



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



Thanks for joining! Go to www.SpacesEDU.com to get started today

Getting Started with SpacesEDU

Tips for Getting Started with SpacesEDU



Create your SpacesEDU Account

To [create a SpacesEDU account](#), visit spacesedu.com and click **Sign Up** - or accept your teacher invitation via email!



Download the App

Download the SpacesEDU app to your classroom devices



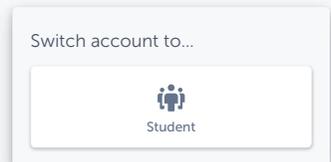
Account Settings

Visit your **Account Settings** to change your **language preferences, notification preferences, and more!**



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



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



Getting Started with SpacesEDU

Social Media



[X / @spaces_edu](#)



[Instagram / @spacesedu](#)



[Facebook / spacesedu](#)



[Growth Over Grades
Podcast](#)



[YouTube / @spaces_EDU](#)



[LinkedIn / spacesedu](#)

Setting up your SpacesEDU Class

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

 People

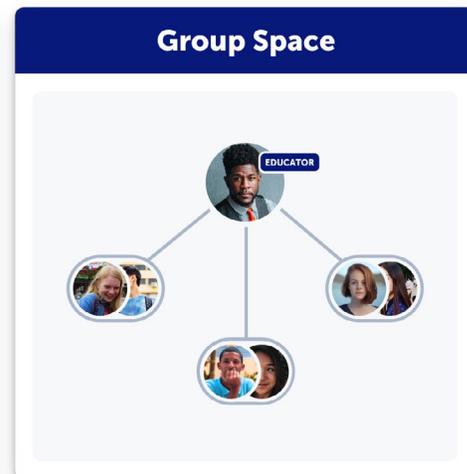
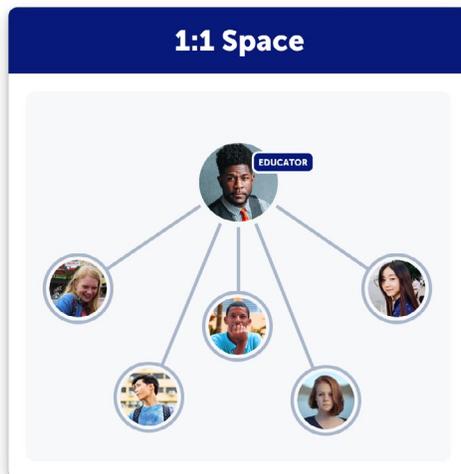
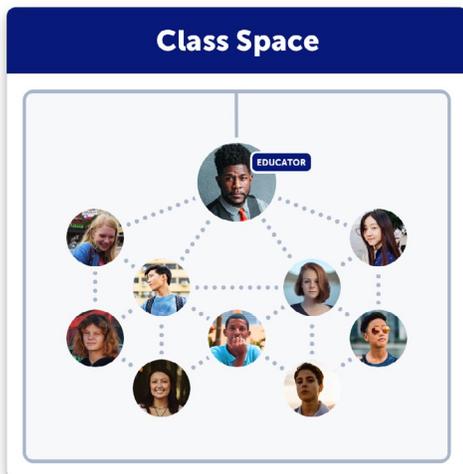
- Invite Students:** If your school is ***rostered**, your students will be populated for you!
Generate student ***QR Codes** for easy access
- Invite Families:** Send invitations to families to join your class! If your families are rostered, you will see their emails already populated, to send the invitation when you're ready to. Up to 5 family members can be invited. Share families resources available, including:
 - [Family Getting Started Guides and Family Privacy Kits](#) - available in 9 languages
- Invite Co-Teachers:** Easily collaborate with up to 10 co-teachers in your class!



The screenshot shows the SpacesEDU interface for a class named 'Homeroom - 5A'. At the top, there is a navigation bar with icons for Home (1), Spaces (2), Activities (4), Assessment (5), Messages (6), and People (7). On the right side, there are icons for Drafts (0), Notifications (8), and Profile (9). Below the navigation bar, there are tabs for Spaces and Feed (3). On the left, there is a search bar and a list of students. The main content area shows a post by Alex Tran from October 2024, titled 'Ancient Egyptian Inventions Persuasive Pitch: Toothpaste!'. The post includes a video player (10) and a document attachment 'Fast_Facts.docx'. Below the video, there are curriculum tags (12) and a comment section (13). On the right, there are sections for 'Tags & Proficiencies' (11) and 'Curriculum Tags'.

