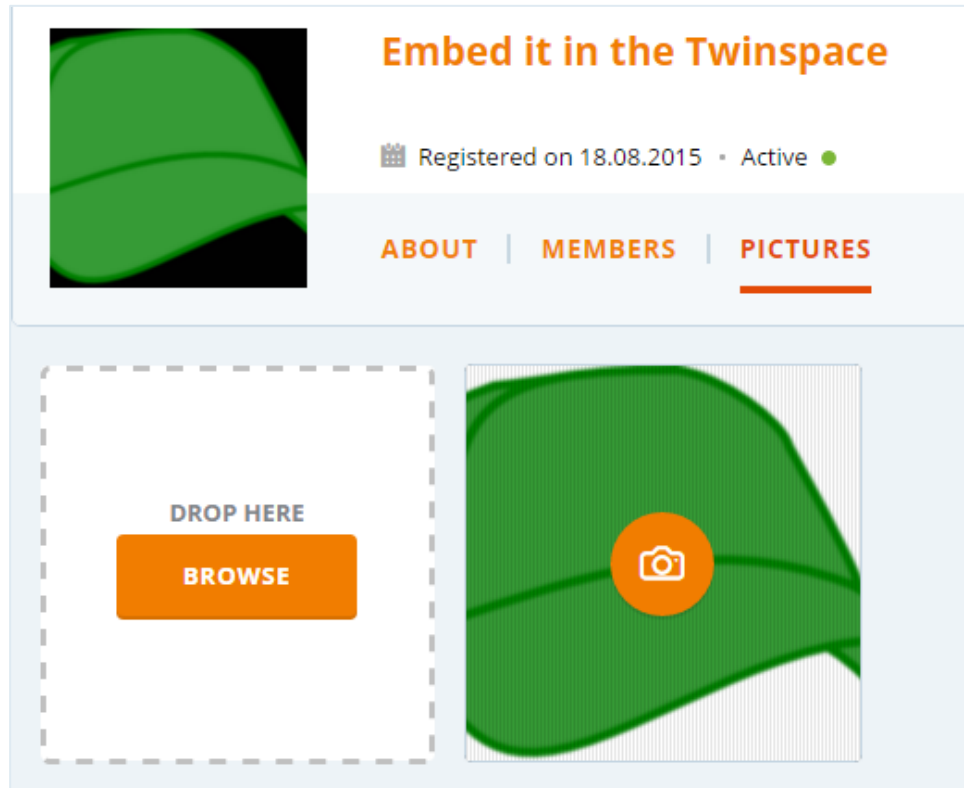
We will investigate and get to know the old stone bridges but also the new concrete bridges of our region. We will study the history, the way of construction and the offering of the old stone bridges and also of the modern bridges. We will know why people build bridges in times of peace and why they pull them down during war. Also, we will learn

It is important that the description of the project is well formulated and meaningful, as it can be viewed by all members of the eTwinning Live community.

