

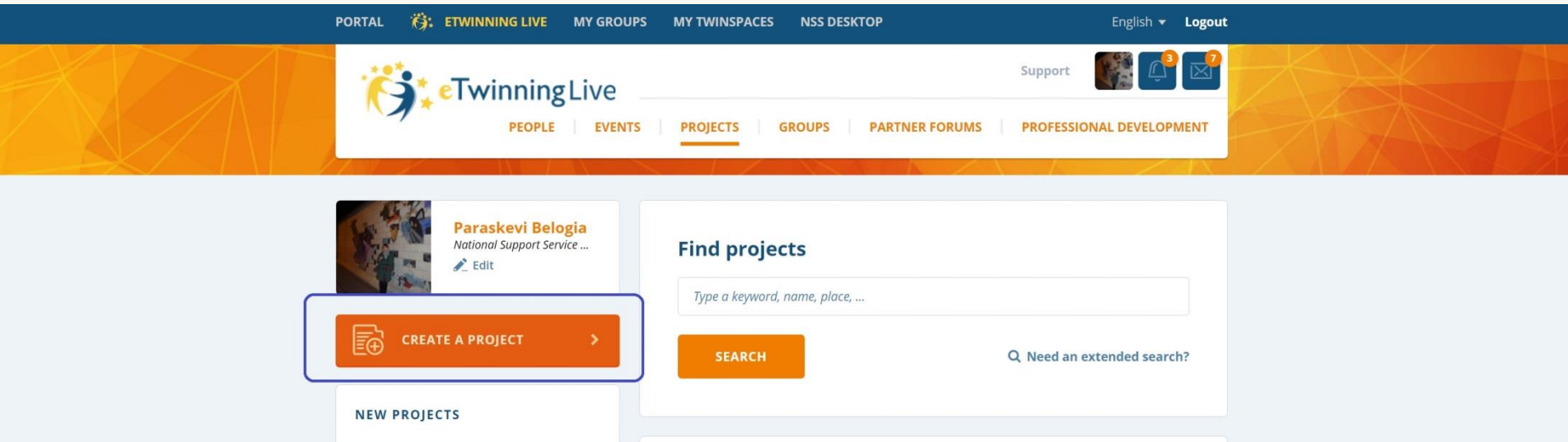
How to Register your eTwinning Project

Paraskevi Belogia, GR NSS

17-19 November | VRACHATI, CORINTH, GREECE



Create a project



The screenshot shows the eTwinning website interface. At the top, there is a navigation bar with links for PORTAL, ETWINNING LIVE, MY GROUPS, MY TWINSPACES, and NSS DESKTOP. On the right, there are language and login options (English, Logout). Below this is a secondary navigation bar with the eTwinningLive logo and a search bar. The main content area features a profile for Paraskevi Belogia, National Support Service, with an 'Edit' link. A prominent orange button labeled 'CREATE A PROJECT' with a plus icon is highlighted with a blue border. To the right, there is a 'Find projects' section with a search input field containing the placeholder text 'Type a keyword, name, place, ...', a 'SEARCH' button, and a link for 'Need an extended search?'. Below the profile, there is a 'NEW PROJECTS' section.

The registration of a new project is completed by the 2 project founders. After the approval of the project more project partners can be added.



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When you want to create a new project one of the 2 founders needs to submit the key elements of the project.

