

Managing pages in TwinSpace

In this tutorial you will learn how to:

- [Create an activity page in TwinSpace](#)
- [Insert content on an activity page](#)
- [Perform actions related to page management](#)
- [Archive an activity page and how to retrieve it](#)
- [Generate an activity sub-page](#)
- [Add a poll to an activity page](#)

Create an activity page in TwinSpace

1) From the ESEP platform, in the top right drop-down menu, you can access the TwinSpaces for the projects you are part of.

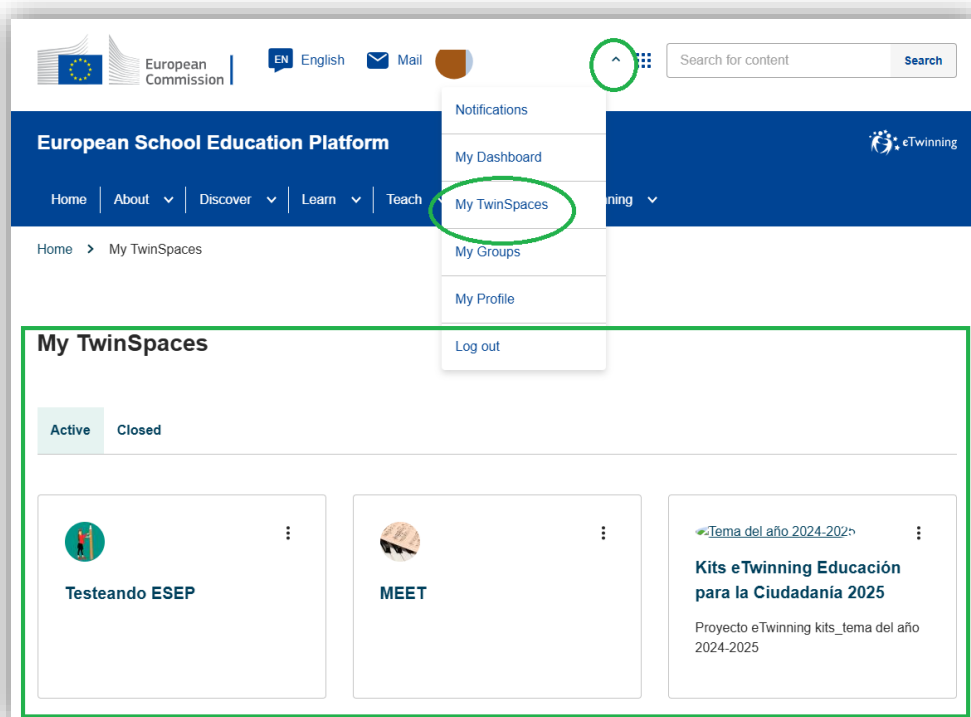


Figure 1. Screenshot showing access to "My TwinSpaces" in the ESEP user menu.

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- 2) In this case, we are going to access the **MEET** project. Once inside the TwinSpace, in the **PAGES** tab, click on the heading **CREATE PAGE**.

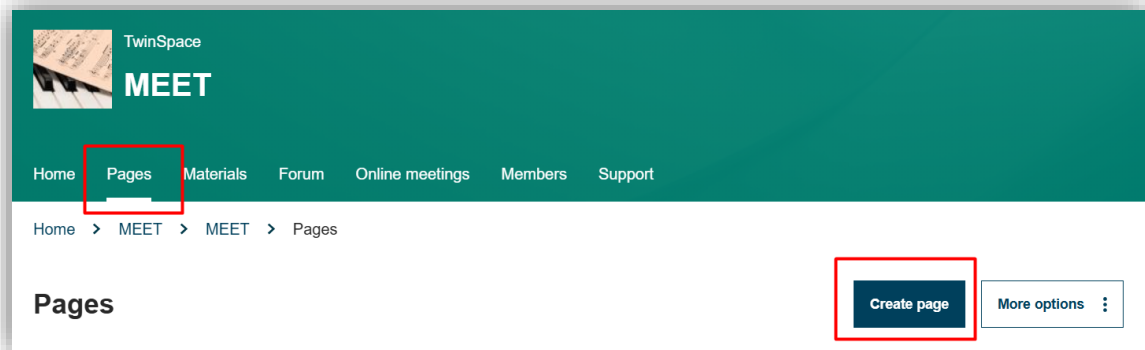


Figure 2. Screenshot showing page access and page creation in TwinSpace.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 3) The system shows us this window. Add the page title. Here, for example, the title is **Test page**, and then click on **CREATE PAGE**.

Create page

Title *

Página de prueba

Parent page

No parent page

Create page **Cancel**

Figure 3. Screenshot of pop-up window to add a page title and create the page on TwinSpace.

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This new website that loads is the page editor. Here you can add all the content you want to share.

The left-hand side is where you can add all the content.

Página de prueba

Updated today at 2:35 PM by [Francisco Jose Balsera Gomez](#)

Save changes

Preview

Cancel

Page content *

Title *

Página de prueba

Add content

Select content type

Text content

Add content

Parent page

No parent page

Visibility

☒ Just me and administrators (draft)
 ☐ Everyone on the internet (public)
 ☐ TwinSpace members

Permissions

☒ Teacher Administrator
 ☒ Teacher
 ☐ Pupil Administrator
 ☐ Pupil
 ☒ Expert
 ☐ Observer
 ☐ Visitor

Discussion *

A thread will be created in the forum.

Don't allow

Version history

Only five versions will be recorded. The newest will replace the oldest ones.

03 Feb 2025, 14:35

View all

Figure 4. Screenshot of the TwinSpace page editor.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 4) On the left side you have the option to embed **TEXT CONTENT**, a **POLL** or a **WALL TO POST INFORMATION** (“*Twinboard*”).

The text option also allows you to add images, videos, widgets and links to other websites.

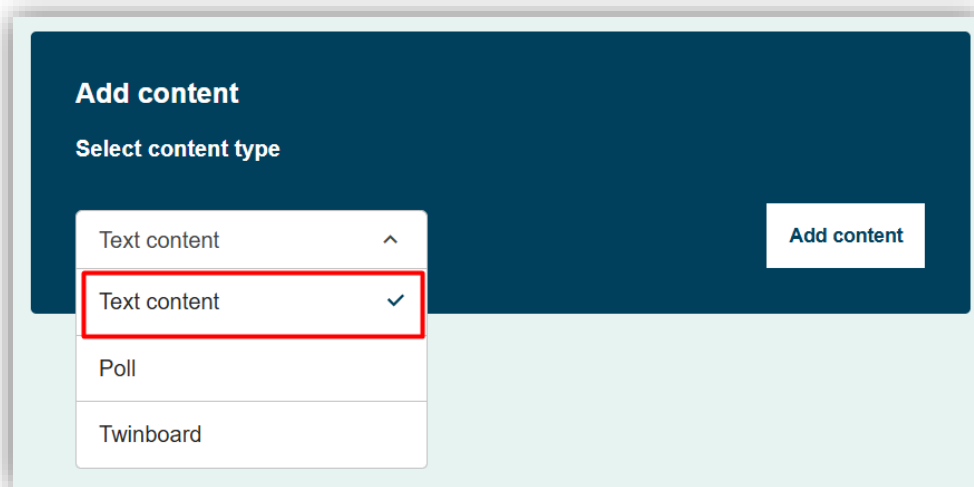


Figure 5. Screenshot of the "text content" option, to add text to the TwinSpace page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

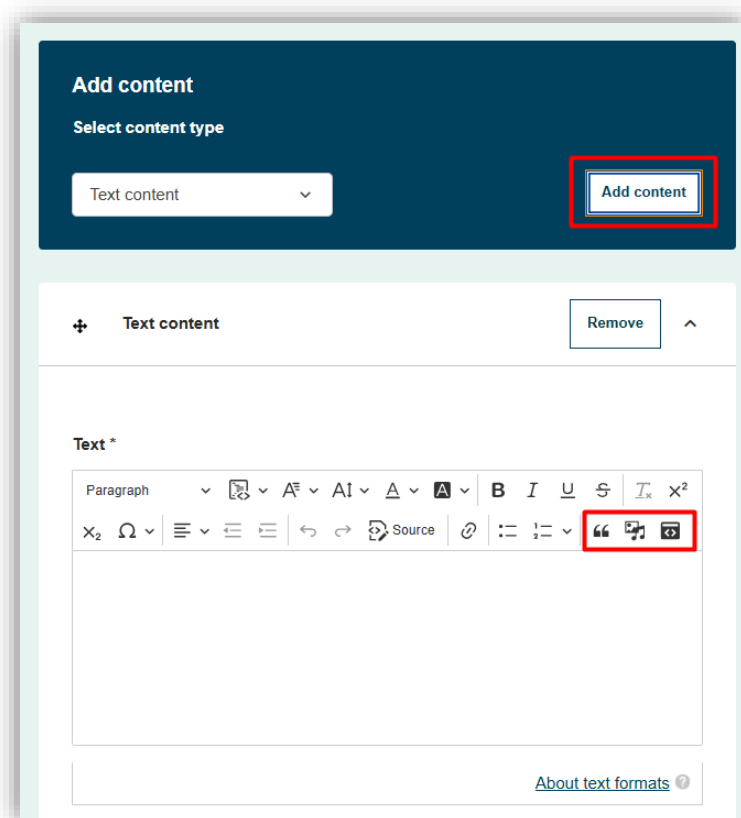


Figure 6. Screenshot of the text editor with buttons for adding videos, widgets and links.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

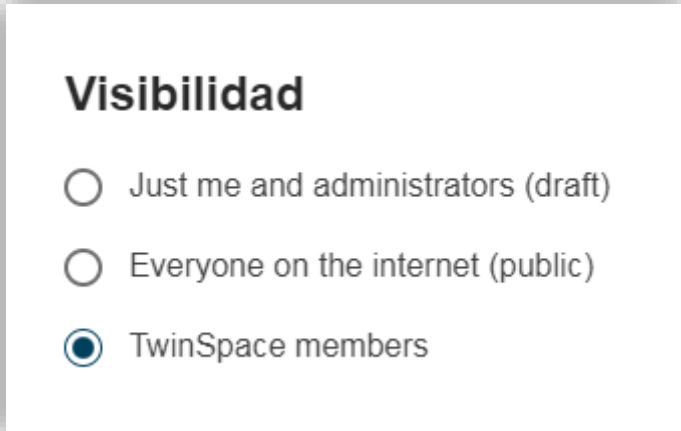
5) Once you have added the text, images, and any other resources such as videos, links to YouTube, Mentimeter, Padlet, Google Forms, etc., when all the content is ready, we move on to the options on the right.

In the options on the right you can choose whether this is a main page, or whether it is an offshoot of a previously created page; you can choose who can see it; who has permission to edit it; and below that, decide whether you want to add an option for other users to leave comments. All this remains in draft format, until you click on **“SAVE CHANGES”**.

WHO CAN SEE THIS PAGE? and

WHO HAS PERMISSION TO MODIFY THIS PAGE?

- 1) Select who can see this page: everyone (**public page**), **TwinSpace members**, or only me (and **TwinSpace administrators**).

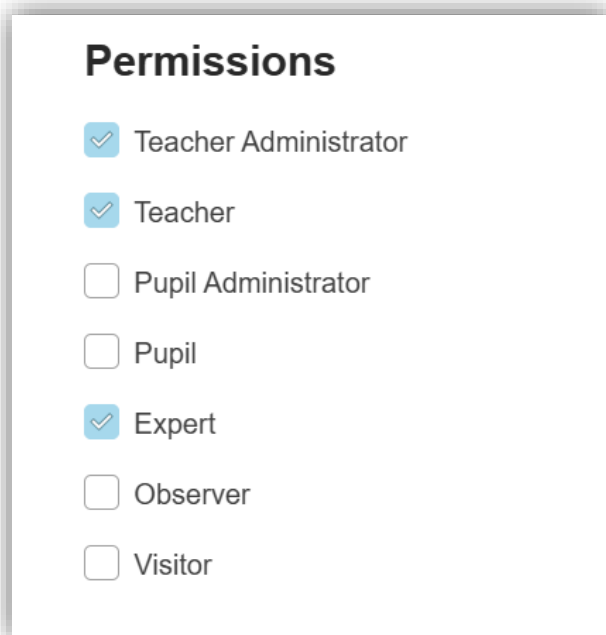


The screenshot shows a dialog box titled "Visibilidad" (Visibility). It contains three radio button options: "Just me and administrators (draft)", "Everyone on the internet (public)", and "TwinSpace members". The "TwinSpace members" option is selected, indicated by a filled blue circle.

