

ETWINNING TWinspace STEP BY STEP GUIDE

ADD A GUEST TEACHER TO YOUR TWinspace

From **1 January 2021** the UK may no longer have access to eTwinning.

In this scenario, UK teachers can continue to participate in eTwinning projects but only when invited directly to the TwinSpace by a partner from an eligible eTwinning country. This guide can be shared with your partner.

UK teachers will need to provide their partner with

- an email address.
 - This address must be different from the one used to register on eTwinning (your previous eTwinning account will remain dormant for two years. This will block your original email from further use on eTwinning and your partner will see an error message, detailed below)
- Your first and last name
- School name
- School town / city

You will receive an email with your username and password from info@etwinning.net. Please check your spam or junk folder as this email address is regularly marked as spam. Keep these details safe as this username and password will be used for any further projects you are invited to join.

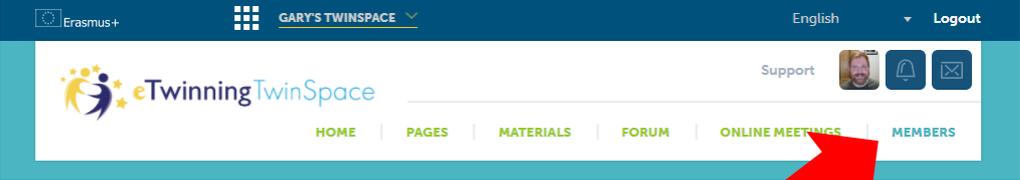
Your new guest teacher account will allow access to the same options and tools within a TwinSpace as before – you will still be able to add material, create pages, book online meetings and add pupils. The use of these tools depends on whether you are given Teacher Administrator rights or Teacher Member rights, this is something you should discuss with your project partners.

Pupils will still be able to login using their current login credentials. However, we recommend you create new pupil login details **after** you login with your new guest teacher account. Pupil's passwords can only be edited by the Teacher who originally created their account meaning you will not be able to manage the accounts of pupils you added before 31 December 2020.

The guide continues below.

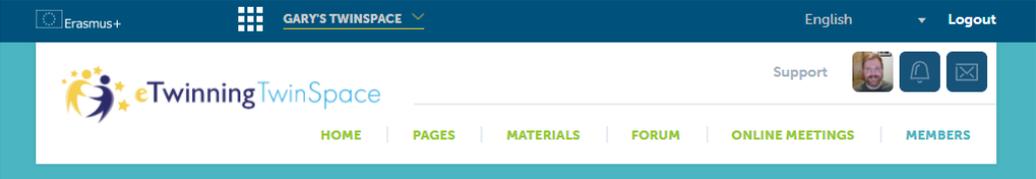
HOW TO ADD A GUEST TEACHER TO YOUR TWinspace

1. Go to the **Members** tab of your project TwinSpace.



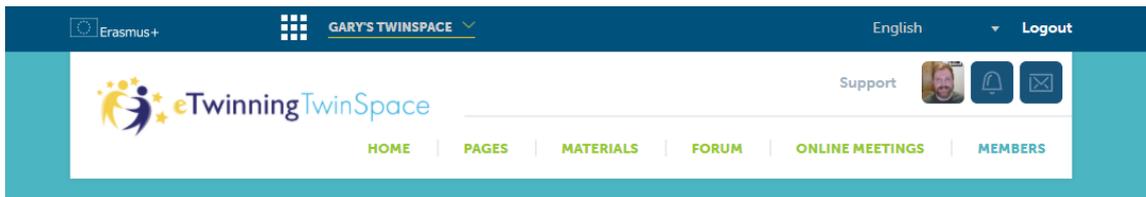
The screenshot shows the TwinSpace interface. At the top, there is a navigation bar with the Erasmus+ logo, the project name 'GARY'S TWinspace', the language 'English', and a 'Logout' button. Below this is a secondary navigation bar with the 'eTwinningTwinSpace' logo and a search bar. The main navigation menu includes 'HOME', 'PAGES', 'MATERIALS', 'FORUM', 'ONLINE MEETINGS', and 'MEMBERS'. A red arrow points to the 'MEMBERS' tab. Below the navigation, the 'Members' section is displayed with a title and a help icon. It features four status cards: '6 Teachers', '6 students', '0 guests', and '1 online' (highlighted in green). To the right is a 'Join the chat room' button. Below these are a search bar, a 'Contact' button, and links for 'Invite members' and 'Export invited pupils'. A list of members is shown, including 'Gary S' (Pupil) and 'Gary Shiells' (Teacher administrator). An 'Online members' section is also visible on the right.

2. Click on **Invite Members**.

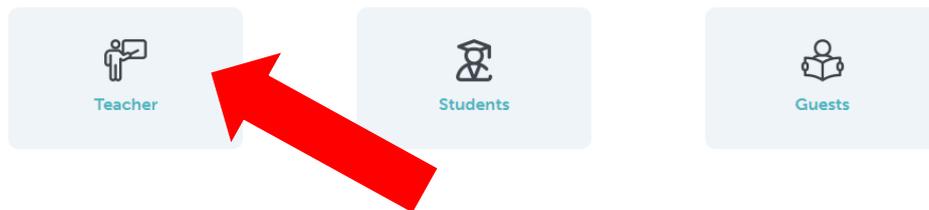


This screenshot is identical to the one above, showing the 'Members' page. A red arrow points to the 'Invite members' link located above the 'Export invited pupils' link in the middle section of the page.

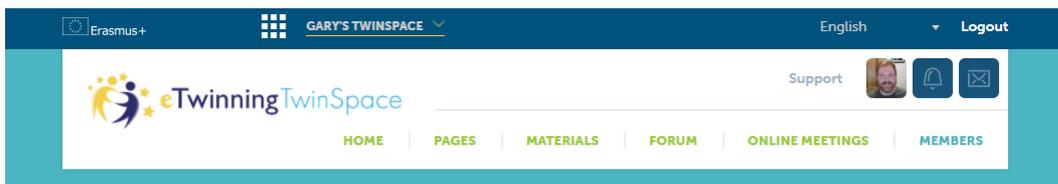
3. Click on **Teacher**.



Invite members



4. Select **United Kingdom** from the drop-down list.



Invite teacher

1. Choose a country



5. Enter email address and verify

Invite teacher

1. Choose a country

United States

2. Email address

Verify

6. Enter Teacher and School information. Select role of either Administrator or Member. **Invite** to confirm. Your partner will receive an email with their new username and password immediately.

Invite teacher

1. Choose a country

United States

2. Email address

Verify

3. Teacher & school information

<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="██████████@gmail.com"/>	Administrator
<input type="text" value="School name"/>	<input type="text" value="City"/>	United States	Select role
			Administrator
			Member

Invite

7. If you see this error message, please ask your partner to provide an alternative email address.

2. Email address

Verify

This teacher is registered with an eTwinning country. Teachers from eTwinning countries can only be invited by adding them to the project from eTwinning Live.

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