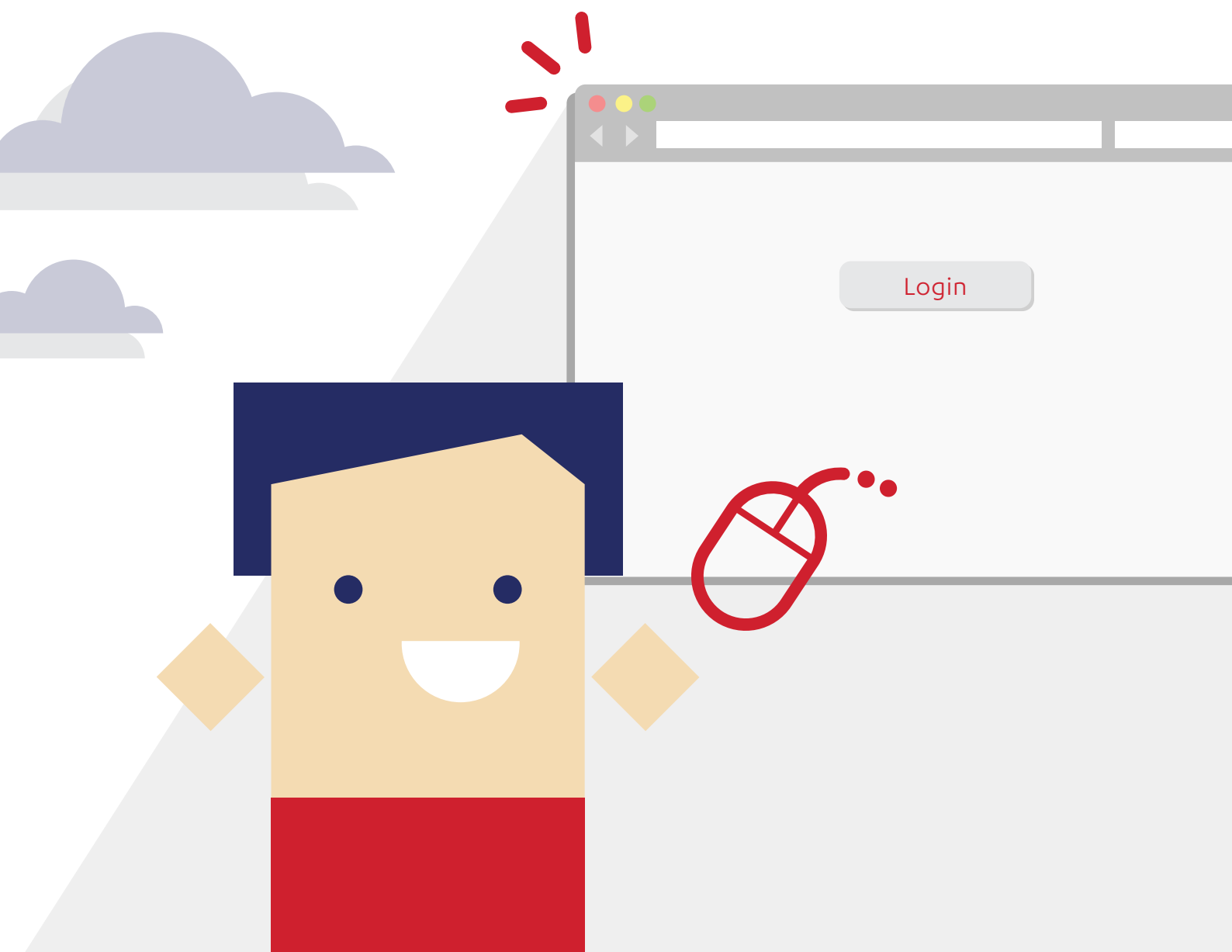


# Erasmus+eTwinning

eTwinning portal as a support  
for Erasmus+ KA1 and KA2 projects

**COORDINATOR'S HANDBOOK**



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The standpoints, expressed in this handbook, are the author's opinions and do not necessarily reflect the standpoints of the European Commission, Central Support Service eTwinning and Ministry of Education, Science and Sport. The handbook creation was financed with funds from the EU Erasmus+ programme.

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## Dear Erasmus+ coordinators and school project teams,

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The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (CMEPIUS) foster synergies of the Erasmus+ and eTwinning programmes to enable the upgrade and improvement of the Erasmus+ KA1 and KA2 project activities (in the areas of general education as well as the vocational education) with the help of the eTwinning platform\*. We believe that the safe, freely available portal, which was created exclusively for schools and pre-primary schools, can help support and perform the Erasmus+ projects in the various phases of the project.

