



Guide for Young Learners: Leveraging SpacesEDU in K-3 Classrooms

At a Glance: Implementing SpacesEDU in K-3 Classrooms

Are you ready to take assessment to the next level? In this guide, we'll show you how to effortlessly leverage SpacesEDU to optimize communication of student learning in K-3 classrooms:

- The Role of Digital Portfolios in Developing and Empowering Digital Citizenship Skills
- Class Configuration on SpacesEDU: Best Practices for Optimization
- Go Slow to Go Fast: 10 Time-Saving Solutions for Teachers and Young Learners
- Comparing Posts and Activities: Which One Should You Use?
- Teacher-Driven Approach in SpacesEDU: Practical Examples

We'll provide you with a wealth of best practices and tips to make your transition to SpacesEDU seamless, and help your students feel right at home with the technology in no time.

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The Role of Digital Portfolios in Developing and Empowering Digital Citizenship Skills

To begin the implementation process, introduce your students to digital portfolios and SpacesEDU. Digital portfolios can be a valuable tool for teaching digital citizenship, as they provide a platform for students to demonstrate their understanding of concepts like digital footprints, digital imprints, and digital literacy.



Here are some ways you can communicate these concepts to your young learners:

- A **digital footprint** is all the information about you that exists online. Just like when you walk on the beach, you leave footprints in the sand, when you use SpacesEDU, you leave a digital footprint. This includes:
 - **Logging in:** When you log in to SpacesEDU, you create a digital footprint by using your username and password.
 - **Creating a post:** When you create a post on SpacesEDU, it creates a record of your learning, which becomes part of your digital footprint.
 - **Posting comments:** When you post a comment on SpacesEDU, it becomes part of your digital footprint, and other people can see what you wrote.
- On SpacesEDU, your **digital imprint** is created by the specific things you do on the platform. This means that the activities you complete, the things you post, and the comments you leave all contribute to your digital imprint.

Your digital imprint is like a unique fingerprint that identifies you on the platform. Remember that your digital imprint is unique to you, and it's important to keep your QR code login private and to be careful about what you post on SpacesEDU. Always follow your teacher's instructions and be respectful to others, so that your digital imprint is a positive reflection of who you are!

- **Digital literacy** means being able to use technology like computers and tablets to learn, create, and communicate. When you use SpacesEDU, you are practicing your digital literacy skills!

To be good at using SpacesEDU, you need to follow your teacher's instructions and use the tools on the platform to create posts and share what you're learning, like clicking on buttons, taking pictures and videos of your work, or watching videos about your learning. By practicing your digital literacy skills on SpacesEDU, you are getting ready for the future, where technology is becoming more and more important in our lives. So keep learning and exploring on SpacesEDU, and you'll be well on your way to being a digital expert!

Once your students have a solid understanding of digital portfolios, empower them by allowing them to select their own work and take ownership of the portfolio building process. By giving students agency and control, you can help them develop important skills like self-reflection and self-assessment. Overall, by incorporating digital portfolios and SpacesEDU into your classroom, you can help your students develop critical digital literacy skills while also promoting a sense of ownership and pride in their work.

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| Teacher Tip | Experience SpacesEDU as a student – simply add yourself as a student to your class: <ul style="list-style-type: none">• Open the People tab within any of your classes• Click the toggle to the right of the 'Add your student account?' prompt |
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Learn more about Digital Citizenship with SpacesEDU:



[3 Ways to Get Involved in Digital Citizenship with SpacesEDU](#)



