Europska platforma za školsko obrazovanje

Dodavanje ustanove na eTwinning profilu

European School Education Platform

eTwinning

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eTwinning

The community for schools in Europe

eTwinning is a community for schools, an online space where schools can collaborate. eTwinning provides a safe and free platform for teachers and pupils across Europe to work together on projects, discuss in online groups, and develop their professional skills.



Dodavanje ustanove na eTwinning profilu

1. **Na svojem profilu u rubrici „Organizacije” kliknite na gumb „Add organisation”:**



Dodavanje ustanove na eTwinning profilu

2. **Izaberite Vašu ulogu u organizaciji**

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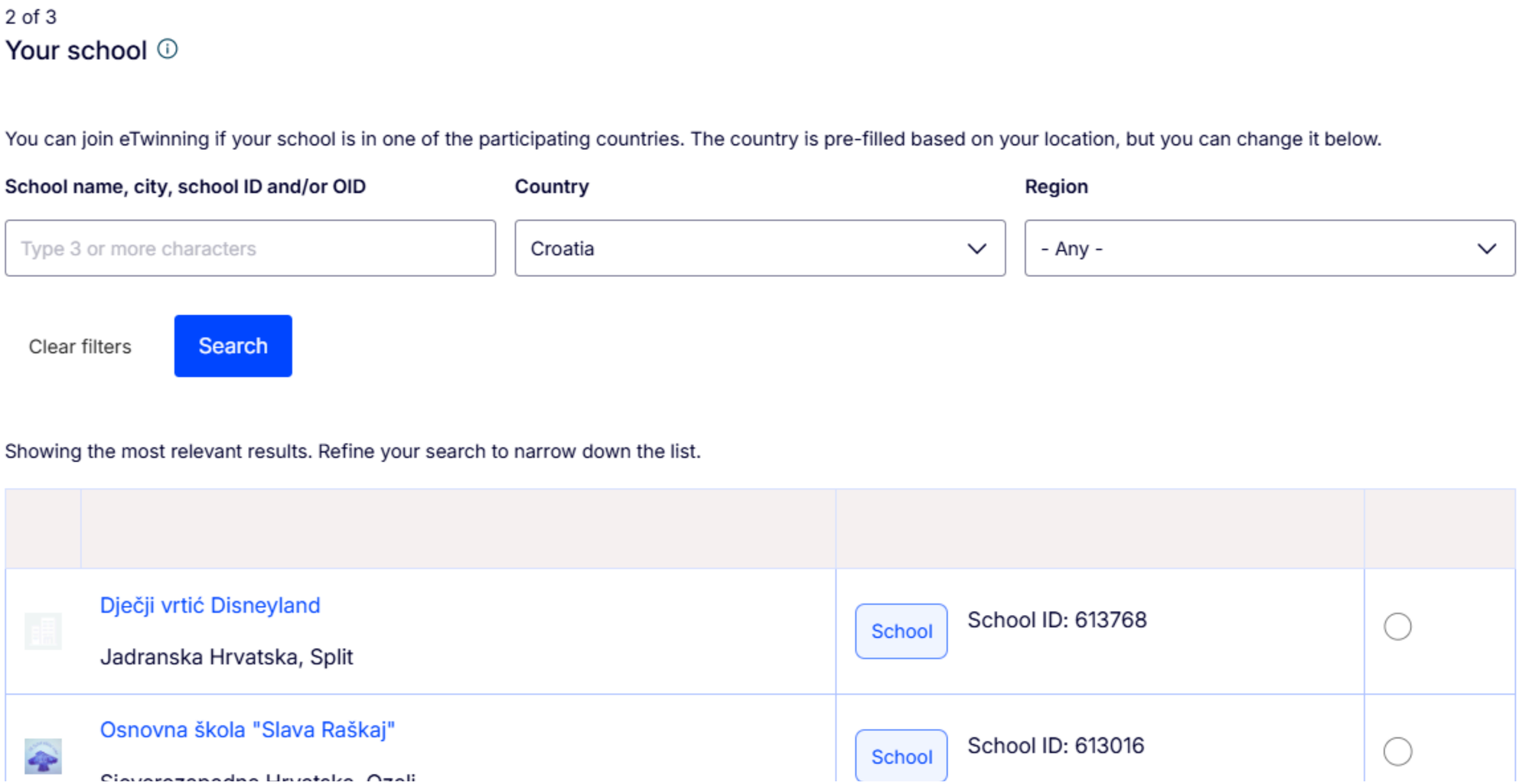
Your role