What are the benefits of including the Erasmus+ projects in the eTwinning portal for the project team? The portal enables innovative and interactive enrichment of project activities, supported by information and communications technology for mobility as well as partnerships for exchange between schools and pre-primary schools. The portal can be used as a means to contact project partners, an e-classroom connecting students and pupils, a document archive, a means for the dissemination of project results and the assurance of the sustainability of the project.

With the handbook in front of you we are trying to introduce clear guidelines, possibilities and examples of use of the portal for mobility projects and Erasmus+ strategic partnerships. The included examples and solutions are merely some of the possible solutions for your project. As the project designer you can freely complement the recommended activities or adjust them to the needs of your school or pre-primary school.

Let this handbook inspire and encourage you to explore the eTwinning portal.

CMEPIUS team

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\* Are you new to eTwinning? We invite you to get acquainted with the programme and the portal at [www.etwinning.net](http://www.etwinning.net) or [www.cmepius.si](http://www.cmepius.si) (tab School education – eTwinning).

# Erasmus+ KA1 mobility projects

The mobility projects are more than just an exchange and visits to courses, schools, pre-primary schools and internship abroad. The activity of the physical exchange also entails a careful selection of the project partners, quality preparations, project management, transparent and continuous communication with the partners, a carefully designed dissemination strategy and project evaluation, which verifies the successfulness of the worked-out plan. Each of the project phases mentioned can be performed with the help of the eTwinning portal.

## 1. Partner search

One of the bases of a quality project is good partnership, which is well run and cooperative in nature. The eTwinning portal offers various tools and ways to search for appropriate project partners for the Erasmus+ KA1 mobility projects. Use the opportunity and connect to the largest base of European teachers and pre-primary school teachers, who are available for international cooperation, with one click. The tools can be used for the Erasmus+ KA101 (general education) as well as the KA102 and KA116 projects (vocational education and training).

A

Browse through the posted invitations for cooperation in mobility projects in the **eTwinning Live PARTNER FORUMS**. There you will find posts by teachers and pre-primary school teachers who would like to gain experience in teaching, job shadowing and training abroad.

***TIP: If the existing posts do not spark your interest, you can submit an invitation to cooperate in the forum according to the age of the students/children you are teaching.***

### Find people and schools on eTwinning

Type a keyword, name, place, ...

SEARCH

[Need an extended search?](#)



**eTwinning Projects:  
12-15**

5899 thread(s)

26185 message(s)

Source: eTwinning Live platform.


**B** Join **GROUPS on eTwinning Live**. The Groups enable you to get in contact with foreign school and pre-primary school representatives with common interests and teaching fields. The teachers and pre-primary school who are active in groups, share their opinions and publish various materials, can be seen as potential good project partners.

***TIP: The most popular Group among beginners is the group called Virgilio – an introduction to eTwinning.***

### Find groups

SEARCH

Need an extended search?



**Virgilio - an introduction to eTwinning**  
Members: 10982 Messages: 2254 Status: Active

Are you a new eTwinner? or have you been around for a while, trying to find your way? Feeling lost and in need of some help? You are in the right place! This Group will assist you in your journey through the eTwinning wonderland: you'll see how it works, and how it can work for you. And you'll feel its spirit: the constant exchange of ideas and experiences in a teachers' and students' community of practice, learning from each other. Join us now and start your journey!

Source: eTwinning Live platform.

**C** **PEOPLE, partner search on eTwinning Live** is helpful if you want to find an appropriate project partner for your mobility project from a specific country or field.

***TIP: Check out the profile of the selected person to see if they are generally active in the portal and if they cooperate in successful projects.***

### Find people and schools on eTwinning

SEARCH

Need an extended search?

Source: eTwinning Live platform.

- D** You can check your compatibility with a project partner even before applying for the mobility project. You can do this by registering a short, **EXPERIMENTAL PROJECT** on the eTwinning Live portal. This way you can verify whether the partner is suitable for your project (i.e. if they are responsive, considering the deadlines and cooperation-oriented).

***TIP:** You can find inspiration for your projects among the already performed projects and project samples (project KITs), which are available in the public part of the eTwinning portal (tab Projects – Project kits). This way you can not only verify the partner’s compatibility, but also practice project management and project design. The “test project” can be short-lasting, for example 14 days.*

Source: eTwinning Live platform.

## 2. Preparation for the mobility project

The preparation for mobility is an important stage of every project and begins with establishing solid foundations for the application form. Most activities related to the preparation of the participants for mobility are usually carried out as presentations of the cultural environment of foreign countries, mobility rules and intensive language classes. You can perform part of the preparations for mobility by using technology and collaborative web tools, which are enabled by the eTwinning portal.