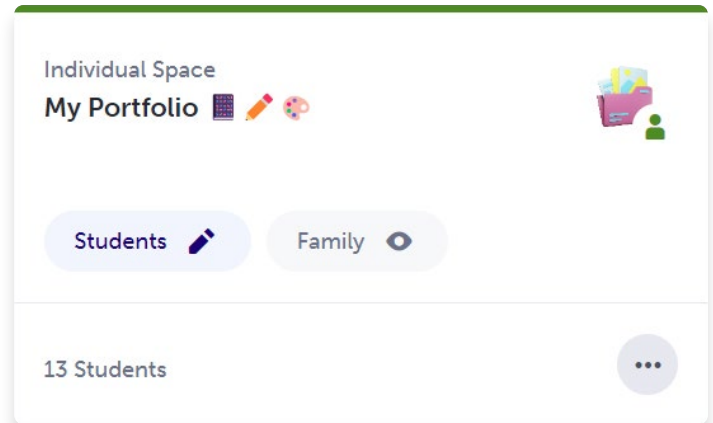
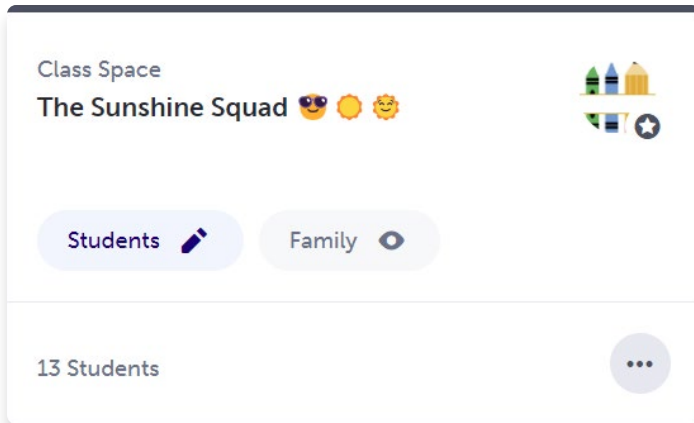
[ISTE Standards and SpacesEDU:
A Winning Combination for 21st-Century Teaching](#)



[Growth Over Grades Podcast:
Episode 7 - Marialice Curran, Ph.D. & Eugenia Tamez](#)

Class Configuration on SpacesEDU: Best Practices for Optimization

1 Opt for a single Individual Space for portfolios



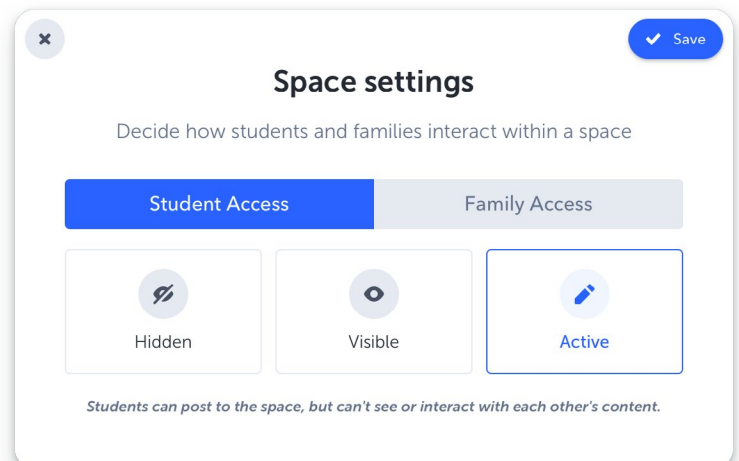
By creating a single Individual Space called 'My Portfolio' to house all of their work, you can streamline the SpacesEDU experience for your students. Customizing the Space card with a picture representative of digital documentation can also add a nice touch and make it easily identifiable. To make the process even smoother, [adjust your Class Space Settings](#) so that only students can see 'My Portfolio' when they are posting, saving time and effort for both you and your students. Remember to keep the Class Space visible for families, so they can stay informed about classroom updates and announcements.

Teacher Tip

[Creating individual spaces](#) for each student is easy and efficient. By selecting all the students at once, the system will generate a 1:1 private space for each of them simultaneously, ensuring that every student has the same type of individual space. This approach will save you a lot of time upfront and make assessments seamless in the long run.

2 Manipulate Class Space Settings to limit student access

To make class announcements and updates visible to students, ensure that your [Class Space Settings](#) are set to Active. However, to maintain privacy and limit distractions, toggle the option 'Students can view other students' posts' to the off position, which will hide all posts from other students.



