



*Glasgow City Council, Education Services*

# CPD in ICT

Continuing professional development in educational ICT

## Twitter (GCC Guide)



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# **Opportunity Overview**

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## **Knowledge and Understanding**

After completion of this opportunity, you should:

- Understand how to use Twitter for education
- Know about the security settings essential for education users

## **Objectives**

After completion of this opportunity, you should know how to:

- Set up a Twitter account
- Secure your account
- Find people to follow
- Send a tweet

## **Pre-skills required**

- Basic knowledge of Windows

## **You will need**

- An internet connection
- An establishment email address

# *Introduction*

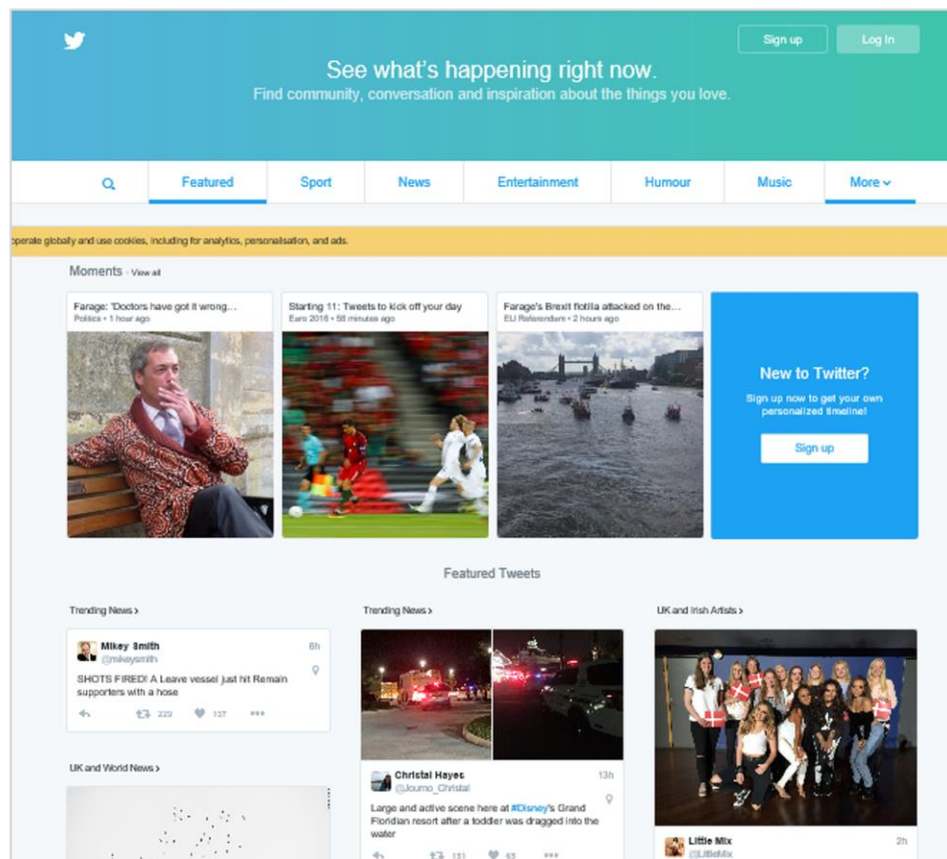
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This guide will take you through the step-by-step process of creating and securing your own teacher's Twitter account, as well as tweeting your first message.

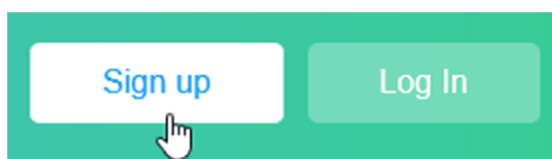
# Creating a Twitter account

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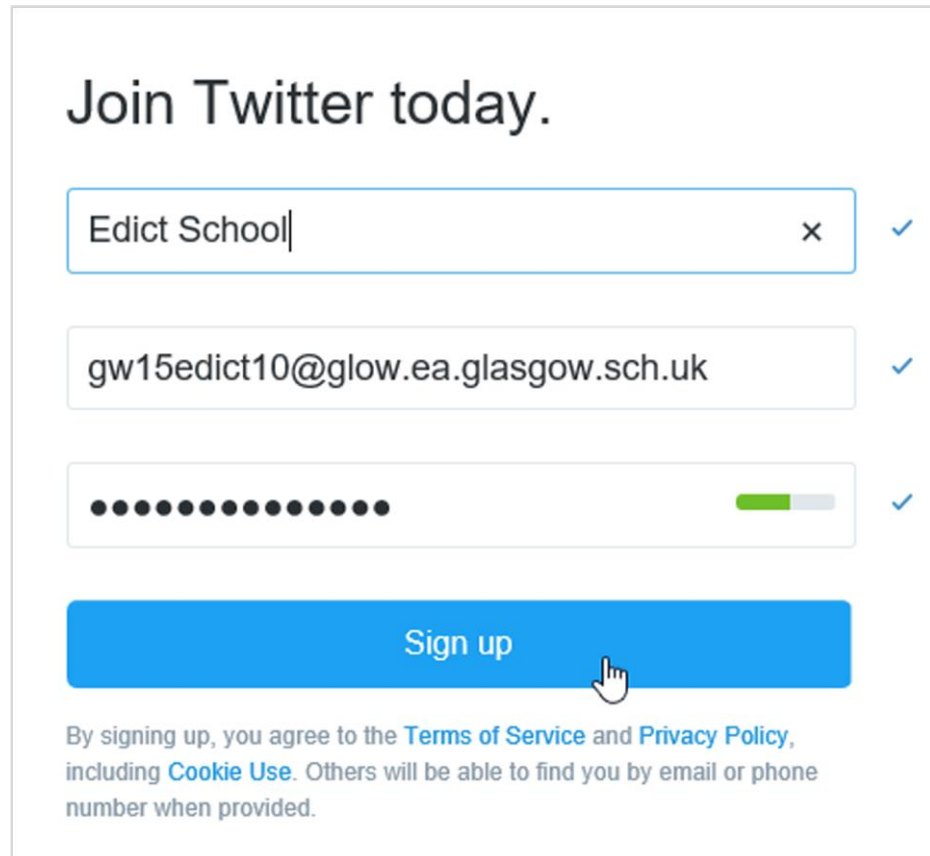
1. Using your web browser, go to the Twitter homepage at <http://www.twitter.com>.



