

Students registration - Twinspace

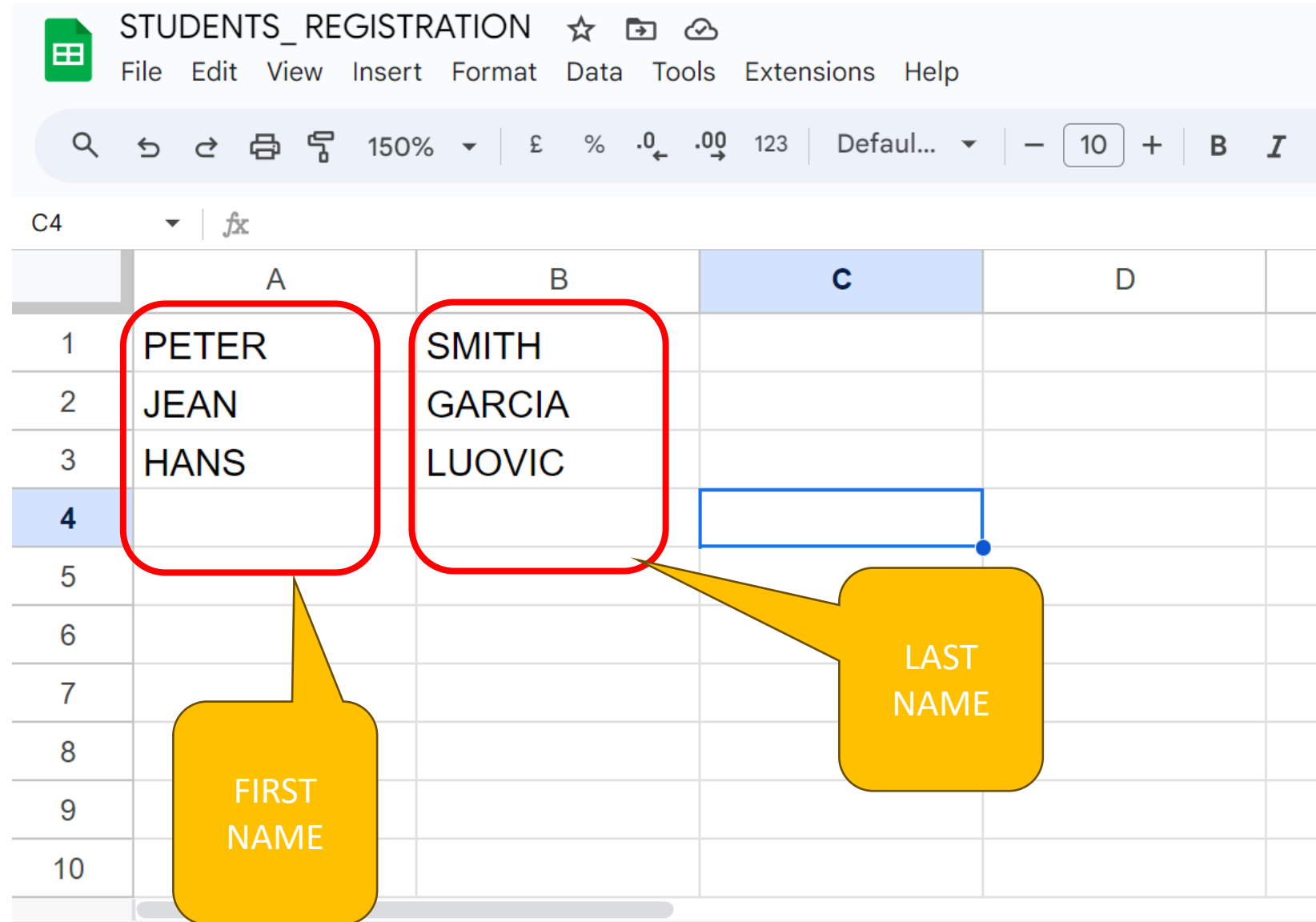
How to add pupils to the TwinSpace...in 10 min!