3 Load Curriculum Tag Sets to your Class

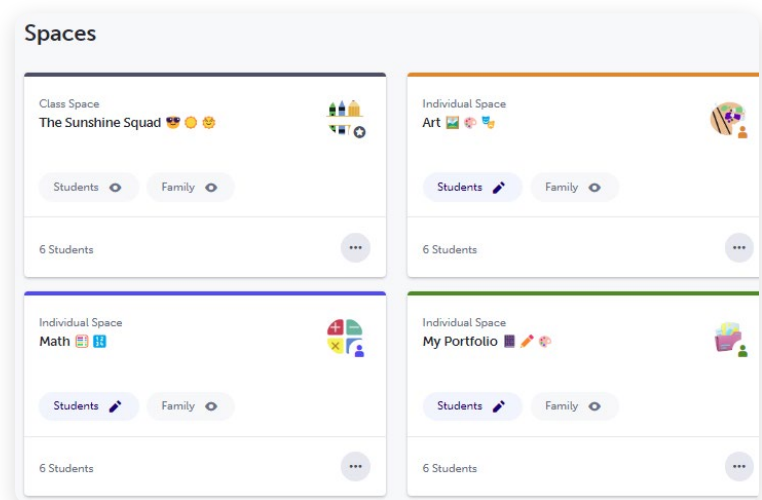
To effectively categorize and manage student work within your SpacesEDU Class, you have the option to utilize provincial/state Curriculum Tags. By applying these tags to posts, you can easily filter content in your Feed. For instance, when sharing a photo of your student engaged in a math lesson, you can tag the post with both the overall subject area (Mathematics) and the specific curricular outcome (Numbers to 20 represent quantities that can be decomposed into 10s and 1s.).

To get started with using Curriculum Tags, the first step is to [load the relevant set of standards](#) that you are currently working with. This will enable you to seamlessly integrate the tagging system into your process and enhance the organization and accessibility of your students' work. With Curriculum Tags, you'll find it much simpler to track progress, identify specific areas of focus, and create a more structured and efficient documentation of learning.

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| 1 Teacher Tip | <p>To further organize your content, you can also use SpacesEDU's broad Curriculum Tag Sets.</p> <p>Some examples include:</p> <ul style="list-style-type: none">• 21st Century Skills (e.g. Critical Thinking, Collaboration)• Artifact Type (e.g. Growth, Goal, Self-Assessment)• Timeframe (e.g. Term 1, Term 2) |
|----------------------|---|

4 Create multiple Spaces based on your learning objectives

To organize your Class on SpacesEDU, you can [create separate Individual Spaces](#) for each subject area and/or units. You can customize the Space card with a representative picture to make it easily identifiable. However, be mindful of overwhelming your students with too many Spaces. To avoid any confusion, toggle the [Space Settings to Hidden](#) for Spaces that are not currently in use. This way, students can focus on the Spaces that are relevant to their current learning objectives.



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| 1 Teacher Tip | <p>To help your students easily access and populate subject-specific spaces, match the colour of their subject binders to the corresponding Space. For instance, your students will know to take a photo of their art class drawing from their yellow binder and upload it to the yellow space. This straightforward approach will enable students to quickly identify where to document their learning for each subject.</p> |
|----------------------|---|

Go Slow to Go Fast: 10 Time-Saving Solutions for Teachers and Young Learners

1 Simplify the login process with QR Codes

[Generate QR Code Logins](#) for all your students, so they can quickly connect to their accounts without needing to remember their username and password.

2 Display visual aids and reminders on your classroom walls

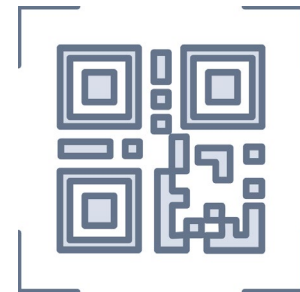
Consider printing out the [Student Poster](#) and displaying it in your classroom. This can be particularly beneficial for those who are already proficient in reading. By having these simple instructions easily visible, students have access to a helpful visual reference if they need extra support with post creation.

3 Teach your students how to fish

As an educator, it's important to empower your students with the skills and knowledge they need to be independent and self-sufficient. One way to achieve this is by investing the time to teach them [how to create posts from their SpacesEDU accounts](#).

In today's digital age, many young learners are already familiar with technologies such as cameras and smartphones, and may even have experience taking photos and videos from a young age. While it's true that some students may struggle with the post creation process, it's important to provide clear and comprehensive guidance to ensure that all students can successfully share their work online. With your coaching, students will overcome this challenge and build their confidence in using technology to document and share their learning.

Teaching your students how to fish, so to speak, has multiple benefits. First, it helps them become more self-sufficient. Second, it frees up your time to focus on more meaningful tasks, such as formative assessment and ongoing feedback. Additionally, you want your students to be engaged on SpacesEDU. This gives them the opportunity to implement your feedback to their work and continuously improve their learning. So, it's essential to invest time in teaching your students how to create posts. This small investment can yield big rewards in the long run!



