



# Creating the users of your students workshop

## 18-01-2021

### How to upload your students to Etwinning

1° Enter in members area of Etwinning TwinSpace of your project.

Members

12 Teachers 277 students 1 guests 2 online

Join the chat room

Search

Contact

Invite members  
Export invited pupils

Online members

Abraham Esayag Ruas  
Pupil  
Torremolinos, Spain  
IES Playamar  
Last access: 21.01.2020

Acosta Vergara Luis  
Pupil  
Torremolinos, Spain  
IES Playamar  
Last access: Never

Online members: 2

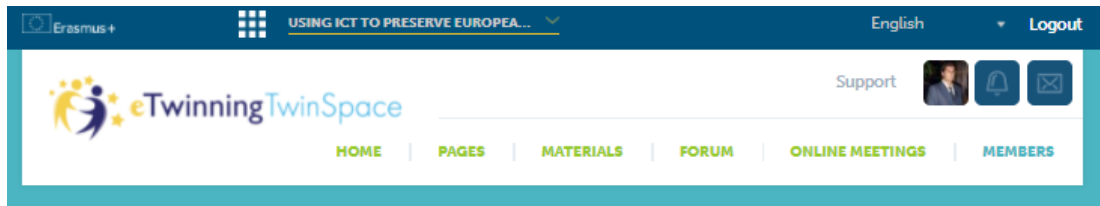
2° Select Invite Student

Invite members

Teacher Students Guests



3°) Press the + symbol as many students you have and Introduce your students name and Press in verify button



### Invite students

When inviting a pupil / student you need first to get approval from them and/or from a parent or a guardian. Make sure not to disclose any sensitive and private information about your student. When uploading their pictures you need first to get approval from them and/or from a parent or a guardian. We strongly recommend the use of avatars (an icon or figure representing a particular person). Please read [here](#) more regarding what you should and what you should not publish online. For safety reasons, pupils' passwords cannot be exported and downloaded. If a password is forgotten, it can be reset by the teacher who invited the pupil.

#### 1. Invite new or existing students

Existing students

#1

New students

#1

#2

4°) for each student, set an easy password (the password must be at 8 characters or longer and must include at least 1 number.) , set role as member and finally press in invite button

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#### 1. Invite new or existing students

Existing students

#1

New students

#1

#2

#### 2. Check & complete the information

Make sure the password is at least 8 characters long and includes at least 1 number. Try to use a mix of characters (upper, lower case, numbers and symbols) to make it safe.

#1	John Smith	john.smith.1.2.3.4.5.6.7	<input type="text" value="Password"/>	<input type="button" value="Select role"/>
#2	Pedro Sanchez	pedro.sanchez.1	<input type="text" value="Password"/>	<input type="button" value="Select role"/>

Administrator  
Member

5°) Copy the users and password of your students to a txt document to give it to them.



6°)if forget the user name of your students, you can also get their username by downloading all the students in a xls spreadsheet and sorting by date

The screenshot shows the 'Members' section of the eTwinning TwinSpace interface. It displays statistics for 12 Teachers, 278 students, 1 guest, and 2 online members. Below these are search and contact options. A dropdown menu is open, showing options to 'Invite members', 'Export invited pupils', and 'Download export'. Two pupil profiles are visible: one from Torremolinos, Spain (IES Playamar) and another from Córdoba, Spain (RE LA ADUANA). To the right, a LibreOffice Calc spreadsheet is open, displaying a table with the following data:

	A	B	C	
1	Pupil name	Username	Invited on	IS
2	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni
3	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	06.11.2020	Ni
4	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni
5	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	21.11.2019	Ni
6	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	06.11.2020	Ni
7	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni
8	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni
9	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni
10	Alfonso Gómez Ruiz	alfonso.gomez.ruiz	08.10.2019	Ni