



eTwinning Handbook

A guide to accessing the eTwinning platform

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How to access the eTwinning platform

Conas teacht ar an ardán eTwinning

Register

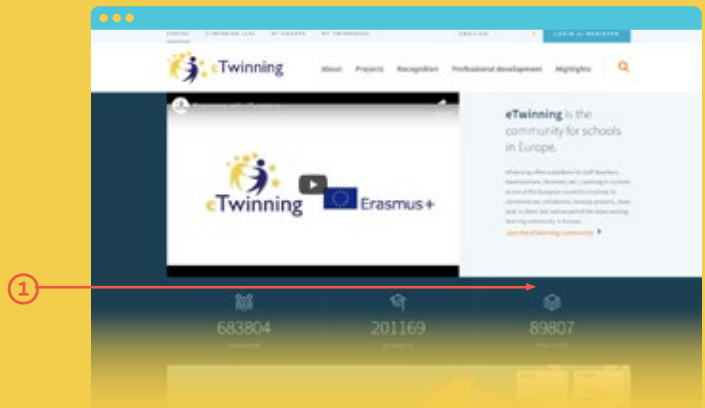
Your journey to registering for eTwinning starts on www.etwinning.net

- First, fill in the **pre-registration form** ①.
- You will then be sent a confirmation email to validate your email. Clicking the link in that email will confirm your pre-registration and you can move to the second part of the registration process, where you provide details about yourself and your school and create your very own eTwinning profile.
- At this point, you should be available for an eTwinning project.
- Once registered, you'll have your own username and password which will allow you to **access eTwinning Live** and start looking for partner schools.

Cláraigh

Tosóidh do thuras chun clárú le haghaidh eTwinning ar www.etwinning.net

- Líon isteach an **fhoirm réamh-chláraithe** ①, le do thoil.
- Ansin seolfar ríomhphost deimhniúcháin chugat chun do ríomhphost a dheimhniú. Má chliceálann tú ar an nasc deimhneoidh tú do réamh-chlárú agus seolfar an 2ra cuid den bpróiseas clárúcháin chugat. Anseo tabharfaidh tú eolas fút féin agus do scoil agus cruthóidh tú do phróifíl eTwinning féin.
- Beidh an t-eolas seo le feiceáil ar do phróifíl. Ba chóir duit a bheith ar fáil i gcomhair tionscadal eTwinning.
- A luaithe agus atá tú cláraithe beidh d'ainm úsáideora agus do phasfhocal féin agat a thabharfaidh rochtain duit ar eTwinning Live ①. Anois is féidir leat tosú ar scoileanna comhpháirtíochta a lorg.



Find a Partner School

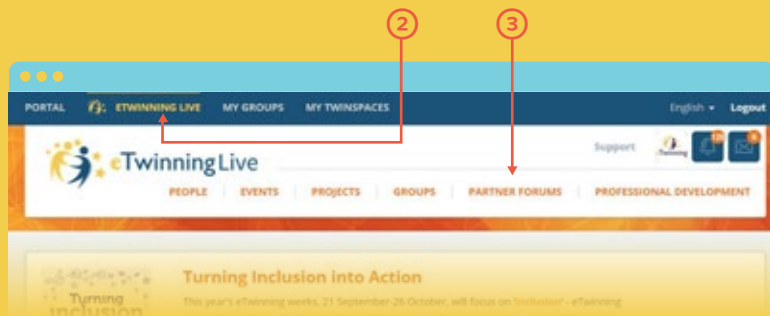
Log in with your username and password and click on **eTwinning Live** ② and then on **Partner Forums** ③.

Browse through the eTwinning and Erasmus+ messages left by teachers like you. If you have an idea for a project, post it in a forum and check back to see if anyone is interested. If you don't have an idea yet, check other messages and reply to those that interest you. Once you have agreed to work with a teacher, click their profile, follow them and send a contact request. If a teacher is not in your contact list, you will not be able to register a project with them.

Aimsigh scoil chomhpháirtíochta

Logáil isteach le d'ainm úsáideora agus do phasfhocal agus cliceáil ar **eTwinning Live** ② agus ansin ar **Partner Forums** ③.