2. Click **Sign Up**. You will now need to create a brand new Twitter account to use as a teacher.



3. Type your first name and surname, email address and the password you wish to use for this account.




The image shows a Twitter sign-up form titled "Join Twitter today." It contains three input fields, each with a blue checkmark to its right. The first field contains "Edict School" and has a small 'x' icon. The second field contains the email address "gw15edict10@glow.ea.glasgow.sch.uk". The third field contains a password represented by 12 dots, with a green progress bar and a checkmark indicating it meets requirements. Below the fields is a large blue "Sign up" button with a hand cursor icon. Under the button, there is a disclaimer: "By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#), including [Cookie Use](#). Others will be able to find you by email or phone number when provided."

Join Twitter today.

Edict School x ✓

gw15edict10@glow.ea.glasgow.sch.uk ✓

●●●●●●●●●●●●  ✓

Sign up

By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#), including [Cookie Use](#). Others will be able to find you by email or phone number when provided.

4. Click **Sign Up**.  
*You will be asked to enter a phone number.*

5. Click **Skip**.

## Enter your phone.

Your phone number keeps your account secure, connects you to friends and makes login easier.


United Kingdom

▼

+44

Phone number

Next

[Skip](#)

We will text a verification code to this number. Standard SMS fees may apply. We will never display your phone number to other Twitter users.

*You will now be asked to choose a username.*

## Choose a username.

Don't worry, you can always change it later.

Edict\_school|

×

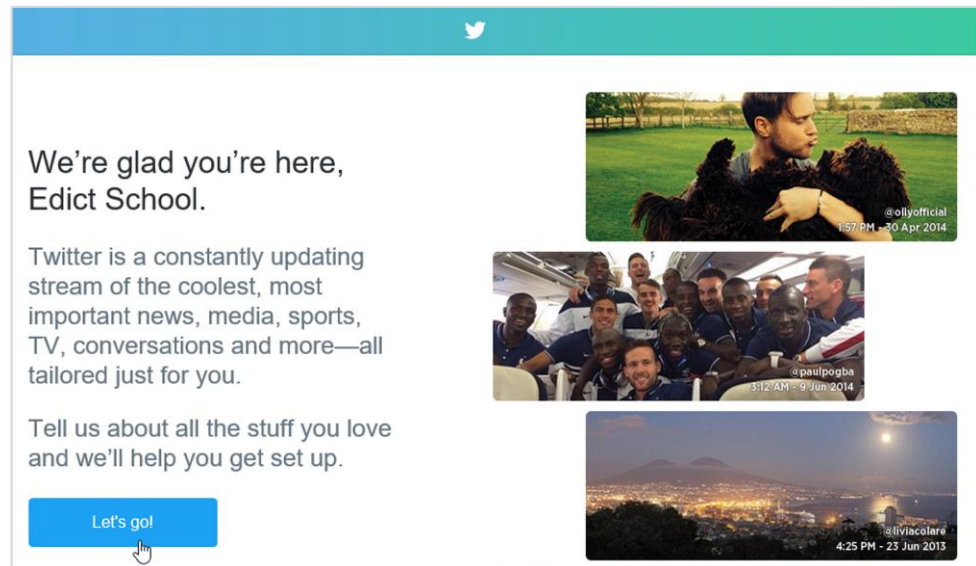
✓

Suggestions: [SchoolEdict](#) | [edict\\_school](#) | [school\\_edict](#) | [Edictschool1](#) | [Edictschool2](#)

Next

[Skip](#)

6. You can either choose one now or click **Skip** at the bottom left.



*You will now be taken to the welcome screen.*

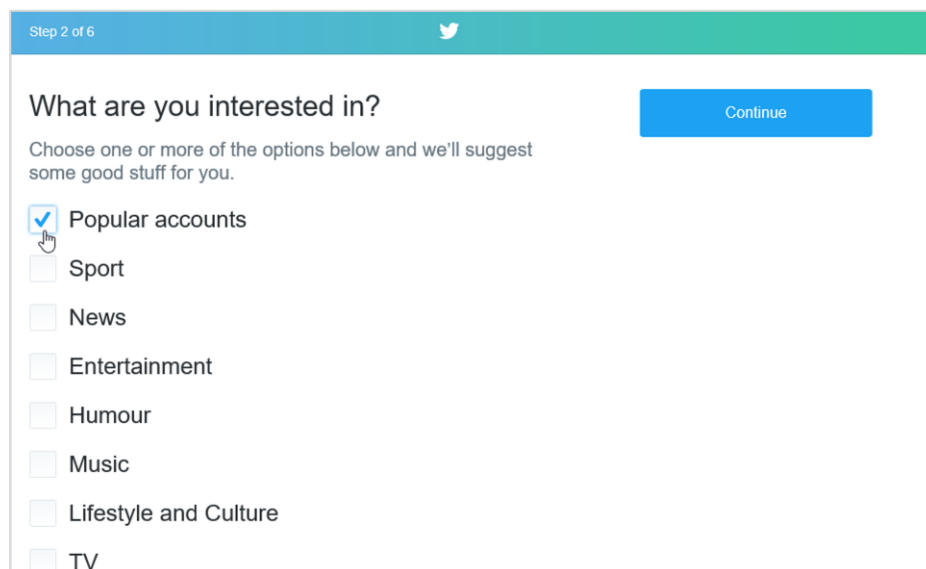
7. Click **Let's Go**.