Figure 7. Screenshot of the TwinSpace page visibility options.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

2) Select who has permission to modify this page.

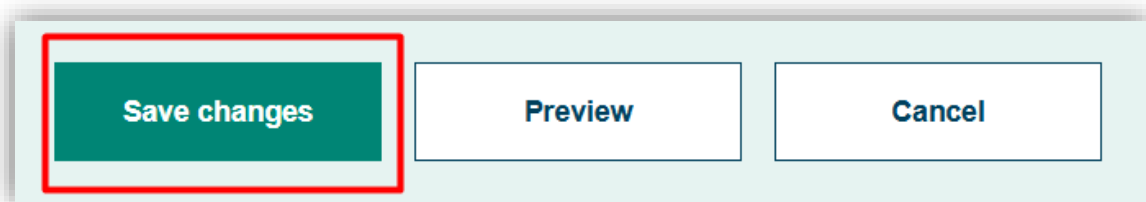


The screenshot shows a dialog box titled "Permissions". It contains a list of roles with checkboxes next to them. The roles and their selection status are: Teacher Administrator (checked), Teacher (checked), Pupil Administrator (unchecked), Pupil (unchecked), Expert (checked), Observer (unchecked), and Visitor (unchecked).

Role	Selected
Teacher Administrator	Yes
Teacher	Yes
Pupil Administrator	No
Pupil	No
Expert	Yes
Observer	No
Visitor	No

Figure 8. Screenshot of the TwinSpace page permissions options.
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3) Once we are done here, we can **SAVE CHANGES** so that they are published.



The screenshot shows three buttons in a row: "Save changes" (highlighted with a red border), "Preview", and "Cancel".

Figure 9. Screenshot showing the button to save the changes made to the page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

In addition:

We can create several sub-pages, which are offshoots of the main page. To do so, we have to select this option in the **Parent page** drop-down menu. In this example we are going to create a sub-page called **What do I want to learn?** that is an offshoot of the main page **Test page**. (See the relevant section of this tutorial to learn more about creating sub-pages.)

Create page

Title *
¿Qué quiero aprender?

Parent page
No parent page

Create page **Cancel**

Figure 10. Screenshot of creating a sub-page using the "Parent page" drop-down.

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- 4) If we save these changes, when we go to the **PAGES** tab in the **TwinSpace**, on the left side we will be able to see an index with all the pages as we have organised them.

TwinSpace | TwinSpace

HomePagesMaterialsForumOnline meetingsMembersSupport

Home > eTwinning > Projects > MEET > MEET > Pages > Página de prueba > ¿Qué quiero aprender?

Pages

Create pageMore options

1 HOME
2 MAIN GOALS
3 MUSIC SHEETS
4 eTwinning sinergias ERASMUS+
5 Tutoriales
6 Prueba
7 TwinBoard
8 Twinboard
9 EVALUATION
10 FINAL RESULT
11 Página de prueba
11.1 ¿Qué quiero aprender?

¿Qué quiero aprender?

Created by **Francisco Jose Balsera Gomez**
Last updated by **Francisco Jose Balsera Gomez** 19 sec ago

Page options

Moderation state

Draft

Change to

Public

Apply

Figure 10. Screenshot showing the organisation of the TwinSpace pages.
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How to insert content on an activity page

- 1) Within ESEP, in the drop-down menu at the top right corner, go to **My TwinSpaces**, and access the project's *TwinSpace*. In this case we will enter a project called **MEET**.

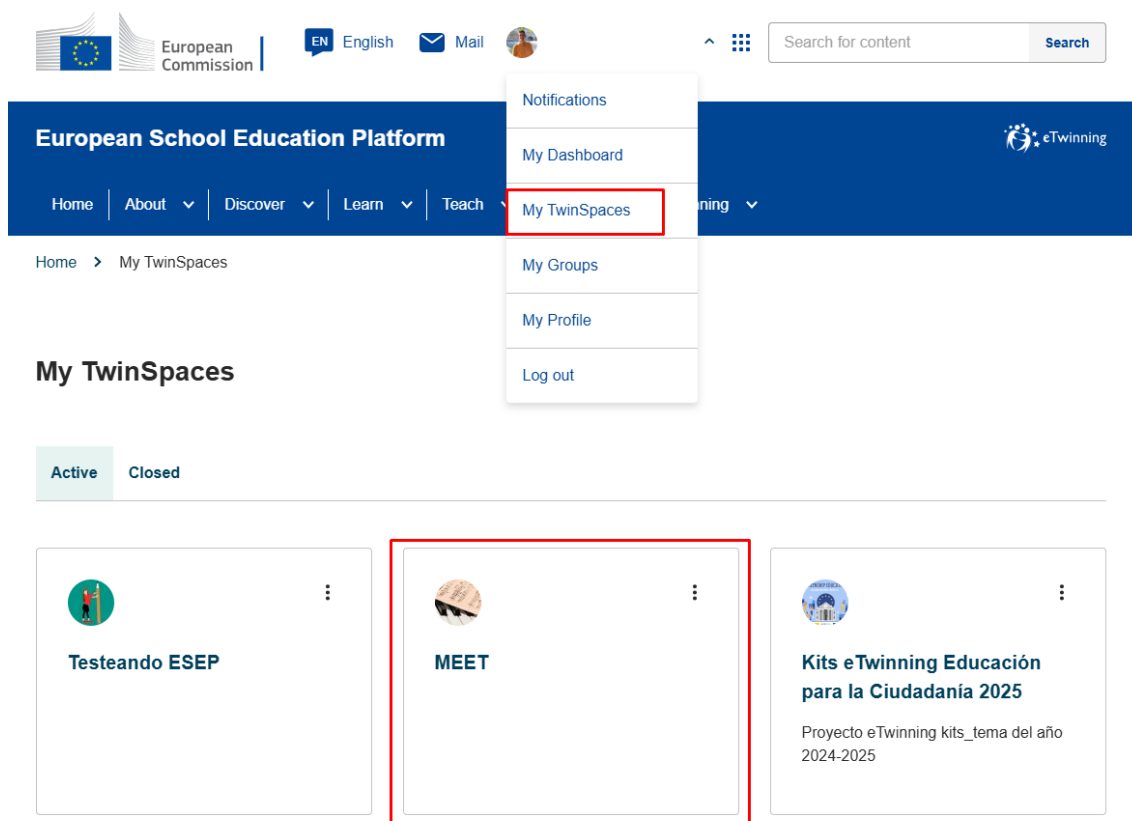


Figure 21. Screenshot showing access to "My TwinSpaces" in the [ESEP](#) user menu.

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- 2) In the **PAGES** tab, select the page where you are going to insert the content. Click on **PAGE OPTIONS** and then on **EDIT PAGE**.

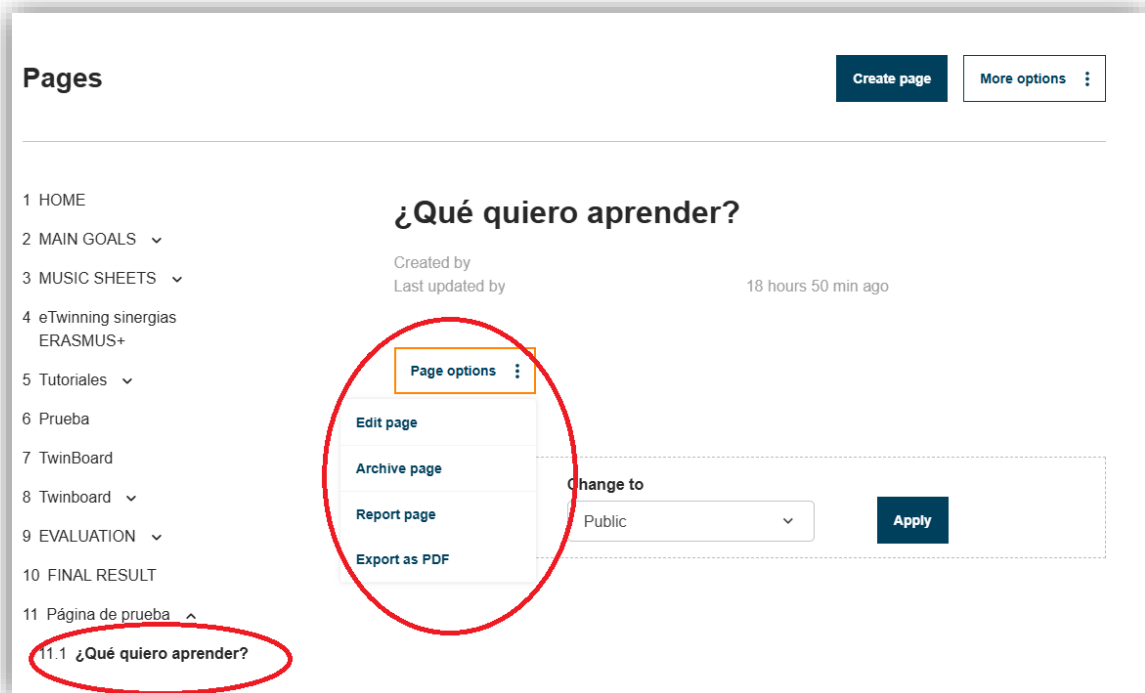


Figure 32. Screenshot showing the page options menu.

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- 3) This opens the page editor. We write the title and start adding **Text**.

Page content *

Title *

¿Qué quiero aprender?

Add content

Select content type

Text content ▼

Add content

Figure 43. Screenshot showing the option to add text to a page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Images, videos, links and **iFrames** can be inserted.

Text can be entered by simply **copying and pasting**. E.g., let's select this content from *Wikipedia*, copy and paste:

Add content

Select content type

Text content

Add content

+

Text content

Remove

^

Text *

Paragraph

↩

↪

A²

A₂

A²

A₂

B

I

U

S

T_x

x²

x₂

Ω

≡

≡

≡

↶

↷

Source

🔗

⋮

⋮

⋮

“

”

🔊

🔊

Miguel de Cervantes Saavedra (Alcalá de Henares, 29 de septiembre de 1547-Madrid, 22 de abril de 1616) fue un novelista, poeta, dramaturgo y soldado español.

Es ampliamente considerado una de las máximas figuras de la literatura española. Fue el autor del Quijote, novela que lo llevó a ser mundialmente conocido y a la cual muchos críticos han descrito como la primera novela moderna, así como una de las mejores obras de la literatura universal, cuya cantidad de ediciones y traducciones solo es superada por la Biblia. A Cervantes se le ha dado el apelativo de «Príncipe de los Ingenios».

About text formats ?

Figure 54. Screenshot showing text copied into the page editor.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

4) If we click on **SAVE CHANGES**, the content is published as follows:

