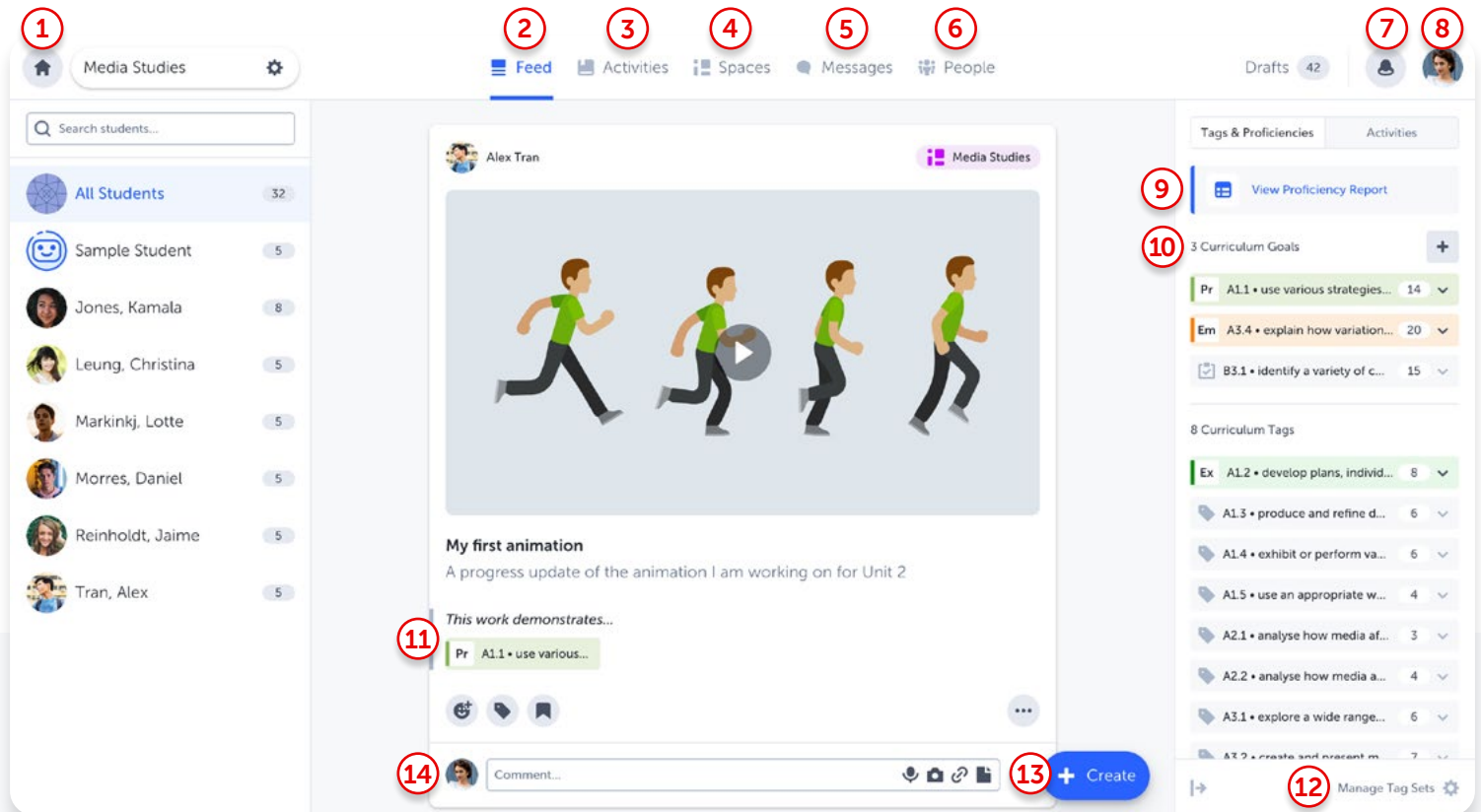# SpacesEDU
by **myBlueprint**

Teacher's Guide to Getting Started with SpacesEDU

SpacesEDU is a digital portfolio and proficiency-based assessment platform built to showcase growth
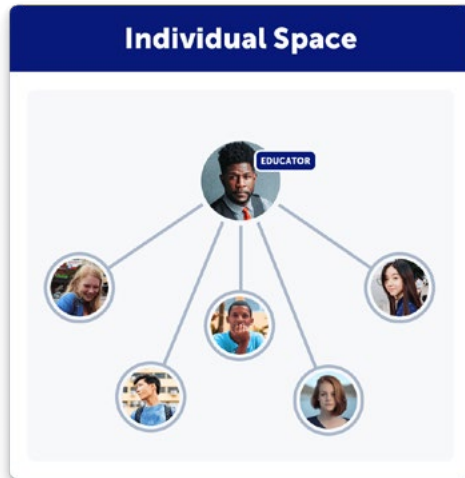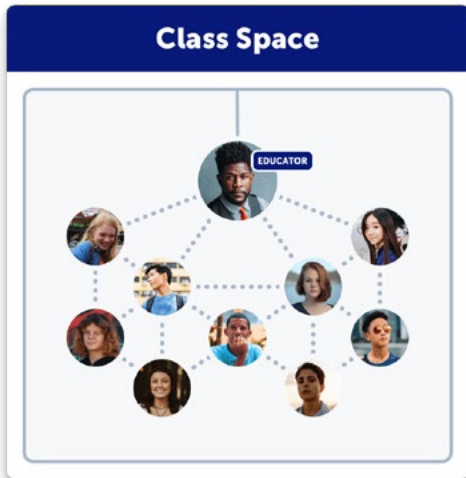
How does SpacesEDU work?

1 **Home:** Your Class Dashboard is your access point to each of your classes and your class settings.

2 **Feed:** The feed is an overview of everything that is happening in your class. View and engage with student posts across all Spaces.

3 **Activities:** Create custom activities for one, multiple, or all students and apply pre-selected Curriculum Tags for easy completion, tracking, feedback, and assessment.

4 **Spaces:** Access your pre-created Class Space and create Individual and Group Spaces for customized and engaging learning environments.

5 **Messages:** Send private messages to families and students, or communicate via channels. Teachers can choose 1-way or 2-way messaging.

6 **People:** Invite students, family members, and co-teachers to join your class.

7 **Notifications:** View all student, teacher, and family interactions in SpacesEDU.

8 **Account Settings:** Access your Account Settings and toggle between your Teacher and Student view.

9 **Proficiency Report:** View all applied Curriculum Tags and assigned Proficiencies in a class Proficiency Report and easily access Posts associated with each Curriculum Tag.

10 **Curriculum Goals:** Set Curriculum Goals to further define curriculum outcomes. Easily adjust Curriculum Goals as the school year progresses.

11 **Proficiency Scales:** Apply and assess proficiency to select Curriculum Tags on each Post.

12 **Manage Tag Sets:** Add specific state, provincial, ISTE, Common Core, or custom standards to apply to student Posts.

13 **Create Button:** Create a Post (instructional, exemplar, or on the behalf of students) or Create an Activity to assign to students.

14 **Comments:** Encourage thoughtful reflection and provide real-time feedback on student Posts.

Space Types

Class Space	Individual Space	Group Space

Class Space

- Automatically created for you
- Collaborative learning environment