Get your QR Codes



4

Set up a dedicated learning centre for digital documentation in your classroom

To encourage student engagement, you can post a new activity prompt each week and provide students with opportunities to visit the centre throughout the week to respond to the prompt. This approach not only promotes regular practice with digital documentation, but also provides students with a dedicated space to reflect on their learning and track their progress over time.

For younger grades, it may be helpful to have an Educational Assistant or older student volunteers present during activity times to provide additional support with posting. By incorporating these organizational strategies, you can help build a classroom community where students feel comfortable using technology and are empowered to help one another.



5

Establish a buddy system

To foster a culture of tech literacy in your classroom, consider selecting a group of tech-savvy students and training them as your tech leaders. These students can then lead groups to teach their classmates about creating posts on SpacesEDU. You can even create tech leader hats or badges for these students to wear, which will signal to their peers that they can ask for help with posting.

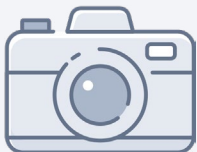
To encourage student independence, consider using the “3 before me” technique, where students are encouraged to seek out three different avenues for problem-solving before seeking assistance from the teacher.



6

Choose a multimedia approach to deliver instructions in your Posts and Activities

Use multimedia tools such as audio, videos, or images with accompanying audio to deliver instructions that are both visual and auditory. This approach makes the learning experience more engaging, accessible, and understandable, particularly for young learners who may not be proficient at reading yet.



7 Create Posts and/or complete Activities on behalf of your students

You can use the Posts and/or [Activities](#) feature on SpacesEDU to document your students' learning directly from your account. To encourage deeper reflection and engagement with their learning, you can instruct students to add an audio or video response by clicking on the comment/reflection box of your post.

8 Plan and create Posts on behalf of your students in advance

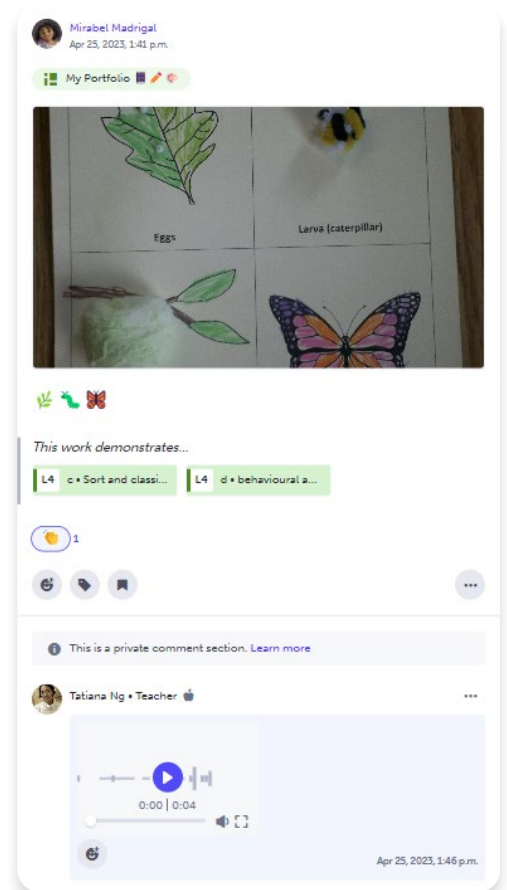
To document students' learning throughout the year, you can plan and create a few Template Posts in each student's Individual Space for broad topics or units that you'll be covering, such as Numeracy. Edit the post over the course of the year to add new evidence and show growth. Alternatively, you can add the learning artifacts in the comments section to create a date-stamped learning journey, where you and your students can reflect on their progress over time.

9 Document your students' literacy journeys on SpacesEDU

To support early readers' development, it can be helpful to review basic literacy skills from the previous year while also providing ongoing supplemental strategies to meet current curriculum outcomes. By assessing your students' baseline reading performance, you can create a [digital reading corner](#) with differentiated instruction that meets their individual needs. This approach not only helps students make progress toward their literacy goals, but it also provides a visual record of their journey throughout the school year.