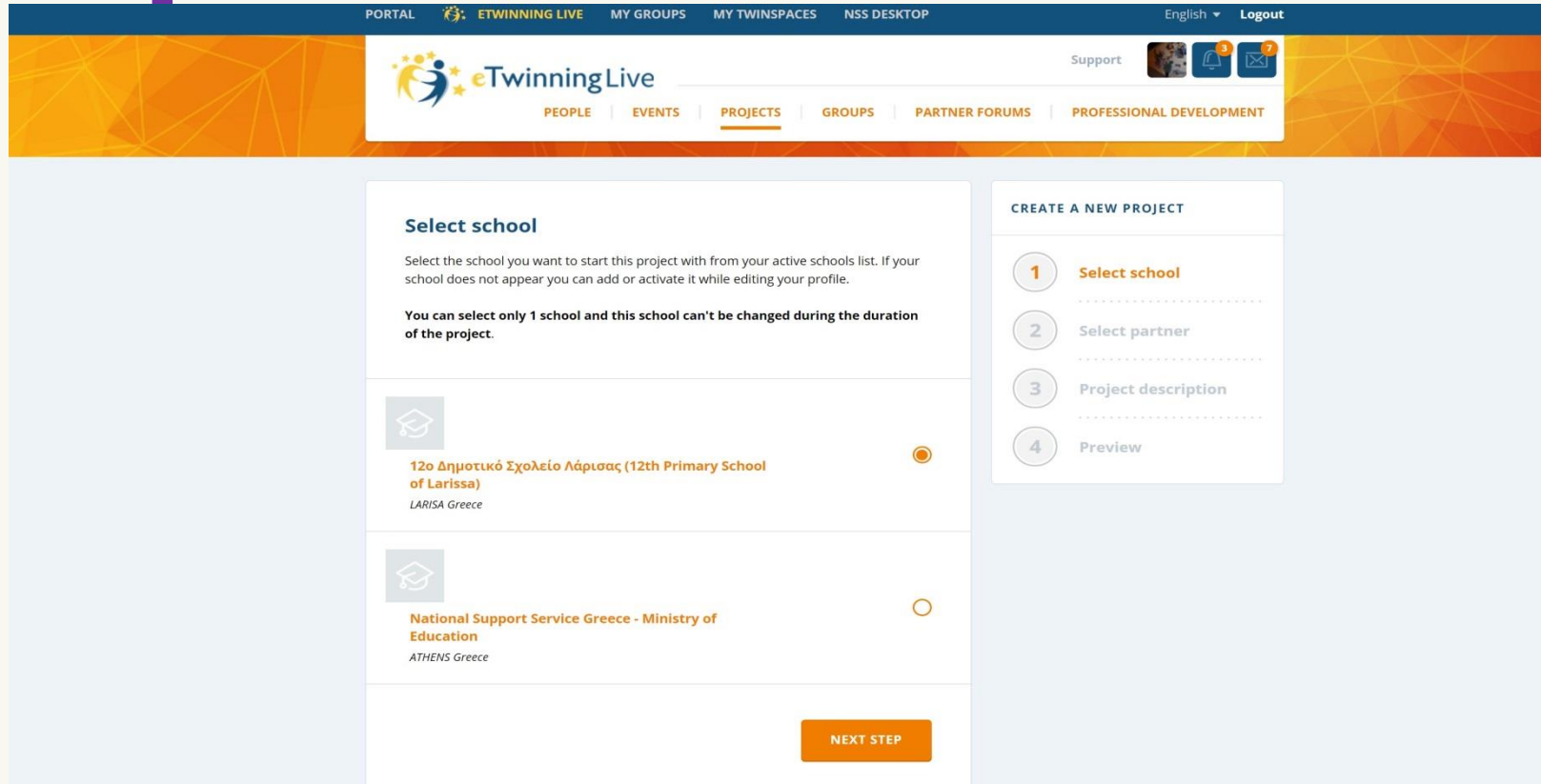
The application process consists of 4 steps.



After this procedure the other project founder will have to finalize the process by giving his/her approval.



Step 1



The screenshot shows the 'Select school' step in the eTwinningLive project creation process. The interface includes a navigation bar with 'PORTAL', 'ETWINNING LIVE', 'MY GROUPS', 'MY TWINSPACES', and 'NSS DESKTOP'. The main content area is titled 'Select school' and contains the following text: 'Select the school you want to start this project with from your active schools list. If your school does not appear you can add or activate it while editing your profile. You can select only 1 school and this school can't be changed during the duration of the project.' Below this text are two school options, each with a school icon, a name, and a location: '12ο Δημοτικό Σχολείο Λάρισας (12th Primary School of Larissa) LARISA Greece' (selected with a radio button) and 'National Support Service Greece - Ministry of Education ATHENS Greece'. A 'NEXT STEP' button is located at the bottom right of the selection area. To the right of the main content is a 'CREATE A NEW PROJECT' sidebar with a four-step process: 1. Select school, 2. Select partner, 3. Project description, and 4. Preview.