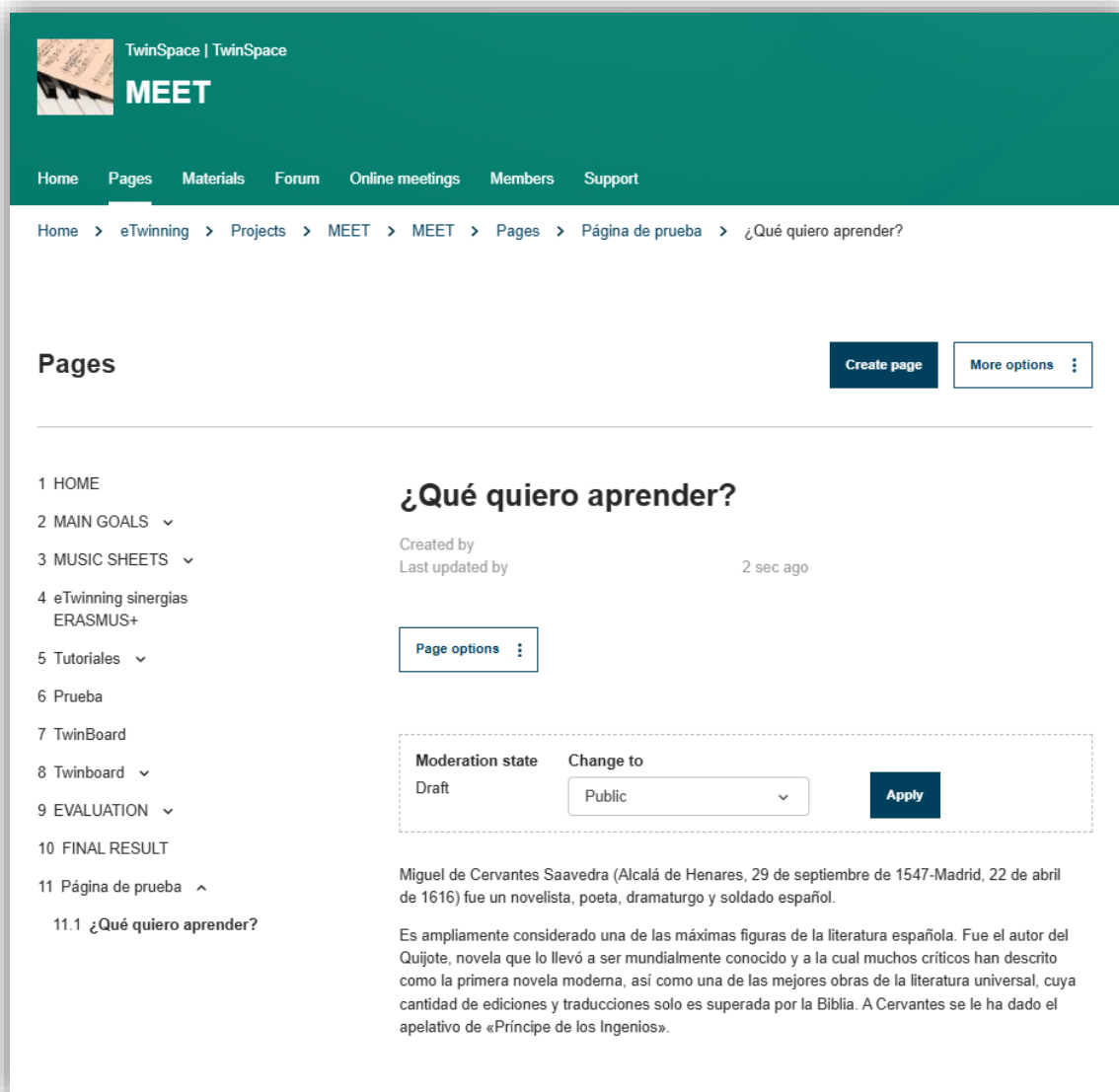


Figure 65. Screenshot showing text published on the Twinspace page.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

Back in the editor, we see that there are many options for editing font colour and size, paragraph layout, making lists, etc. These are the typical functions of any text editor.

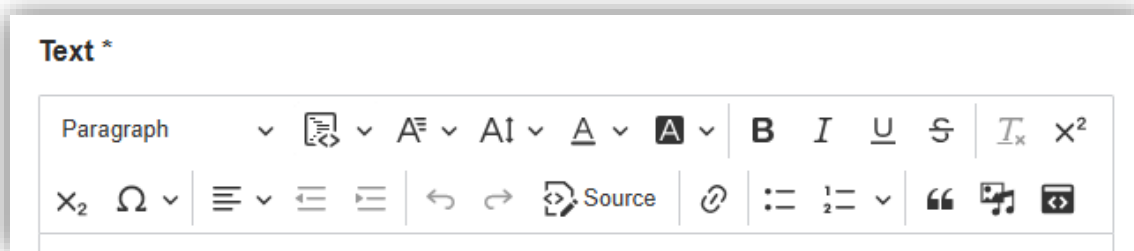


Figure 76. Screenshot showing the text editor toolbar.

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- **How to insert an image from the MATERIALS section (or external image) into an activity page**

1) Click on the **Insert multimedia content** option.



Figure 87. Screenshot showing the button to insert multimedia content.

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2) In the menu that opens, you can select **images, videos from YouTube, Vimeo, Dailymotion and pdf/Word documents** that you have previously added to the “**MATERIALS**” section, or you can add them directly from here, by clicking on the button shown in the previous image.

Add or select media

Image

Document

Remote video



Drop files here to upload them
or Select files

The maximum file size is 10 MB

One file only.
10 MB limit.
Allowed types: png gif jpg jpeg svg.

Grid

Table

Name

Sort by

Newest first

Apply filters

Figure 98. Screenshot showing the window that opens to insert multimedia content.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

- 3) Select the image you want to upload from your computer or from the gallery (in this case the cover of the novel *Don Quixote*). Add a **title** or **description** if necessary, alternative text and press **SAVE and INSERT SELECTED**.

Add or select media



Name *

Portada de El Quijote

Description

Portada de la primera edición de El Quijote

Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Remove

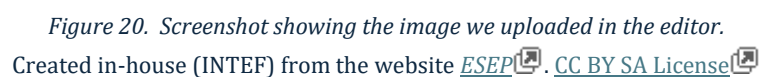
Save

Figure 109. Screenshot showing an image selected to upload to the page.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#) Icono de "Abre una ventana nueva".

Note: be aware of the copyright of the image you use and don't forget to cite the source.

The image is now on the page. See how it looks and adjust its size and position.



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¿Qué quiero aprender?

Created by
Last updated by 2 sec ago

Page options

Moderation state Change to
Draft Public Apply

Miguel de Cervantes Saavedra (Alcalá de Henares, 29 de septiembre de 1547-Madrid, 22 de abril de 1616) fue un novelista, poeta, dramaturgo y soldado español.

Es ampliamente considerado una de las máximas figuras de la literatura española. Fue el autor del Quijote, novela que lo llevó a ser mundialmente conocido y a la cual muchos críticos han descrito como la primera novela moderna, así como una de las mejores obras de la literatura universal, cuya cantidad de ediciones y traducciones solo es superada por la Biblia. A Cervantes se le ha dado el apelativo de «Príncipe de los Ingenios».

Fuente: Wikipedia

Figure 21. Screenshot showing the published page with text and image.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Note: Any image or document that is embedded on an activity page will be in the MATERIALS module.

- **How to insert a video on an activity page.**

To insert a video on a project activity page, the first step is to upload this video to the **MATERIALS** section.

- 1) The first step is to go to the **Materials** tab and click on **Videos**.

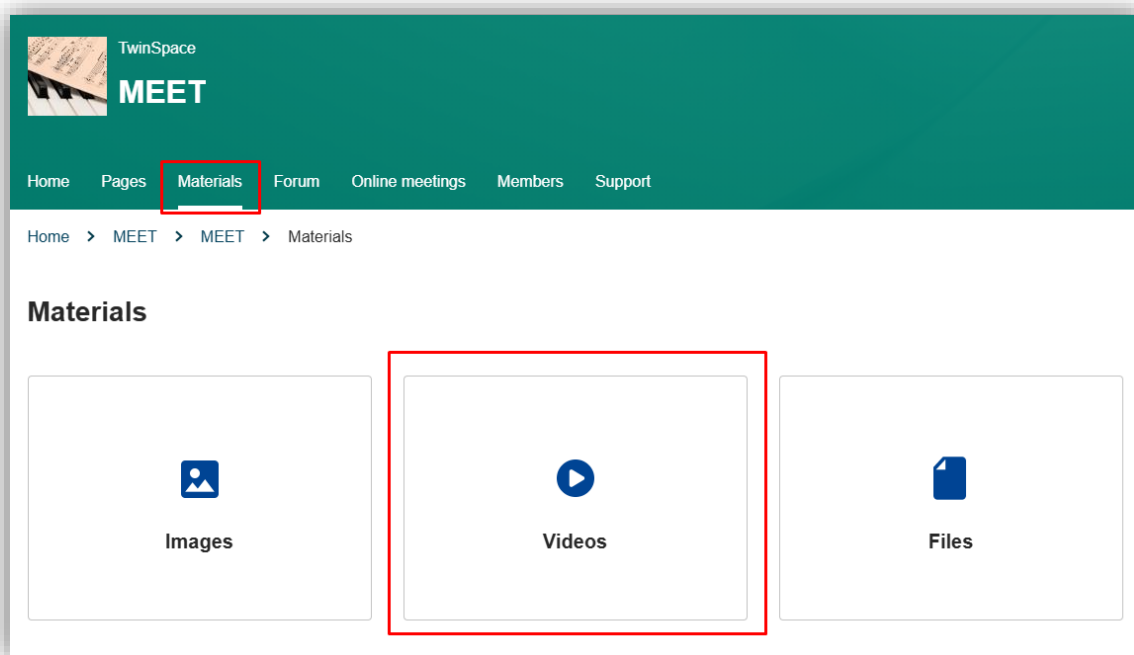


Figure 22. Screenshot showing the box for adding videos within the “Materials” menu.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

- 2) From here we can upload a **video from the internet** or upload a video that is on **our device**.

Materials

Images

Videos

Files

Videos

My videos (0)

General (1) ▾

General

New folder


Video URL *

The supported media providers are Vimeo, Daily Motion and YouTube

Insert video URL

Upload

By uploading a video in this section I declare I own the copyright, or have permission from the copyright holder, to publish this video. [Read More](#)


Drag files here to upload
[or Select files](#)
The maximum file size is 100MB

Submit

Figure 23. Screenshot showing the box for entering the URL or uploading a video.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 3) In our case, we have copied a URL for a video; once it loads, we click on **UPLOAD**.
- 4) The video will be uploaded and will appear in the video tab.

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General

New folder

Video URL *

The supported media providers are Vimeo, Daily Motion and YouTube

Insert video URL

Upload

By uploading a video in this section I declare I own the copyright, or have permission from the copyright holder, to publish this video. [Read More](#)



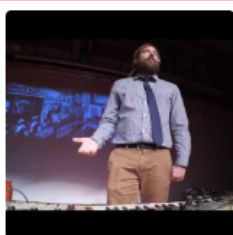
Drag files here to upload

[or Select files](#)

The maximum file size is 100MB

Submit

Videos (3)



[Electronic music an...](#)



[Rick Astley - Never ...](#)



[Don Quijote de la M...](#)

Figure 24. Screenshot of the video saved in the videos tab.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

- 5) If we place our mouse over the video, we can access three options: **The pencil**, to edit the video title; **the folder**, to organise our materials in folders; and **the bin**, to delete the video.

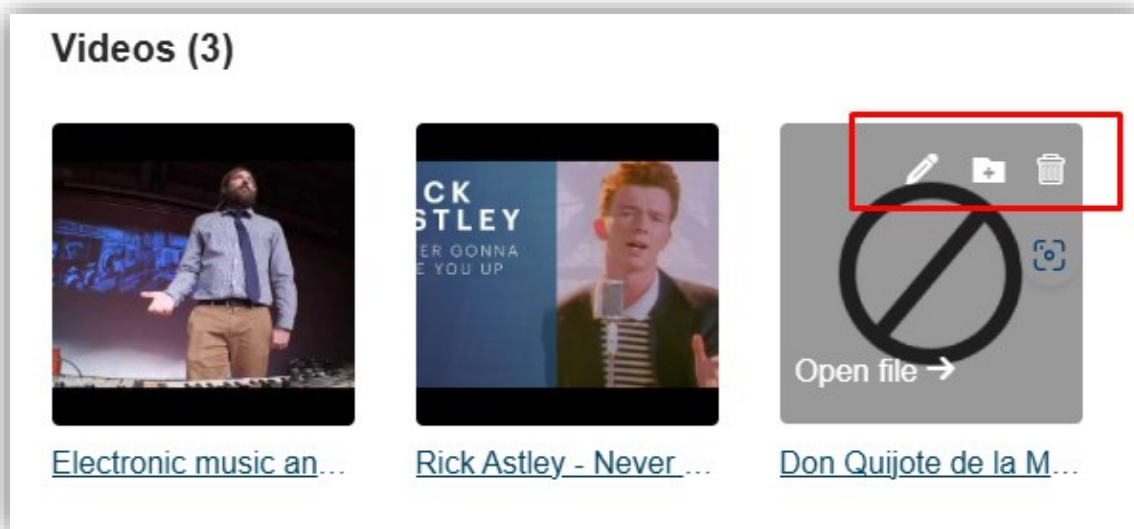


Figure 25. Screenshot showing the buttons to edit, organise or delete the video.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 6) If we want to edit the page where we want to insert the video, we will have to click on the **Insert Multimedia Content** icon.



Figure 26. Screenshot showing the button to insert multimedia content.

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- 7) Here we select the Insert video option and we will be able to select:
- A video that is uploaded in **MATERIALS**, which will appear as a downloadable file.

- A **video that is already on the internet**. To do this, we insert the link and the video can be viewed directly on the page.

Add or select media

Image

Document

Remote video

By uploading a video in this section I declare I own the copyright, or have permission from the copyright holder, to publish this video. [Read more](#)

Add Remote video via URL *

https://

Allowed providers: Vimeo, YouTube.