Great for:

- Class Announcements
- Learning Celebrations
- Peer Feedback

> **Teacher Tip**   The default for your Class Space is set to Active (students can View and Post to the Class). Visit your Class Space Settings to customize student and family interactions.

Individual Spaces

- 1:1 space between teacher, student, and invited family members
- Teachers can create as many Individual Spaces as they'd like

Individual Space ideas:

- My Portfolio
- Subject (Elementary)
- Unit (Secondary)
- Thematic (Goal Setting, Competencies)

> **Teacher Tip**   When creating an Individual Space for all students in your class, simply select All Students, and this will create private spaces for all.

Group Spaces

- Students can collaborate within their assigned groups
- Teachers can create as many Group Spaces as they'd like
- Groups can be teacher chosen or randomly generated

Group Spaces are great for:

- Project-based learning
- On-the-spot activities

> **Teacher Tip**   Individual and Group Spaces are teacher created learning environments. The default visibility setting for Individual and Group Spaces is Hidden, but can be customized to Visible or Active.

Posts

Creating a post

Include up to 10 Media files per Post!

Great for:

- Differentiated instruction
- Exemplars
- Showcasing class experiences

+ Create

Media   Add up to 10 files

| Camera | Audio | File | Drive | OneDrive | URL |

Title

Title…

Post Description

Write your post…

B I U

0 Tags Applied   + Add Curriculum Tags

Post Details

1 Teachers can apply Curriculum Tags and Proficiencies to Posts.

> **This supports:**
> - A visible curriculum
> - Informed assessment
> - Metacognition of learning

2 Interacting with Posts can be as simple as leaving an emoji!

3 Bookmark student learning into the **Reporting Space** for a curated, visual report card.

4 Teachers, students, and family members can celebrate learning with ongoing, mixed-media comments.

Jim Henson
Sept 2023

Personal Portfolio

1/3
2:13 | 4:26

2/3

3/3
Pixar_Narrative.pdf
2.4 MB

Story Telling: Pixar Narrative
How do I communicate well with others?
In class we learned that intonation and pace are important when telling a story...