10 Assign families homework

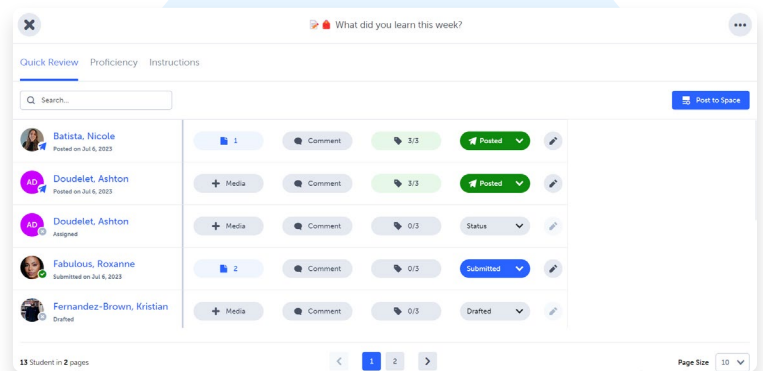
To generate enthusiasm for the portfolio, it's important to involve students and families from the start. One effective approach is to assign a [SpacesEDU Homework](#) to engage families. To maintain the space theme, teachers can frame this assignment as a special SpacesEDU mission where students are tasked with helping their parents and family members explore their SpacesEDU accounts. By completing this mission, students can share their knowledge and skills, which enhances their excitement about the portfolio.



Comparing Posts and Activities: Which One Should You Use?

The **Activities** feature is a centralized assessment and documentation method to create and track tasks and assignments:

- ✓ Teacher-driven
- ✓ Ideal for **planning and organizing**
Additional features that go beyond static content sharing (e.g., start/due dates, asking for resubmissions, submit on behalf of student, Proficiency Table)
- ✓ Create reassessment and feedback implementation opportunities
- ✓ Track student progress, provide real-time feedback



Activities: [Activities](#) are tasks or assignments that teachers can create and schedule across all Class and Individual Spaces. Once assigned, students can access their activities in their SpacesEDU account and complete them according to the instructions and due date provided by the teacher.

In K-3 classrooms, Activities play a crucial role in planning and organizing assessments. Teachers can take advantage of the platform's flexibility, which allows them to conveniently upload evidence of learning or, if preferred, assign proficiencies for learning outcomes without the need for specific evidence uploads. This streamlined process greatly facilitates monitoring and evaluating student growth, making it smoother and more efficient for educators.

By empowering teachers to effortlessly track students' progress and provide feedback, all within a centralized location, the platform becomes an invaluable tool. Not only does it save valuable time, but it also establishes a more efficient and effective means for teachers to closely monitor student growth. With this enhanced approach, educators can focus more on teaching and supporting their students, confident that they have the tools they need to optimize their impact in the classroom.





i Teacher Tip

When assigning Activities to your students, be sure to select the appropriate Class and Space to ensure that their submissions are stored in the correct Space when you publish them as Posts. This will help you document assessment data seamlessly.

For instance, if you want to ensure that student work remains private and confidential, you may want to assign an Activity to an Individual Space such as "My Portfolio" instead of the Class Space. This will allow students to showcase their work in their own private space, while still giving you the ability to view and assess their submissions easily.

The **Posts** feature is a fast communication and documentation method to share content:


Select post type

| | |
|--|---|
|  Shared Post  All selected students share one post |  Template Post  Selected students each get their own post |
|--|---|

- ✓ Teacher and student-driven
- ✓ Ideal for immediate communication (similar to traditional social media posts)
- ✓ Typically used for sharing informative content via text, images, videos, and/or links (e.g., discussion question, updates, resources)
- ✓ Encourage discussion and engagement among students through comments and reactions

Shared Post: A [shared post](#) is a type of post that is shared with students who are selected by the teacher. It is an excellent option for class bulletins or discussion prompts as it enables students to engage with each other's comments on the same post. Nevertheless, shared posts have some limitations. Teachers cannot apply individualized proficiency levels for each student and the content of shared posts cannot be individually customized, as any updates made to the post will be reflected in the version seen by all selected students.

Template Post: A [template post](#) is a type of post that creates separate copies for each student selected by the teacher. This feature provides teachers with the flexibility to customize and apply individual proficiency levels for each student using the Curriculum Tags they have selected. Additionally, teachers can edit the template post for each student without affecting the version seen by other students. This option is particularly suitable for individualized assessment as teachers can add a description and attachments that apply to all students initially, and then personalize the content and comments for each student later. Template Posts are recommended for assessing a few students at a time. If you intend to assess your whole class, opt for Activities instead.