A

The **PREPARATION for a new public tender and the APPLICATION FORM SUBMISSION** are a constant challenge for the school project team. The TwinSpace e-classroom/eTwinning Group can be used as a space for the collection of drafts, recommendations and ideas about the European Development Plan, the goals, the project activities, the evaluation plan and the dissemination. The virtual space will enable you to efficiently communicate with the school team, to participate in video conferences outside of working hours and to securely save application documentation in one place.

***TIP: TwinSpace is used when collaborating with a project partner from abroad or other Slovene school/pre-primary school. eTwinning Group is used when collaborating within your institution and school project team.***

B

***TIP: The European Development Plan can be written with the help of a collaborative Google document, which enables simultaneous creation of a draft of the European Development Plan by all members of the team. This way the entire project team always has an overview of the changes, corrections and improvements of the development plan. The document can be easily embedded in TwinSpace e-classroom.***

**THE PREPARATIONS OF THE SCHOOL STAFF** leaving for job-shadowing or teaching assignments abroad can be carried out in the TwinSpace e-classroom/eTwinning Group. TwinSpace/eTwinning Group is a space which enables virtual interaction between the project partners and a space where most activities inside the eTwinning portal are carried out. The virtual space enables the school staff to network with the schools and pre-primary schools with the help of the video conference system, the forum, chat and the Twinmail e-mail. TwinSpace/eTwinning Group can also be used as a collaborative space for the preparation of teaching lessons. By using Google documents the preparation of teaching materials (i.e. worksheets) gets a whole new dimension.

***TIP: By including technology in the project you simultaneously improve the digital skills of all project participants, mobility participants and the project team. After the project is approved, the e-classroom can also serve as a means to inform about the important dates, achievements and project events.***





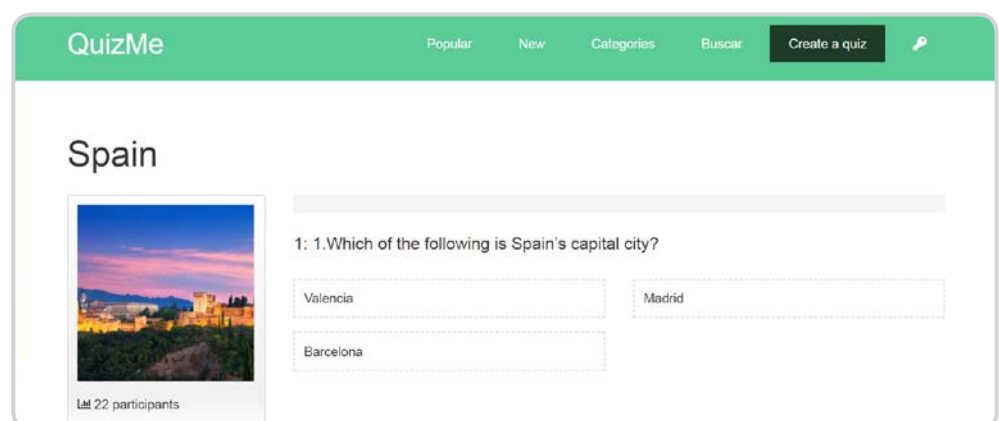
Source: TwinSpace e-classroom.

**C** The students feel very much at home in the virtual environment, so you can use it to **PREPARE THE STUDENTS FOR MOBILITY.**

- The TwinSpace/eTwinning Group e-classroom can become an e-corner for connecting all students participating in mobility projects. The students can exchange opinions, post questions about mobility, and also find all important information about leaving abroad.
- Interactively inform pupils with the characteristics of the host country, culture and customs through videos in the TwinSpace/eTwinning Group e-classroom. Encourage students to discuss video in forums.

***TIP: By including technology in the project, the digital skills of the students improve as well.***

***Only schools and pre-primary schools can participate in the eTwinning portal. Companies, societies, non-governmental organisations, etc., are not entitled to cooperate in the eTwinning programme. Despite participating in the mobility project with the company (KA102 and KA116, field of vocational education and training), you can use the eTwinning Groups e-classroom to prepare the students for mobility. For preparations, you can connect with a class from your school, a related school from a different region or with schools inside the consortium.***



Source: TwinSpace e-classroom within the Erasmus+ KA1 project, Home is where your heart is, Šiška Secondary Technical School.