Add

Grid **Table**

Name

Sort by

Newest first

Apply filters

Figure 27. Screenshot showing the button to insert a video on the TwinSpace page.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

- 8) We click on **INSERT SELECTED** and now this is what we see; the video information is displayed correctly:

1 HOME
2 MAIN GOALS ▾
3 MUSIC SHEETS ▾
4 eTwinning sinergias ERASMUS+
5 Tutoriales ▾
6 Prueba
7 TwinBoard
8 Twinboard ▾
9 EVALUATION ▾
10 FINAL RESULT
11 Página de prueba ^
11.1 ¿Qué quiero aprender?

¿Qué quiero aprender?

Created by
Last updated by 2 sec ago

Page options ⋮

Moderation state
Draft

Change to
Public ▾

Apply

Miguel de Cervantes Saavedra (Alcalá de Henares, 29 de septiembre de 1547-Madrid, 22 de abril de 1616) fue un novelista, poeta, dramaturgo y soldado español.

Es ampliamente considerado una de las máximas figuras de la literatura española. Fue el autor del Quijote, novela que lo llevó a ser mundialmente conocido y a la cual muchos críticos han descrito como la primera novela moderna, así como una de las mejores obras de la literatura universal, cuya cantidad de ediciones y traducciones solo es superada por la Biblia. A Cervantes se le ha dado el apelativo de «Príncipe de los Ingenios».

Ver en YouTube

Smile and Learn Español (2019). Don Quijote de la Mancha para niños - Cuentos clásicos. Youtube. [Smile and Learn - Español - YouTube](#). Licencia standard de Youtube.

Figure 28. Screenshot showing the video embedded in the TwinSpace page.

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Note: Clicking on the video will play it on the same screen or in a new pop-up window.

The second icon is the **iFrame** icon. An *iFrame* is a frame where you can include content from other web pages so that it can be displayed on the page you are creating. Some examples of websites you can link to here are: *Prezi*, *Mentimeter*, *Padlet*, *genially*, *YouTube*, *Google Forms*... These *iFrames* are interactive; for

example, you can switch slides or view the video from the *TwinSpace* page itself, without having to access another web page. Let's see how to do it:



Figure 29. Screenshot showing the button to include an iFrame on the TwinSpace page.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

For example, let's insert a presentation from *Genially*. To do this, we **paste the link to the presentation and give it a title**. Regarding the frame size, we can set it to 600x450. Adjust this size as the content is displayed on the page until it fits correctly.

URL
https://view.genially.com/5c5373d31

Name
Desarrollo de la destreza musical

Width
600

Height
450

Advisory Title
Presentación de Genially

Remove from tabindex ☐

Save

Figure 30. Screenshot showing pop-up window for embedding an iFrame.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

When we click on **SAVE CHANGES**, we will see the final result. In this case, the page looks like this:

The screenshot shows a web interface for a published page titled "¿Qué quiero aprender?". On the left is a navigation menu with items like HOME, MAIN GOALS, MUSIC SHEETS, eTwinning sinergias ERASMUS+, Tutoriales, Prueba, TwinBoard, Twinboard, EVALUATION, FINAL RESULT, and a sub-item "11.1 ¿Qué quiero aprender?". The main content area has a title "¿Qué quiero aprender?" and metadata: "Created by" and "Last updated by" (9 sec ago). Below this is a "Page options" button. A "Moderation state" section shows the page is in "Draft" mode, with a "Change to" dropdown set to "Public" and an "Apply" button. The main content is a Genially interactive titled "Desarrollo de la destreza musical". It features a timeline with five steps: 1. Estimulación musical temprana, 2. Nivel de práctica elevado, 3. Apoyo familiar constante, 4. Uso de una pedagogía flexible, dinámica y positiva, and 5. Experimentar las emociones que la música transmite. A text box at the top right states: "La experiencia musical puede comenzar incluso antes de nacer. Parece ser que estas primeras experiencias repercuten en las habilidades perceptivas y receptivas de los niños." At the bottom, there is a Genially logo and a call to action: "¿Quieres crear contenidos interactivos? ¡Es fácil con Genially! Empieza gratis".

Figure 31. Screenshot showing a Genially embedded on a published page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Another example would be to insert a link to a **Padlet**. The result will look like this:

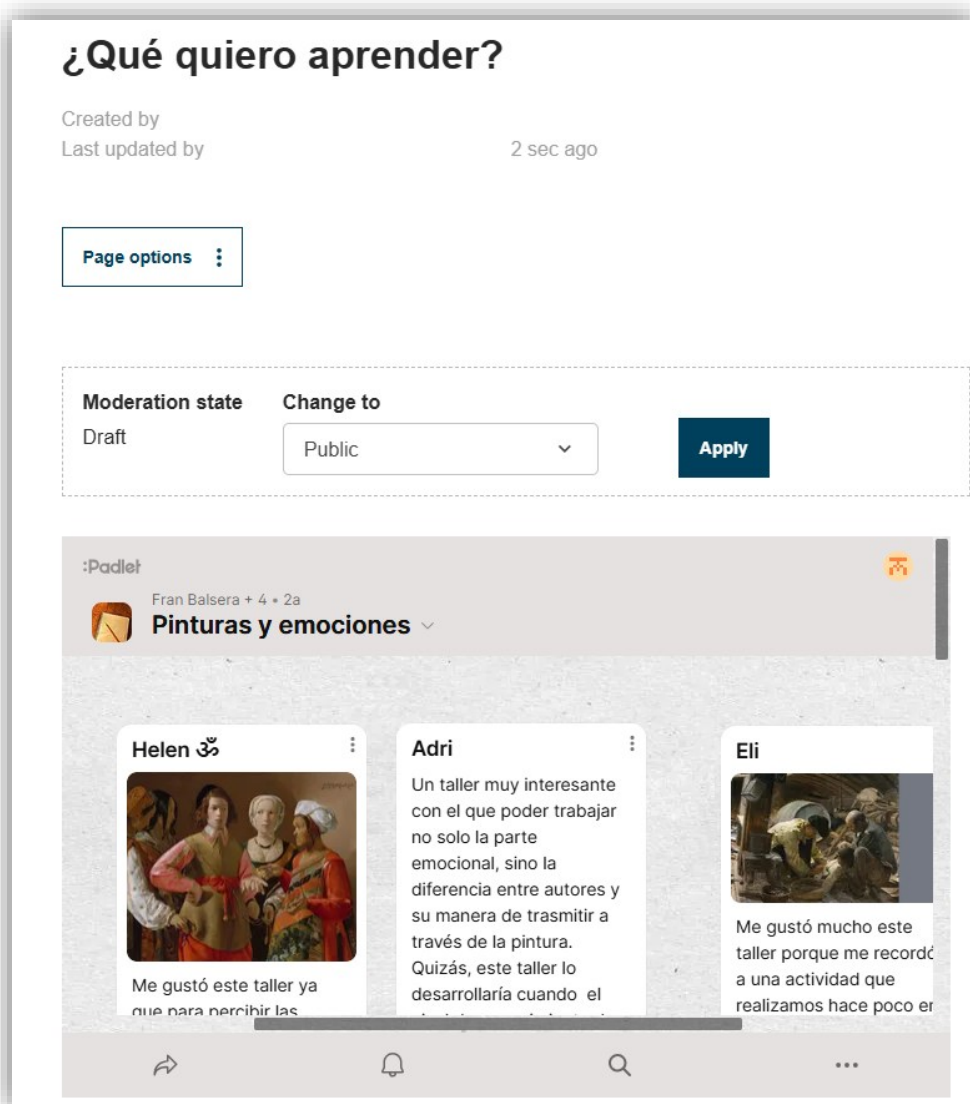


Figure 32. Screenshot showing a Padlet embedded on a published page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

We can also insert a link to a **Google Forms** questionnaire. The result will be as follows:

¿Qué quiero aprender?

Created by
Last updated by 2 sec ago

Page options

Moderation state Change to
Draft Public Apply

EMOCIONarte: Explorando emociones al compás de diferentes manifestaciones artísticas.

Evaluación del proyecto eTwinning por el profesorado.

[Cambiar de cuenta](#)

No compartido

* Indica que la pregunta es obligatoria

¿Cómo te llamas? *

Tu respuesta

Figure 33. Screenshot showing a Google questionnaire embedded on a published page.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Now we are going to insert the **Google Docs** tool into an activity page.

- 1) Identify the document produced with the *Google Docs* tool that you want to insert into the page.
- 2) Access the document, open it, and at the top, copy its URL.

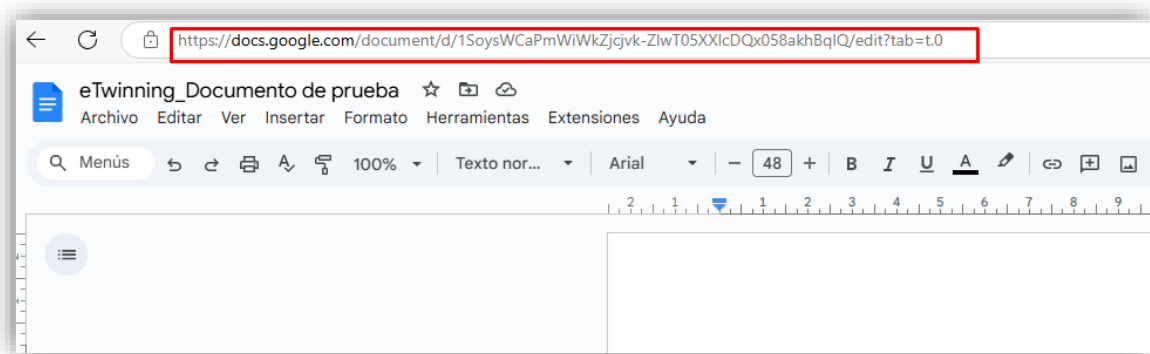


Figure 34. Screenshot showing a URL of a Google Docs document.

Created in-house (INTEF) [CC BY SA License](#)

- 3) Select the activity page where you are going to insert the document. In this case, we choose the “**Test page**”.

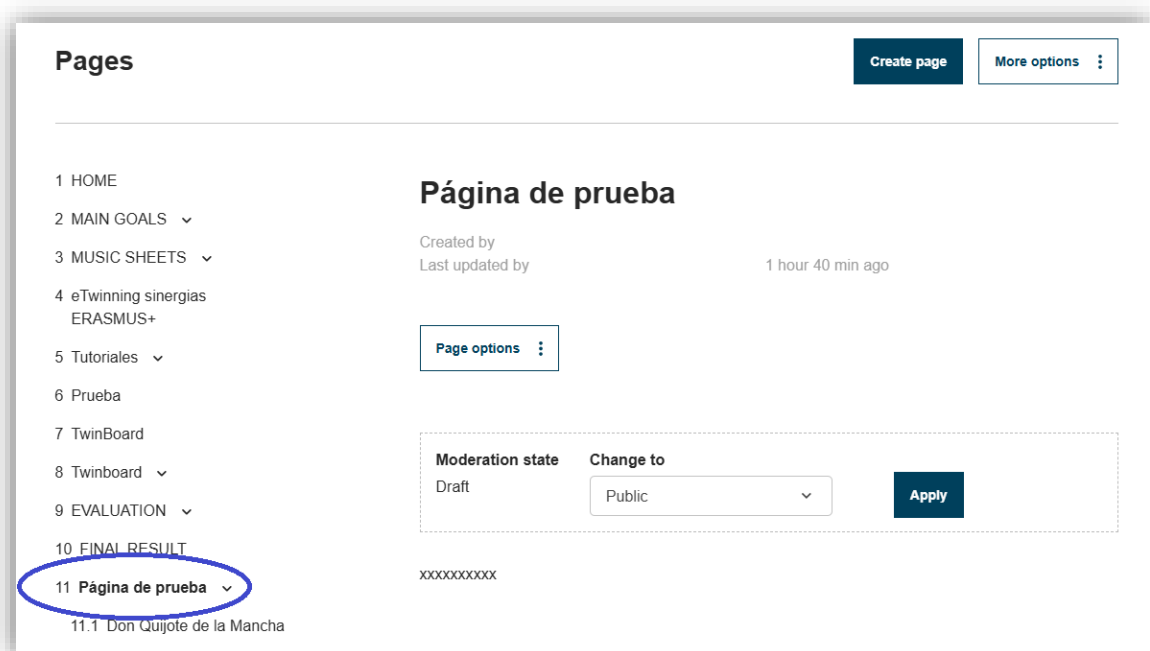


Figure 35. Screenshot showing the page where the document is to be inserted.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

- 4) Click on **PAGE OPTIONS** and **EDIT** to edit/modify the page.