# Customising your account

You will now be presented with a screen which asks you to follow other accounts.

1. Click the checkbox beside the first suggestion on the What are you interested screen.



Step 2 of 6

What are you interested in?

Choose one or more of the options below and we'll suggest some good stuff for you.

☒ Popular accounts

☐ Sport

☐ News

☐ Entertainment

☐ Humour

☐ Music

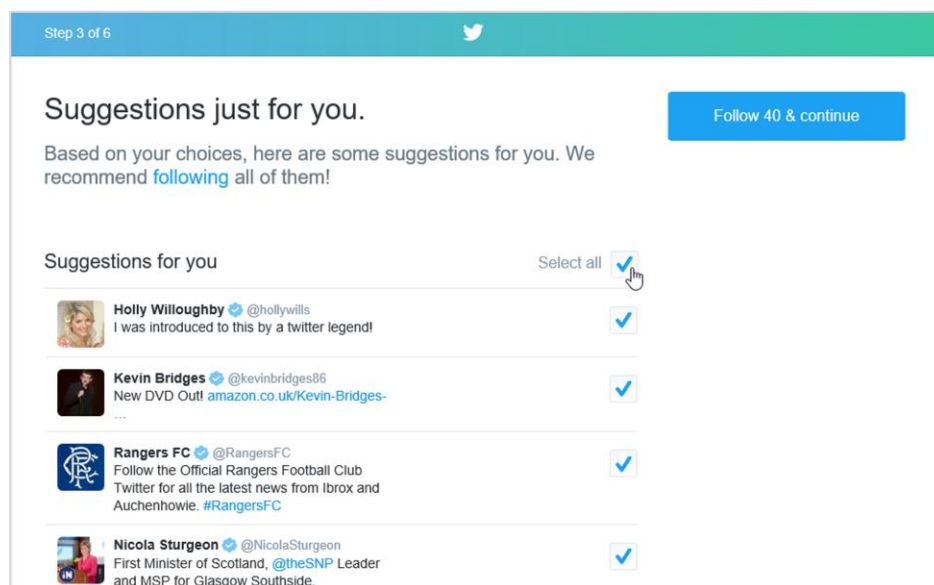
☐ Lifestyle and Culture

☐ TV

Continue

*This will remove the tick.*

2. Click Continue.



Step 3 of 6

Suggestions just for you.

Based on your choices, here are some suggestions for you. We recommend following all of them!

Suggestions for you

Select all ☒

**Holly Willoughby** @hollywills  
I was introduced to this by a twitter legend!

**Kevin Bridges** @kevinbridges86  
New DVD Out! [amazon.co.uk/Kevin-Bridges-](https://www.amazon.co.uk/Kevin-Bridges-...)

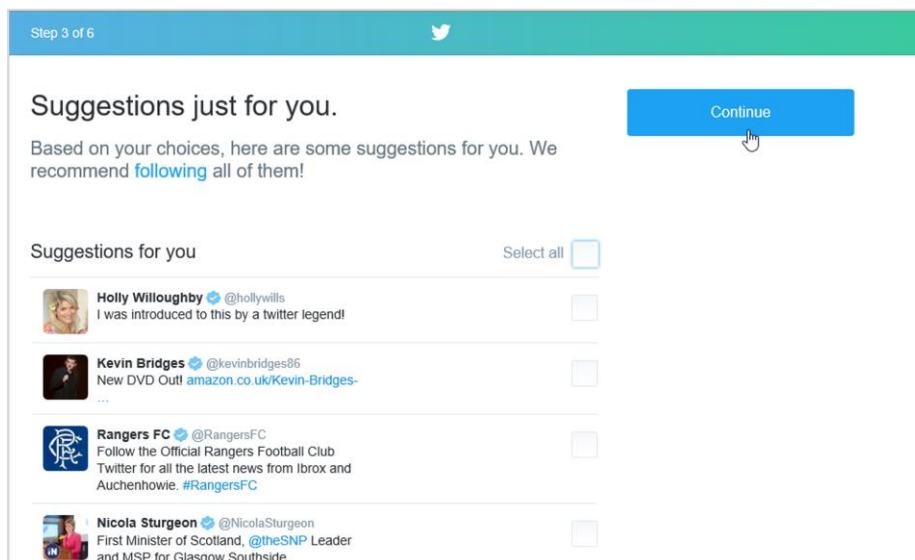
**Rangers FC** @RangersFC  
Follow the Official Rangers Football Club  
Twitter for all the latest news from Ibrox and Auchenhowie. #RangersFC