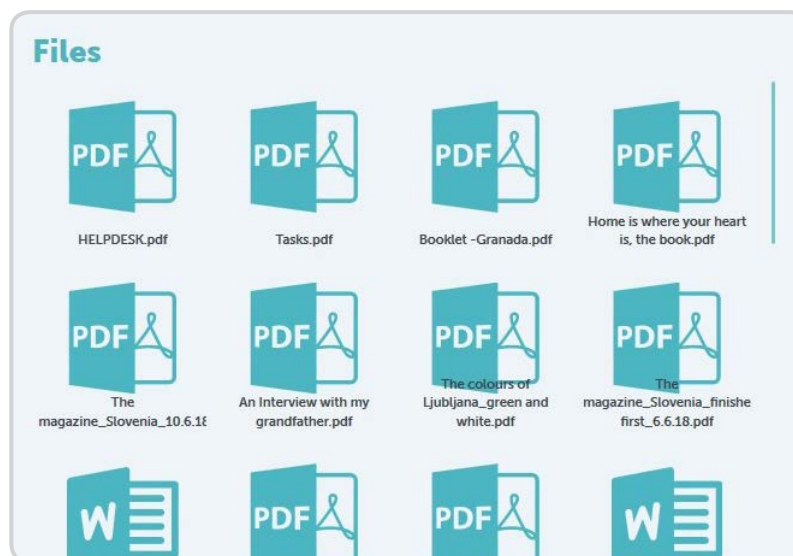
### 3. During the mobility project

During the mobility project, the eTwinning portal can be used as a virtual space for transparent keeping of all important agreements and documents, a safe main communication channel to communicate with the project partner or the school team and a channel for keeping in contact with the home institution.

## A

### STORAGE AND ARCHIVE OF THE PROJECT TEAM

The TwinSpace/eTwinning Group e-classroom is an ideal space for the project team to store important agreements, deadlines, task distribution, action plan, potential plan changes and simultaneous evaluations in the form of i.e. online questionnaires.



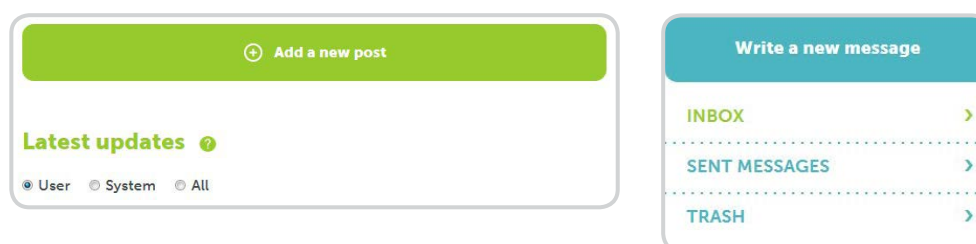
Source: TwinSpace e-classroom within the Erasmus+ KA1 project, *Home is where your heart is*, Šiška Secondary Technical School.

## B

### COMMUNICATION WITH PROJECT PARTNERS

The TwinSpace/eTwinning Group e-classroom enables simple informing of the partners about the project progress through the internal Twinmail, the teachers' bulletin, the Latest updates and the organisation of video conference meetings.

**TIP:** The benefit of the eTwinning platform is that all correspondence of the project team is stored and available in one place.





**Mirja**

The third skype session actually started very well, it worked! But then, the sound was gradually lost, so the students recorded their answers to the Spanish cultural heritage riddles and now we can all hear their answers in the enclosed video. Are they correct? It will all get clear in Granada, on the 16th of June, 2018 :).

10:04 21.05.2018

Source: TwinSpace e-classroom within the Erasmus+ KA1 project, *Home is where your heart is*, Šiška Secondary Technical School, <https://twinspace.etwinning.net/60953/home>.

## C

### STUDENT NETWORKING

In the case of cooperation with a secondary technical school from abroad, you can freely access a video conference environment, a forum and a chat in the TwinSpace e-classroom to enable **networking of the students and their peers from abroad**.

Even the **STUDENTS** who stay at **HOME** can be indirectly involved in the mobility project. They will be happy to see the reports by their classmates through the video conference.

***TIP:** The video conference room inside the TwinSpace e-classroom can only be created by a teachers and the students/pupils who are with the teacher can deliver their message/report through the professor's screen.*