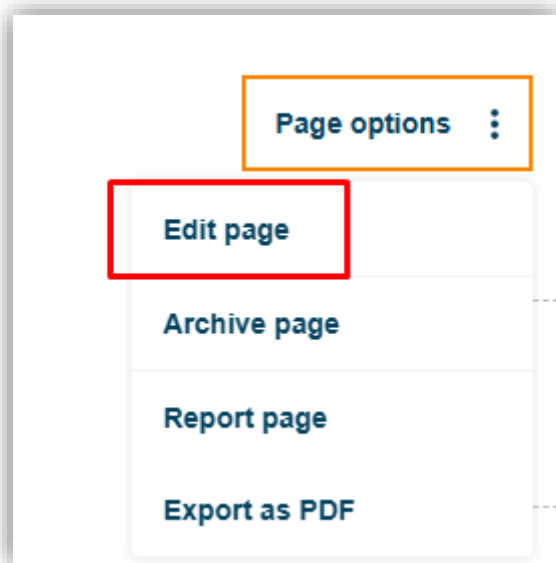


Figure 36. Screenshot showing the page options menu.

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The page editor will appear.

5) Click on the icon (iFrame)



Figure 37. Screenshot showing the button to add iFrame.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

And this window will open. Paste the URL you copied above and fill in the rest of the information as appropriate. A suitable size ratio to display the document correctly on the page could be 400x600. Click on the green symbol to **Accept**.

URL
https://docs.google.com/document/c

Name

Documento eTwinning

Width
400

Height
600

Advisory Title
Documento eTwinning

Remove from tabindex ☐

✓
✗

Figure 38. Screenshot showing the box for inserting the document's URL and size.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

6) The system presents you with the activities page.

7) Click on **SAVE CHANGES**, and the embedded document will be displayed.

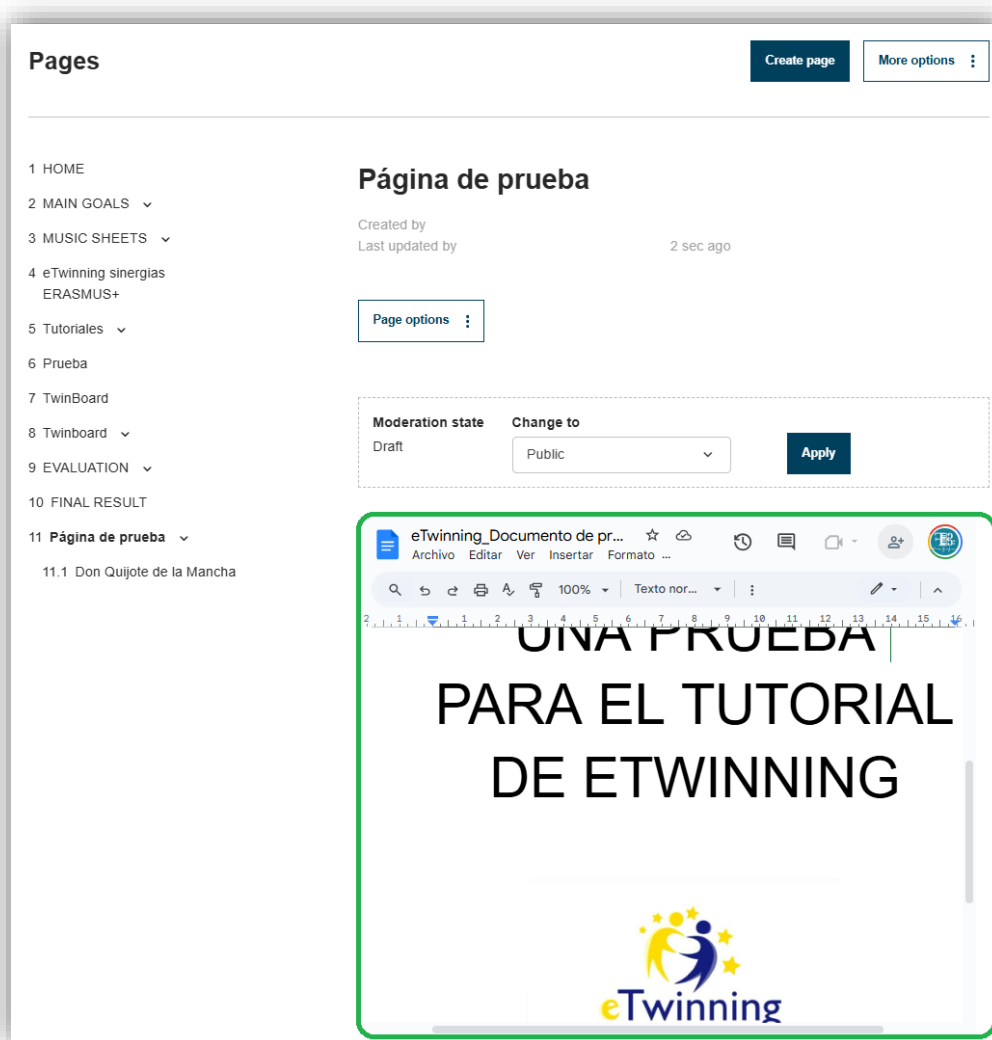


Figure 39. Screenshot showing Google Docs document embedded on the TwinSpace.

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Now we are going to insert a **Google Slides presentation** from Google Drive into an activity page.

Identify the **Google Slides** presentation you want to insert on the page.

Open the presentation and at the top of the document, choose the option “**File**” > “**Share**” > “**Publish to the Web**”.

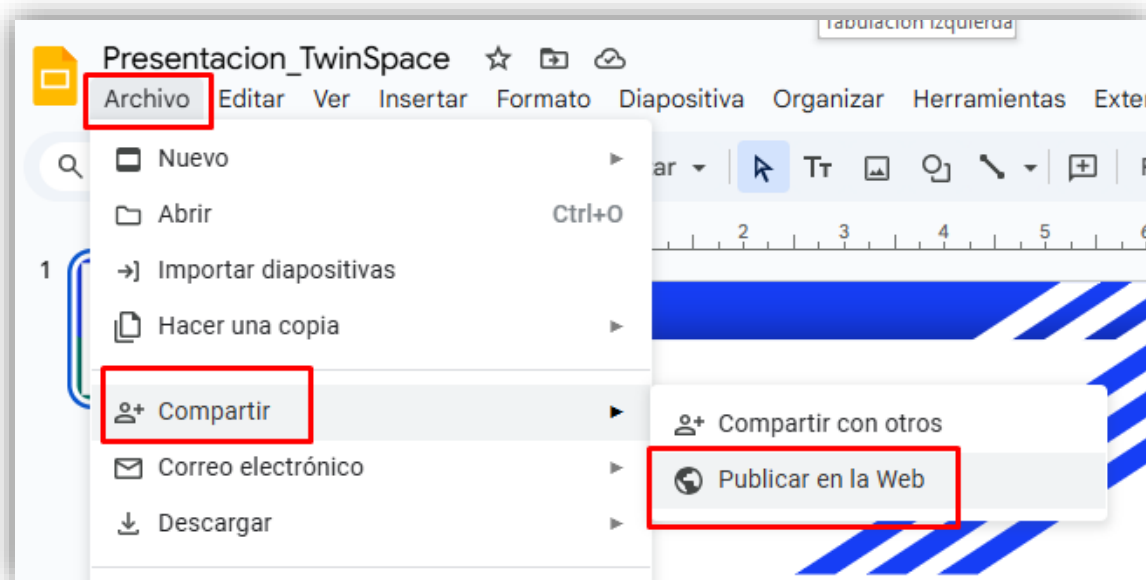


Figure 40. Screenshot showing how to share a Google presentation.

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Select the option “**Insert**” > “**Publish**” and copy the **iFrame** code.

Publicar en la Web



Este documento está publicado en Internet.

Publica tu contenido en la Web para que todos lo puedan ver. Puedes insertar tu documento o un enlace al documento. [Más información](#)

Enlace

Insertar

Tamaño de diapositiva:

Mediana (960x569)

Avance automático de diapositivas:

cada 3 segundos (opción predeterminada)

☐ Iniciar la presentación cuando se cargue el reproductor

☐ Reiniciar la presentación después de la última diapositiva

```
dOGdYyjfEMkStIV6Y_gpPzJManknKqMubbmXZPsNKK/embed?
start=false&loop=false&delayms=3000" frameborder="0" width="960"
height="569" allowfullscreen="true" mozallowfullscreen="true"
webkitallowfullscreen="true"></iframe>
```

Publicado

► Contenido publicado y configuración

Figure 41. Screenshot showing the presentation's iFrame code.

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Copy the **SRC code**: In the following image, what is in black (ignore what is in blue).

```
<iframe src="https://docs.google.com/presentation/d/e/2PACX-
1vSiVPOMp0-NFJHOyaZX4hqUBKKKP8qhv7g47-
dOGdYyjfEMkStIV6Y_gpPzJManknKqMubbmXZPsNKK/embed?start=false&lo
op=false&delayms=3000" frameborder="0" width="960" height="569"
allowfullscreen="true" mozallowfullscreen="true"
webkitallowfullscreen="true"></iframe>
```

Go to the TwinSpace page where you want to insert the presentation and go to the page editor.

Click on the icon (iFrame).

The window you already know will open. Paste the **SRC** you copied above and fill in the rest of the information as appropriate. Click the **Accept** icon.

Note: adjust the width and height of the slideshow as needed, 600x400 fits quite well for a horizontal slideshow.

URL
https://docs.google.com/presentatio

Name
Presentación eTwinning

Width
600

Height
400

Advisory title
Presentación

Remove from tabindex ☐

✓
✗

Figure 42. Screenshot showing the SRC copied into the URL box.

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Click on **SAVE CHANGES**, and the document will be embedded in the page.

Pages

Create pageMore options

1 HOME

2 MAIN GOALS

3 MUSIC SHEETS

4 eTwinning sinergias ERASMUS+

5 Tutoriales

6 Prueba

7 TwinBoard

8 Twinboard

9 EVALUATION

10 FINAL RESULT

11 **Página de prueba**

11.1 Don Quijote de la Mancha

Página de prueba

Created by
Last updated by2 sec ago

Page options

Moderation state
Draft

Change to
Public

Apply

¿Qué ventajas tiene la participación en proyectos eTwinning?

14 días restantes

Ideas	Pros y contras	Votos
Aún no hay ideas		

Ingresar una nueva idea

tricider

social voting

Figure 44. Screenshot showing the Tricider tool embedded on the TwinSpace page.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Using these options, we can create a page with a lot of content, which is also interactive and combines all the work we have done in class.

Perform actions related to page management

Summary tables of the actions related to page management and the permissions that correspond to each profile.

1) General page management:

	Docentes Administradores	Docentes	Alumnos administradores
Crear nuevas páginas/subpáginas	✓	✓	✓
Primeros permisos de edición	✓	✓	
Reordenar páginas/subpáginas	✓		

Figure 45. Screenshot showing the permissions that administrators, teachers and students have for page management.

Created in-house (INTEF)

2) Possible actions for profiles with “editing permission” for a given page:

	Docente administrador	Docente	Alumno administrador	Alumno
Editar	✓	✓	✓	✓
Guardar cambios	✓	✓	✓	✓
Cambiar opciones de publicación	✓	✓	✓	✓
Cambiar derechos de edición	✓	✓		
Cambiar nombre de página	✓	✓	✓	✓
Archivar desarchivar páginas	✓	✓		

Figure 46. Screenshot showing the editing permissions for a TwinSpace page.
Created in-house (INTEF)

TwinSpace also has Expert and Observer profiles. Experts can only participate in the activities, including online meetings, but cannot modify the main elements of the TwinSpace or invite new members.

Observers can see the content of the TwinSpace and can only edit if given permission.

We hope that this section will help clear up all questions related to page management and help give you new ideas on how to manage content creation when carrying out a TwinSpace project.

Archive an activity page and how to retrieve it.

- 1) Hover over the activity page you want to archive, e.g. *Test page*.