View More

This work demonstrates...

| L2 7.a • How do com... | L4 11.CC.19 • Use wr... | L3 11.CC.19 • Demo... |

👍 4   👏 9

Ms. Silva • Teacher 🍎

Your story is very engaging! You fit a lot in on a 1-pager, but it did not feel rushed. I really like your use of dialogue to show and not tell as an author. For the written component, keep working on proper punctuation for dialogue.

😊 +   Sept 2023

Reply

ℹ️ **Teacher Tip**

When creating a Post as a teacher, you will be prompted to create a **Shared Post or a Template Post**.
- A **Shared Post** is great for announcements, sharing pictures with families, or having your students engage with the exact same content in a single, shared Post.
- A **Template Post** creates an editable template. Once posted, a teacher can personalize the content and apply Proficiency scores on a per student basis.

Get Connected

Setting up your Classroom

In your SpacesEDU class, go to the **People tab** to:

- ☐ **Invite Students:** if your school is rostering, your students will be populated for you!
- ☐ **Invite Families:** once invited to your class, families can view and interact with their student's work from their own Family Account!
  - [Family Account Brochure](#)
  - [Family Getting Started Guides and Family Privacy Kits](#) - available in 9 languages
- ☐ **Invite Co-Teachers**: easily collaborate with your whole team!

Additional Tips for Getting Started

QR Codes
Generate student QR codes from the People tab for easy access
SpacesEDU Pro Feature

Switch to your Student Account
Activate your Student Account from your Avatar or from the People tab to easily toggle between your Teacher and Student Accounts

Switch account to...

👥
Student

Utilize Messages
The Messages tab is a great family communication tool.
Enable 2-way messaging in private messages or group channels

Download the App
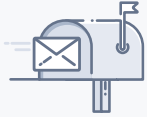Download the SpacesEDU app to your classroom devices

Download on the App Store

GET IT ON Google Play

Change your Language Preference
SpacesEDU is available in French and English

HELLO!

BONJOUR!

Get Connected

Contact Us

Need assistance?
Email the SpacesEDU Team at
hello@spacesedu.com

Have a question?
We've got answers! Access the
SpacesEDU Help Center

Resources

Webinars:
Sign-up for a **Drop-In Webinar**

Tutorials:
Watch **Video Tutorials** for bite-sized learning

Training:
Access asynchronous online training modules through **OTIS for Educators**

Resources:
Access **Resources** for lesson plans, guides, and implementation ideas

Blog & Podcasts:
Engage in educational topics and thought leadership with the **SpacesEDU Blog** and **Growth Over Grades Podcast**

Product Roadmap:
Access our **Product Roadmap** to see what features are coming soon and Submit Ideas for the features you'd like to see

Social Media

Twitter / @spaces_edu

Instagram / @spacesedu

Facebook / spacesedu

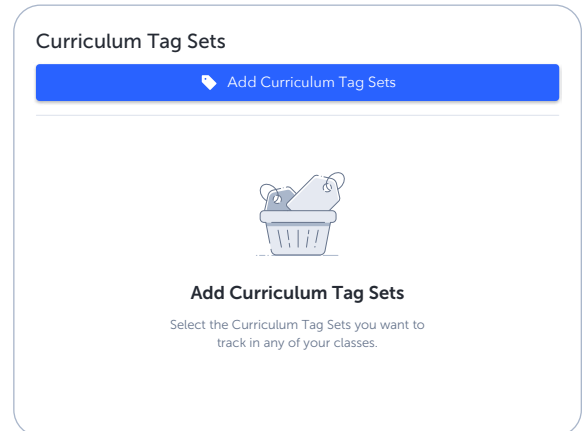SpacesEDU Community

YouTube / @spaces_EDU

Beyond the Basics: Discover SpacesEDU's Assessment and Reporting Tools

Are you looking to go beyond *Getting Started* tips?
Keep exploring, and check-out SpacesEDU's amazing assessment and reporting tools!
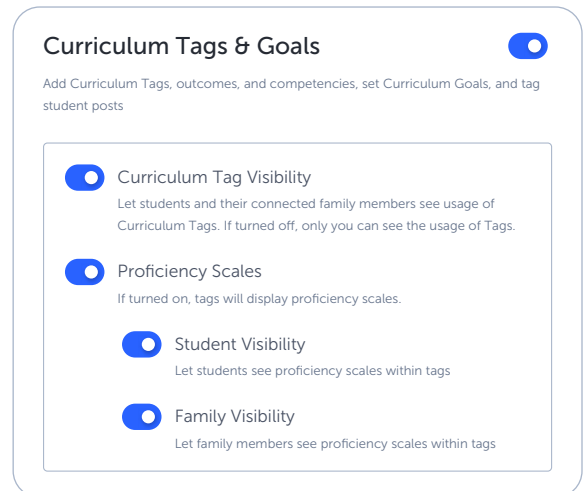
Curriculum Tags