#### Virtual exchanges



**Skype session 1**

**Skype session 2**

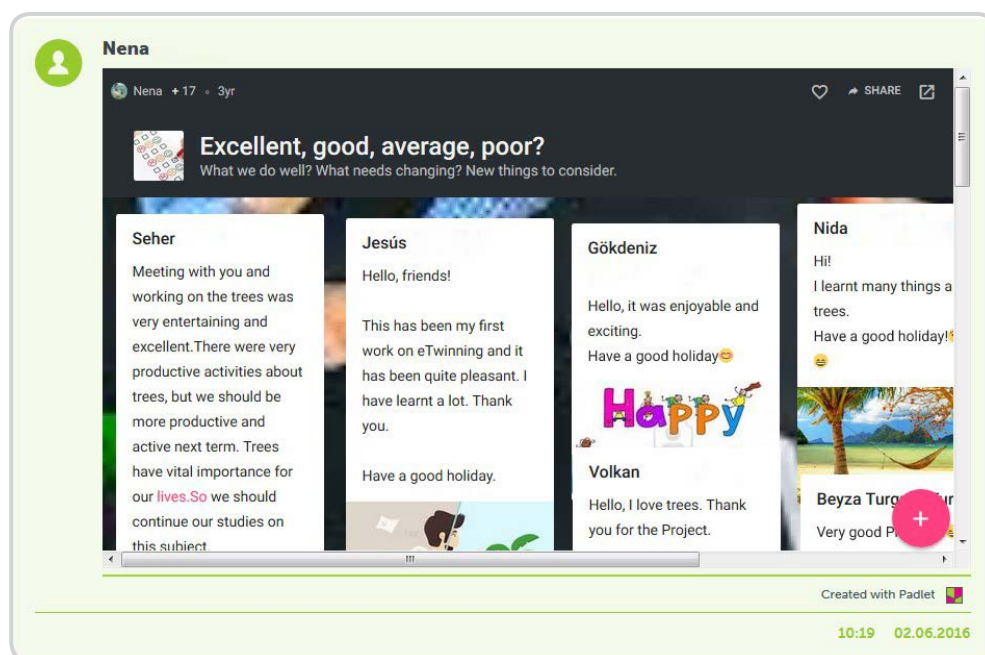
**Skype session 3**

Source: TwinSpace e-classroom within the *Home is where your heart is* project, Šiška Secondary Technical School.

## D THE REGULAR MONITORING OF THE STUDENTS

can be enriched with the e-activities in the TwinSpace/eTwinning Group e-classroom. In addition to regular diary notes and reporting to their mentors, the students can also post their impressions and thoughts on the training abroad in the e-classroom forum or with the help of the Padlet tool.

**TIP:** Students need a username and a password to access TwinSpace or eTwinning Group. Check the video-guide „How to invite students and guests in TwinSpace“: [https://www.youtube.com/watch?v=6Q\\_XR1CmJUw](https://www.youtube.com/watch?v=6Q_XR1CmJUw).



Source: TwinSpace e-classroom within the eTwinning project, 2016 International Year of Pulse, Litija Primary School.

## E VIRTUAL CONTACTPOINT OF THE SCHOOL TEAM

The virtual space enables you to efficiently communicate with the school team, to participate in video conferences outside of working hours and to securely save application documentation in one place during the duration of the project.

**TIP:** Check the e-classroom of the Erasmus+ KA1 project named *Diversity is connecting us*, Litija Primary School, <https://twinspace.etwinning.net/35453/pages/page/264116>.

#### 4. After the

The completion of the project is the moment when most of the project teams focus on the dissemination of the project results and findings about the completed project. The eTwinning portal enables the continuation of the project even after the official closure of the Erasmus+ project.

# A

**PUBLICATION OF THE RESULTS AND PRODUCTS AND DISSEMINATION OF THE ERASMUS+ MOBILITY PROJECT** can have a European reach, if your e-classroom encloses a rich collection of project materials and is completely or partially freely accessible to the registered teachers and pre-primary school teachers in the eTwinning portal.

***TIP:** You can share handbooks created during the mobility project, learning materials, video guides, links to the articles on the websites of the media and videos from national and regional television. The sharing of the materials and information enables other coordinators an insight into your achievements, progression and the course of the mobility. At the same time, the other coordinators can improve their future mobility projects with the help of your achievements.*

## B

Virtual space of **NEW BEGINNINGS**

The project group meets after every completed project and exchanges opinions regarding the project execution. Brainstorming about the benefits of the project and the necessary changes can be carried out virtually.

*TIP: For brainstorming, you can use the freely accessible MindMeister tool.*



Source: TwinSpace e-classroom within the eTwinning project, Space Adventures, Preska Primary School.

**C** The inclusion of a new or existing project partner in the project with the same topic enables an upgrade and **PROJECT SUSTAINABILITY**. Even after the end of co-funding of the Erasmus+ KA1 project, you can carry on cooperation with the existing project partners through the eTwinning portal. You can recruit new interested schools and pre-primary schools for the project, which are looking for the possibilities of improvement and new knowledge in the same field as your school or pre-primary school. This way, you become a mentor to the novices and inexperienced schools and pre-primary schools and enable them easier entry into the world of international cooperation.