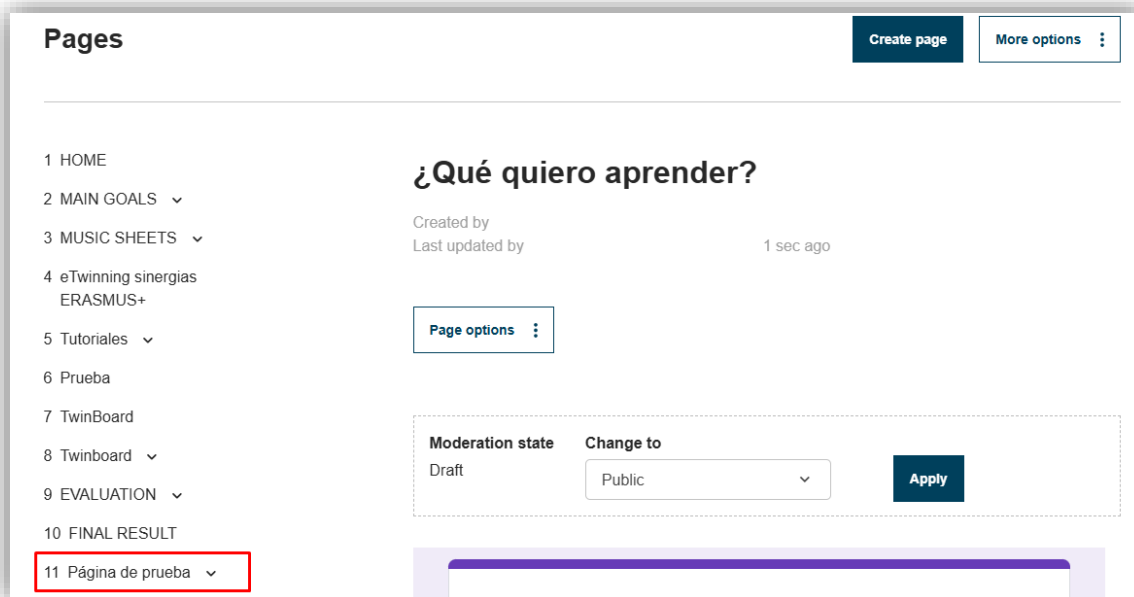


Figure 47. Screenshot showing one of the pages we want to archive.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

2) Go to **PAGE OPTIONS** and click on **ARCHIVE PAGE**.

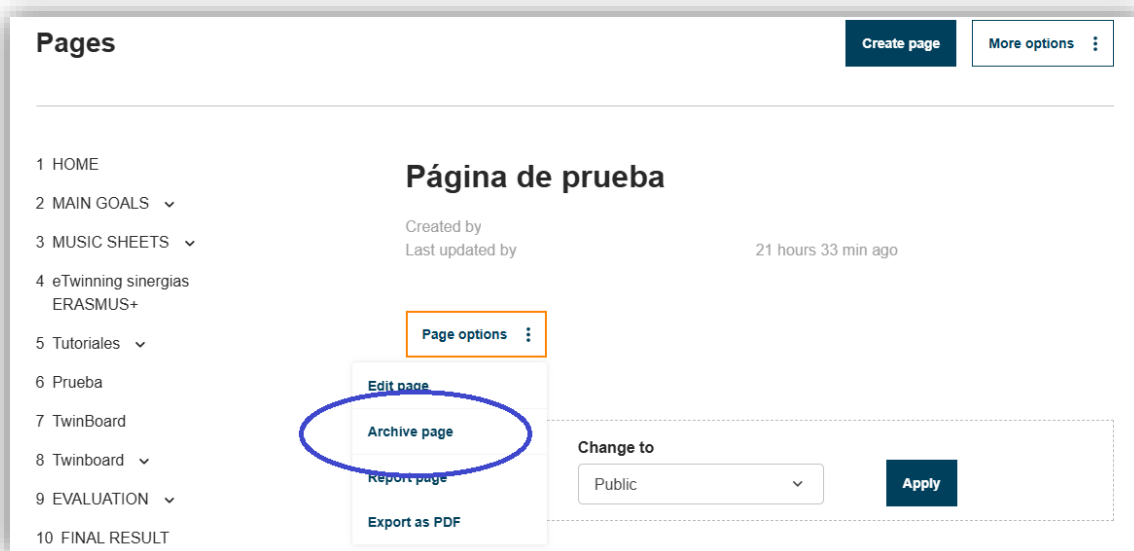


Figure 48. Screenshot showing the button to archive the TwinSpace page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 3) A pop-up window will appear asking you to confirm archiving the page. Click **Yes**.

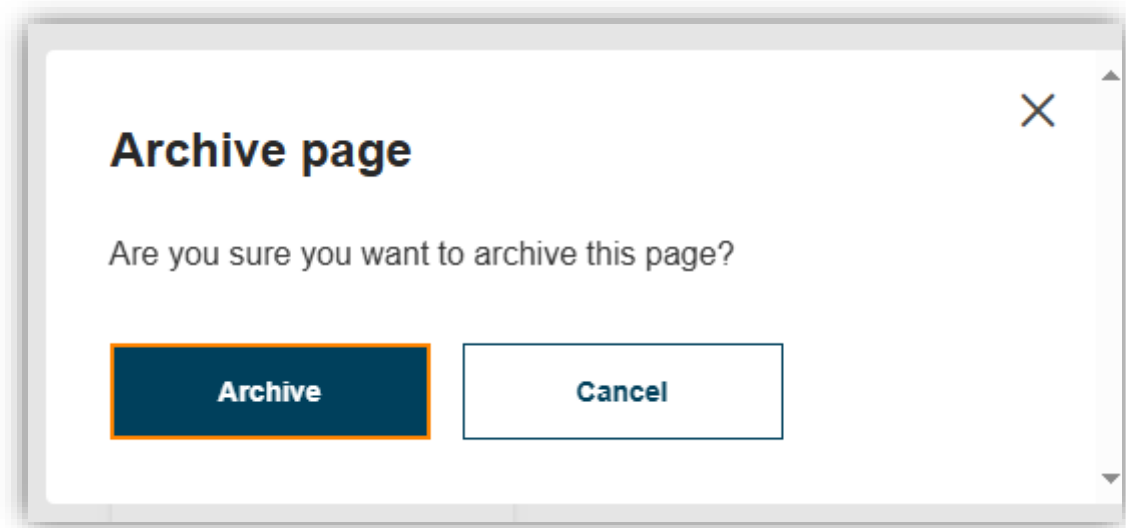


Figure 49. Screenshot showing pop-up window to confirm that you want to archive the page.

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- 4) The page changes location, as you can see in this image, and no longer appears in the main **PAGES** section. To access it, you need to click on **More options, View Archived pages**.

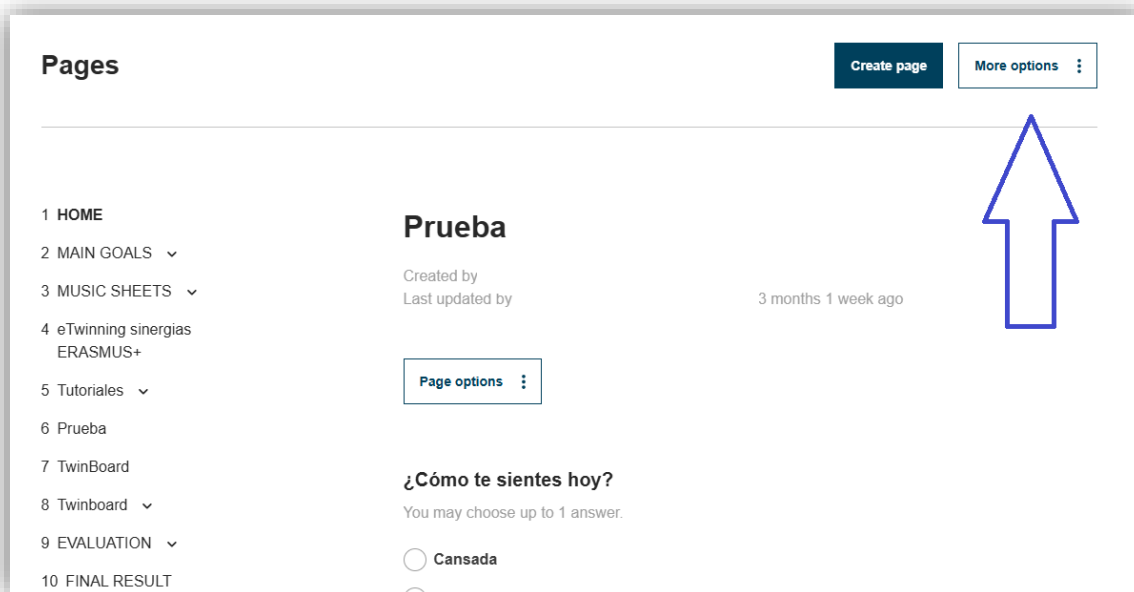


Figure 50. Screenshot showing the button to access the archived page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

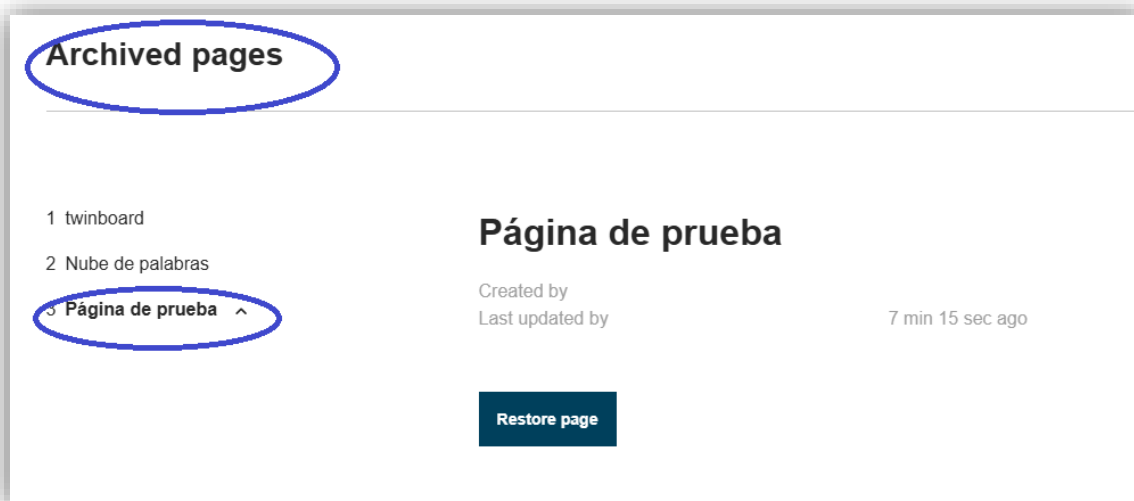


Figure 51. Screenshot showing the archived pages section.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

How to retrieve a page that is archived? How can I make it appear with the active pages?

1) Click on **RESTORE PAGE**.

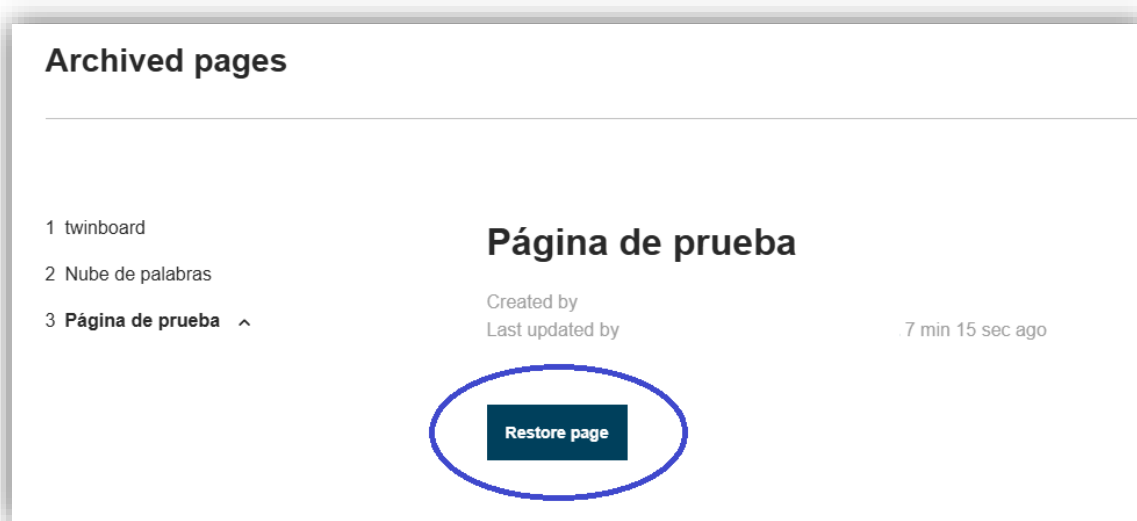


Figure 52. Screenshot showing the button to restore a page.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

2) Click **Yes** in the pop-up window.

