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.
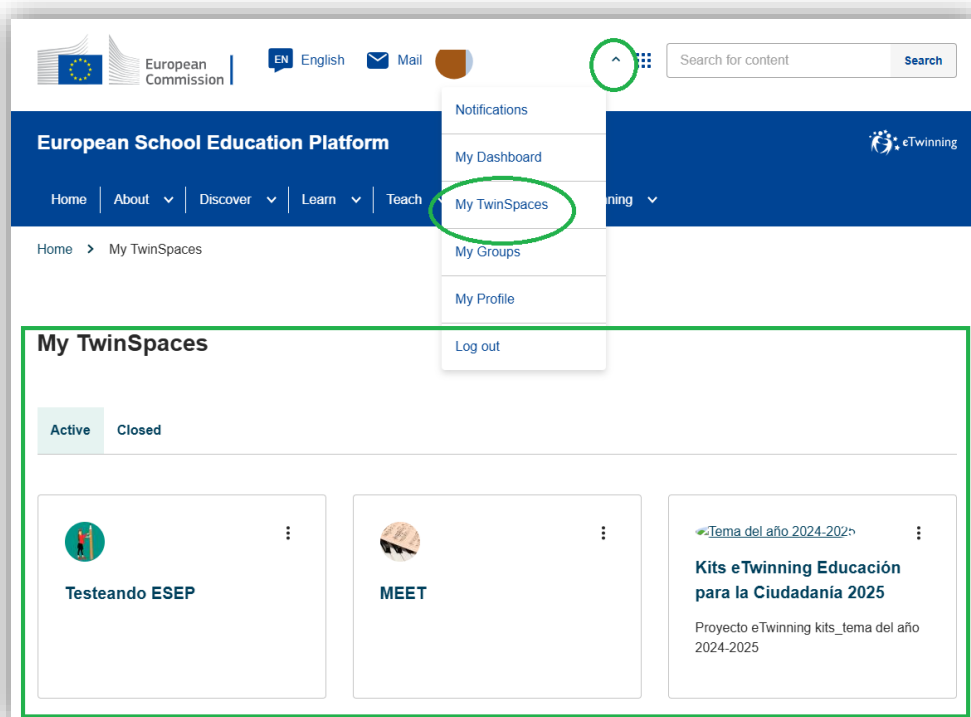

Figure 1. Screenshot showing access to "My TwinSpaces" in the ESEP user menu.
Created in-house (INTEF) from the website ESEP. CC BY SA License

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**.
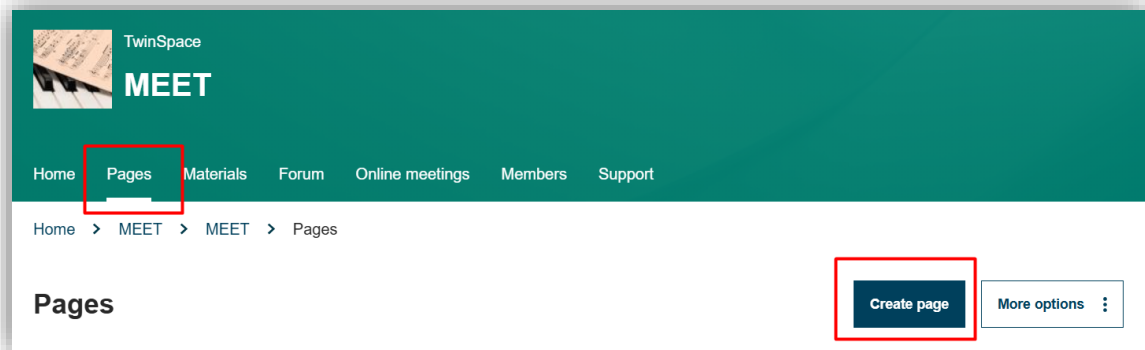

Figure 2. Screenshot showing page access and page creation in TwinSpace.
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3) The system shows us this window. Add the page title. Here, for example, the title is **Test page**, and then click on **CREATE PAGE**.

Figure 3. Screenshot of pop-up window to add a page title and create the page on TwinSpace.
Created in-house (INTEF) from the website *ESEP*⧉. CC BY SA License⧉

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.

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*").**

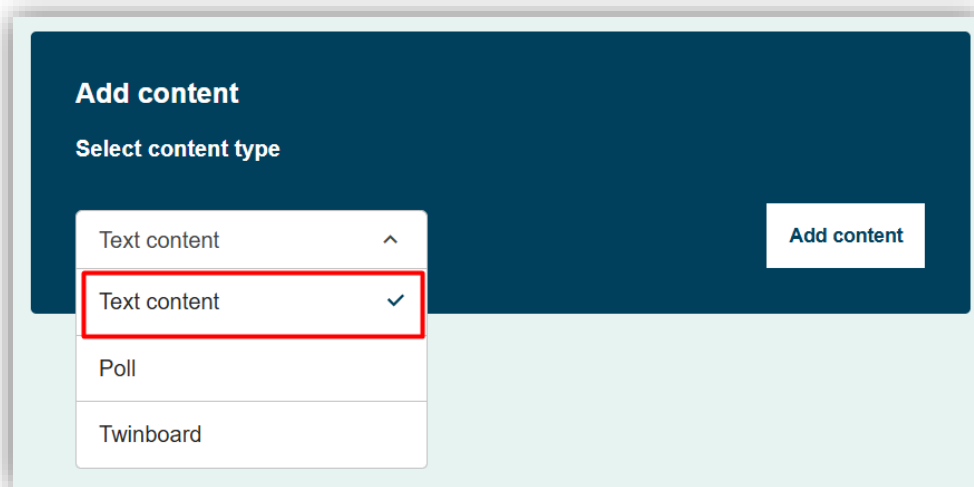The text option also allows you to add images, videos, widgets and links to other websites.

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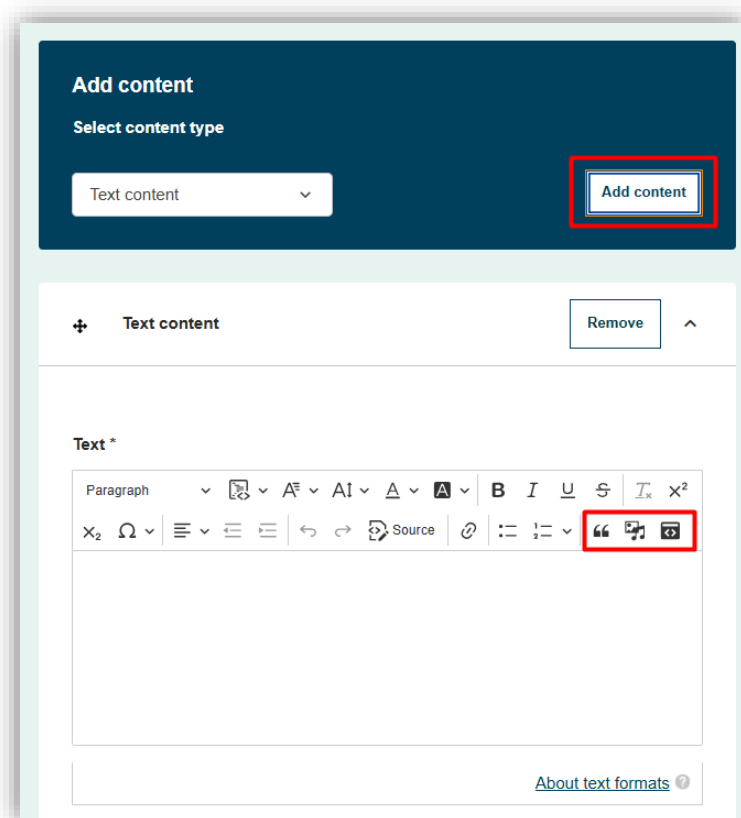Created in-house (INTEF) from the website *ESEP*⬈. CC BY SA License⬈

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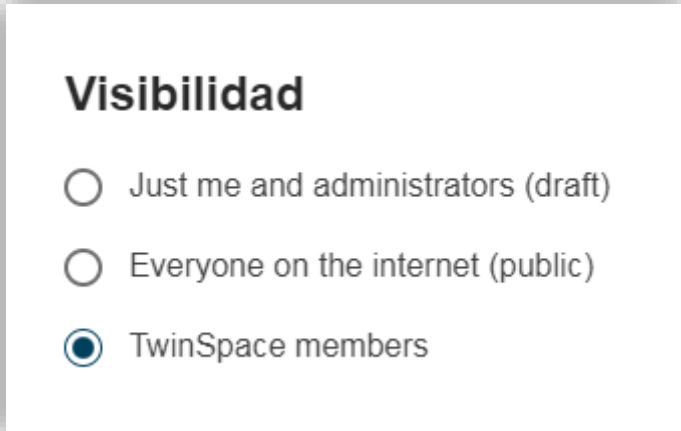Created in-house (INTEF) from the website *ESEP*⬈. CC BY SA License⬈