The first step is to select your school. You can select only one school, even if you have more than one in your list. This choice can't be changed afterwards.







Step 2

Select partner

Select 1 of your (active) contacts as the other founding partner of the project. Once the project has been approved by your National Support Service you will be able to invite more contacts to your project.

Search in your 325 contacts...

	<p>CARMEN YOLANDA EGEA BERNET C.E.I.P. SAN MIGUEL, Armilla Spain</p>	<input checked="" type="radio"/>
	<p>Fani Smixioti 5th Gymnasio Trikalon, TRIKALA Greece</p>	<input type="radio"/>
	<p>Adriana Colda Școala cu clasele I-VIII „Miron Pompiliu”, Ștei Romania</p>	<input type="radio"/>
	<p>Adriana Lefter Școala Gimnaziala „Elena Doamna”, Tecuci Romania</p>	<input type="radio"/>

NEXT STEP

CREATE A NEW PROJECT

- 1 Select school
- 2 **Select partner**
- 3 Project description
- 4 Preview

You can select one of your contacts to be the other project founder.



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Step 3

Project description

Describe your project. This information is very useful for your National Support Service in order to be able to approve the project.

ETWINNING PLUS PARTNERSHIP

Enables eTwinning Plus country members to be added to the project

No
 Yes

DESCRIPTION

Title 250 characters

Use letters or numbers but not) < >

Short description 1000 characters

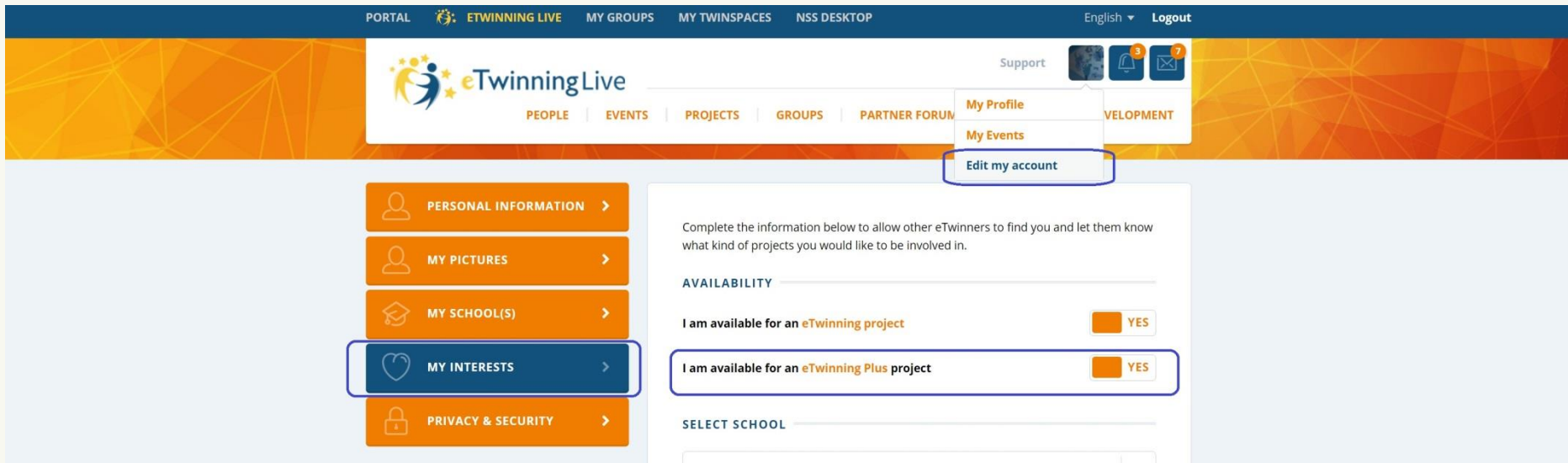
Type the description of your project, be clear and use keywords to help people to find you

CREATE A NEW PROJECT

- Select school
- Select partner
- Project description
- Preview

In step 3 you need to give the key elements of the project. These elements can be modified after the project has been approved but it is advisable to fill in the elements as completely as possible from the very start.