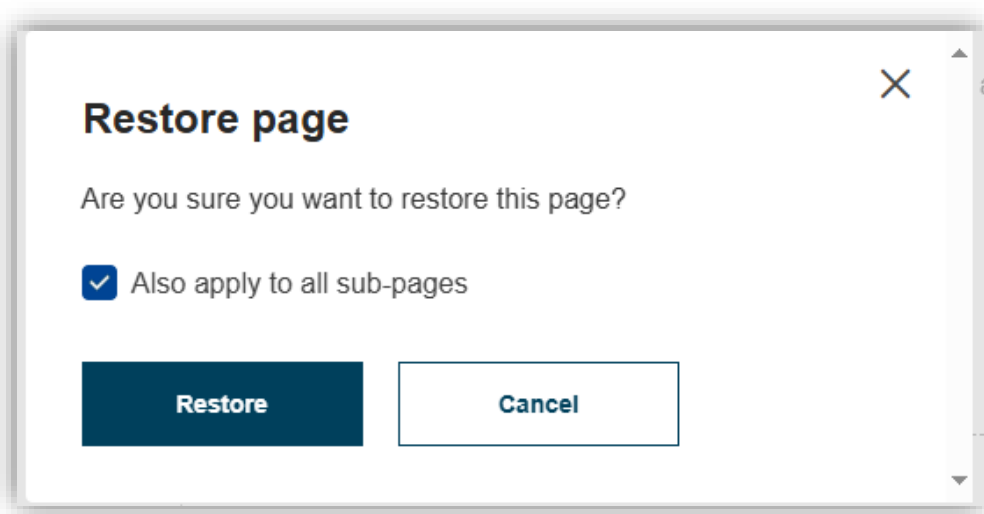


Figure 53. Screenshot showing pop-up window to confirm page restoration.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

Generate an activity sub-page

- 1) Suppose we want to create a new activity page that is a sub-page of the existing page *Test page*.

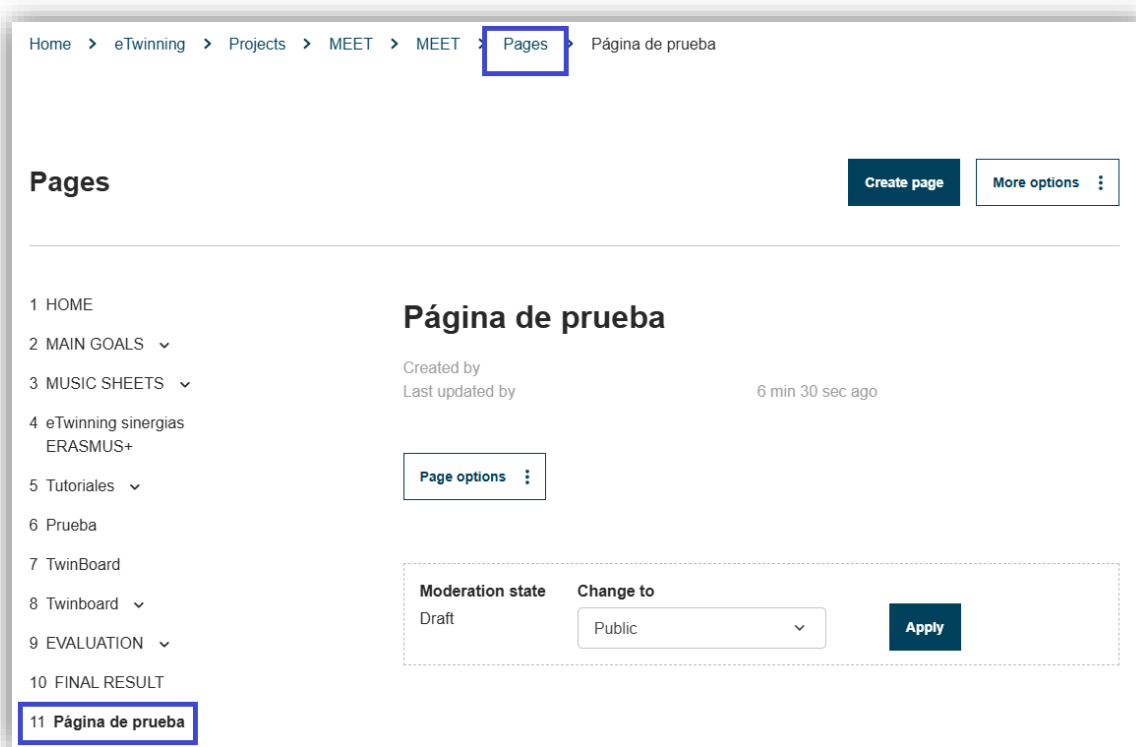


Figure 54. Screenshot showing page to which you want to add a sub-page in Twinspace.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

2) Click on **CREATE PAGE**.

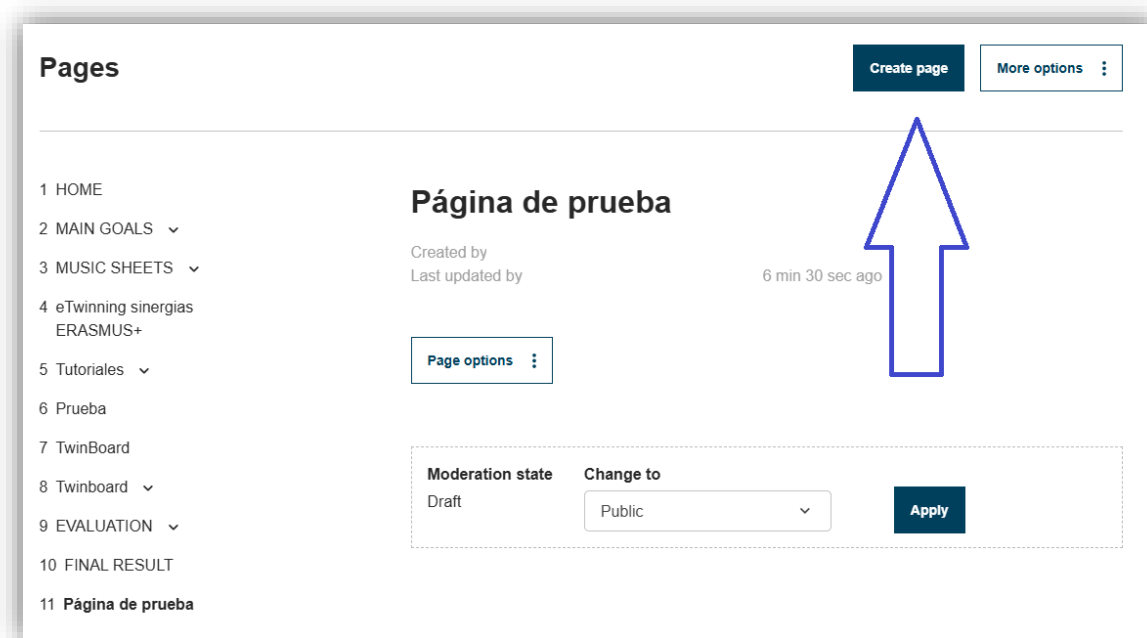


Figure 55. Screenshot showing the button to create a TwinSpace page.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

3) A window will appear in which you must give the sub-page a title. Under **“Parent page”**, select the main page you want the sub-page to be attached to.

Create page

Title *

Don Quijote de la Mancha

Parent page

Página de prueba

Create page **Cancel**

Figure 56. Screenshot showing pop-up window to select the page to which you want to link a sub-page.

Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 4) This sub-page is now visible in the index. Click **Page options**, **Edit page** to edit it.

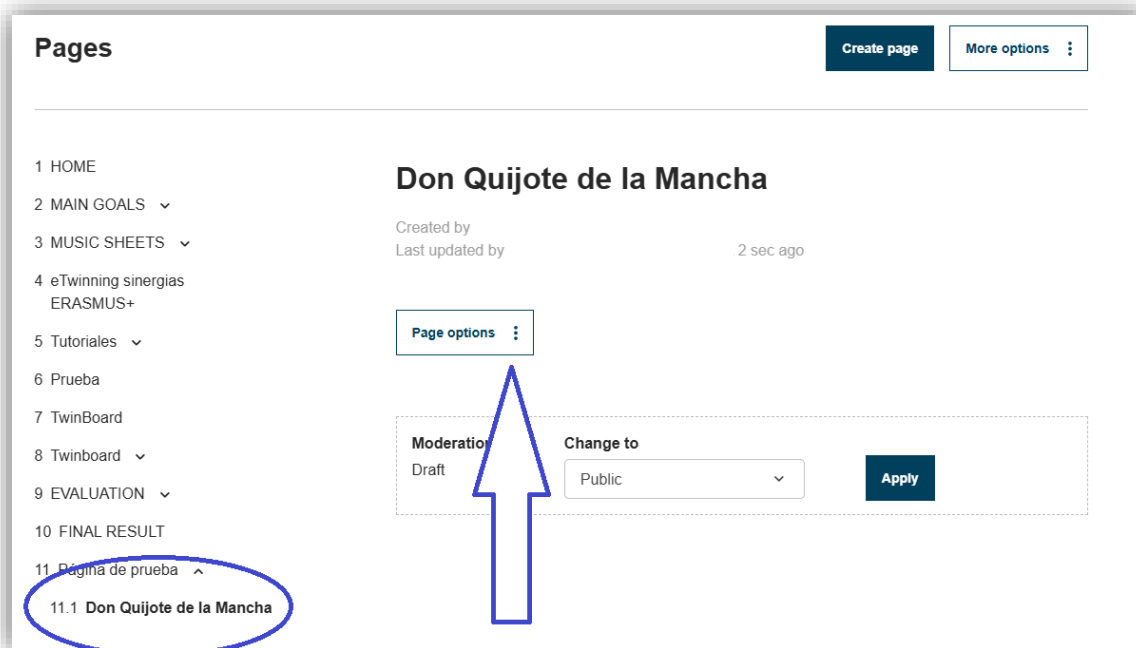


Figure 57. Screenshot showing the page options button in TwinSpace.
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Additional information

- 5) Add the content in a text box or in *Poll* format.

Page content *

Title *

Don Quijote de la Mancha

Add content

Select content type

- Text content ^
- Text content ✓
- Poll
- Twinboard

Add content

Figure 58. Screenshot showing the menu for inserting text, a poll or a Twinboard.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

1. For the text box, select **Text content**.
 2. You can use the *Poll* format to create multiple choice exercises, questions, etc.
- 6) On the left side, select *who can see this page (Visibility)* and *who has permission to edit this page (Permissions)*.

Parent page

Página de prueba ▼

Visibility

☒ Just me and administrators (draft)

☐ Everyone on the internet (public)

☐ TwinSpace members

Permissions

☒ Teacher Administrator

☒ Teacher

☐ Pupil Administrator

☐ Pupil

☒ Expert

☐ Observer

☐ Visitor

Discussion *

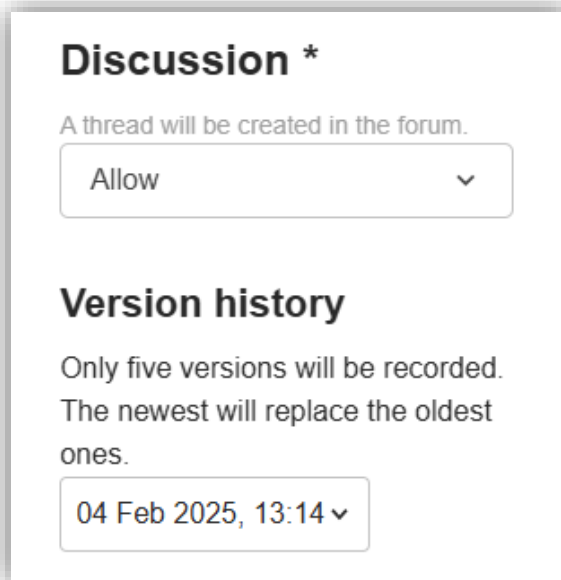
A thread will be created in the forum.

Don't allow ▼

Figure 59. Screenshot showing page visibility and permissions options.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

NOTE: If *Just me and administrators* is selected in *Visibility*, the content of the website will be a draft. To publish the content, select the option *Everyone on the internet* or *TwinSpace members*, depending on the profile you want to show the content to.

You can choose whether to offer the options for a forum and debate (**Discussion**) and can access the **Version history**.