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**).
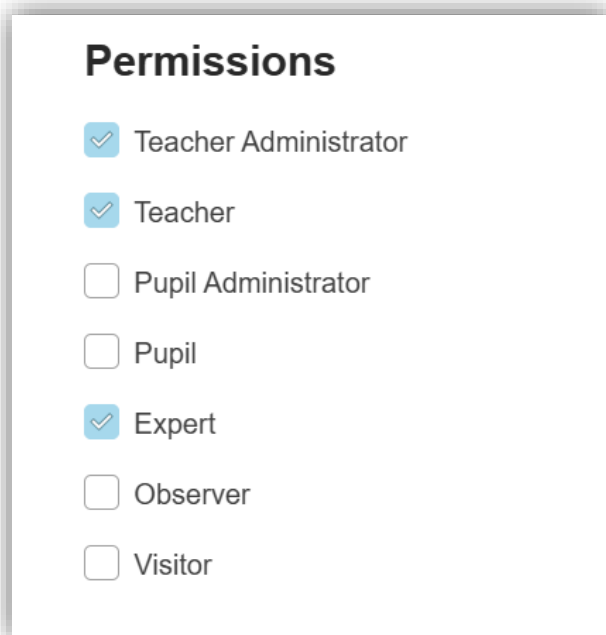

Figure 7. Screenshot of the TwinSpace page visibility options.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License
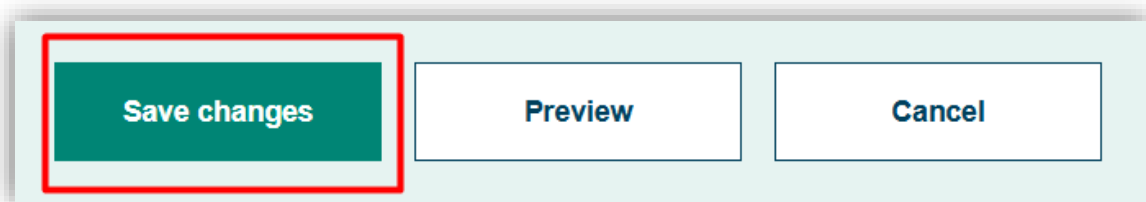
2) Select who has permission to modify this page.

Figure 8. Screenshot of the TwinSpace page permissions options.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

3) Once we are done here, we can **SAVE CHANGES** so that they are published.

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.)

Figure 10. Screenshot of creating a sub-page using the "Parent page" drop-down.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

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.

Figure 10. Screenshot showing the organisation of the TwinSpace pages.
Created in-house (INTEF) from the website *ESEP*⧉ . CC BY SA License⧉

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**.
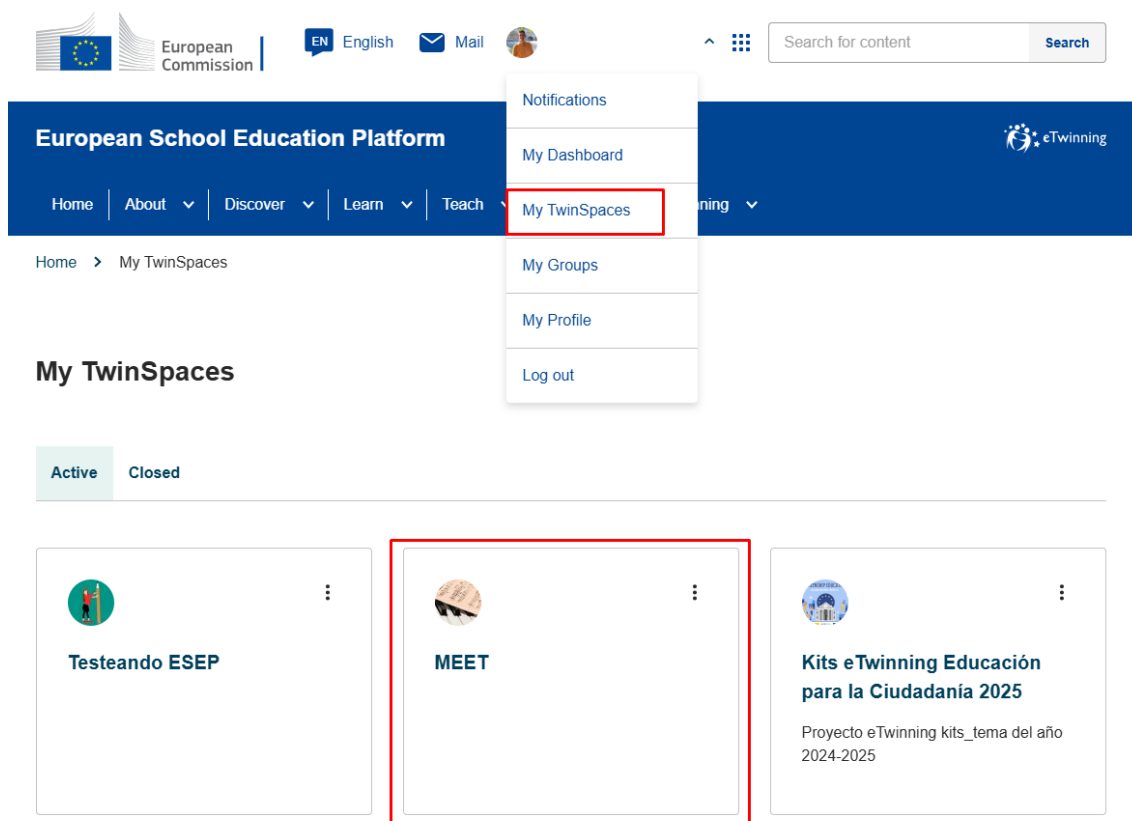

Figure 21. Screenshot showing access to "My TwinSpaces" in the ESEP user menu⬈.
Created in-house (INTEF) from the website ESEP⬈. CC BY SA License⬈

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**.
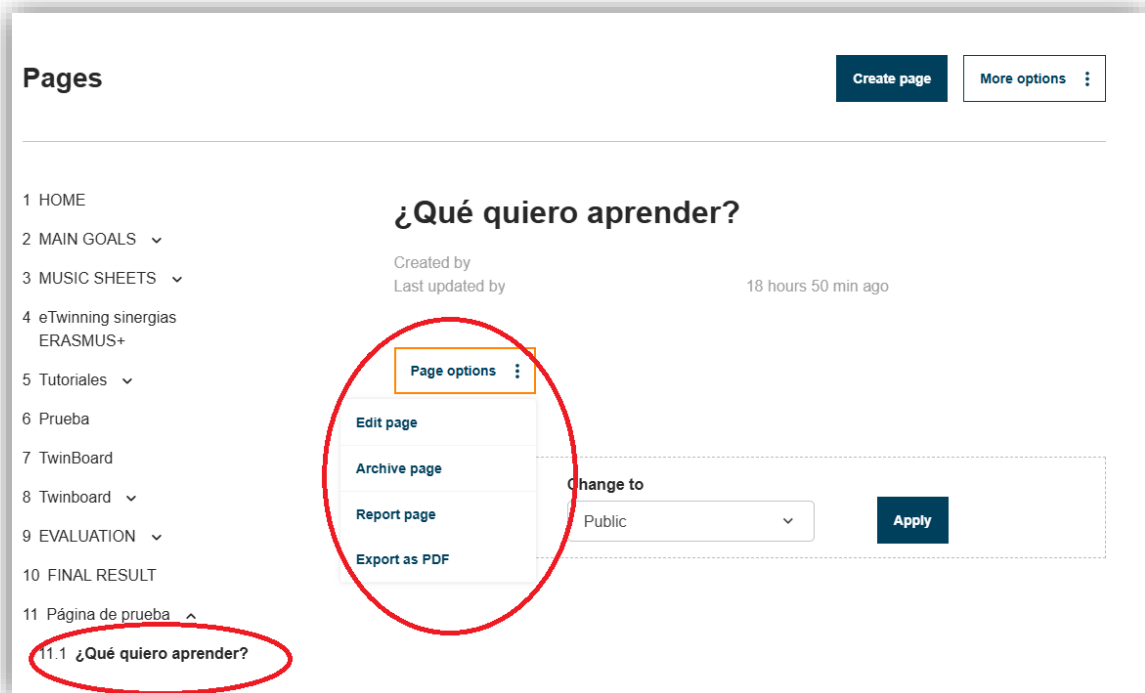
Figure 32. Screenshot showing the page options menu.
Created in-house (INTEF) from the website *ESEP*⬀. CC BY SA License⬀

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

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:

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

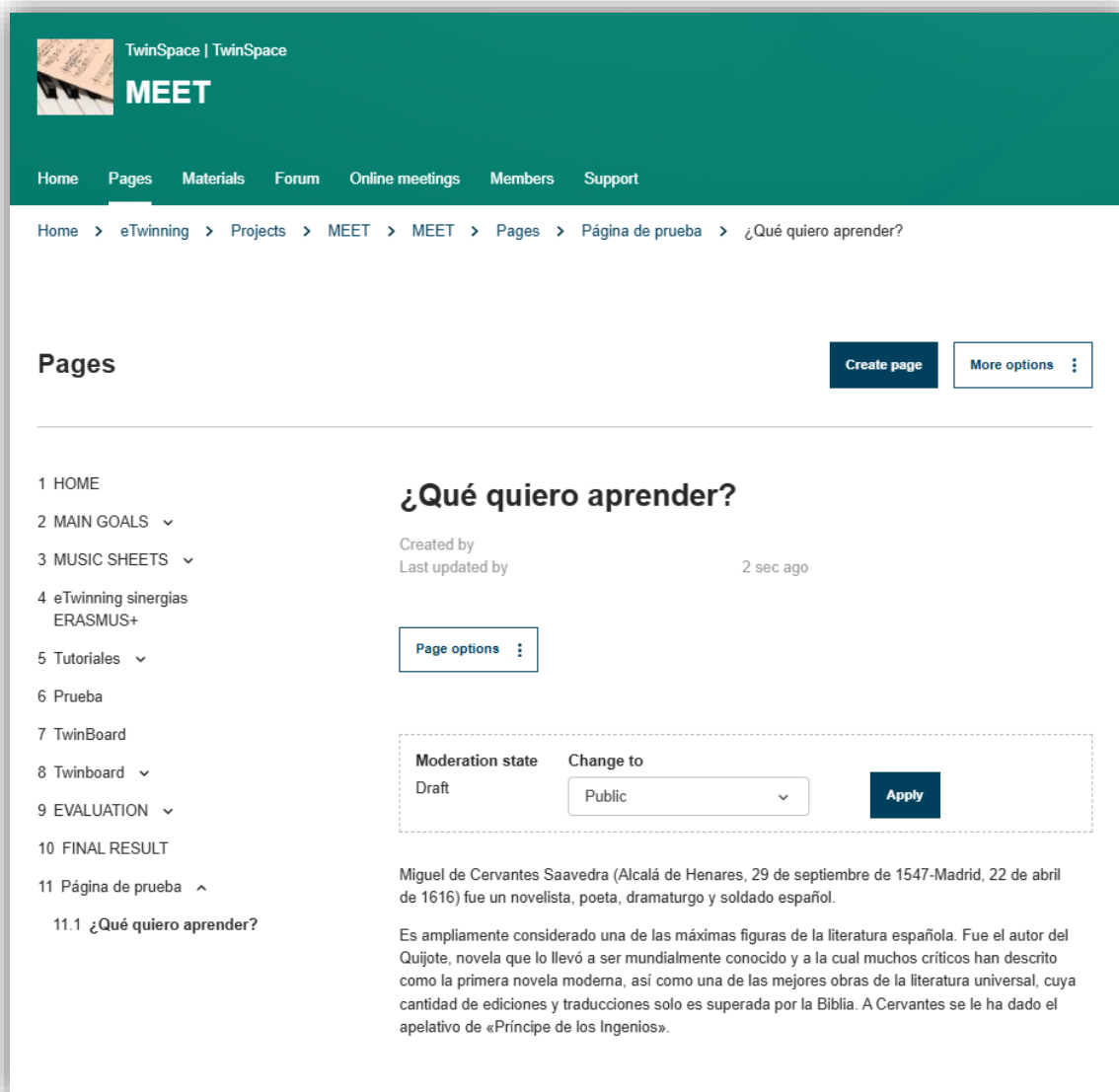**4)** If we click on **SAVE CHANGES,** the content is published as follows:

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.
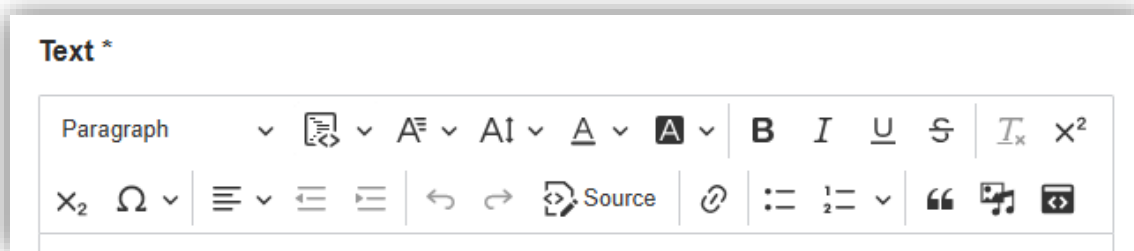
Figure 76. Screenshot showing the text editor toolbar.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

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

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.

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**.
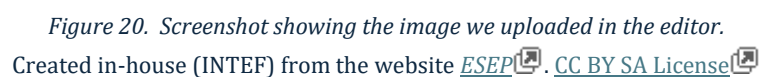
Figure 109. Screenshot showing an image selected to upload to the page.
Created in-house (INTEF) from the website *ESEP*🔗. CC BY SA License Icono de "Abre una ventan nueva".🔗

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.

Figure 20. Screenshot showing the image we uploaded in the editor.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

4) Finally, click on **SAVE CHANGES.** The page will look like this:

¿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».

EL INGENIOSO
HIDALGO DON QVI-
XOTE DE LA MANCHA,

Compuesto por Miguel de Cervantes
Saavedra.

DIRIGIDO AL DVQVE DE BEIAR,
Marques de Gibraleon, Conde de Benalcaçar, y Baña-
res, Vizconde de la Puebla de Alcozer, Señor de
las villas de Capilla, Curiel, y
Burguillos.

Año, 1605.

CON PRIVILEGIO,
EN MADRID, Por Iuan de la Cuesta.
Vendese en casa de Francisco de Robles, librero del Rey nso señor.

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.

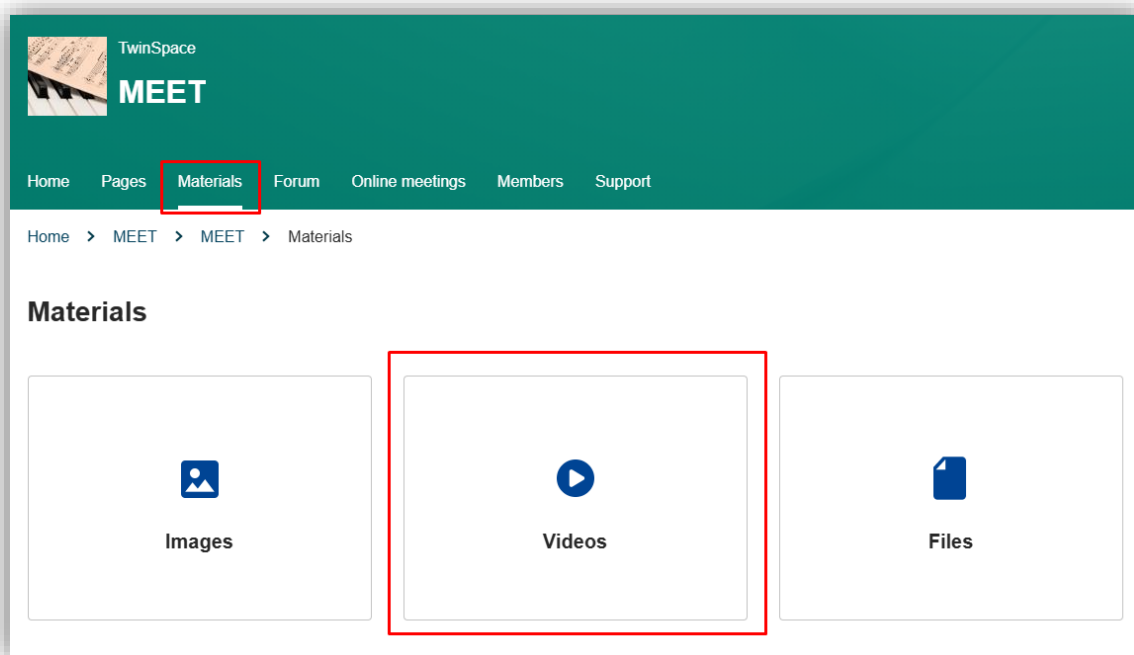1) The first step is to go to the **Materials** tab and click on **Videos**.

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.**

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.
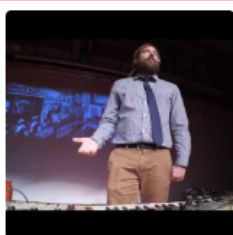
Figure 24. Screenshot of the video saved in the videos tab.
Created in-house (INTEF) from the website *ESEP*⧉. CC BY SA License⧉

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.
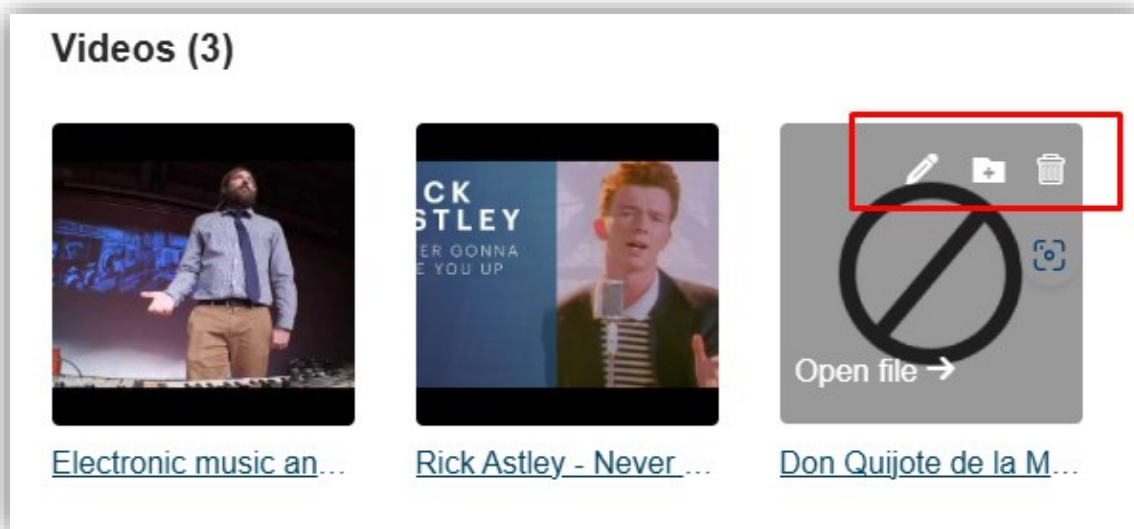

Figure 25. Screenshot showing the buttons to edit, organise or delete the video.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

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

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.