**Nicola Sturgeon** @NicolaSturgeon  
First Minister of Scotland, @theSNP Leader and MSP for Glasgow Southside.

Follow 40 & continue

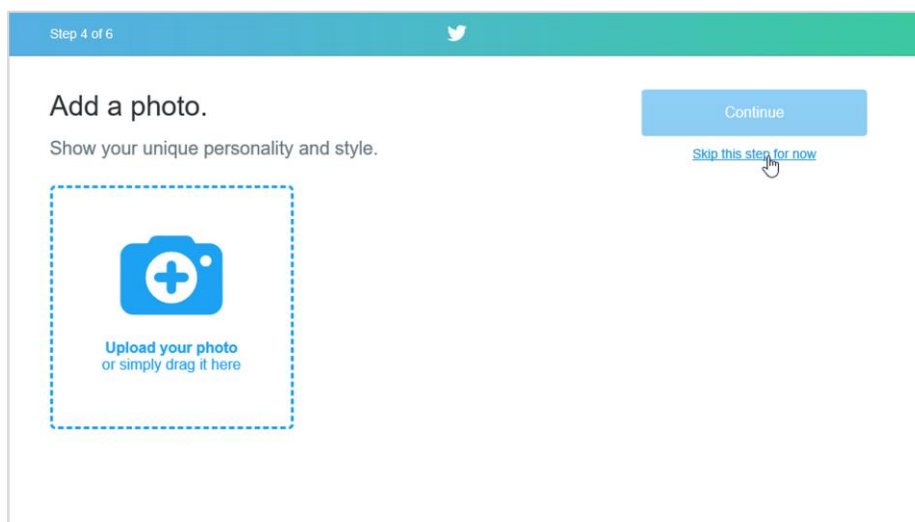
*The next screen will open.*

3. Click the checkbox beside **Select all**.



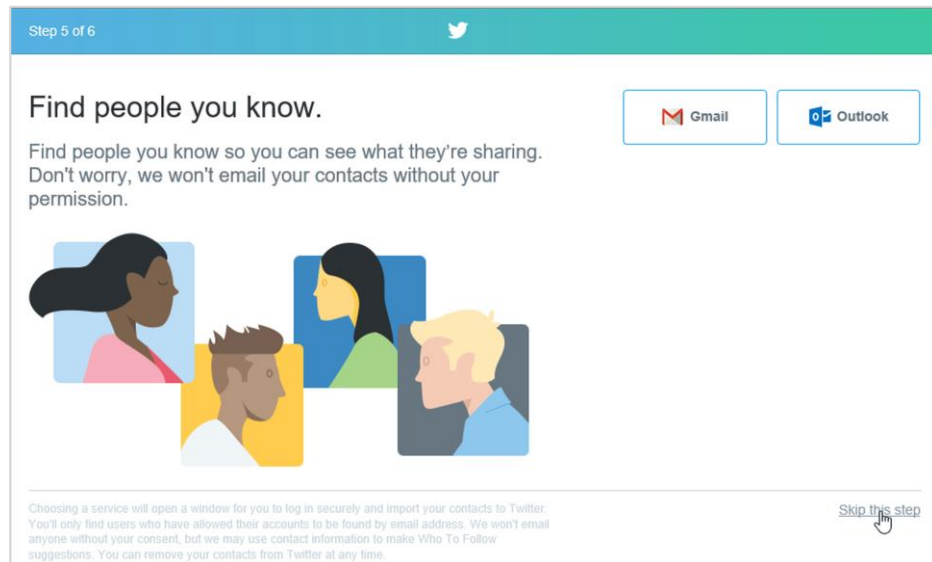
*This will deselect all of the suggestions.*