1. Create a file

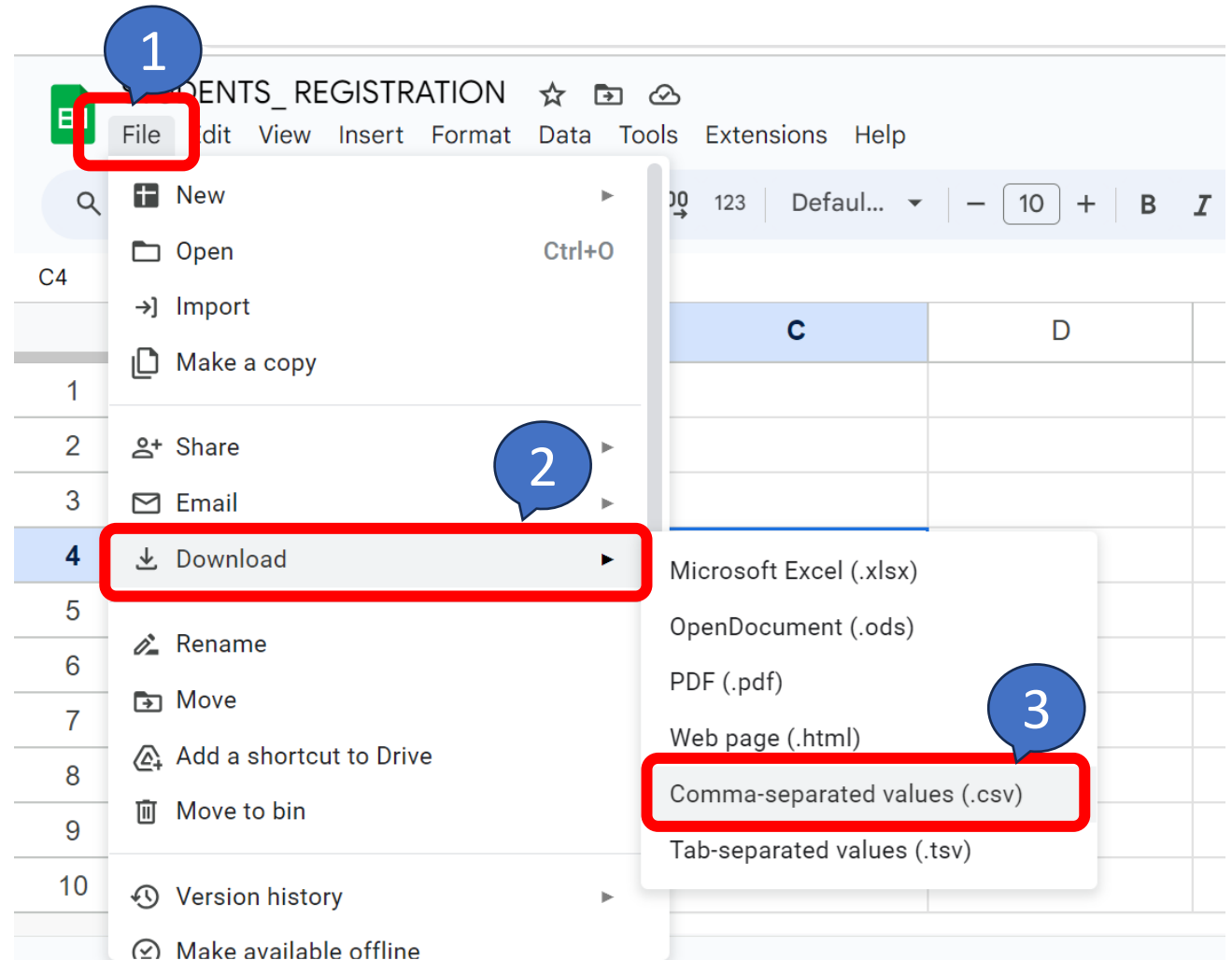
Create a spreadsheet file with students FIRST NAME AND LAST NAME.

You can use, Google spreadsheets or Microsoft Excel.



2. Export/Download file

Export or download the file to **.csv** format.



3. Import file on the Twinspace

In the Project's twinspace, go to MEMBERS/ADD INVITE MEMBERS/ ADD PUPILS.

Once there, click over IMPORT PUPILS

The screenshot shows the Twinspace interface. At the top, a dark green navigation bar contains links for Home, Pages, Materials, Forum, Online meetings, **Members** (highlighted with a red box and callout 1), and Support. Below this, a breadcrumb trail reads Home > CLIMATE ACTION_13 > CLIMATE ACTION_13 > Members. The main heading is **Members**. Underneath, there are buttons for 'Add pupils', 'Add/Invite members' (highlighted with a red box and callout 2), and 'Export invited pupils' with a download icon. A light blue information box contains a paragraph of text starting with 'I declare that I have collected the prior, specific and informed consent...'. Below the information box are three large buttons: 'Add new pupils', 'Add existing pupils', and 'Import pupils' (highlighted with a red box and callout 4). Other callouts include '3' pointing to the 'Add pupils' button and '3' pointing to the 'Add pupils' button in the dropdown menu.

4. Upload your file and import it

Drag or click over “Select file” so upload your file.

Once done it, click over IMPORT FILE.