***TIP: The eTwinning portal can be included as support for the Erasmus+ KA1 activities at a random level; not all Erasmus+ KA1 project activities must necessarily simultaneously run on the eTwinning portal. As novices you can, for example, only try the step of connecting the school team.***

# Exchange partnerships between the Erasmus+ KA2 schools

The eTwinning portal represents an excellent springboard and support to the exchange partnerships among schools and pre-primary schools. Successful partnerships are characterised by a careful selection of the project partners, quality preparations, thorough project management, transparent and continuous communication with the partners, a carefully designed dissemination strategy and a project evaluation, which verifies the successfulness of the worked-out plan. Each of the mentioned project phases can be performed with the help of the eTwinning portal.

## 1. Partner search

One of the bases of a quality project is good partnership, which is well run and cooperative in nature. The eTwinning portal offers various tools and ways to search for appropriate project partners in the exchange partnerships among the Erasmus+ KA2 schools and pre-primary schools. Use the opportunity and connect to the largest base of European teachers and pre-primary teachers, who are available for international cooperation, with one click.

A

Browse through the posted invitations for cooperation in the partnerships for the school exchange in **the eTwinning Live PARTNER FORUMS**. There you will find posts by the teachers and pre-primary school teachers, who are looking for international cooperation.

***TIP: If the existing posts do not spark your interest, you can submit an invitation to cooperate in the forum according to the age of the students/children you are teaching.***

**Find people and schools on eTwinning**

[Need an extended search?](#)



Source: eTwinning Live platform.

**B** Join **GROUPS on eTwinning Live**. The Groups enable you to get in contact with foreign school and pre-primary school representatives with common interests and teaching fields. The teachers and pre-primary school teachers, who are active in groups, share their opinions and publish various materials, can be seen as potential good project partners.

***TIP: The most popular group among beginners is the group called Virgilio – an introduction to eTwinning.***

Source: eTwinning Live platform.

**C** **PEOPLE**, partner search **on eTwinning Live** is helpful if you want to find an appropriate project partner for the exchange between schools and pre-primary schools from a specific country or field.

***TIP: Check out the profile of the selected people to see if they are generally active in the portal and if they cooperate in successful projects.***

Source: eTwinning Live platform.



You can check your compatibility with a project partner even before applying for the school exchange partnership. You can do this by registering a short, **EXPERIMENTAL PROJECT on the eTwinning Live portal**. This way you can verify whether the partner is suitable for your project (i.e. if they are responsive, considering the deadlines and cooperation-oriented).

***TIP:** You can find inspiration for your projects among the already performed projects and project samples (project KITs), which are available in the public part of the eTwinning portal (tab Projects – Project kits). This way you can not only verify the partner’s compatibility, but also practice project management and project design. The “test project” can be short-lasting, for example 14 days.*

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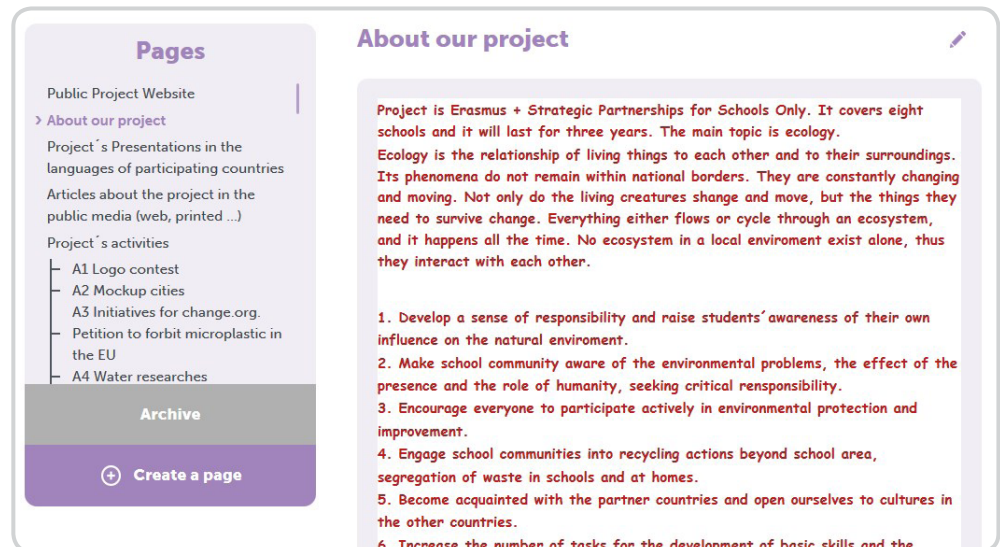
## 2. Preparation for the participation in the school exchange partnerships

A

The preparation for participation in the partnership is an important stage of every project and begins with establishment of solid foundations for the chosen topic. You can diversify part of the preparations by using technology and collaborative web tools, which are enabled by the eTwinning portal.

