10 steps for a SUCCESSFUL PROJECT!

1. CREATE
   a detailed schedule of your activities (deadlines for the activities and holidays in each school)

2. DECIDE
   in collaboration with your colleagues what activities you will organise and what tools you will use

3. AGREE
   upon the netiquette rules together with your project partners and publish them on the TwinSpace

4. INFORM
   your head teacher, other colleagues and your students about the project and invite your students in the TwinSpace

5. PLAN
   your TwinSpace with care and create Pages for each of the activities you will organise with a short description on the top of the page

6. USE
   the TwinSpace communication tools: Twinmail, Teacher Bulletin, Discussion Forums

7. INTEGRATE
   collaborative activities into your eTwinning projects, team the students up in transnational groups and assign roles or team your students up according to their interests/talents. Try to have a concrete outcome as a result of the collaborative work, eg, an ebook, a shared story, a video etc.

8. PROVIDE
   feedback by:
   - encouraging students to comment on each other’s work;
   - integrating ongoing assessment activities;
   - updating the public journal with new activities introduced or the ones accomplished, and
   - asking students to comment on their experience there.

9. GET
   recognition for your project: Apply for a Quality Label, put your project forward for awards and prizes and promote your project on the website of your school, the school community and at different educational events.

10. ADD
    a regular Live element: Chat or Live event