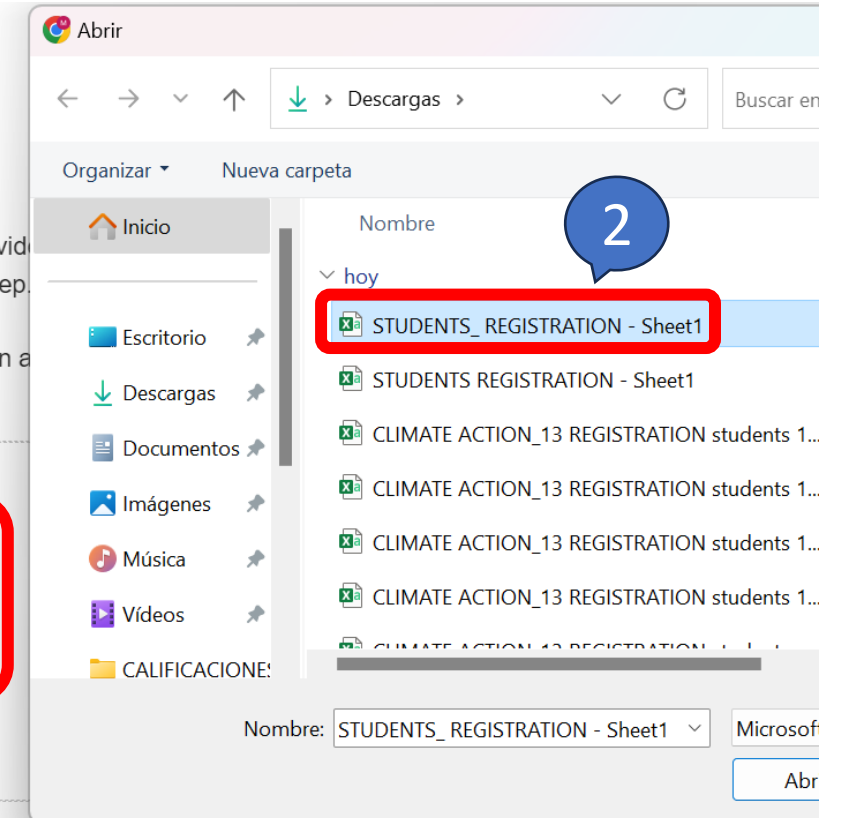
Import pupils

Here you can upload a CSV file with the pupils that you want to add.

To add pupils that do not have an account yet, please make sure that for each pupil you provide a password (if you do not provide a password, the system will generate one for you (as an administrator'). You can optionally also provide a Password – if empty you can generate these in the next step.

To add existing pupil accounts, include the Username of each pupil in the document. You can also include a Password (if empty it will be ignored). [View example](#)

The screenshot shows the 'Import pupils' interface. A dashed box highlights the main upload area. A red box with a blue circle containing the number '1' surrounds a cloud upload icon and the text 'Drag files here to upload or [Select files](#)'. Below this, it says 'You can only upload CSV files'. A red box with a blue circle containing the number '3' surrounds a green 'Import file' button.



5. Add password and pupils

Once import it, Username is automatically created so you only have to create passwords.

Click over **GENERATE PASSWORDS** and they will be created!

Finally, click over **ADD PUPILS TO TwinSpace**.

Import pupils

1

Generate passwords

Click over here to generate passwords automatically

Click here to see passwords' characters.

Show passwords

First name	Last name	Username	Password	Role	Action
JEAN	GARCIA	JEAN.GARCIA		Pupil	Remove
HANS	LUOVIC	HANS.LUOVIC		Pupil	Remove

2

Add pupils to TwinSpace

6. Create passwords cards

Create Little cards with username and password data for students clicking over **DOWNLOAD PASSWORD CARDS**.

2

You can print it and give to your students.

<https://school-education.ec.europa.eu/en/pupil-login>
Username: JEAN
Password: 7LZG

<https://school-education.ec.europa.eu/en/pupil-login>
Username: HA
Password: uW

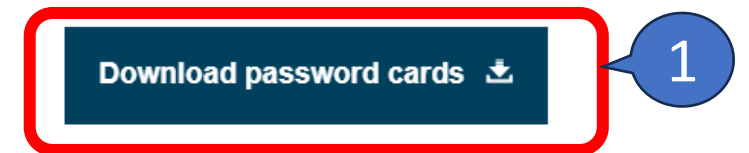
eTwinning
Funded by the European Union

In case the pupil loses the card, the teacher must change the password as soon as possible.



Success

Your student(s) is/are successfully added to the TwinSpace.
You can download the passwords cards and hand out to pupils.



[Back to members](#)