Brabhsáil tríd na teachtaireachtaí eTwinning agus Erasmus+ a bhreac múinteoirí cosúil leat féin. Má ritheann smaoineamh leat i gcomhair tionscadail fág ansin é agus gabh ar ais d'fhéachaint ar léirigh aon duine eile spéis ann. Murar léirigh, fág freagra le ceann de na mílte teachtaireachtaí sa chuid seo. A luaithe agus atá curtha in iúl agat go bhfuil tú sásta obair le múinteoir, cliceáil ar a phróifíl/próifíl, lean é/í agus seol iarratas ar theagmháil chuige/chuici. Más rud é nach bhfuil múinteoir i do liosta teagmhálacha, ní bheidh ar do chumas tionscadal a chlárú leis/léi.



Register a project

Register your project to gain access to a secure online workplace called the **TwinSpace**, where you can then invite your students to join and collaborate with their European peers.

Before Registration

1. Identify a partner school to work with
2. Make sure your partner is in your eTwinning Contacts List
3. Agree what type of project you are going to work on together
4. Plan your project with your partner(s); agree on: title, short description of the project, aims, tools to be used, work process, and expected results. You will need these when you register your project

Registration

Steps to register your project:

1. Log in on www.etwinning.net
2. Go to eTwinning Live
3. Click on Projects
4. Click on Create Project
5. Follow the steps shown
6. Preview your project and then click on the Submit button

Congratulations! Your project has been submitted!

After Registration

1. The other founder of the project will receive a notification and s/he must accept your partnership
2. The project is now pending while it is being reviewed by the National Support Services of the partner schools
3. Once the project has been approved, it will become active and the project founders will have access to the project TwinSpace

The TwinSpace provides a variety of features.

→ **Sharing:**

Photos, texts, presentations, videos, multimedia productions made with various ICT tools

→ **Communication:**

Forums, video conferencing, messaging or chat incorporated in the TwinSpace

→ **Publication:**

Creation of private or public pages for organising pupils' work or publishing the project's results

→ **Compatibility with external tools:**

Possibility of using different tools online and integrating them into the TwinSpace pages

→ **Security:**

Project-leader teachers deal with pupil and partner invitations, content visibility, pupil passwords, etc.

You can invite other teachers to join the project, you can register your students, and also parents, the school principal, external partners and even teachers from any country in the world.

The screenshot shows the eTwinning TwinSpace interface for a project titled "Project for NSS Ireland". The top navigation bar includes the eTwinning logo, the project name "PROJECT FOR NSS IRELAND", and options for language ("English") and user actions ("Logout"). Below the navigation bar, there are icons for "Support", a calendar, and a mail icon. A horizontal menu contains links for "HOME", "PAGES", "MATERIALS", "FORUM", "ONLINE MEETINGS", and "MEMBERS".

The main content area features a "Project for NSS Ireland" section with a large orange and white logo depicting two stylized figures holding hands under a starry sky. To the right of the logo is a text box containing "A test project for NSS Ireland use". Below this is a green button labeled "Add a new post".

On the right side, there are three vertical panels:

- Teacher Bulletin:** A panel with a "Post an update" button.
- Online members:** A panel showing a red circular icon representing a member.
- Join the chat room:** A panel with a speech bubble icon and the text "Join the chat room".
- Organise an online meeting:** A panel with a camera icon and the text "Organise an online meeting".

At the bottom left, there is a "Latest updates" section with a filter for "User". A recent update from "NSS Ireland" is shown, with the text "Check out the Forum page", a "Like" button, and a timestamp of "16:43 18.04.2019".

What Teachers Like

Where can I find inspiration for projects?

- Kits on the eTwinning portal
- eTwinning Groups — *you can join them on eTwinning Live*
- Follow Léargas and eTwinning Europe on Social Media
- Browse through the eTwinning Prize winners on the eTwinning portal and check their TwinSpaces

External digital tools that can be embedded/uploaded into the TwinSpace:

Resource	Use
• Padlet	Use this virtual post-it wall as an ice-breaker where pupils introduce themselves and share their interests, hobbies, photos, etc.
• Google Docs	Teachers use this to collaboratively work on projects and design questionnaires; students conduct surveys and write collaboratively
• YouTube	Upload videos (choose the private option) and then share the links
• Vimeo	on TwinSpace
• Madmagz • Issuu • Calameo	Create online magazines and collaborative end products
• Biteable	Create short animations
• Wordl	Generate word clouds
• Survey Monkey	Create surveys
• Tricider	Vote online and make decisions

eTwinning Live

eTwinning Live is a virtual wall that has several sections with different functions.