- 1 **Home:** Your Class Dashboard is your access point to each of your classes and your class settings.
- 2 **Spaces:** Access your pre-created Class Space and create 1:1 and Group Spaces for customized and engaging learning environments.
- 3 **Feed:** The feed is an overview of everything that is happening in your class. View and engage with student posts across all Spaces.
- 4 **Activities:** Create custom activities for one, multiple, or all students and apply pre-selected Curriculum Tags for easy completion, tracking, feedback, and assessment.
- 5 **Assessments:** Add curriculum tags into class, edit proficiency visibility, and access powerful assessment tools, including:
 - **Proficiency Report:** View all applied Curriculum Tags and assigned Proficiencies in a class Proficiency Report and easily access Posts associated with each Curriculum Tag.
 - **GrowthBook:** Proficiency-based Gradebook for tracking and recording student assessments.
- 6 **Messages:** Send private messages to families and students, or communicate via channels. Teachers can choose 1-way or 2-way messaging.
- 7 **People:** Invite students, family members, and co-teachers to join your class, and view class engagement.
- 8 **Notifications:** View all student, teacher, and family interactions in SpacesEDU.
- 9 **Account Settings:** Access your Account Settings and toggle between your Teacher and Student view.
- 10 **Posts:** Share student artifacts and evidence of learning with rich multimedia content.
- 11 **Curriculum Tags:** Add specific state, provincial, ISTE, Common Core, or custom standards as curriculum tags into class - for visibility, organization, and assessment.
- 12 **Proficiency Scales:** Assess student work with a custom proficiency scale.
- 13 **Comments:** Encourage thoughtful reflection and provide real-time feedback on student Posts.





Class Space

- Automatically created for you
- Collaborative learning environment

Class Space ideas:

- Class Announcements
- Learning Celebrations
- Peer Feedback

1:1 Spaces

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

1:1 Space ideas:

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

Teacher Tip

When creating a 1:1 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 Space ideas:

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

Teacher Tip

The default visibility setting for all Spaces is **hidden**. When you're ready to share these spaces with students and their families, set the visibility settings to **Visible** or **Active**.



Posts

Posts: Share student artifacts and evidence of learning with rich multimedia content. Posts are great for differentiated instruction, showcasing class experiences, and more!

Post Details

- 1 Post into a Class, 1:1, or Group Space!
- 2 Include up to 10 media files per post - Camera, Photo, Video, Audio, File, Google Drive, OneDrive, or URL.
- 3 Add a Post title and a description. Use rich text formatting.
- 4 Teachers can apply Curriculum Tags and Proficiencies to Posts.

This supports:

- A visible curriculum
- Informed assessment
- Metacognition of learning

- 5 Interacting with Posts can be as simple as leaving an emoji!
- 6 Bookmark student learning into the [Reporting Space](#) for a curated, visual report card.
- 7 Teachers, students, and family members can celebrate learning with ongoing, mixed-media comments.

The screenshot shows a post by Jim Henson from September 2023. The post is titled 'Personal Portfolio' and contains three media items: an audio file (2:13 / 4:26), a video (2/3), and a PDF file 'Pixar_Narrative.pdf' (2.4 MB). The post text is 'Story Telling: Pixar Narrative' followed by 'How do I communicate well with others? In class we learned that intonation and pace are important when telling a story...' and a 'View More' link. Below the text is a section 'This work demonstrates...' with three curriculum tags: 'L2 7.a • How do com...', 'L4 11.CC.19 • Use wr...', and 'L3 11.CC.19 • Demo...'. The post has 4 likes and 9 comments. A teacher, Ms. Silva, has commented: '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.' The post is annotated with red circles and numbers 1 through 7, corresponding to the 'Post Details' list.

Teacher Tip

- When posting to a **Class Space**, a single Post will be shared amongst all selected students.
- When posting to a **1:1 Space**, a separate copy of the Post is created for each student or group selected.
- When posting to a **Group Space**, a separate copy of the Post is created for each student or group selected.



Beyond the Basics: Discover SpacesEDU's Assessment Tools

Add pre-created **Curriculum Tags**, and determine **Proficiency** visibility for students and families. Explore our **Assessment** tools, including the **Growthbook** and **Proficiency Report**!



Proficiency Visibility Settings

Edit who sees applied proficiencies on curriculum tags

[Edit Visibility Settings](#)



Manage Tag Sets

Select the Curriculum Tag Sets you want added to your classes

[Manage Tag Sets](#)

GrowthBook



Manage student assessment records in a proficiency-based gradebook

Proficiency Report



View trends in assessment through a visual Proficiency Report

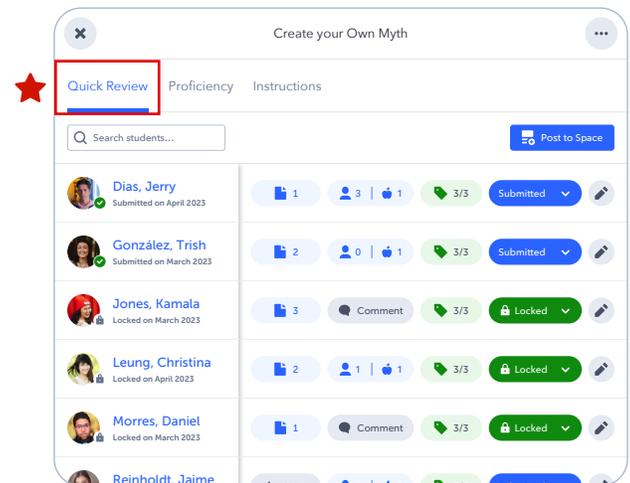


	2A	2B	2C	2D	2A	2B	2C	2D
Jones, Kamala	-	Ex	Em	De	-	Ex	Em	De
Klem, Cassandra	-	Ex	Em	De	-	Ex	Em	De
Leung, Christina	-	Ex	Em	De	-	Ex	Em	De
Markinkj, Lotte	-	Ex	Em	De	-	Ex	Em	De



*Assessment with Activities

Create, assign, and easily assess from the Activities tab



Activity interface for 'Create your Own Myth'. A red star is placed above the 'Quick Review' button.