PORTAL ETWINNING LIVE MY GROUPS MY TWINSACES NSS DESKTOP English Logout

Support

eTwinningLive

PEOPLE | EVENTS | PROJECTS | GROUPS | PARTNER FORUM | My Profile | DEVELOPMENT

My Events

Edit my account

PERSONAL INFORMATION >

MY PICTURES >

MY SCHOOL(S) >

MY INTERESTS >

PRIVACY & SECURITY >

Complete the information below to allow other eTwinners to find you and let them know what kind of projects you would like to be involved in.

AVAILABILITY

I am available for an eTwinning project YES

I am available for an eTwinning Plus project YES

SELECT SCHOOL

If you want to collaborate with partners from eTwinning Plus countries, you must indicate this in the settings of your profile (MY INTERESTS). Only if you express that you are available for an eTwinning Plus project you will be able to view and add contacts from eTwinning Plus countries. eTwinning Plus teachers will only be able to see your profile if you indicate your availability.



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PUPILS

What is the age range of the pupils who will participate in the project?

Age from

Age to

3

3

How many pupils altogether are going to participate in the project?

0-10

SUBJECTS

You can choose more than one

TOOLS TO BE USED

Select the tools you are planning to use during your project. You can update this information at any time after the project has been approved. Please remember that the Twinspace, the working area made available to all registered projects, offers most of the tools you might want to use such as blog, forum, wiki, webpublishing, file archives, image archives, and chat.

- | | |
|--|---|
| <input type="checkbox"/> Audio conference | <input type="checkbox"/> Chat |
| <input type="checkbox"/> e-mail | <input type="checkbox"/> Forum |
| <input type="checkbox"/> MP3 | <input type="checkbox"/> Other software
(Powerpoint, video, pictures and drawings) |
| <input type="checkbox"/> Twinspace | <input type="checkbox"/> Video conference |
| <input type="checkbox"/> Virtual learning environment
(communities, virtual classes, ...) | <input type="checkbox"/> Web publishing |

Apart from the Project Title and a Short Description for the project you have to also tick the working Language(s) used in the project, select the Age Range of the Pupils, the Subjects in which the project will take place as well as the Tools that will be used.



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".

WORK PROCESS

State how you intend to work with your partner schools and how responsibilities are shared. Give an approximate calendar of activities, state how frequently you will work with your partner; indicate how you intend to involve your pupils; if you intend to create teams of pupils of different schools, and other relevant information.

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.

PROJECT KIT

Is your project based on an [eTwinning Project Kit](#)?

No Yes

A taste of my life

A description of the Aims, the Work Process and the Expected Results is also needed.

Project partners can also agree on selecting a Project Kit to be the basis or inspiration for the project. Selecting a Project Kit will facilitate the creation of a project. All elements of the selected Project Kit can be adapted, parts can be omitted, new parts can be added.



Step 4

CREATE A NEW PROJECT

- 1 Select school
.....
- 2 Select partner
.....
- 3 Project description
.....
- 4 **Preview**

CHANGE

SUBMIT

The filled-in data can be previewed and adapted if necessary before being submitted.



The second Founder of the Project will receive a notification he/she needs to accept.

From then the project will have a PENDING status until it is reviewed by the National Support Services.

When the project is approved it will become active and the Project Founders will have access to the project Twinspace.



Active projects (3)



Quadrilateral Seminar (GR-IT-FR-UK)

03.11.2016

Twinspace for the Seminar!

- 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

Once your project is approved, it will appear on your active projects list. Then you will have the option to add more partners to it.



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Now it's time to
register your
projects!

Once you have submitted your
project, fill in all the necessary
information in the following link:
<http://bit.ly/corinth2016>



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