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:

Figure 28. Screenshot showing the video embedded in the TwinSpace page.
Created in-house (INTEF) from the website *ESEP*⬀. *CC BY SA License*⬀

<u>Note</u>: 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.

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:

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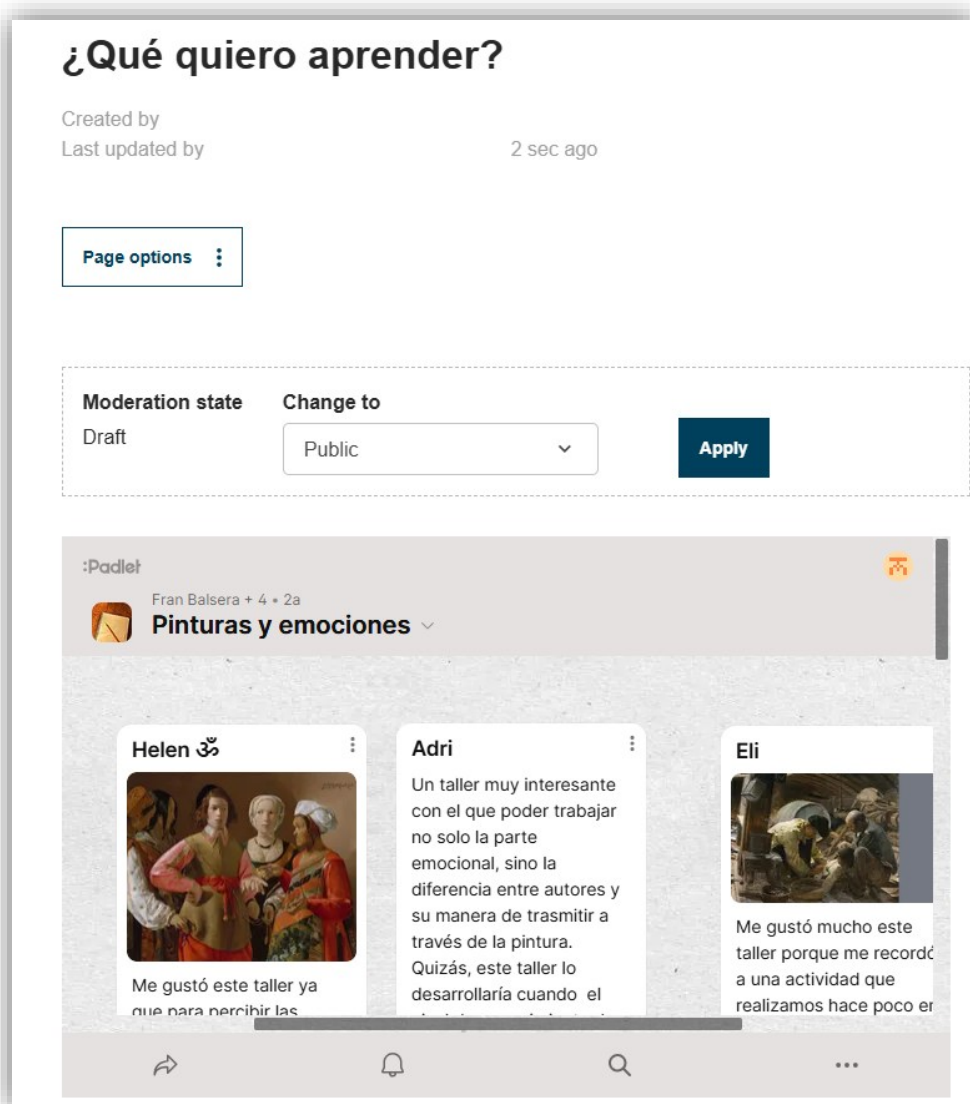
Figure 32. Screenshot showing a Padlet embedded on a published page.
Created in-house (INTEF) from the website *ESEP*⬀. CC BY SA License⬀

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

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.
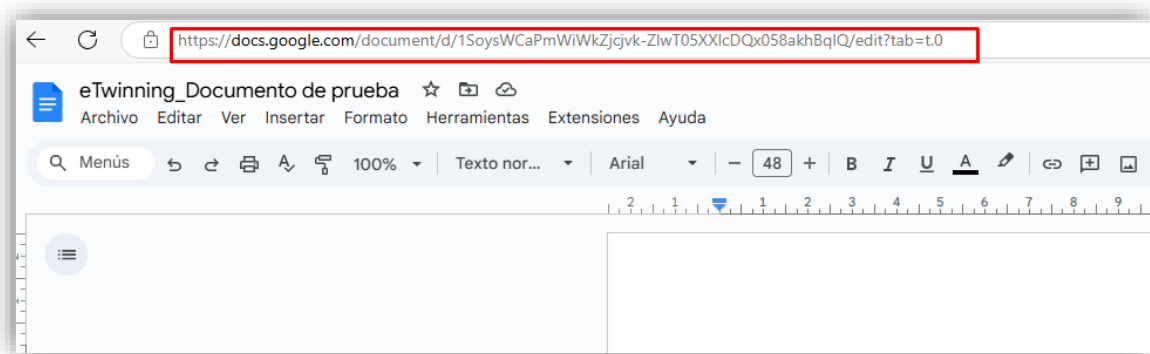
Figure 34. Screenshot showing a URL of a Google Docs document.
Created in-house (INTEF) CC BY SA License

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

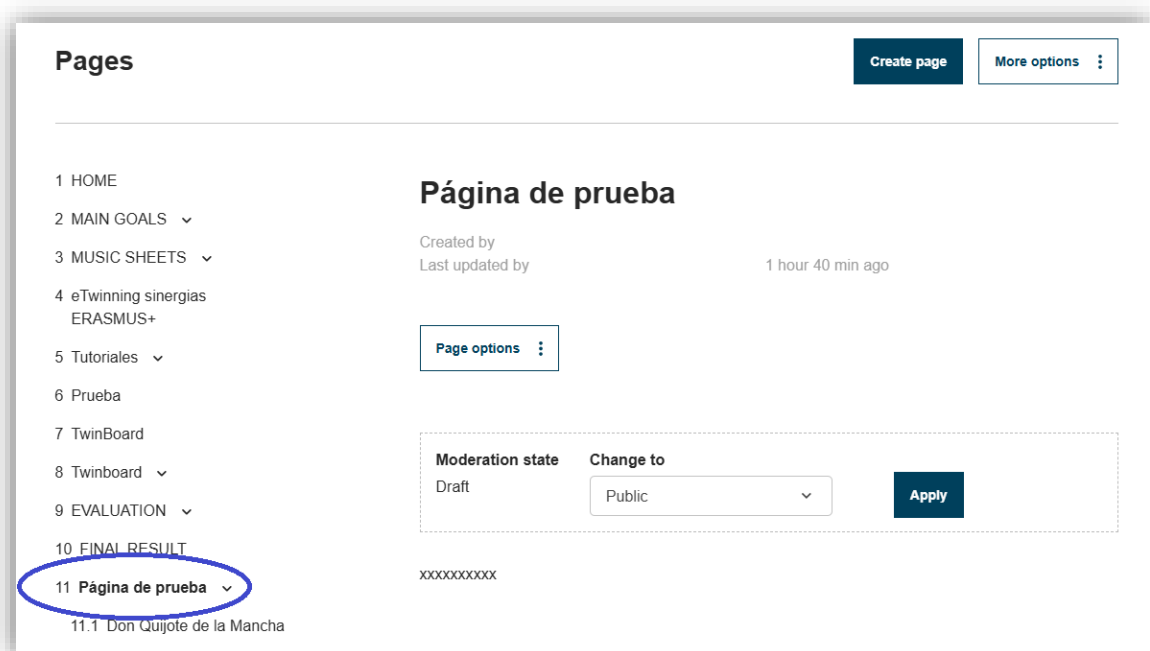*Figure 35. Screenshot showing the page where the document is to be inserted.*
Created in-house (INTEF) from the website *ESEP* . CC BY SA License

4) Click on **PAGE OPTIONS** and **EDIT** to edit/modify the page.
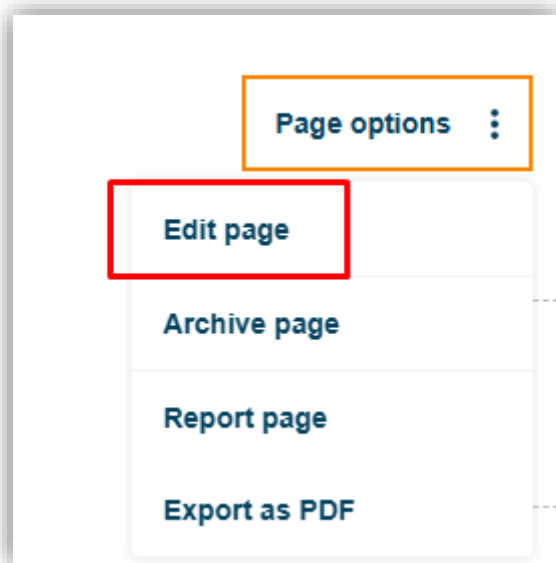
The page editor will appear.