- ◯ **Teacher**
  You are a qualified teacher working in a school.
- ◯ **Student teacher**
  You are training to become a teacher.
- ◯ **School leader**
  You are a head teacher, principal, or deputy responsible for leading a school.
- ◯ **Other (school staff)**
  You are a professional working in a school in a non-teaching role.
- ◯ **Teacher educator**
  You are a professor, mentor, or professional who trains, coaches, and teaches student teachers.
- ◯ **Other (non school staff)**
  You are a professional working outside of a school environment, or join in another capacity such as a parent.

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Dodavanje ustanove na eTwinning profilu

3. **Odaberite ustanovu**



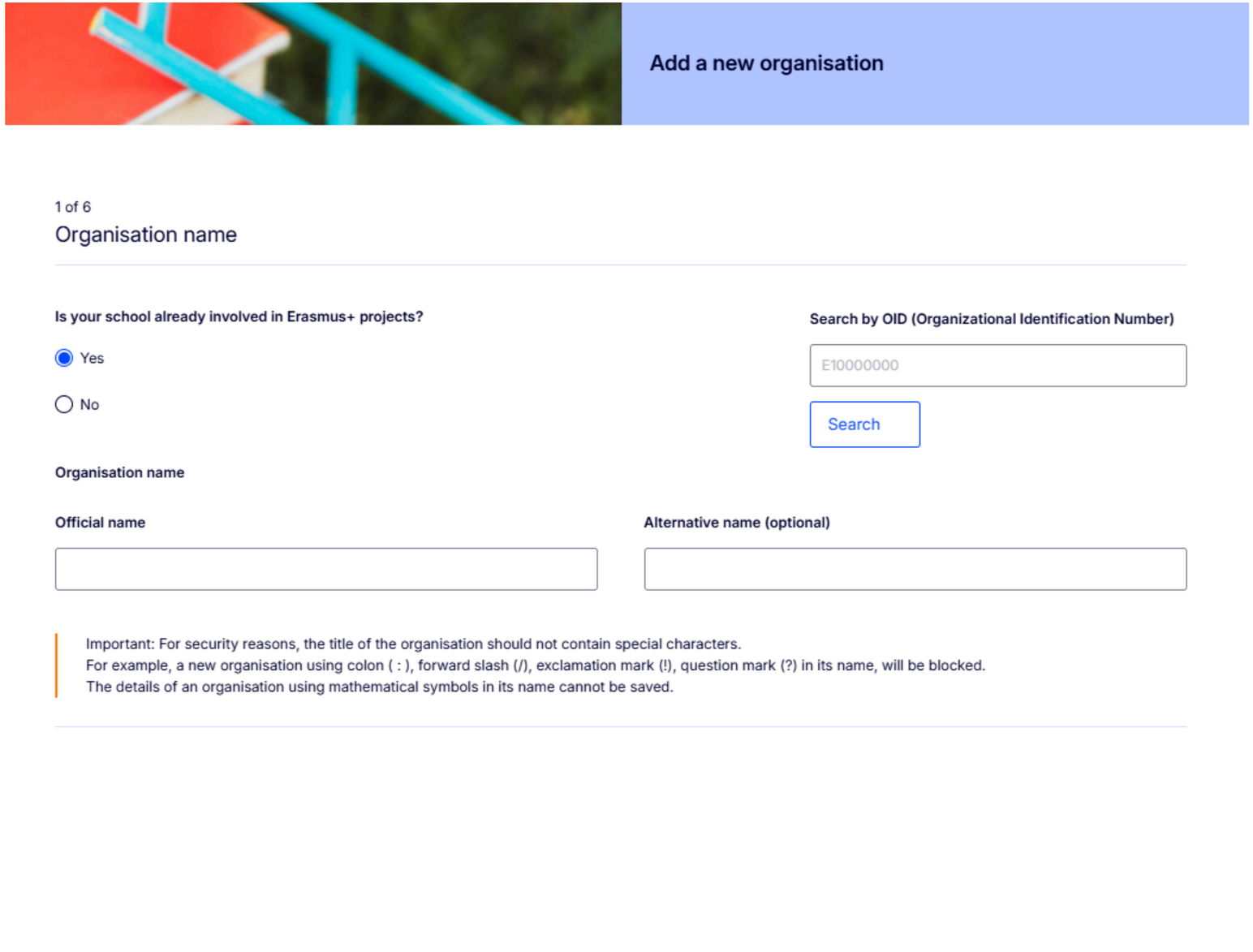
Dodavanje ustanove na eTwinning profilu

Ne možete u prethodnom koraku pronaći Vašu ustanovu?