Section

Functions

People

- See and edit your profile
- Find people and schools in eTwinning by typing in a keyword, name, place, etc. in the search box
- See your contacts list
- Check your feed, including news from the National Support Service and the Central Support Service
- Like and comment on the posts or activity of the people you know

Events

- Create an event
- See your events
- Check the events calendar per day, week or month
- Search events by typing a keyword, name, place, etc. in the search box



Section	Functions
---------	-----------

- | | |
|-----------------|---|
| Projects | <ul style="list-style-type: none"> → See your active projects: at the bottom of each project you will find different options for actions you can perform within your project, such as edit, add new partners, manage partners, download eTwinning certificate, close project, etc. → Access eTwinning project kits → Create a new project → Search projects by typing in a keyword, name, place, etc. |
|-----------------|---|

- | | |
|---------------|--|
| Groups | <ul style="list-style-type: none"> → See the groups you are a member of → Search groups by typing in a keyword, name, place, etc. in the search box → Create a new group → View FAQ related to groups: how to join them, featured groups, how to run a group, etc. |
|---------------|--|

- | | |
|-----------------------|---|
| Partner Forums | <ul style="list-style-type: none"> → Look for partners for Erasmus+ mobility projects and remote eTwinning projects → Find posts from teachers who are looking for project partners by typing in a keyword, name, place, etc. in the search box |
|-----------------------|---|

- | | |
|---------------------------------|--|
| Professional Development | <ul style="list-style-type: none"> → Check the online professional development opportunities eTwinning offers at European level → Join online learning events and seminars |
|---------------------------------|--|

Quality Labels & eTwinning Prizes

The eTwinning Quality Labels & School Label evaluate and recognise high quality projects and approaches in eTwinning based on criteria agreed by all participating countries.



There are four types of awards for excellence



Award	Application Procedure	Awarded by
National Quality Label (NQL)	National Quality Labels acknowledge that a project has reached a certain level of quality within its country. Teachers can apply for an NQL through the eTwinning website, where the 5 application criteria can be found. Léargas assess these applications and contact teachers directly.	<i>The NSS (Léargas)</i> <i>Please contact Léargas for details.</i>
European Quality Label (EQL)	Teachers do not need to apply for this award. When a project is of particular high quality, and at least 2 partners in the project have received an NQL, Léargas can nominate it for an EQL.	<i>The Central Support Service (CSS)</i>
eTwinning School Label	The process for obtaining the eTwinning School Label has two stages. Stage one involves an automatic check by the CSS of qualifying criteria. Stage two consists of a self-assessment application form.	<i>The Central Support Service (CSS)</i>
eTwinning Prizes	Teachers can apply for an eTwinning prize on eTwinning Live. To be considered for a prize, a project must have been awarded the EQL in any year of its lifespan. If the project is a winner, only those partners who have received an NQL for the project will be eligible to participate in prize-related awards.	<i>The Central Support Service (CSS)</i>

eTwinning, Erasmus+ and the School Education Gateway

eTwinning can easily be a first step towards Erasmus+ funded projects.

The School Education Gateway is Europe's online platform for school education. The portal works alongside eTwinning and your eTwinning login can be used to access the School Education website.

Signing up to eTwinning allows you to search for suitable partners across Europe to carry out small projects before applying for Erasmus+ funding. You and your European partner(s) will be given a secure project space to collaborate online, grow and extend your partnership, before, during and after an Erasmus+ project.



How eTwinning and the School Education Gateway complement your Erasmus+ funded project(s)

Erasmus+ Key Action	eTwinning	School Education Gateway
<ul style="list-style-type: none"> • KA1 	<ul style="list-style-type: none"> → Search for a partner and register a curriculum related project → Discuss your curriculum related project with your partner → Upskill with the free eTwinning professional development opportunities → Collaborate using the eTwinning secure online space and tools like webinar conferencing, chat rooms and blogs to support your project, meet with your partner, save and share your project work → Strengthen your school's European Development Plan 	<ul style="list-style-type: none"> → A course catalogue for finding and rating staff training opportunities → A mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities
<ul style="list-style-type: none"> • KA2 	<ul style="list-style-type: none"> → Search for partner school with the Partner Forums → Discuss your project ideas with your partner 	<ul style="list-style-type: none"> → A strategic partnerships area for finding and posting partnership opportunities → Upskill by using the Teacher Academy, a single point of access to professional development activities

Ireland's Digital Strategy for Schools

Straitéis Dhigiteach do Scoileanna na hÉireann

The Digital Strategy for Schools is an opportunity for schools to see which ICT strategies and tools are useful in helping teachers and students introduce 21st Century learning to their classrooms.

eTwinning covers each of the four themes of the Digital Strategy for Schools through the multitude of tools and professional development opportunities offered to educators.