5)   Click on the icon (iFrame)

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.**

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.
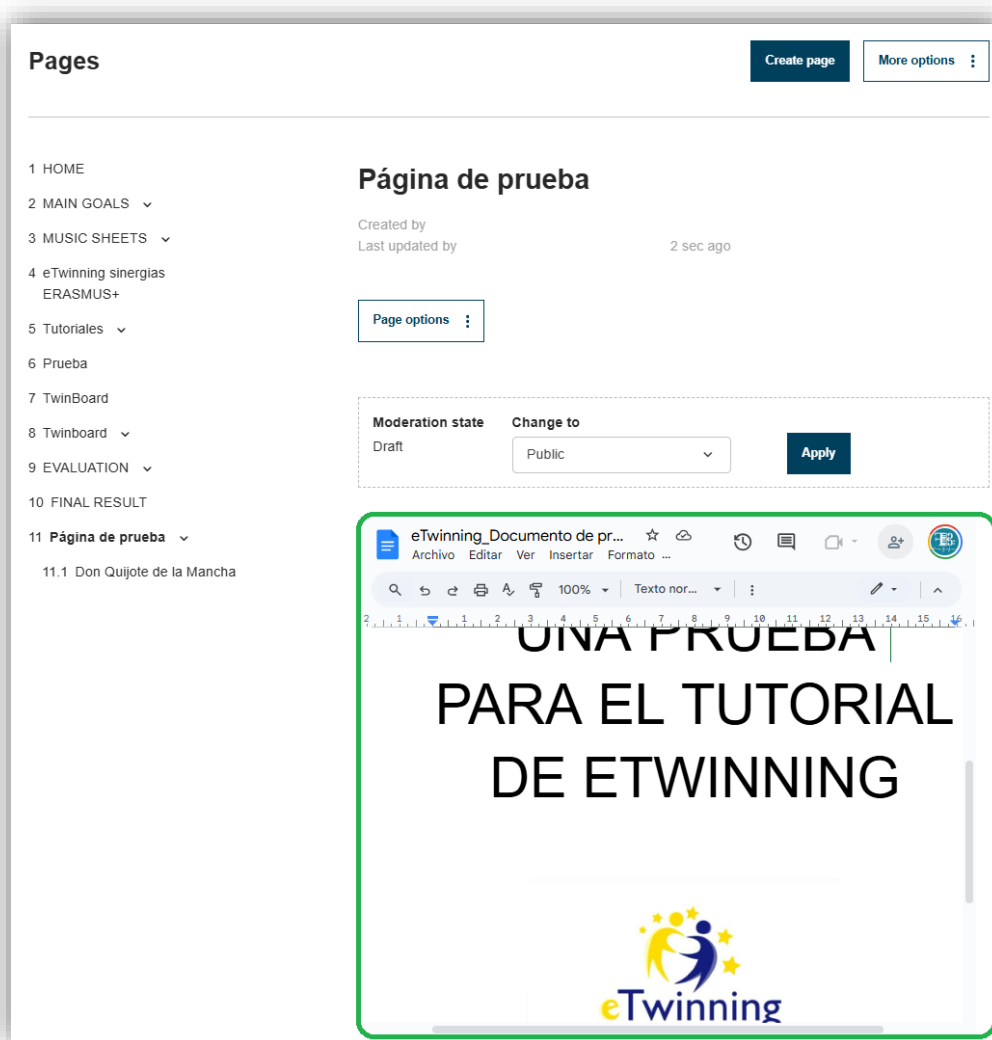

Figure 39. Screenshot showing Google Docs document embedded on the TwinSpace.
Created in-house (INTEF) from the website *ESEP* . CC BY SA License

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**" >
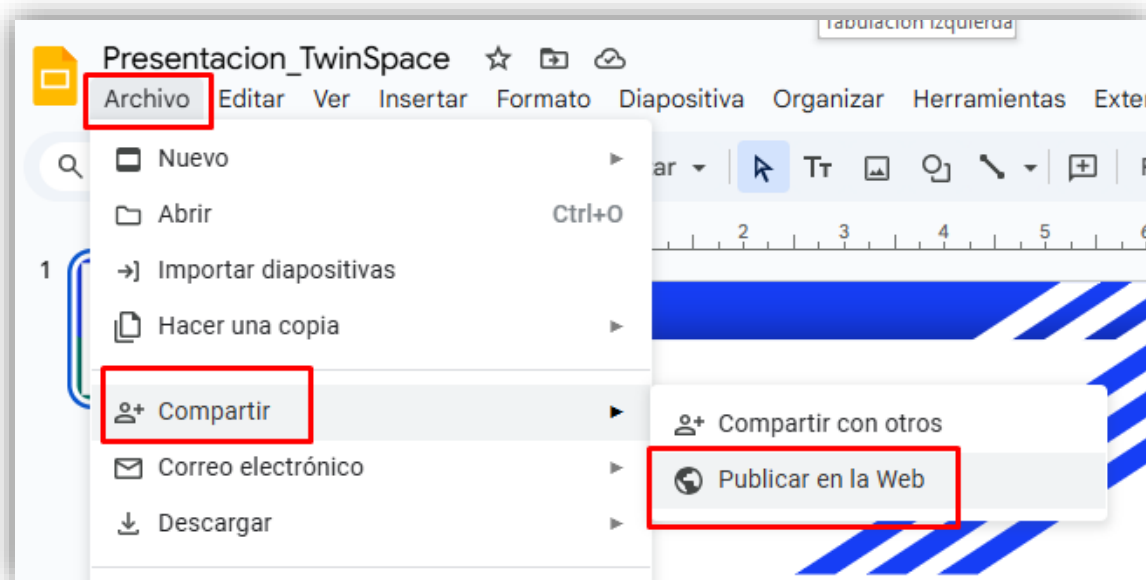
"**Share**" > "**Publish to the Web**".

Figure 40. Screenshot showing how to share a Google presentation.
Created in-house (INTEF). <u>CC BY SA License</u>

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

Figure 41. Screenshot showing the presentation's iFrame code.
Created in-house (INTEF). CC BY SA License

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&loop=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.

Figure 42. Screenshot showing the SRC copied into the URL box.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

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

Figure 43. Screenshot showing Google presentation embedded on the TwinSpace page.
Created in-house (INTEF) from the website *ESEP*⧉. CC BY SA License⧉

Finally, we are going to embed a survey conducted with **Tricider**. As we have done in the previous example, you will have to copy the SRC and follow the same steps as explained above. The result will be as follows:

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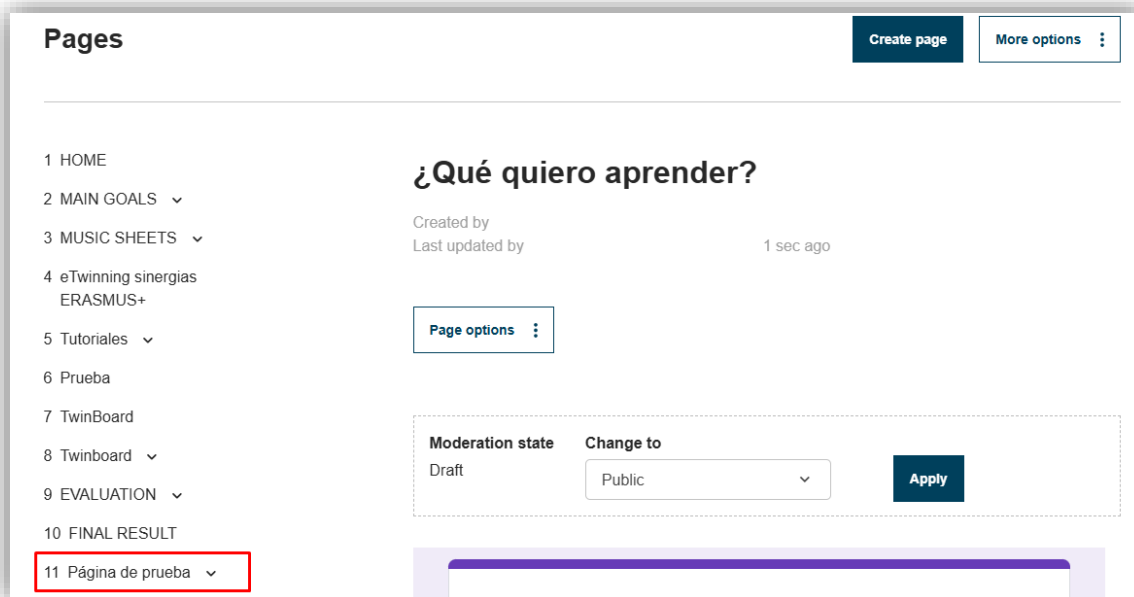
Figure 47. Screenshot showing one of the pages we want to archive.
Created in-house (INTEF) from the website *ESEP*⧉. CC BY SA License⧉