4. Click **Continue**.



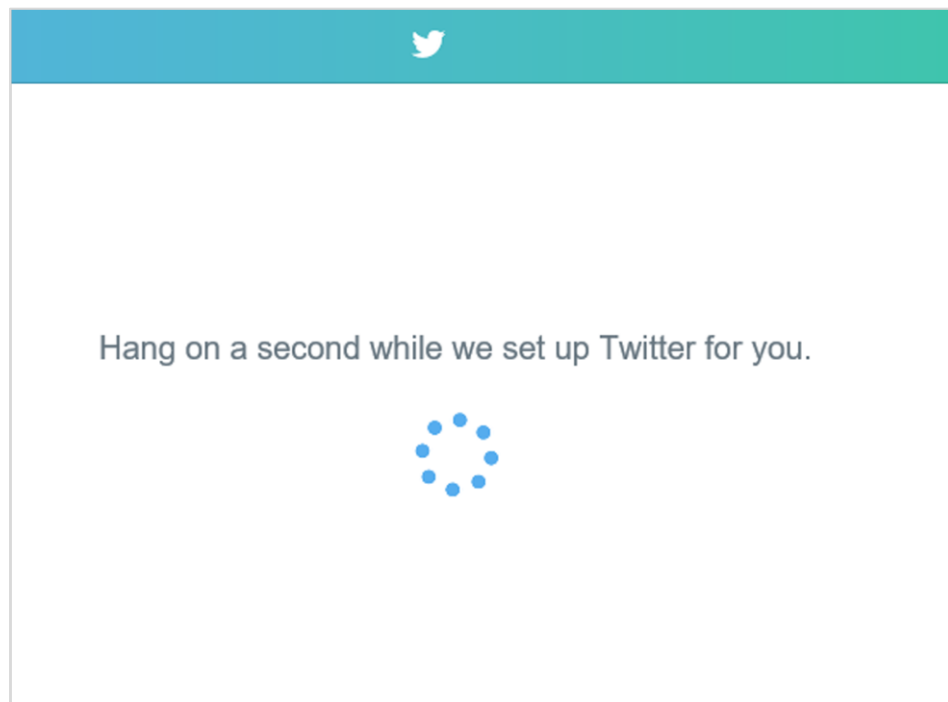
*The next screen will open.*

5. Click **Skip this step for now.**



*The next screen will open.*

6. Click **Skip this step** at the bottom right.

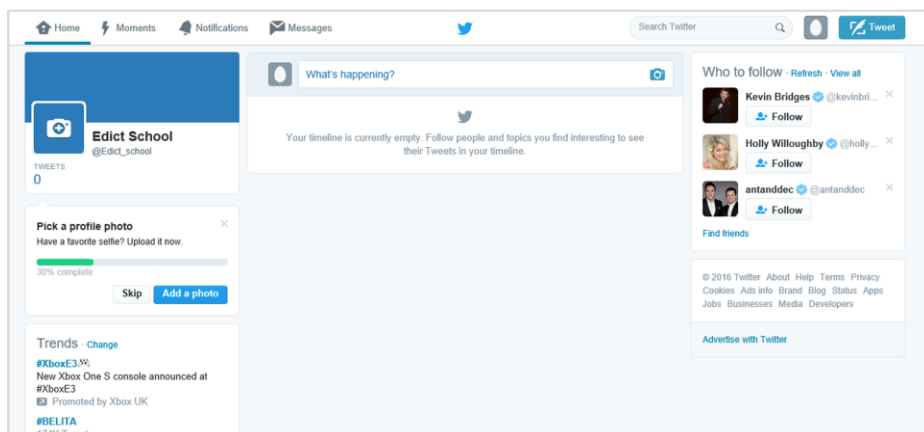


*Your account will now be set up.*

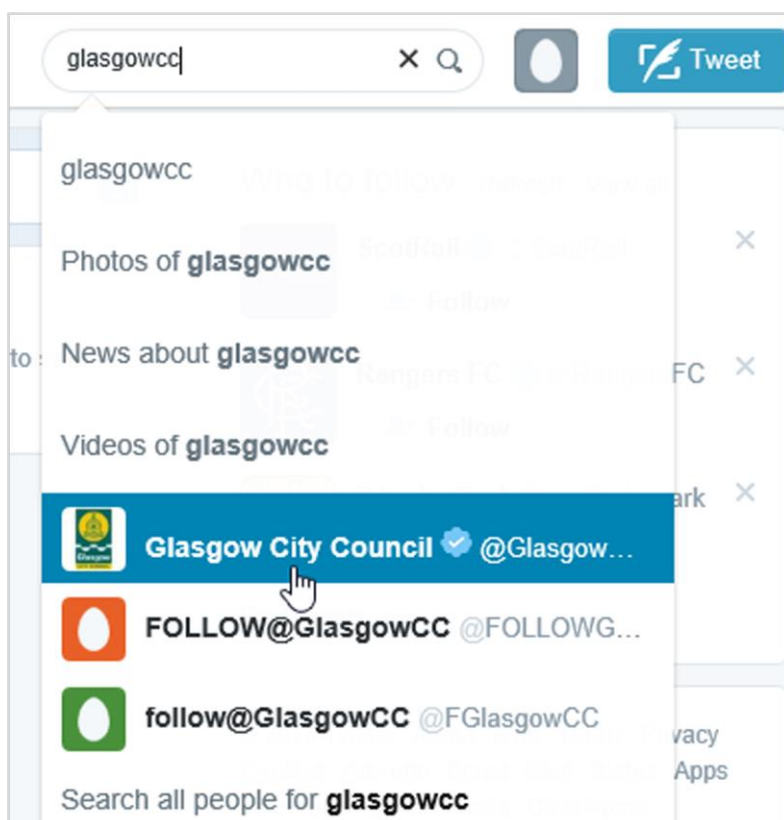
# Building your timeline

This is where you begin to personalise your Twitter timeline to suit your professional needs.

1. You will now be taken to your Twitter feed.



2. Click in the search field on the right hand side and type **glasgowcc**.



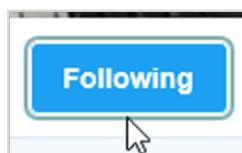
*Options will be available below the search field.*

3. Select Glasgow City Council.



*The Glasgow City Council page will open.*

4. Click Follow at the right hand side.



*The button will change to Following. You are now following Glasgow City Council.*

5. Repeat steps 1 and 2 for the following users

Education Scotland

sqanews

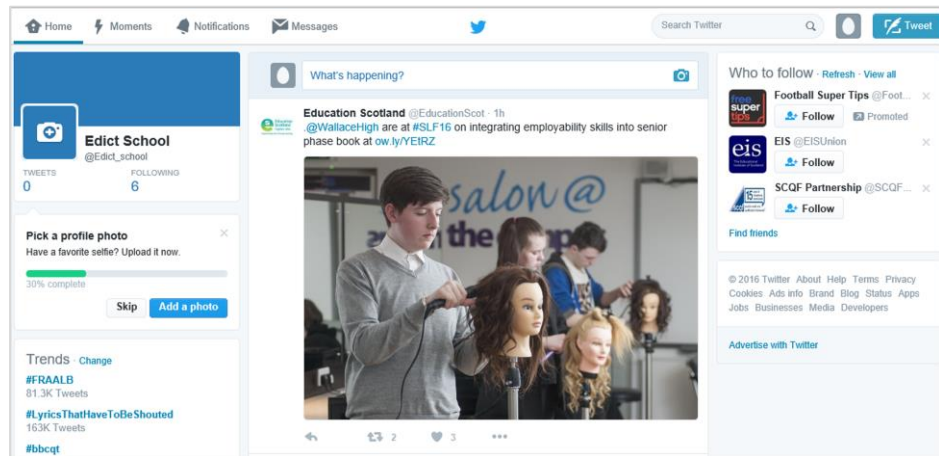
glowscot (GlowScotland)

You can also add people you know who already use Twitter or personal interest accounts related to education.

**Note:** Please refer to the internet policies and Twitter guidance produced by Glasgow City Council Education as well as the social media guidance documentation for education professionals.

**Important:** Please be aware that following a person or page on Twitter allows their stories to be published to your own timeline and you have no control over the content that they post. You must ensure that their content reflects your own professional responsibilities as a professional.

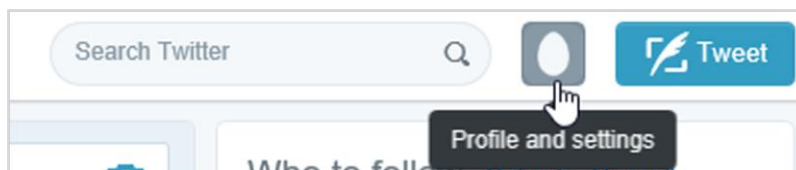
6. Click **Home** to return to your Twitter feed.