Deis do Scoileanna is ea an Straitéis Dhigiteach a fheiceáil cad iad na straitéisí agus uirlisí TFC atá úsáideach ina gcuid scoileanna chun cabhrú lena múinteoirí agus lena scoláirí foghlaim an 21^ú céad a thabhairt isteach ina seomraí ranga.

Clúdaíonn eTwinning gach ceann de cheithre théama na Straitéise Digiti do Scoileanna le cabhair an líon mhóir uirlisí agus deiseanna forbartha gairmí a thairgtear d'oiliúnóirí.



1

Teaching, learning and assessment using ICT

While in the past century pen and paper were the main tools that facilitated teaching, learning and assessment in schools, nowadays these have gradually been replaced by tablets, iPads, computers, etc. eTwinning allows the use of a free and safe online platform where teachers and students can register very easily; once a project is registered, a dedicated and secure Twinspace allows teachers and students to access:

- a project journal
- a chatroom
- a video conferencing tool
- discussion forums
- an online 'media library' where students can upload documents, videos, photos, and PowerPoint presentations
- an eTwinning App that can be used on mobile devices.

Teagasc, foghlaim agus measúnú trí TFC a úsáid

Más rud é gurbh iad peann agus páipéar na huirlisí ba thábhachtaí a chuireadh ar ár gcumas teagasc, foghlaim agus measúnú a dhéanamh i scoileanna an céad seo caite is iad táibléid, iPadanna, ríomhairí srl. atá tagtha ina n-ionad sa lá atá inniu ann. Is féidir le eTwinning an rud seo a leanas a éascú: úsáid ardán idirlín saor sábháilte ar féidir le múinteoirí agus scoláirí clárú air gan stró; a luaithe agus atá tionscadal cláraithe tugtar Twinspace (spás nasctha) dóibh. Anseo, is féidir leis an mbeirt mhúinteoirí agus leis na scoláirí úsáid a bhaint as:

- iris tionscadail
- seomra cainte
- uirlis físchomhdhála
- fóraim phléite
- cuid d'ábhar inar féidir le scoláirí a gcuid doiciméad, físeáin, grianghraif agus láithreoireachtaí PowerPoint féin a uaslódáil
- is féidir Aip eTwinning a úsáid ar ghléasanna soghluaiste.



2

Teacher Professional Learning

eTwinning offers: eTwinning featured groups, learning events, online seminars, online courses, Professional Development Workshops (PDWs); thematic conferences, annual conference, online events.

Foghlaim Gairmiúil Múinteoirí

Is féidir le eTwinning an méid seo a leanas a thairiscint: grúpaí eTwinning ar thaispeáint; imeachtaí foghlama; seimineáir ar líne; cúrsaí ar líne; Ceardlanna forbartha proifisiúnta; comhdhálacha téamacha; comhdháil bhliantúil; imeachtaí ar líne.

3

Leadership, research and policy

According to the European Council conclusions on effective leadership in education (2013), good educational leaders develop a strategic vision for their institutions, act as role models for both learners and teachers, and are key to creating an effective and attractive environment which is conducive to learning. A dedicated eTwinning group has been set up for school principals and other school management staff in order to exchange and explore common issues such as digital skills, pupil motivation, the impact of migration, and what it means to be an “eTwinning school”.

The group is open to all school leaders; eTwinning membership is required.

Treoir, taighde agus beartas

De réir tátail de chuid na Comhairle Eorpaí um threoir éifeachtach san oideachas (2013) forbraíonn teoraithe foghlama maithe fíis straitéiseach dá n-institiúidí, feidhmíonn siad mar rólchuspáí d’fhoghlaimoírí agus do mhúinteoirí araon agus tá siad ríthábhachtach i dtaobh timpeallacht éifeachtach tharraingteach a chruthú atá fabhrach d’fhoghlaim.