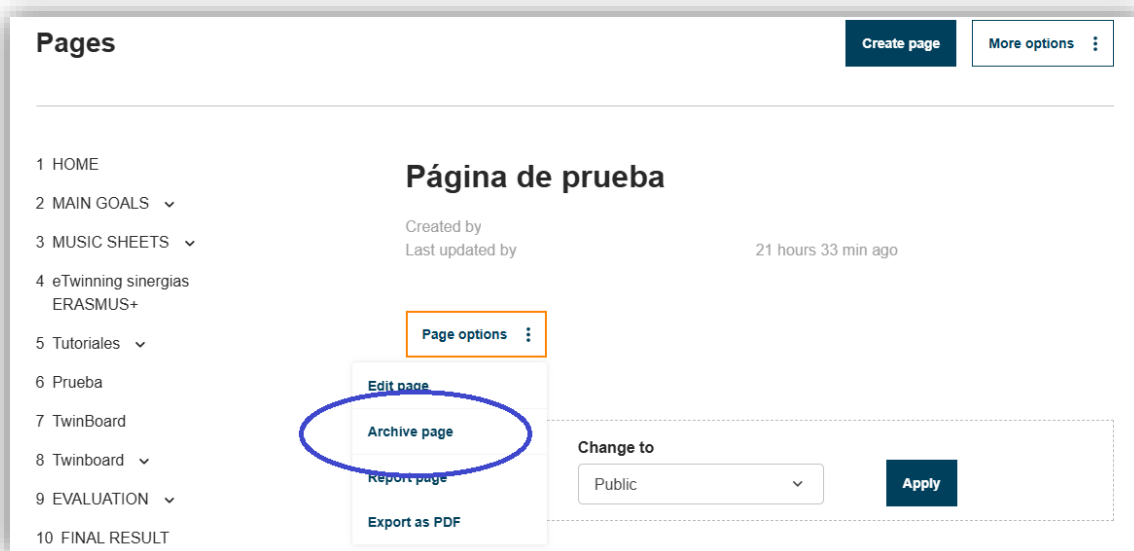2) Go to **PAGE OPTIONS** and click on **ARCHIVE PAGE**.

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

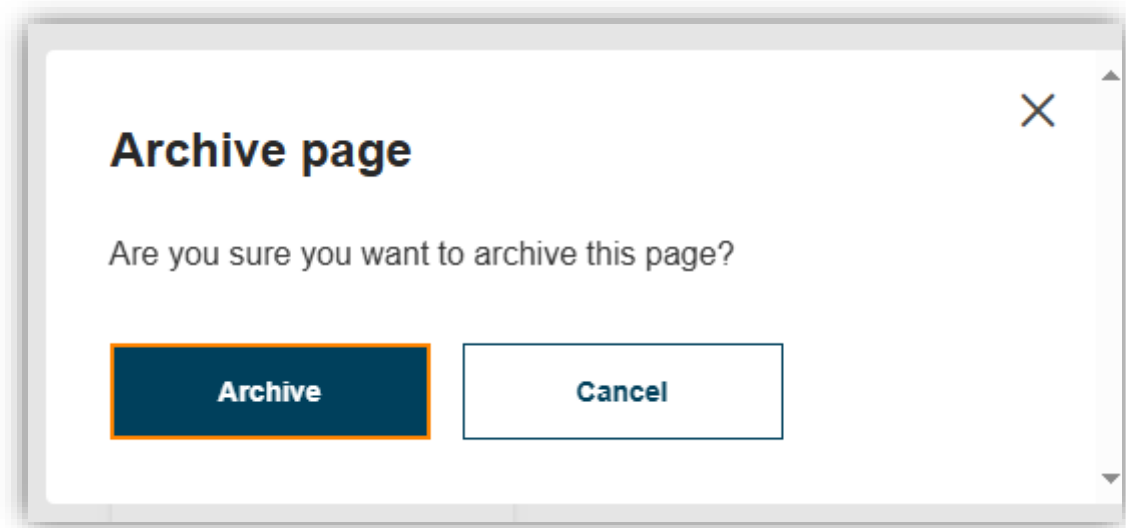**3)** A pop-up window will appear asking you to confirm archiving the page. Click **Yes.**

Archive page

Are you sure you want to archive this page?

Archive   Cancel

Figure 49. Screenshot showing pop-up window to confirm that you want to archive the page.
Created in-house (INTEF) from the website *ESEP* . CC BY SA License

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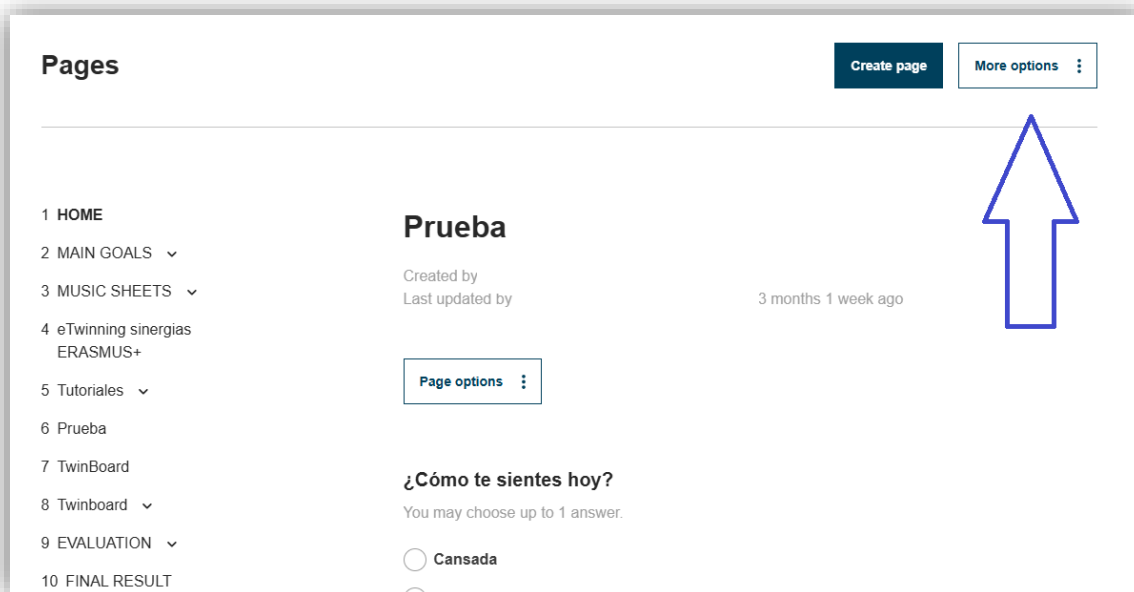
Figure 50. Screenshot showing the button to access the archived page.
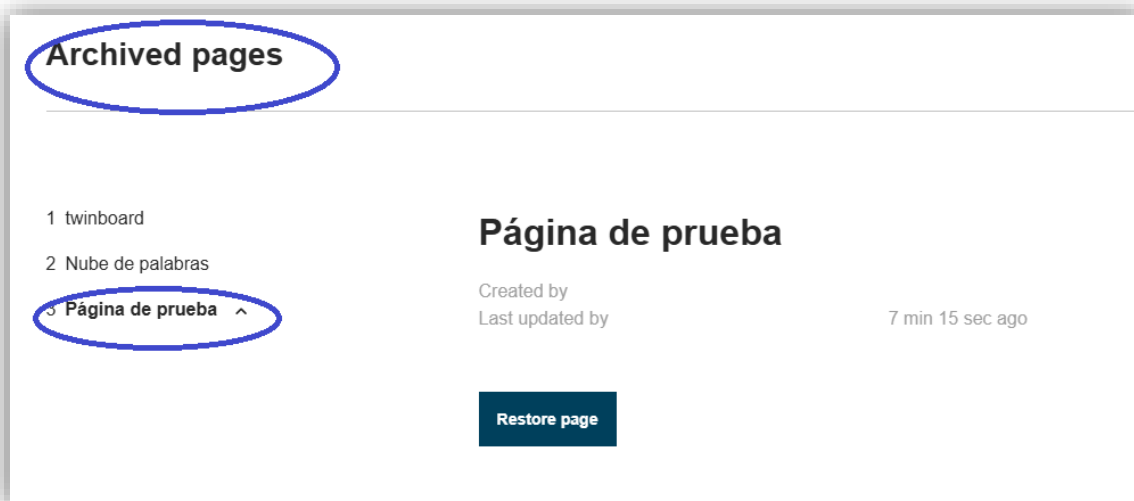Created in-house (INTEF) from the website *ESEP*. CC BY SA License

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?
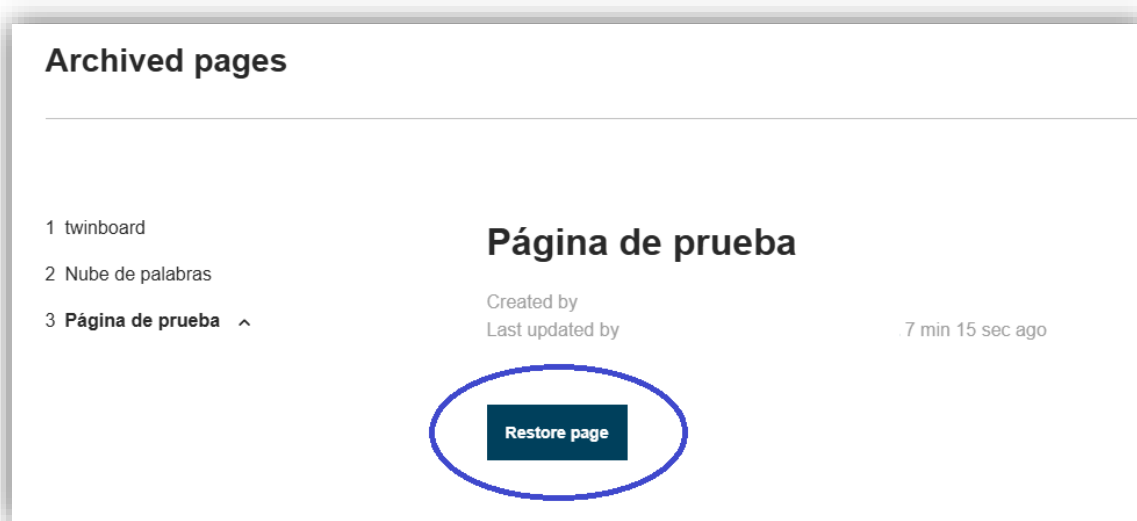
1) Click on **RESTORE PAGE.**