*You should now see some tweets on your timeline from the users you are following.*

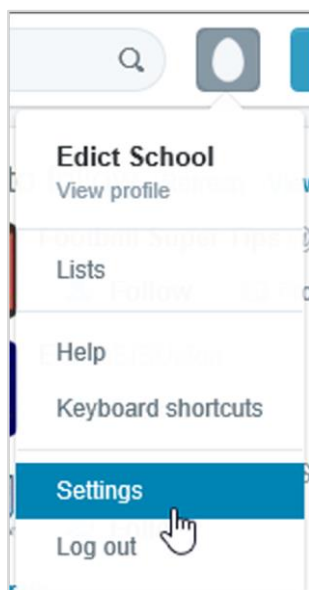
# Securing your account

1. Click the icon to the right of the search field.

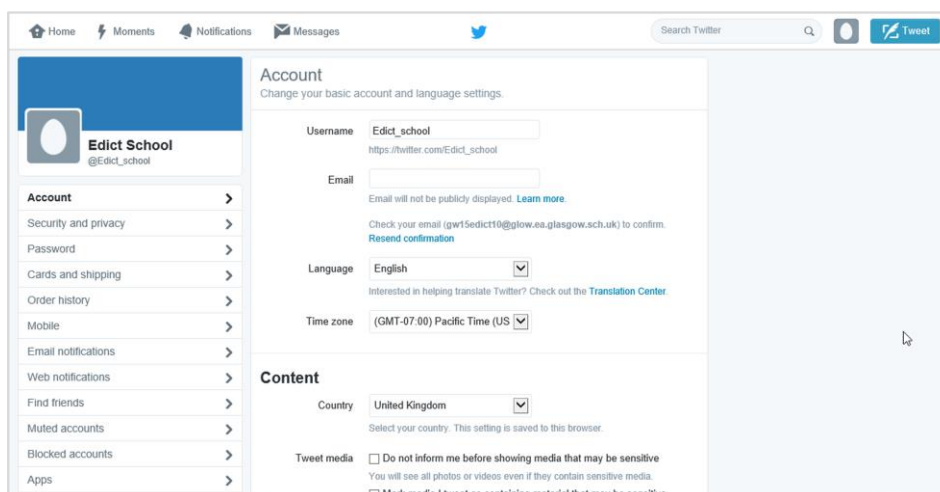


*A menu will open.*

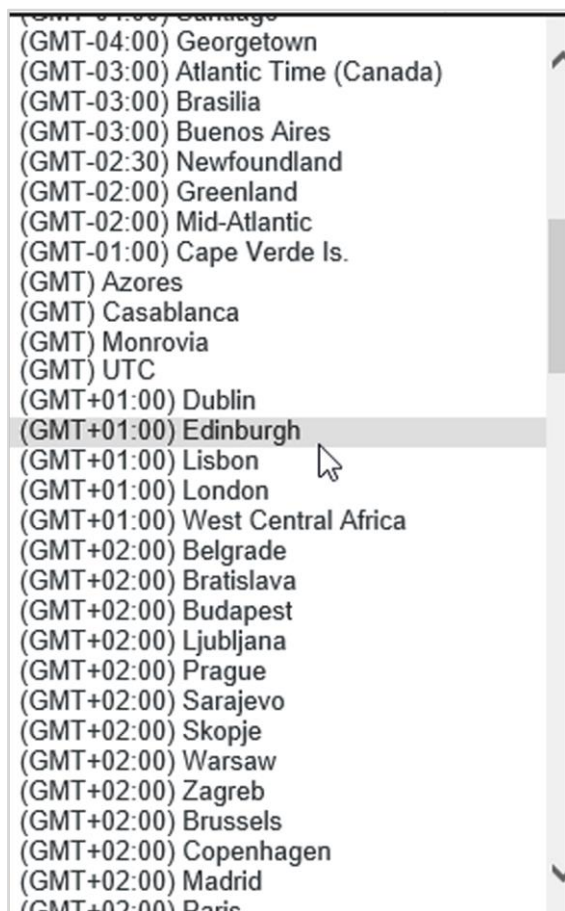
2. Click **Settings**.



*The Settings page will open.*



3. Change the **Time zone** to (GMT) Edinburgh.



4. Click **Save changes** at the bottom.

A screenshot of a 'Save account changes' dialog box. The dialog has a title bar with the text 'Save account changes' and a close button (X). The main content area contains the text 'Re-enter your Twitter password to save changes to your account.' followed by a password input field. Below the input field is a link that says 'Forgot your password?'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save changes'.

*You will be asked to re-enter your password.*

5. Click **Save changes** after entering your password.  
*You will be taken back to the Settings page.*



## Security and privacy settings

1. Click **Security and privacy**.
2. Scroll down to the **Privacy** section.

### Privacy

**Photo tagging** ☒ Allow anyone to tag me in photos  
☐ Only allow people I follow to tag me in photos  
☐ Do not allow anyone to tag me in photos

**Tweet privacy** ☐ **Protect my Tweets**  
If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more](#).

**Tweet location** ☐ **Add a location to my Tweets**  
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)

[Delete location information](#)

This will delete location labels you have added to your Tweets. This may take up to 30 minutes.

**Discoverability** ☒ **Let others find me by my email address**  
This setting will take affect once you add an email. [Add now](#)

☒ **Let others find me by my phone number**  
This setting will take affect once you add a phone number. [Add now](#)

[Learn more](#) about how this data is used to connect you with people.

**Address book** [Manage your contacts](#)

3. If you tick the box beside '**Protect my Tweets**', other users will not have access to your content unless you grant them permission.

**Tweet privacy** ☐ **Protect my Tweets**

If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more](#).

*Note that if you wish to add a Twitter widget to your school website you must leave this box unticked.*

4. Un-tick both boxes in the Discoverability section.

Discoverability

☒ Let others find me by my email address  
This setting will take affect once you add an email. [Add now](#)

☒ Let others find me by my phone number  
This setting will take affect once you add a phone number. [Add now](#)

[Learn more](#) about how this data is used to connect you with people.