Student	Submitted	Proficiency	Status
Dias, Jerry	Submitted on April 2023	3/3	Submitted
González, Trish	Submitted on March 2023	3/3	Submitted
Jones, Kamala	Locked on March 2023	3/3	Locked
Leung, Christina	Locked on April 2023	3/3	Locked
Morres, Daniel	Locked on March 2023	3/3	Locked
Reinholdt, Jaime			

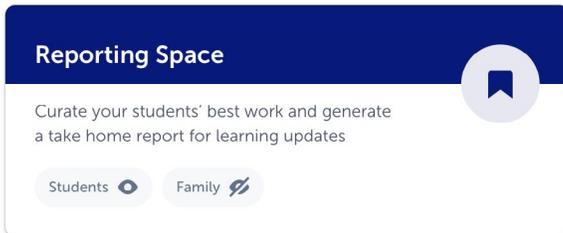


Beyond the Basics: Discover SpacesEDU's Reporting Tools



Access the Reporting Space from the Spaces tab

Curate Posts from various Spaces into the Reporting Space to create visually rich report cards and learning updates!



- 1 **Download and print** a PDF version of the Reporting Space.
- 2 Track student **Attendance** with imported data.
- 3 Provide **Summary Statements** for providing a custom overview of their learning journey.
- 4 Create custom **Areas of Learning** to comment on students' specific achievements within particular subjects, skills, or competencies.
- 5 Assign an **overall proficiency** level to each Area of Learning.
- 6 Indicate any **Additional Supports** provided to the student.

Alexia Kerr
Grade 8

Attendance

Month	AU	SE	OC	NO	DE	JA	FE	MR	AL	MA	JN	JL
Absents	4	0	1	5	2	0						
Tardies	2	1	4	2	1	0						
Totals	6	1	5	7	3	0						

Summary Statement

General Comments

Alexia has improved so much since the start of the year. She has excelled in almost every subject and area of learning. She has also been a great team player on the school's basketb...

Mid-year Summary

Alexia demonstrated a deep understanding of complex concepts, exhibited a proactive approach to learning, and showcased an impressive grasp of challenging topics.

Areas of Learning

English Language Arts **L4 Level 4**

Alice is an excellent writer and storyteller. She has shown a lot of promise with creative writing.

Additional Supports

- ✓ Learning Support
- ✓ English Language Learner

3 Files • 3 Summary Statements • 1 Area of Learning • 2 Additional Supports



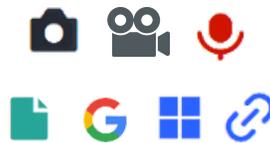
15 Strategies to Support Inclusion using SpacesEDU

1. Add Video or Audio instructions to Posts and Activities for differentiated instruction

2. Encourage students to post using a variety of media types for voice and choice in learning

3. Include exemplars from Files, Google Drive, or Microsoft OneDrive

4. Add feedback on Posts using a variety of media types; encourage students to reflect in a similar manner

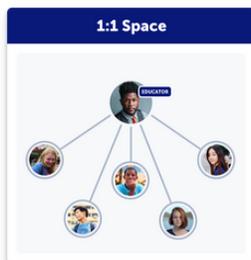


5. Share Posts or assign Activities to one, multiple, or all students

6. Post or submit an Activity on a student's behalf

7. Create and assign 1:1 Spaces for select students (i.e. an IEP Space)

8. Create a 1:1 Space for anecdotal notes; keep this space hidden from students and family

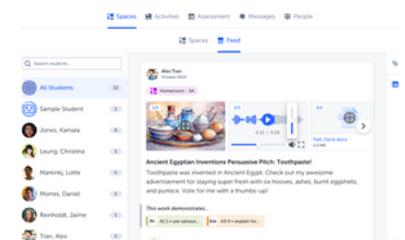


9. Promote a community of learning by inviting co-teachers

10. Encourage co-teachers to record independent learning sessions and post to SpacesEDU

11. Invite family to SpacesEDU; share feedback prompts for interacting with Posts

12. Add multiple tag sets to support students working at different grade-levels (modified programming)



13. Use the Proficiency Report to inform opportunities for reassessment

14. Print student QR codes for a easy access to SpacesEDU

15. Log in with a student's QR code and view their All Work Feed to see Posts from previous years



Tell us how you use [SpacesEDU](#) for inclusion, so we can share best practices with educators! Receive a \$25 gift card for your time!