The screenshot shows a settings panel with two sections. The first section is titled 'Discussion *' and contains the text 'A thread will be created in the forum.' Below this is a dropdown menu with the word 'Allow' and a downward arrow. The second section is titled 'Version history' and contains the text 'Only five versions will be recorded. The newest will replace the oldest ones.' Below this is a dropdown menu showing the date and time '04 Feb 2025, 13:14' with a downward arrow.

Figure 60. Screenshot showing forum/discussion options and access to version history.

Created in-house (INTEF) from the website [ESEP](#). [CC BY SA License](#)

NOTE: Remember to save your changes by clicking on the green “Save changes” box on the right side of the page.

Add a poll to an activity page

- 1) Select the page where you are going to add the poll.

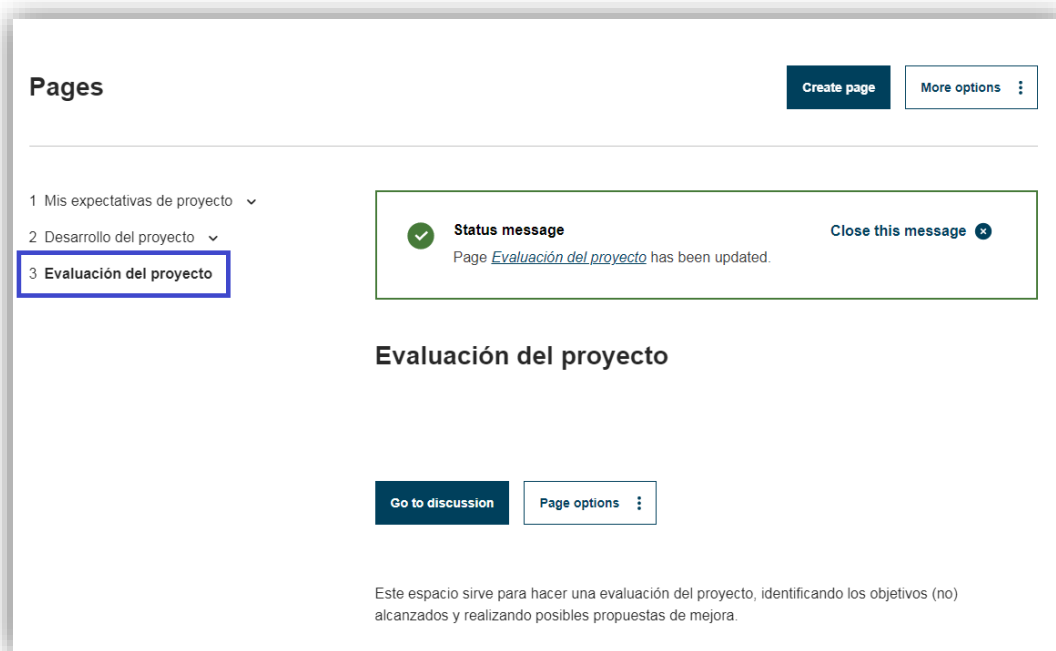


Figure 61. Screenshot showing a selected TwinSpace page.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 2) Click on **PAGE OPTIONS** and select **EDIT PAGE** from the drop-down menu.

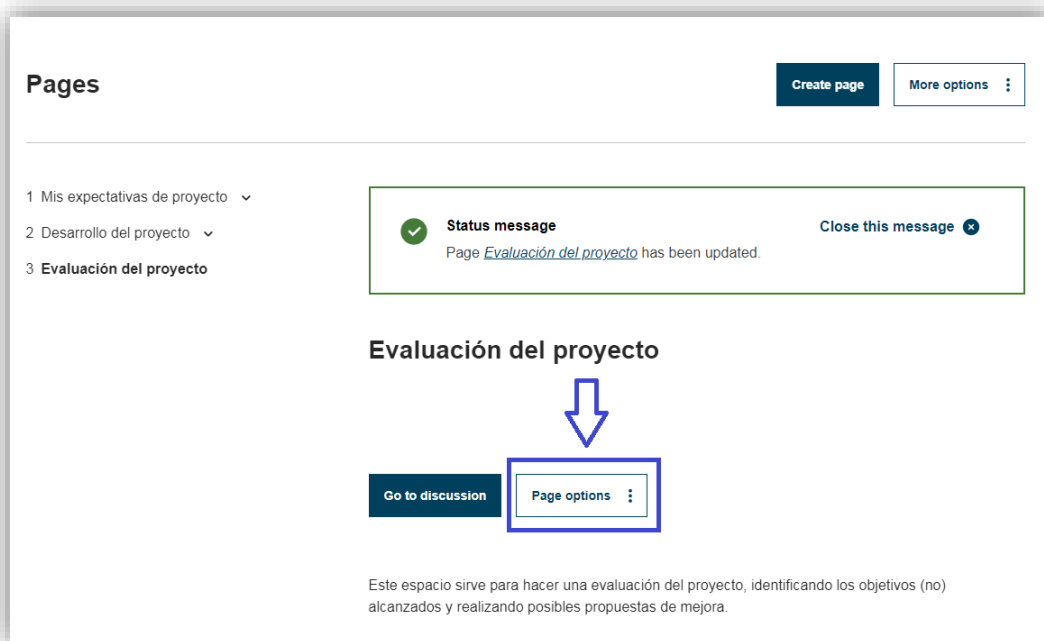


Figure 62. Screenshot showing the button to open the page options.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

3) In the **ADD CONTENT** box, select the **Poll** option. Then click on the **Add content** box.

Title *

Página de prueba

Add content

Select content type

Text content ^

Text content ✓

Poll

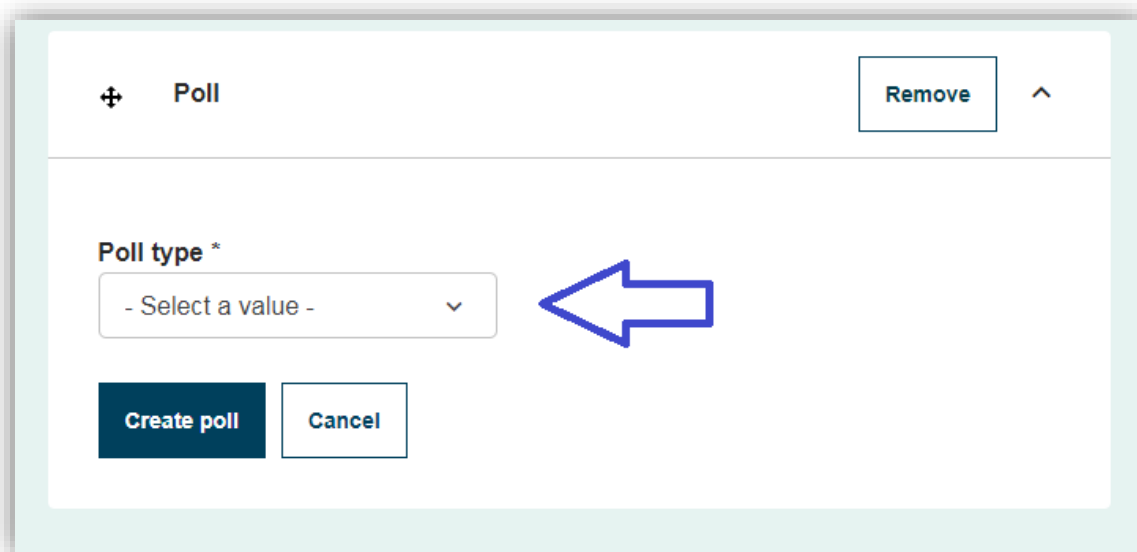
Twinboard

Add content

Remove ^

Figure 63. Screenshot showing the “Poll” button to add a poll.
Created in-house (INTEF) from the website [ESEP](#). CC BY SA License

- 4) Click on **Poll type** and select the option that best suits your objectives: *multiple choice , single question, ranked choice and open-ended questions.*



The screenshot displays a user interface for creating a poll. At the top, there is a header bar with a plus icon, the word 'Poll', a 'Remove' button, and an upward arrow. Below this, the 'Poll type' section is visible, featuring a dropdown menu with the text '- Select a value -'. A blue arrow points to this dropdown menu. At the bottom of the form, there are two buttons: 'Create poll' and 'Cancel'.

Figure 64. Screenshot showing the menu to select the type of poll we want to create.

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4.1. If you have chosen the **multiple choice** option, you must insert the question in the **Question** section. Next, you must set the maximum number of votes allowed per user in the **Maximum number of allowed votes** section. Then, you need to add the options that provide answers to the question in the **Choices** section. It is optional to upload a photo via **Upload image**. You can upload up to 5 files with a maximum size of 10MB in png, gif, jpg and jpeg format.

Poll Remove ^

Question

¿Se han alcanzado el 80% de objetivos establecidos?

The poll question.

Poll type *

Multiple choice v

Maximum number of allowed votes

1

Maximum number of allowed votes per user.

Choices *

Add answer

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).

Create poll Cancel

Figure 65. Screenshot showing the options for creating a multiple choice exercise.

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4.1.1. To add the options to the question, write a first possible answer in the **Choice** box and then click on **Create answer**.

Choices *

Choice *

Sí

Create answer Cancel

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).

Create poll Cancel

Figure 66. Screenshot showing how possible answers are entered in a multiple choice exercise.

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4.1.2. Then, add the next answer option under **Add answer** and repeat the above procedure.

Choices *

Sí Delete

Add answer

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).

Create poll Cancel

Figure 67. Screenshot showing how to enter a new answer in a multiple choice exercise.

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4.1.3. Note that you have the option to delete the answers if necessary. Click on **Delete**.

Choices *

Sí

Delete

Add answer

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).


Create poll Cancel

Figure 68. Screenshot showing how to delete an answer in a multiple choice exercise.

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4.1.4. Finally, click on **Create poll** and save the changes by clicking on **SAVE CHANGES** at the top right of the page.

4.2. The procedure for creating the **single question** option is very similar to the multiple choice option. See example below.

 Poll

Remove ^

Question


The poll question.

Poll type *


Single question

Choices *


La organización y planificación

Delete 

La evaluación

Delete 

La atención a la diversidad

Delete 



Add answer

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).

Create poll

Cancel

Figure 69. Screenshot showing how to create a single question exercise.
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4.3. The procedure for creating the **ranked question** option is also very similar to the others. See example below.

+

Poll

Remove

^

Question *

¿Cuáles han sido las mayores dificultades?

The poll question.

Poll type *

Ranked choice

☐ Allow adding options
Allow users with permitted roles to write in a choice. This setting will be ignored for ranked choice.

☐ Allow multiple write-in
Allow users to add multiple write-in options.

Choices *

La organización y planificación

Delete

La evaluación

Delete

La atención a la diversidad

Delete

Add answer

YYYY-MM-DD

--:--:--

Date poll should be opened for voting.

Upload image

Upload up to 5 files, each with a maximum size of 10 MB (png, gif, jpg, jpeg).

Create poll

Cancel

Figure 70. Screenshot showing how to create a ranked choice exercise.
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4.4. For an *open-ended question*, you just need to formulate the question in the **Question** box.

The screenshot shows a 'Poll' creation window. At the top, there is a header bar with a plus icon, the word 'Poll', a 'Remove' button, and an upward arrow. Below this, the 'Question' section is highlighted with a blue border. It contains a text input field with the question '¿Tienes alguna sugerencia de mejora?' and a placeholder text 'The poll question.' below it. Under the 'Question' section, there is a 'Poll type *' dropdown menu set to 'Open-ended questions'. Below that is an 'Open ended view mode' dropdown menu set to 'Open Ended'. At the bottom, there are two buttons: 'Update poll' and 'Cancel'.

Figure 71. Screenshot showing how to create an open-ended question exercise.

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The different surveys will appear on the chosen page as follows:

Este espacio sirve para hacer una evaluación del proyecto, identificando los objetivos (no) alcanzados y realizando posibles propuestas de mejora.

¿Se han alcanzado el 80% de objetivos establecidos?

You may choose up to 1 answer.

☐ Si

☐ No

Submit answer

¿Cuáles han sido las mayores dificultades?

You may choose up to 1 answer.

☐ La organización y planificación

☐ La evaluación

☐ La atención a la diversidad

Submit answer

Ordena de más a menos las actividades que requieren un rediseño

Put the choices in the desired order.

✚ Actividad 1

✚ actividad 2

✚ Actividad 3

Submit answer

Figure 72. Screenshot showing the exercises created with the "Poll" option posted on the TwinSpace.

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¿Tienes alguna sugerencia de mejora?

You may submit up to 1 answer for vote.

Your answer

Submit answer

Figure 73. Screenshot showing the open-ended question posted on the TwinSpace.

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