5. Click **Save changes**.  
*You will be asked to re-enter your password.*
6. Enter your **password**.
7. Click **Save changes**  
*You will be taken back to the Settings page.*

## Email notifications

1. Click **Email notifications** on the left.

Home

Moments

Notifications

Messages

Twitter

Search Twitter

Edict School

@Edict\_school

Account

Security and privacy

Password

Cards and shipping

Order history

Mobile

**Email notifications**

Web notifications

Find friends

Muted accounts

Blocked accounts

Apps

Email notifications

Control when and how often Twitter sends emails to you. [Learn more](#).

Email is enabled. 

Turn off

Activity related to you and your Tweets

Email me when

☒ Someone likes my Tweets  
Tailored for you

☒ I'm mentioned in a Tweet that's liked  
Tailored for you

☒ My Tweets are Retweeted  
Tailored for you

☒ Tweets I'm mentioned in are Retweeted  
Tailored for you

☒ My Tweets get a reply or I'm mentioned in a Tweet  
Tailored for you

☒ I'm followed by someone new

☒ I'm sent a direct message

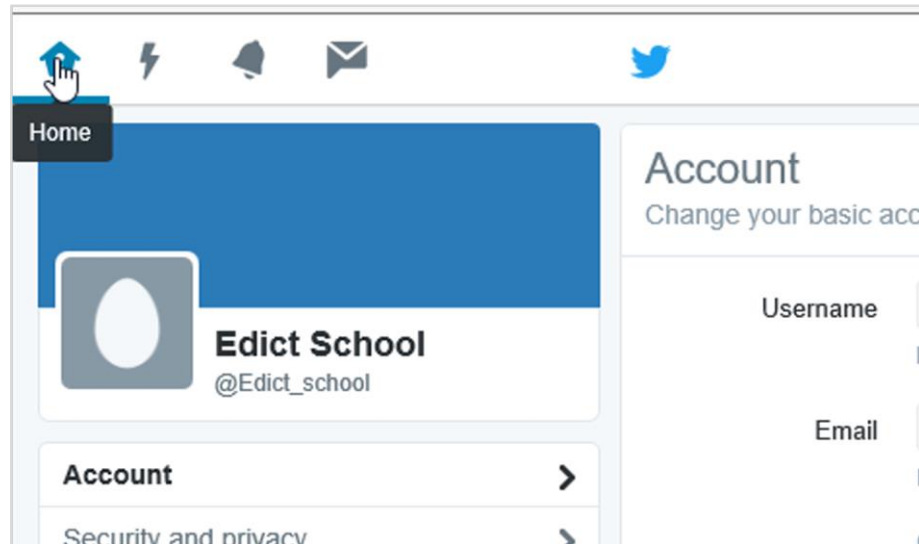
☒ Someone emails a Tweet to me

☒ Someone from my address book joins Twitter

Glasgow City Council, Twitter (GCC Guide)  
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Version 1 18

2. Un-tick every box on the **Email notifications** page.
3. Go back through the options on this page and **customise** the email alerts to suit your needs. This is highly personal, as some do not wish an email every time something happens on their Twitter account.
4. Click **Save changes** at the bottom of the page.
5. Click the **Home** button at the top left of the page.

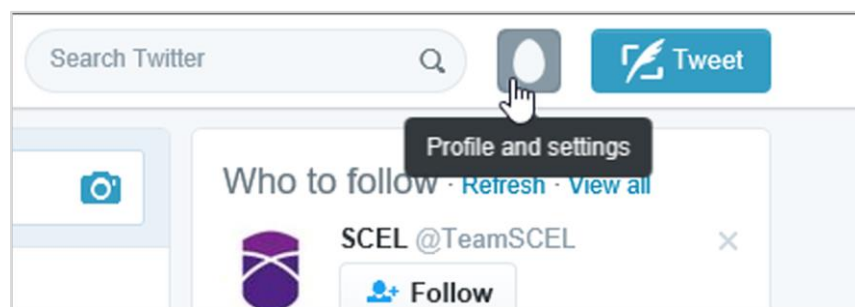


*You will be taken to your Home page.*

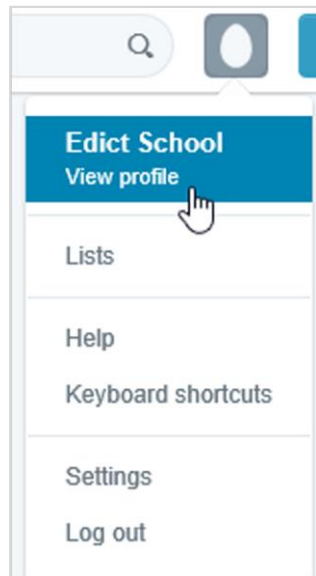
## Profile information

You may wish to spend some time uploading a profile picture and profile background (header) for your account. You may also wish to write a short biography.

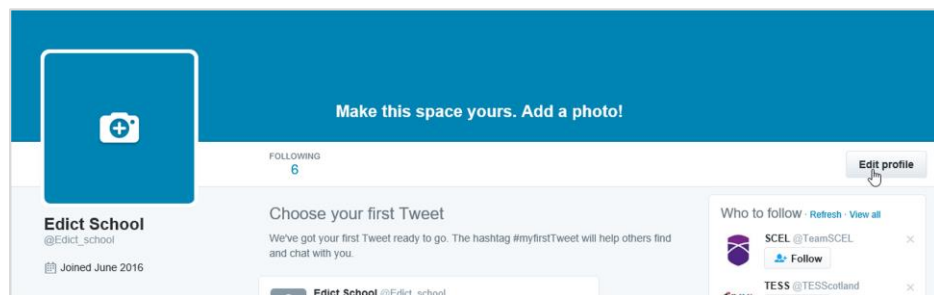
1. Click the **Profile and Settings** button at the top right.