The **PREPARATION** for a new public tender and the **APPLICATION FORM SUBMISSION** are a constant challenge for the project team. The TwinSpace e-classroom can be used as a space for the collection of drafts, recommendations and ideas about the European Development Plan, the goals, the project activities, the evaluation plan and the dissemination. The virtual space enables you to efficiently communicate with the project team, to participate in video conferences outside of working hours and to securely save application documentation in one place.

***TIP:** The European Development Plan can be written with the help of a collaborative Google document, which enables simultaneous creation of a draft of the European Development Plan by all members of the team. This way the entire project team always has an overview of the changes, corrections and improvements of the development plan.*



Source: TwinSpace e-classroom within the Erasmus+ KA2 project, *HELP THE EARTH: REDUCE, REUSE, RECYCLE*, Litija Primary School.

**B** The students/pupil feel very much at home in the virtual environment, so you can use it to **PREPARE THE ACTIVITIES OF LEARNING, TEACHING AND TRAINING ABROAD.**

- The TwinSpace e-classroom can become a e-corner for connecting all students/pupils going abroad. Through the portal, the students/pupils can exchange opinions, post questions about mobility and also find all important information about leaving abroad.
- Interactively inform the students/pupils about the characteristics of the host country, the culture and the customs through videos in the TwinSpace e-classroom. Encourage the students/pupils to discuss the video in the forums.
- Form international mixed team of students/pupils in the TwinSpace e-classroom, which will participate in different tasks during the project.

**TIP:** By including technology into the project the digital skills of the students/pupils and the project team get improved as well.

## Webquest about partners

### To know partner

We are learning about each partners country, traditions and culture and we share what we learn everyday.

### Webquest about Slovenia made in Portugal

2. What is Slovenia Capital?

☐ Budapest

☐ Tallin

☐ Liubiana

3. What is the traditional dish of Slovenia? \*

4. What is the traditional cake? \*

5. What is our partners school name? \*



Source: TwinSpace e-classroom within the eTwinning project, Geometry @round us, Preska Primary School.

**TIP:** The activities within the project get a real collaborative dimension if you design the work in international mixed teams.

## Teams

### Teams

Each team will be responsible to investigate a problem.

Students had selected their roles according to their skills witch are:

- **Organizer** - will help to keep the team focus
- **Writer** - will be responsible to produce the texts for the project in native language
- **Communicator** - will be the responsible to keep the teacher and partners how the work in going on
- **Mathematician** - will be responsible to do the investigation related with Math and help the team to answer the challenges
- **English speaker** - will speak and help team mates to write and speak English
- **Designer** - when students are working in arts the designer will be responsible to organize and keep the track of all work
- **Researcher** - will investigate and keep a data in order to be used whenever is needed.

Teams	Portugal	Slovenia	Challenges
	Batalha		
	Matilde (Writer/organizer) Alexandre (Communicator) Lara (Mathematician/English speaker) Simão (Designer/Researcher)	* Jonas * Lovro * Ali * Jaka * Ana	
1			Science

Source: TwinSpace e-classroom within the eTwinning project, Geometry @round us, Preska Primary School.

### 3. During the school exchange partnerships

During the partnership, the eTwinning portal can be used as a virtual space for transparent keeping of all important agreements and documents, a safe main communication channel to communicate with the project partner or the school team and a channel for keeping in contact with the home institution.





## A

### STORAGE AND ARCHIVE OF THE PROJECT TEAM

The TwinSpace e-classroom is an ideal space for the project team to store important agreements, deadlines, task distribution, action plan, potential plan changes and simultaneous evaluations in the form of i.e. online questionnaires.

#### First meeting in Italy

Our first transnational meeting occurred in our Italian partner school in Gambettola from 20th to 24th November 2017.

meeting program :	presentation of the project :
	
synoptic table of the project :	year 1 schedule :
	

Source: TwinSpace e-classroom within the Erasmus+ KA2 project, Maths through games, Vič Primary School.

## B

### COMMUNICATION WITH PROJECT PARTNERS

The TwinSpace e-classroom enables simple informing of the partners about the project progress through the internal Twinmail, the teachers' bulletin and the organisation of video conference meetings.

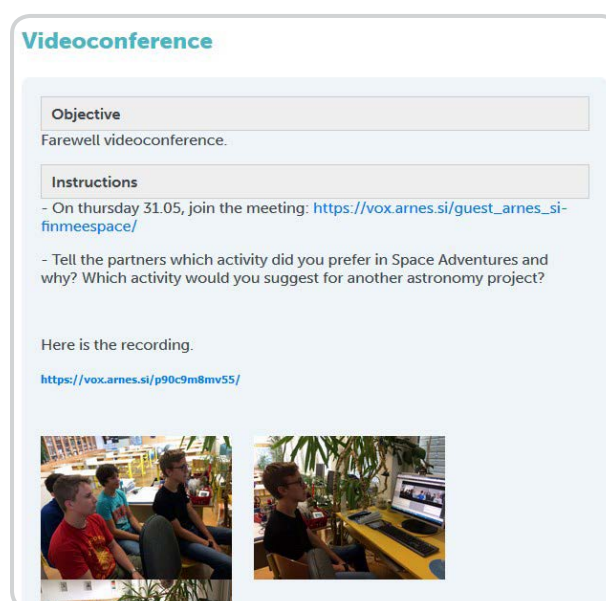
**TIP:** The benefit of the eTwinning platform is that all correspondence of the project team is stored and available in one place.