# Image Gallery



## IMAGE GALLERY



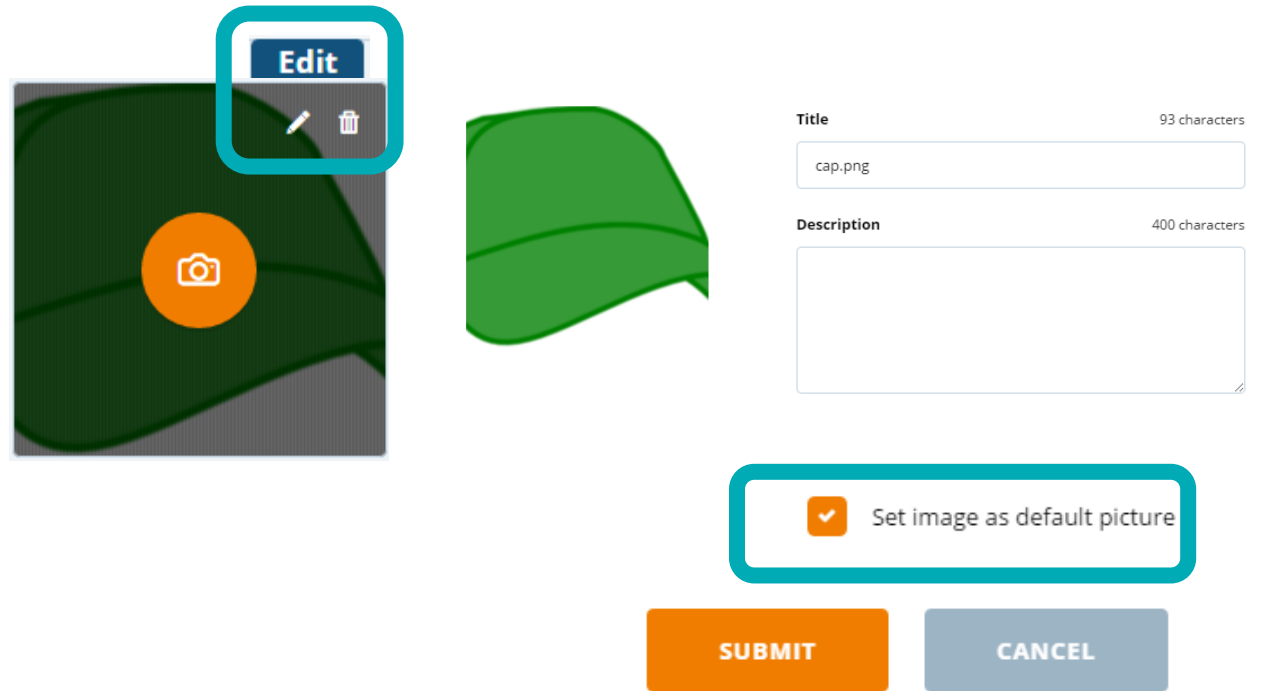
**Embed it in the Twinspace**

Registered on 18.08.2015 · Active ●

**ABOUT** | **MEMBERS** | **PICTURES**

DROP HERE

**BROWSE**



**Edit**

Title 93 characters  
cap.png

Description 400 characters

Set image as default picture

**SUBMIT** **CANCEL**

One or more images can be added to present the project to the eTwinning Live community in a more attractive way.

One of the pictures can be set a default picture and it will appear next to the project title. When hovering with the mouse over the picture and clicking the PEN icon, the picture of your choice can be set as default.



Add new partner(s)



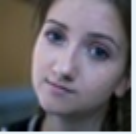
## ADD NEW PARTNER(S)

**Add partners to the project "Embed it in the Twinspace"**

|   |   |                                  |
|---|---|----------------------------------|
|  | <b>Clair Mulder</b><br><i>Het Stroomdal, Zuidlaren Netherlands</i>      | <input checked="" type="radio"/> |
|  | <b>Claudia Valentini</b><br><i>MIUR - L'Aquila, L'Aquila (AQ) Italy</i> | <input type="radio"/>            |



**NOTIFICATIONS**



**Julia Twinkels** invited you to join the project **Cloud**  
🕒 4 minutes ago

Tofthoejskolen ▾

**ACCEPT** **REJECT**

Project founders can add other teachers to the project as project partners.

New project members need to be part of your contact list before you can add them. If they are not, you need to send a contact request first, which needs to be accepted.

All new partners invited to a project will receive a notification and need to accept the invitation first before they get access to the project.

Manage partner(s)



## MANAGE PARTNER(S)



### Embed it in the Twinspace

18.08.2015

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When project founders add new partners they are by default MEMBERS with limited rights regarding the general management of the project.

## MANAGE PARTNER(S)



**Bastiaensen Ben**

*Talentschool Turnhout Campus Zenit, Turnhout Belgium*

**Joined on:** 25.04.2015

Member



DELETE

Administrator



DELETE

Members can be upgraded to ADMINISTRATORS and then they will acquire the same rights as Project Founders.

Founders can never be removed or have their role changed.

Browse in public mode <sup>i</sup>

## TWinspace DISCOVERY <sup>i</sup>

Self-teaching track to explore the Twinspace  
[Read more](#)

36 Members: 36 Teacher(s), 0 Pupil(s), 0 Visitor(s)

| Name             | Role                      | Country     |
|------------------|---------------------------|-------------|
| Bart Verswijvel  | Teacher admi...           | Belgium     |
| Bastiaensen ...  | Teacher admi <sup>▼</sup> | Belgium     |
| Cornelie Bra ... | Teacher administrator     | Netherlands |