| | |
|--|---|
|  Teacher Tip | <p>To ensure that you have a record of your classroom activities and your students' progress, it's important to make documentation a regular part of your routine. One efficient way to do this is to take photos and videos of student work and class activities in real-time and save them to your school's cloud storage, such as Google Drive or OneDrive.</p> <p>When you need to add evidence of learning to SpacesEDU, this trick can save you a lot of time. Instead of directly uploading the media to SpacesEDU, you can copy-paste the shareable link in the attachments section. This approach eliminates the need to upload large files, which can be time-consuming and inconvenient.</p> <p>Using this tip can help you save time and make documenting student work and class activities much more efficient, especially for teacher-driven content.</p> |
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Comparison Chart: Posts vs Activities

| Features | Benefits | Drawbacks |
|-----------------------|--|---|
| Activities | <ul style="list-style-type: none"> Schedule and track tasks and assignments Collect work from all students in one place with ease Add assessment criteria using Curriculum Tags when creating the activity for all assigned students Apply additional Curriculum Tags for selected students Submit work on behalf of students for easy tracking Assess student work by applying proficiency levels and providing feedback, all in one centralized location Ensure that all selected Curriculum Tags have been assessed with the Proficiency Table | <ul style="list-style-type: none"> Requires teacher to set up and manage Must post the submission for it to appear in the Space |
| Shared Posts | <ul style="list-style-type: none"> Quickly and instantly capture evidence of learning in real-time Share classroom activities, class bulletins or discussion prompts with all students efficiently Incorporate assessment criteria using Curriculum Tags when creating the post | <ul style="list-style-type: none"> Cannot apply individualized proficiency levels to Curriculum Tag(s) for each student Cannot apply additional Curriculum Tags for selected students Editing the post for an individual student updates the version seen by all students who are included in the post Impossible to assess student submissions in table form |
| Template Posts | <ul style="list-style-type: none"> Quickly and instantly capture evidence of learning in real-time Add assessment criteria with Curriculum Tags while creating the post to align with learning objectives Edit posts for individual students with ease, adding personalized content, additional Curriculum Tags, proficiency levels, and feedback that suits their needs without affecting the version seen by other students | <ul style="list-style-type: none"> Cannot quickly assess student submissions in table form |

Teacher-Driven Approach in SpacesEDU: Practical Examples

| Use Case | Example | Post OR Activity | Space Type |
|--|---|---|------------------|
| I want to privately post artifacts for one student | Sam is making a pattern out of coloured blocks | Create Template Post | Individual Space |
| I want to post an artifact for all students and have them privately reflect on the picture | We read "The Giving Tree". Reflection Question: What was the story about? | Create Template Post with multimedia instructions (audio, video and/or visual) | Individual Space |
| I want students to engage with teacher feedback and apply it to their work | Our field trip experience | Create Shared Post | Class Space |
| I want to post a picture of all of my students | Louis is working towards improving his fluency skills through targeted reading practice exercises. After reviewing his Activity submission recording, I provided Louis with feedback and tips on areas he can improve. Louis is tasked to apply my feedback by recording himself rereading his favourite book. | Request Resubmission within the Activity | Individual Space |
| I want to collect student work tied to a prompt and have responses and feedback kept private | Show evidence of a Personal and Social Core Competency | Create Activity with multimedia instructions (audio, video and/or visual) | Individual Space |
| I want to quickly communicate student learning on a learning task with family members | Share the task details, their student's work, and descriptive feedback | Create a Template Post with Curriculum Tags and add your feedback in the Comments section | Individual Space |
| I want to document observations in a private space that is not visible to students or families | Observe evidence of a skill or learning attribute | Create a Template Post | Individual Space |

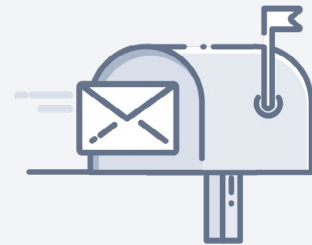
Helpful Links

Recommended Resources



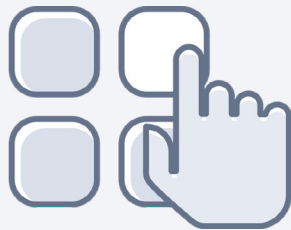
Visit our [Resources webpage](#) for lesson plans, video tutorials, blog articles, and much more.

Share your Experience



Would you like to share how you've implemented SpacesEDU in your K-3 classroom? Email us at hello@spacesedu.com.

Request a Feature



Your feedback is valuable to us! Submit a feature request and/or product improvement idea [here](#).

Technical Support



For any technical questions, please contact hello@spacesedu.com or browse our [Help Centre](#) articles.