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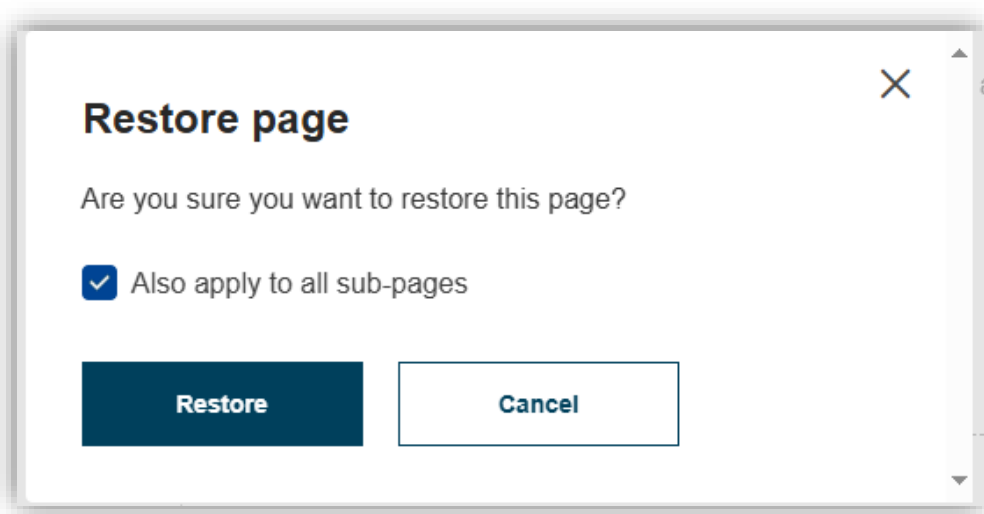
Figure 53. Screenshot showing pop-up window to confirm page restoration.
Created in-house (INTEF) from the website *ESEP*. CC BY SA License

Generate an activity sub-page

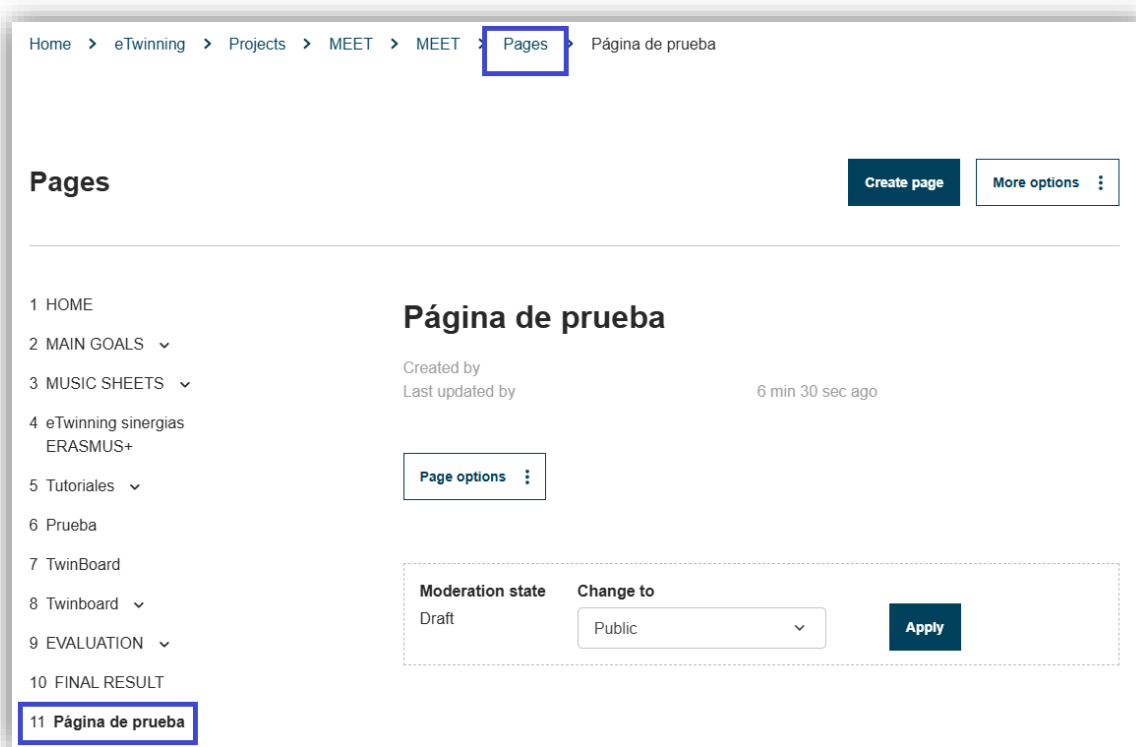1) Suppose we want to create a new activity page that is a sub-page of the existing page *Test page*.

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⧉
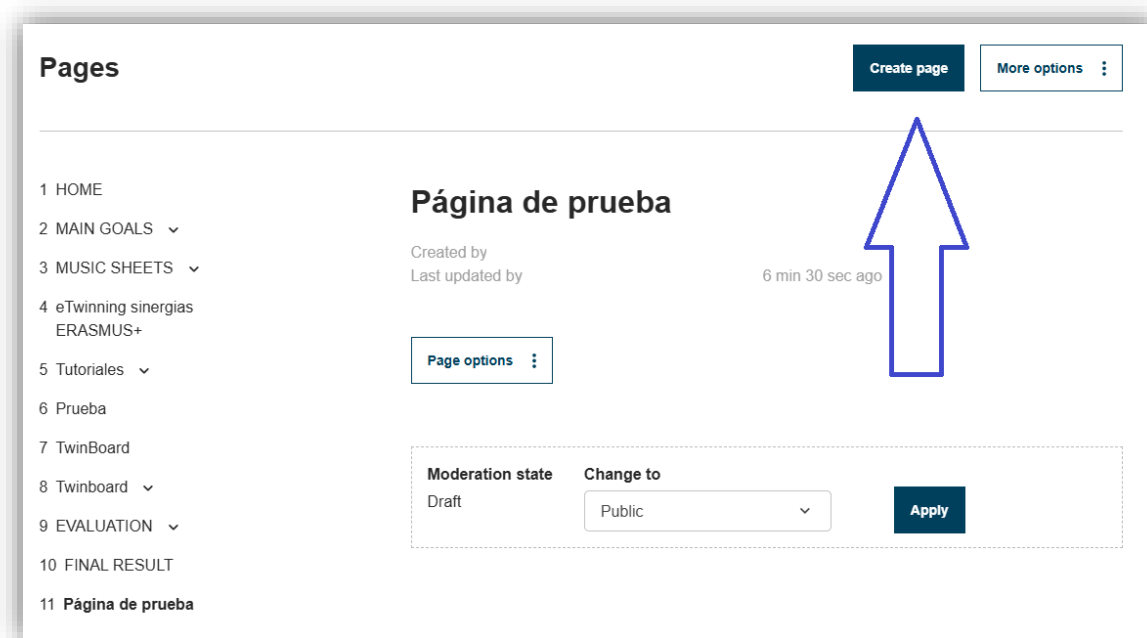
2) Click on **CREATE PAGE.**

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.

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.
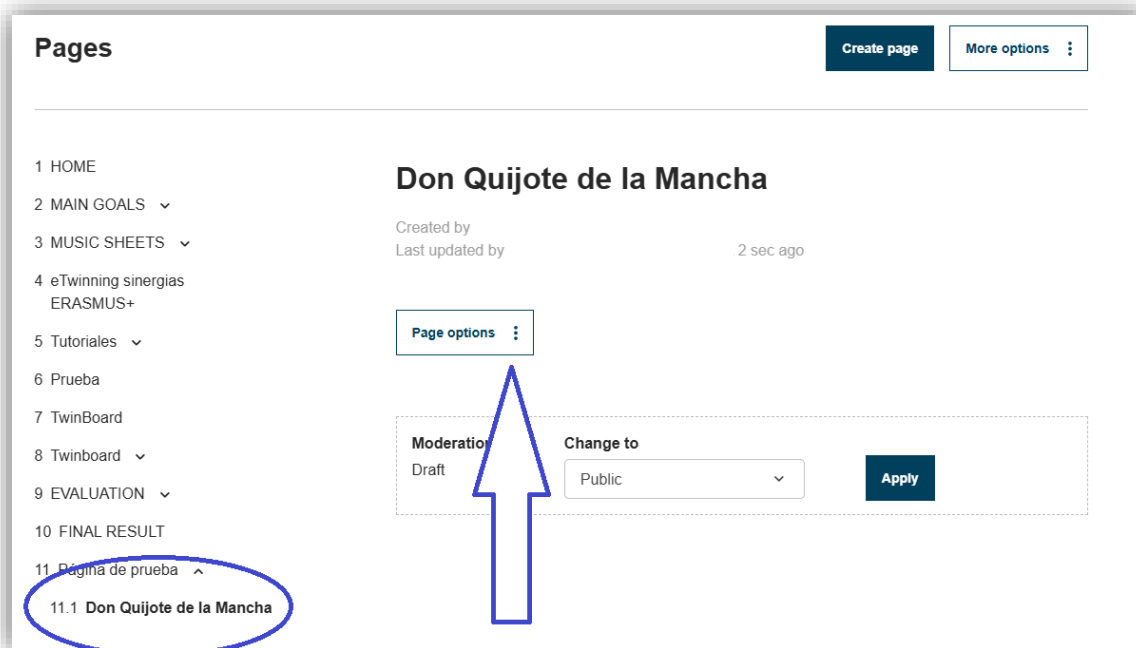
Figure 57. Screenshot showing the page options button in TwinSpace.
Created in-house (INTEF) from the website *ESEP* ⎘. CC BY SA License ⎘

Additional information

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

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***).*

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***.