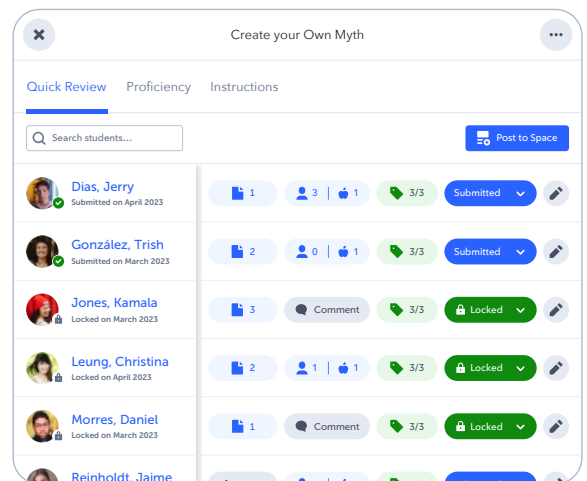Add Curriculum Tag Sets from your Account Settings

Curriculum Tag Sets

🏷 Add Curriculum Tag Sets

Add Curriculum Tag Sets

Select the Curriculum Tag Sets you want to track in any of your classes.

Proficiency Scale Visibility

Turn on Proficiency Scale Visibility from your Class Settings

Curriculum Tags & Goals

Add Curriculum Tags, outcomes, and competencies, set Curriculum Goals, and tag student posts

Curriculum Tag Visibility
Let students and their connected family members see usage of Curriculum Tags. If turned off, only you can see the usage of Tags.

Proficiency Scales
If turned on, tags will display proficiency scales.

Student Visibility
Let students see proficiency scales within tags

Family Visibility
Let family members see proficiency scales within tags

Assessment with Activities

Create, assign, and easily assess from the Activities tab

Create your Own Myth

Quick Review | Proficiency | Instructions

🔍 Search students...   📊 Post to Space

Dias, Jerry — Submitted on April 2023	📄 1	👤 3 ❘ 👍 1	🏷 3/3	Submitted ▾ ✏
González, Trish — Submitted on March 2023	📄 2	👤 0 ❘ 👍 1	🏷 3/3	Submitted ▾ ✏
Jones, Kamala — Locked on March 2023	📄 3	💬 Comment	🏷 3/3	🔒 Locked ▾ ✏
Leung, Christina — Locked on April 2023	📄 2	👤 1 ❘ 👍 1	🏷 3/3	🔒 Locked ▾ ✏
Morres, Daniel — Locked on March 2023	📄 1	💬 Comment	🏷 3/3	🔒 Locked ▾ ✏
Reinholdt, Jaime				

Beyond the Basics: Discover SpacesEDU's Assessment and Reporting Tools

Proficiency Report

Access the Proficiency Report from your Class Feed

Proficiency Report

	🏷 Reading	🏷 Reflection	🏷 Core Compe...	🏷
👤	🏷 Level 3	🏷 Level 1	🏷 Level 3	🏷
👤	🏷 Level 4	🏷 Level 2	🏷 Level 2	🏷
👤	🏷 Level 4	🏷 Level 3	🏷 Level 4	🏷
👤	🏷 Level 1	🏷 Level 2	🏷 Level 3	🏷

Reporting Space

Curate Posts into the Reporting Space for a visual report card

Vanessa Kerr
Grade 12

Summary Statement

Vanessa has improved so much since the start of the year. She has excelled in almost every subject and area of learning.

Areas of Learning

Attendance	🏷 Level 4
Perfect attendance and always ready to learn.	

Literacy	🏷 Level 3
Vanessa is an excellent writer and storyteller.	

Numeracy	🏷 Level 3
Strong improvement from the start of the school year.	

Global Citizenship	🏷 Level 4
Led and encouraged social topics amongst her peers	

Custom Proficiency Scales, the Proficiency Report, and the Reporting Space are additional add-ons to the SpacesEDU Pro license