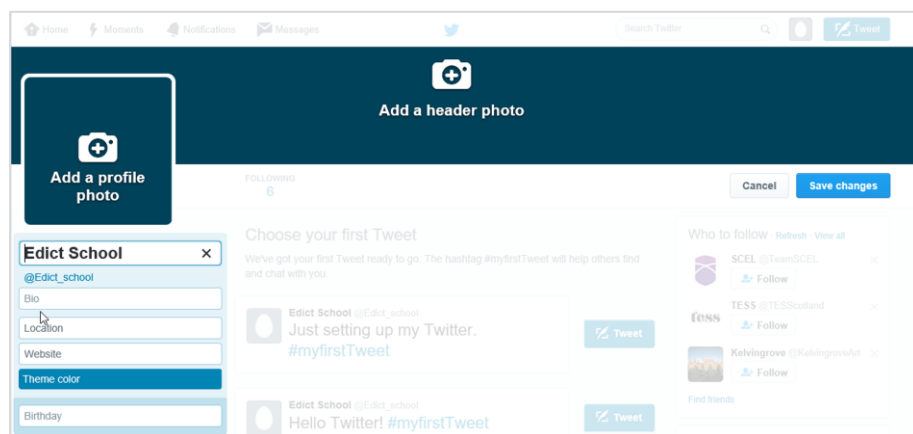
2. Select View profile.



3. Click Edit profile on the right hand side.



4. You will then be able to add a bio and various other pieces of information.



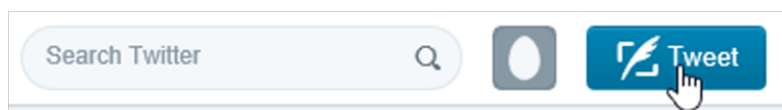
## Tweeting tips

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The last part of the guide will show you the basic security options for sending a ‘public message’ or tweet to your followers.

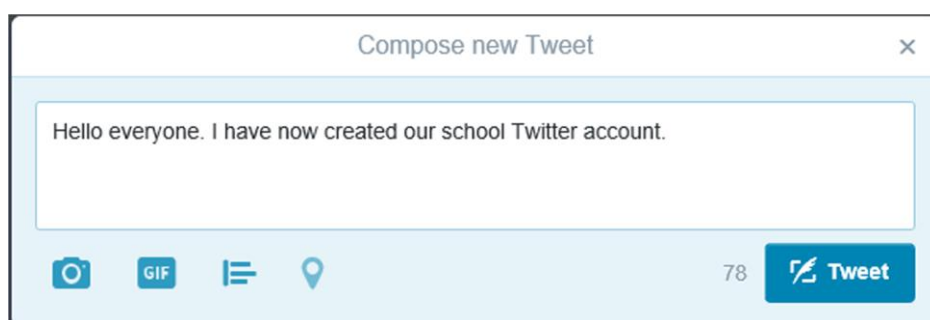
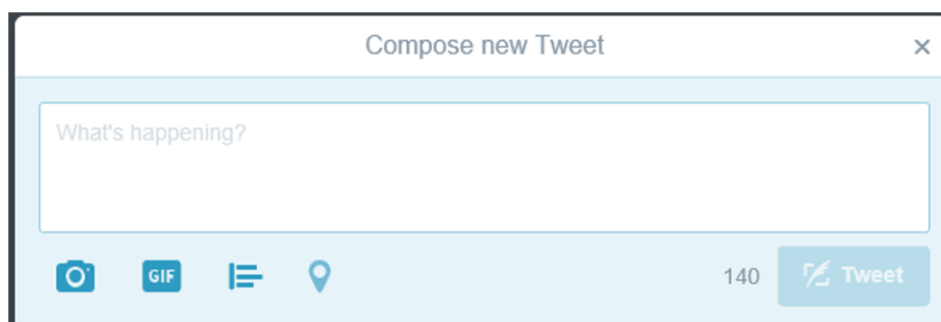
A tweet is a short message sent in no more than 140 characters. You can include photos, websites and your location data in a tweet. Whilst images and websites are encouraged, tweeting your location data could be considered a security risk and is not advised.

1. From your Home page, click **Tweet** at the top right.

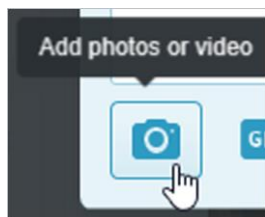


*The Compose new Tweet dialog box will open.*

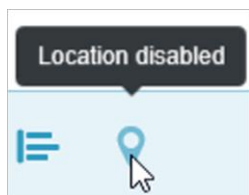
2. You can now **type** your message to your followers.



3. Clicking the **camera** icon below the text entry box will allow you to search your computer and upload an image if you wish.



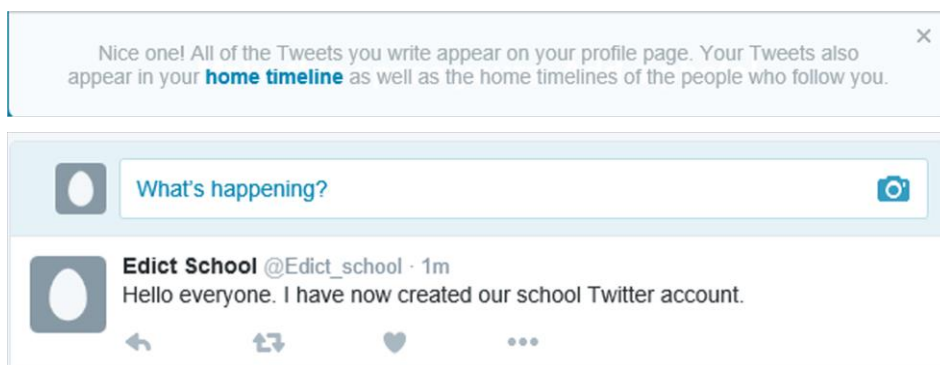
4. By default your **location** is disabled. This can be turned on in the Settings but you are advised not to do so.



5. You can now click **Tweet** and post your message to your timeline and, more importantly, to your followers.



6. Your new tweet will appear at the **top of your timeline**, along with a brief confirmation of success.



You can now explore and enjoy Twitter.