1. Ako Vaša škola još nije registrirana u eTwinningu, unesite je u sustav klikom na poveznicu „Register a new organisation or school” ispod tražilice.



Dodavanje ustanove na eTwinning profilu



2. Ispunite podatke o ustanovi

Slijedite upute na platformi i ispunite tražene podatke o svojoj ustanovi.

Budući da se radi o novoj ustanovi na Platformi, nakon registracije automatski postajete administrator ustanove i kontakt osoba.
To znači da ćete moći uređivati profil ustanove te dodavati i uklanjati članove. Ujedno ćete biti glavna kontakt osoba za svoju ustanovu.

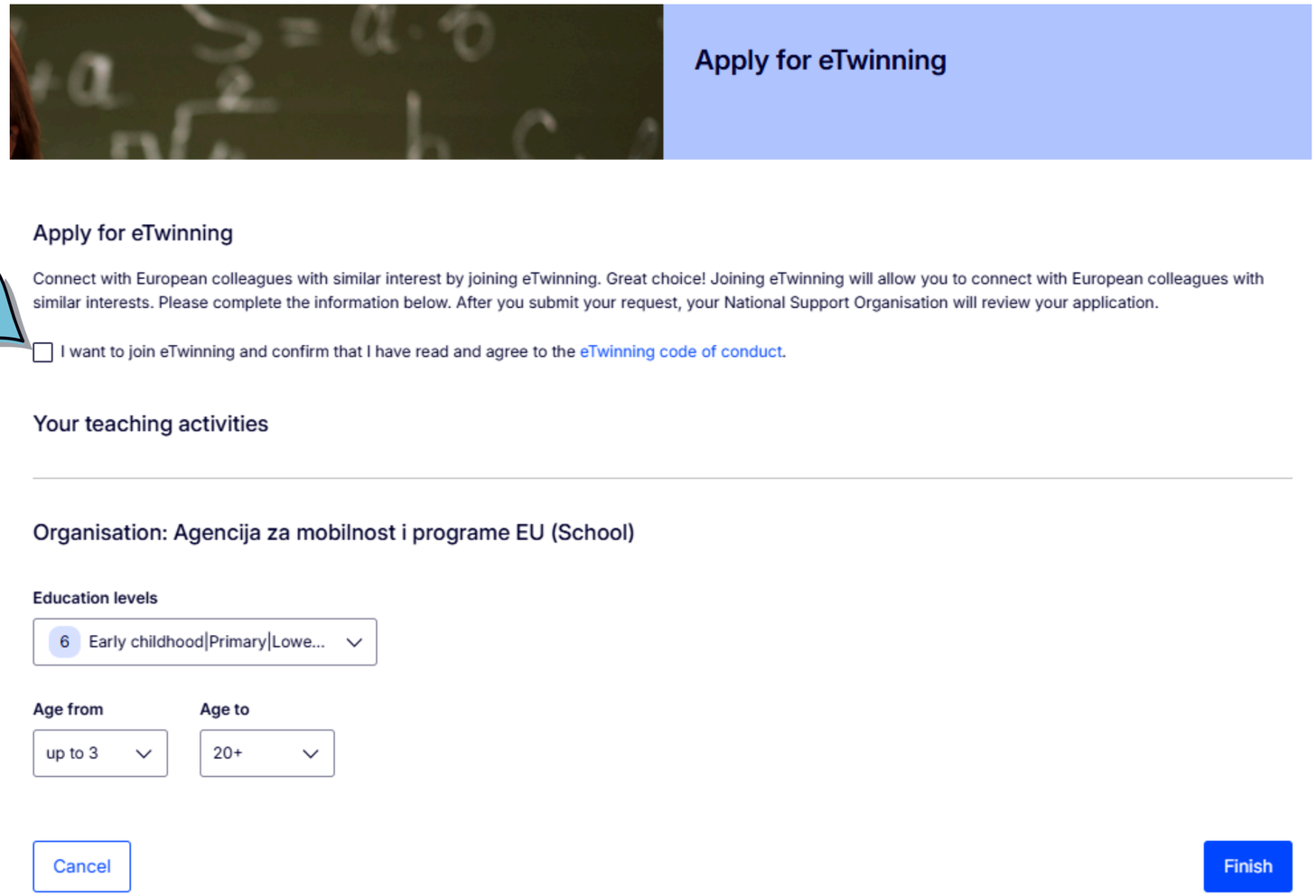
Zahtjeve za pridruživanje eTwinningu i dalje provjerava nacionalna služba za potporu.