Osclaíodh grúpa tiomanta do phríomhoídí scoile agus foireann bhainistíochta scoile eile d’fhonn ceisteanna atá i gcoiteann acu a mhalartú agus a iniúchadh, cosúil le scileanna digiteacha, spreagadh scoláirí, tionchar na himirce agus an rud atá i gceist le bheith ina “scoil eTwinning”. Tá an grúpaoscailte do gach ceannaire scoile; tá ballraíocht eTwinning ríachtanach.

4

Ensuring effective implementation

While eTwinning cannot offer funding for devices for your school, as a European initiative—and part of Erasmus+—it provides schools with a simple and safe infrastructure for collaboration, tools, training and advice free of charge and without burdensome administrative procedures for educators. This infrastructure encourages schools to form all types of partnerships in any subject area, which is an effective way to foster the use of ICT, language and intercultural skills in school education.



Cur i bhfeidhm éifeachtach a chinntiú

Cé nach féidir le eTwinning maoiniú a thairiscint i gcomhair trealaimh do do scoil cuireann sé, mar thionscnamh Eorpach agus mar chuid den gclár Erasmus+, bonneagar simplí sábháilte ar fáil do chomhoibriú, uirlisí, oiliúint agus comhairle saor in aisce agus gan nósanna imeachta a chuireann ualach ar oiliúnóirí. Spreagann an bonneagar scoileanna chun gach saghas comhpháirtíochta a dhéanamh i réimse ábhair ar bith. Is slí éifeachtach é seo chun úsáid TFC, teangach agus scileanna idirchultúrtha in oideachas scoile a chothú.



Guidelines for Project Planning

Before you plan your eTwinning project with your partners, make sure all project partners are clear about:

- The age ranges of all the students in the project
- The teaching subjects of all the partners
- The topic of your project

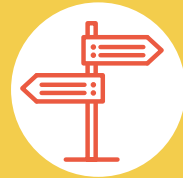
Follow these steps together with your partners in order to plan your project:



1. Brainstorm which parts of the curricula can be connected to your topic



2. Name your project and describe it briefly



3. Decide what the participants will learn



6. Agree how you will evaluate your project and organise assessment



5. Decide how you will interact and collaborate



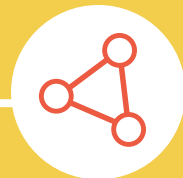
4. Agree shared activities and tools



7. Plan introduction and concluding activities



8. Make a list of all the resources you will need



9. Decide how you will share your project in your school/community

Contact the National Support Service for eTwinning in Ireland, Léargas

Teagmháil a dhéanamh leis an tSeirbhís Tacaíochta Náisiúnta d'eTwinning in Éirinn

Léargas

Léargas is a not-for-profit organisation that manages national and international programmes in education, youth and community work, and vocational education and training. It was established in 1986 and is wholly owned by the Department of Education and Skills.

Our programmes focus on co-operation between communities and between countries, and aim to bring an international dimension to the work of education, training, and youth and community organisations. As well as eTwinning, we manage intercultural programmes such as Causeway and IAESTE, and are the National Agency for the European Union programme Erasmus+. The National Centre for Guidance in Education is also part of the Léargas network.

You can find out more about what we do by visiting the Léargas website or following us on Twitter or Facebook:

www.leargas.ie
www.twitter.com/Leargas
www.facebook.com/Leargas.Ireland

Cur Síos Gairid ar Léargas

Eagraíocht neamhbhrabúis is ea Léargas a dhéanann bainistíocht ar chláir náisiúnta agus idirnáisiúnta san oideachas, obair óige agus pobail agus in oideachas agus oiliúint ghairme. Bunaíodh sa bhliain 1986 é agus is leis an Roinn Oideachais agus Scileanna é ina iomláine.

Tá ár gcuid clár dírithe ar chomhar idir pobail agus idir tíortha, agus déanann siad iarracht ar ghné idirnáisiúnta a thabhairt d'obair eagraíochtaí oideachais, oiliúna agus agus eagraíochtaí óige agus pobail. Lasmuigh d'eTwinning déanaimid bainistíocht ar chláir idirchultúrtha ar nós Causeway agus IAESTE agus is sinne an ghníomhaireacht Náisiúnta don gClár Erasmus+ de chuid an Aontais Eorpaigh. Baineann an Lárionad Náisiúnta um Threoir san Oideachas le líonra Léargas, chomh maith.

Tá tuilleadh eolas ar a bhfuil á dhéanamh againn ach cuairt a thabhairt ar shuíomh gréasáin Léargas nó sinn a leanúint ar Twitter nó Facebook:

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www.etwinning.ie