Source: TwinSpace e-classroom within the Erasmus+ KA2 project, *HELP THE EARTH: REDUCE, REUSE, RECYCLE*, Litija Primary School.

**C** The **NETWORKING and MEETINGS of the STUDENTS/PUPILS** with their peers from foreign schools can be carried out through a video conference, a forum and a chat in the TwinSpace e-classroom. Even the **STUDENTS/PUPILS** who stay at **HOME** can be indirectly involved in the mobility project. They will be happy to see the reports of their classmates through the video conference.

**TIP:** The video conference room can only be created by the teacher and the students/pupils who are with the teacher can deliver their message/report through the teacher's screen.



Source: TwinSpace e-classroom within the eTwinning project, *Space adventures*, Preska Primary School.

**D** **THE REGULAR MONITORING AND TESTING OF THE STUDENTS** can be enriched with the e-activities in the TwinSpace e-classroom.



Source: TwinSpace e-classroom within the eTwinning project, Space adventures, Preska Primary School.

Source: TwinSpace e-classroom within the Erasmus+ KA2 project, Speak up, even if your voice shakes, Bežigrad Grammar School.

## **E** **VIRTUAL CONTACT POINT OF THE PROJECT TEAM**

The virtual space enables you to efficiently communicate with the project team, to participate in video conferences outside of working hours and to securely save application documentation in one place during the duration of the project.

**TIP: Check the TwinSpace e-classroom of the Erasmus+ KA2 partnership, HELP THE EARTH: REDUCE, REUSE, RECYCLE, Litija Primary School, <https://twinspace.etwinning.net/14094/home>.**

#### 4. After the school exchange partnerships

The completion of the partnership is the moment when most of the project teams focus on the dissemination of the project results and findings about the completed project. The eTwinning portal enables the continuation of the project even after the official closure of the project.

## A

**PUBLICATION OF THE RESULTS AND PRODUCTS AND DISSEMINATION OF THE ERASMUS+ SCHOOL EXCHANGE PARTNERSHIPS** can have a European reach if your e-classroom enclose a rich collection of project materials and is completely or partially freely accessible to the registered teachers and pre-primary school teachers in the eTwinning portal.

*TIP: You can share handbooks, guides and intellectual results, which are created during the partnership, learning materials, links to the articles on the websites of the media, video guides and videos from national and regional TV. The sharing of the materials and information enables other coordinators an insight into your achievements, progression and the course of the partnership. At the same time, the other coordinators can improve their future partnerships with the help of your achievements.*



Source: TwinSpace e-classroom within the eTwinning project, Geometry @round us, Preska Primary School.



## Articles about the project in the public media (web, printed ...)

### In Greek lokal newspaper:



Source: TwinSpace e-classroom within the Erasmus+ KA2 project, **HELP THE EARTH: REDUCE, REUSE, RECYCLE**, Litija Primary School.

## B Virtual space of **NEW BEGINNINGS**

The project group meets after every completed partnership and exchanges opinions regarding the project execution. Brainstorming about the benefits of the project and the necessary changes can be carried out virtually.

**TIP: For brainstorming, you can use the freely accessible MindMup tool.**

## C The inclusion of a new or existing project partner in the project with the same topic enables an upgrade and **PARTNERSHIP SUSTAINABILITY**.

Even after the end of co-funding of the Erasmus+ KA2 project, you can carry on cooperation with the existing project partners through the eTwinning portal. You can recruit new interested schools and pre-primary schools for the project, which are looking for the possibilities of improvement and new knowledge in the same field as your school or pre-primary school. This way, you become a mentor to the novices and inexperienced schools/pre-primary schools and enable them easier entry into the world of international cooperation.

**TIP: The eTwinning portal can be included as support for the Erasmus+ KA2 activities at a random level; not all Erasmus+ KA2 project activities must necessarily simultaneously run on the eTwinning portal. As novices you can, for example, only try the step of archiving materials in the portal.**





REPUBLIC OF SLOVENIA  
MINISTRY OF EDUCATION,  
SCIENCE AND SPORT