Dodavanje ustanove na eTwinning profilu

3. Pridruži se eTwinningu

U posljednjem koraku označite kućicu **„I want to join eTwinning”** kako biste podnijeli zahtjev za pridruživanje eTwinningu.
Potvrdite i da ste pročitali i prihvaćate eTwinningov Kodeks ponašanja.

Nakon što ispunite sve potrebne podatke i pošaljete zahtjev, Nacionalna služba za potporu pregledati Vašu prijavu. Nakon odobrenja moći ćete koristiti eTwinning i povezivati se s kolegama iz europskih zemalja.

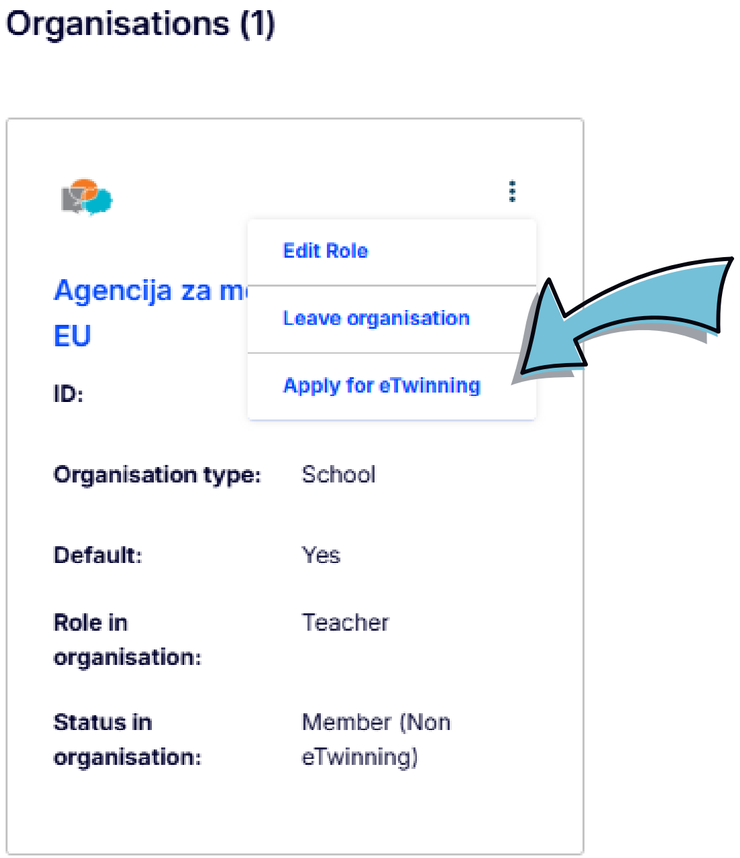


Dodavanje ustanove na eTwinning profilu

Što ako ste zaboravili označiti kućicu „Apply for eTwinning” prilikom registracije?

Ako ste završili registraciju ustanove, ali ste zaboravili podnijeti zahtjev za pridruživanje eTwinningu, to možete učiniti naknadno, slijedeći ove korake:

1. Otvorite svoj profil na platformi ESEP
2. Odaberite karticu „Organizations”
3. Pronađite svoju ustanovu i kliknite na tri točkice pored njezina naziva
4. Odaberite opciju „Apply for eTwinning”
5. Pričekajte odobrenje zahtjeva. Nakon što Nacionalna služba za potporu (NSO) odobri vaš zahtjev, moći ćete u potpunosti koristiti mogućnosti platforme ESEP i sudjelovati u eTwinning zajednici.





Za sva pitanja i nedoumice stojimo na raspolaganju na e-mail adresi etwinning@ampeu.hr.