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.

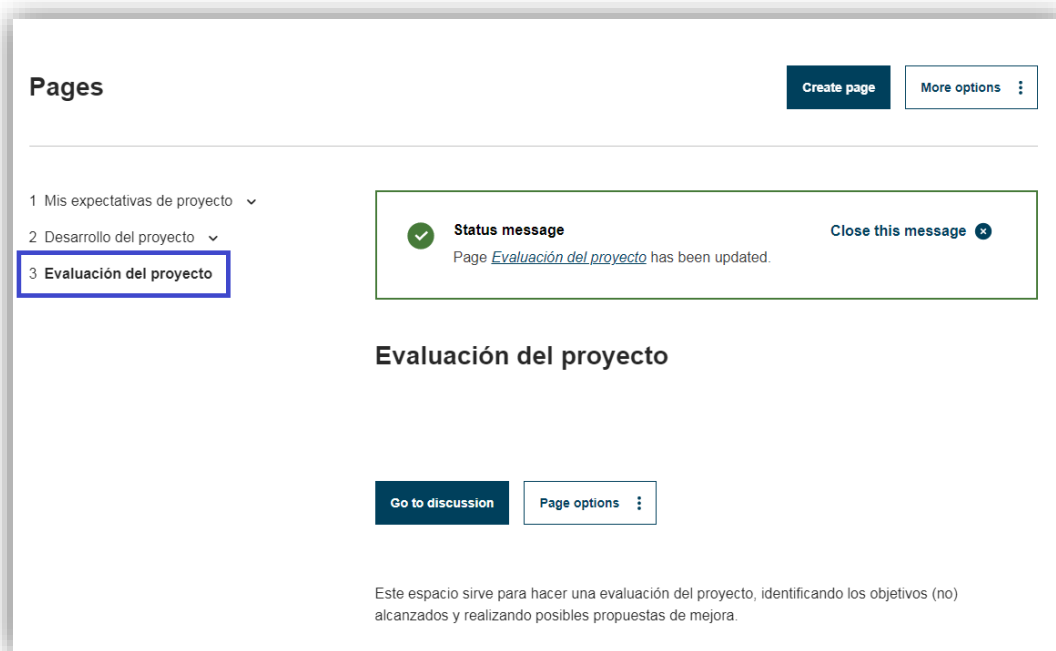# Add a poll to an activity page

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 ⧉

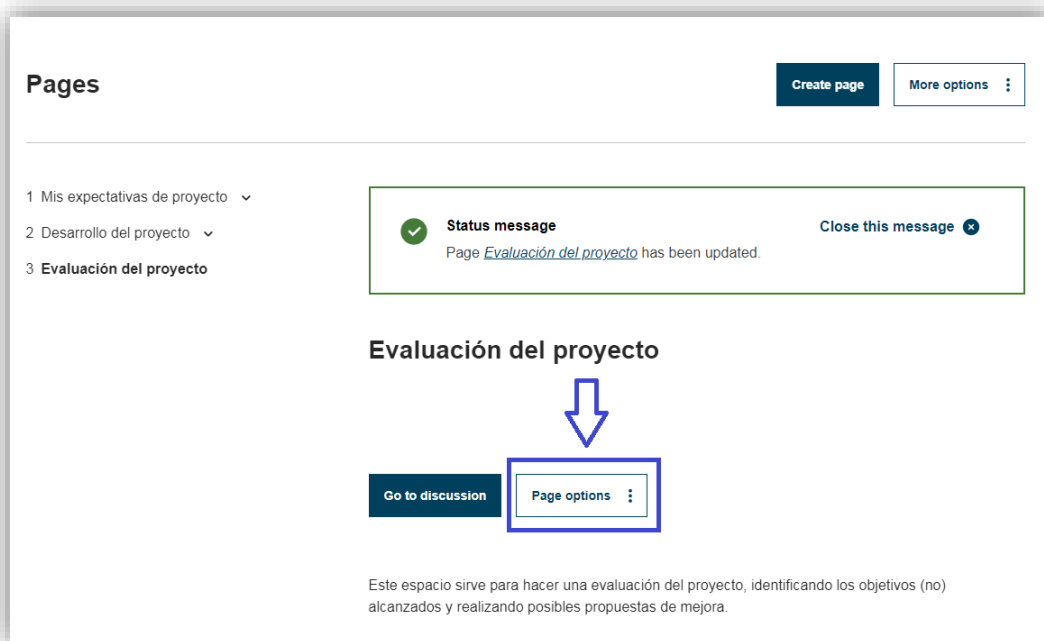2)   Click on **PAGE OPTIONS** and select **EDIT PAGE** from the drop-down menu.

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.
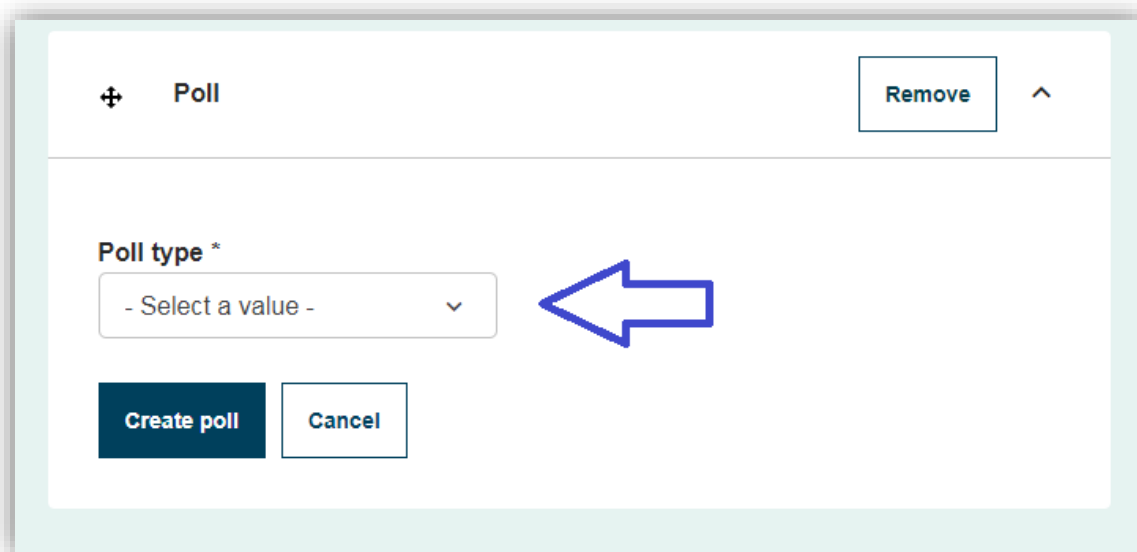
Figure 63. Screenshot showing the "Poll" button to add a poll.
Created in-house (INTEF) from the website *ESEP*⬈ . CC BY SA License⬈

4)   Click on ***Poll type*** and select the option that best suits your objectives:

multiple choice , *single question*, *ranked choice* and *open-ended questions*.

Figure 64. Screenshot showing the menu to select the type of poll we want to create.
Created in-house (INTEF) from the website ESEP . CC BY SA License

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.

Figure 65. Screenshot showing the options for creating a multiple choice exercise.
Created in-house (INTEF) from the website ESEP🔗. CC BY SA License🔗

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.*

Figure 66. Screenshot showing how possible answers are entered in a multiple choice exercise.
Created in-house (INTEF) from the website *ESEP*⤢. CC BY SA License⤢

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

Figure 67. Screenshot showing how to enter a new answer in a multiple choice exercise.
Created in-house (INTEF) from the website _ESEP_. CC BY SA License

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

Figure 68. Screenshot showing how to delete an answer in a multiple choice exercise.
Created in-house (INTEF) from the website *ESEP*⬈. CC BY SA License⬈

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.

Figure 69. Screenshot showing how to create a single question exercise.
Created in-house (INTEF) from the website *ESEP*⧉. CC BY SA License⧉

4.3. The procedure for creating the *ranked question* option is also very similar to the others. See example below.

Figure 70. Screenshot showing how to create a ranked choice exercise.
Created in-house (INTEF) from the website *ESEP* ⧉ . CC BY SA License ⧉

4.4. For an *open-ended question*, you just need to formulate the question in the **Question** box.

Figure 71. Screenshot showing how to create an open-ended question exercise.
Created in-house (INTEF) from the website *ESEP* . CC BY SA License

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.

○ Sí

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

Figure 73. Screenshot showing the open-ended question posted on the TwinSpace.
Created in-house (INTEF) from the website *ESEP*⬀. CC BY SA License⬀