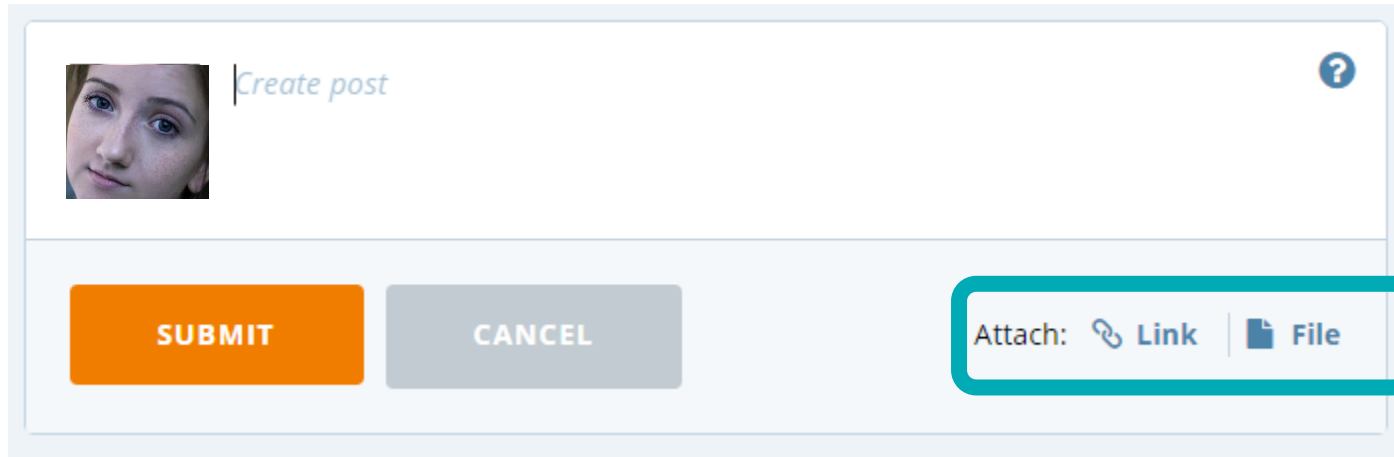
Project Founders or Partners with Administration rights automatically have Administration rights for the TwinSpace.

Participants who have MEMBER rights on the level of eTwinning Live can also be given Administration rights for the TwinSpace of the project. This means that they can perform any action in the TwinSpace but still have limited rights on the General management of the project.

# Project Card



## PROJECT CARD



The image shows a 'Create post' form interface. At the top left, there is a profile picture of a woman and the text 'Create post' next to it. A blue question mark icon is in the top right corner. Below the profile picture, there are two buttons: an orange 'SUBMIT' button and a grey 'CANCEL' button. To the right of these buttons, there is an 'Attach:' section with two options: 'Link' (with a chain link icon) and 'File' (with a document icon). This 'Attach:' section is highlighted with a red rounded rectangle.

All participating teachers in a project can send direct messages to their local National Support Service to get assistance or to give other information.

The message to the NSS can include weblinks or files with e.g. screenshots of a problem.



# Download eTwinning Certificate



## DOWNLOAD ETWINNING CERTIFICATE



When the project is approved a Certificate can be downloaded. The certificate can be used to give visibility and recognition to the project.

Each time a new project partner is added to the project the new name will automatically appear on the Certificate.

# Apply for a Quality Label



## APPLY FOR A QUALITY LABEL

**RESULTS, IMPACT AND DOCUMENTATION**

What impact do you think this project has had upon your pupils and your teacher?  
How did your school benefit from the project?  
What do you regard as the most successful aspect of the project?  
Have you given links to all the documents and resources used in the project?

**Links to Project Outcomes** 1000 characters

Please include all links to any online outcomes of your project such as a website, public TwinSpace, audio/video clips, etc.

**OTHER DOCUMENTS**

Please upload any other documents such as photos, audio/video clips, etc. (Maximum 3 files)

Uploading new files will replace all current uploaded files.

**COLLABORATION BETWEEN PARTNER SCHOOLS.** 2000 characters

Collaboration activities go beyond communication. Please describe the work process of the project clearly outlining the division of work between you and your partner(s). Most importantly:

After the project is (almost) finished all project participants can apply for a National Quality Label. The National Support Service of each of the participants will decide whether the project meets the pedagogical standards to award the Quality Label.

*[The Application of a National Quality Label will be covered in the Self Teaching Materials' section on Quality.]*

# etwinning.net

Concept, text and editing by eTwinning Central Support Service - 2015

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