

4-12: Your First Class with SpacesEDU

- 👉 Visit www.spacesedu.com to log in. Select Canada as your region. Login using your SD71 email.
- 👤 Click on a class that has been created for you. *(It will have your students automatically added to it).*

🔧 Edit [Class](#) to change the *Name, Class Avatar, Class Settings and Family Activity Notifications*.

1. Click on the "..." → "Edit Class"
2. Click on "Edit Class Avatar" to change the class icon
3. Change Class Name
4. Use the "toggles" to customize items under [Class Settings](#), [Curriculum Tags & Pinned Tags](#), and [Family Activity Notification Settings](#)
5. Save Changes



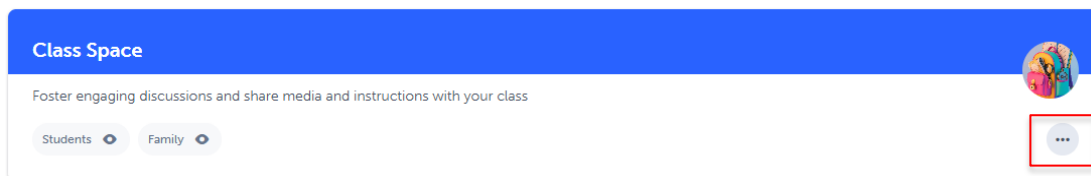
NOTE: You can also edit the class once you're in the class by clicking on the "Settings Icon" on the top left of the window.



(If you see "extra" classes, you can Archive them. "..." → Archive)


CLASS SPACE

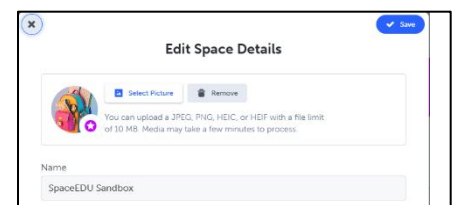
🔧 Edit [Class Space](#) "settings" to change access to students and family



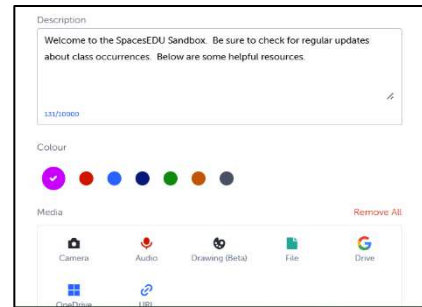
1. Click on your [Class](#) from the Home Page. Click on the [Class Space](#).
2. Click on "..." → "Edit Space Settings". This allows you to decide on how your students and families will interact in this space: [Hidden](#), [Visible](#), [Active](#).

✂️ Customize the [Class Space](#) Header – this is a great way to include information and resources for parents and students.

1. Click on your [Class](#) from the Home Page. Click on the [Class Space](#).
2. The [Class Space Header](#) will be located at the top of the page. Click on the "Edit Icon"  on the top right of the header.
3. Select a picture for the Class Space icon.

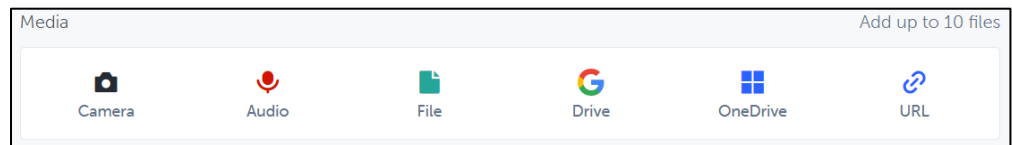
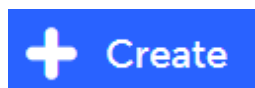


4. Provide a description (optional) that will be displayed to the viewer in the header itself.
5. Change the colour of the header.
6. Add "Media" for additional resources or information
You can upload PDFs, images, videos or record audio.
This is a great place to post "Class" resources that you would like to be easily accessible throughout the year.

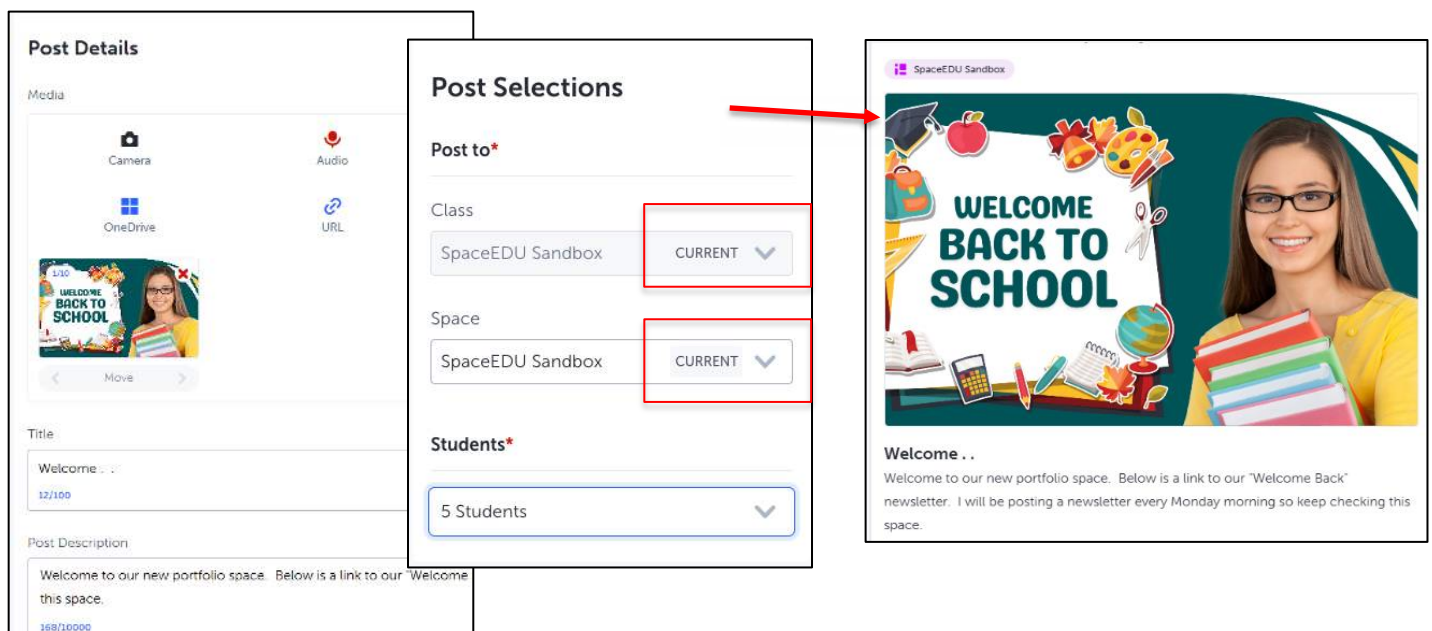


(You can upload up to 10 media files)

 Create your [first post](#) in your Class Space – this is a great way to explore the various media options available to teachers and students.



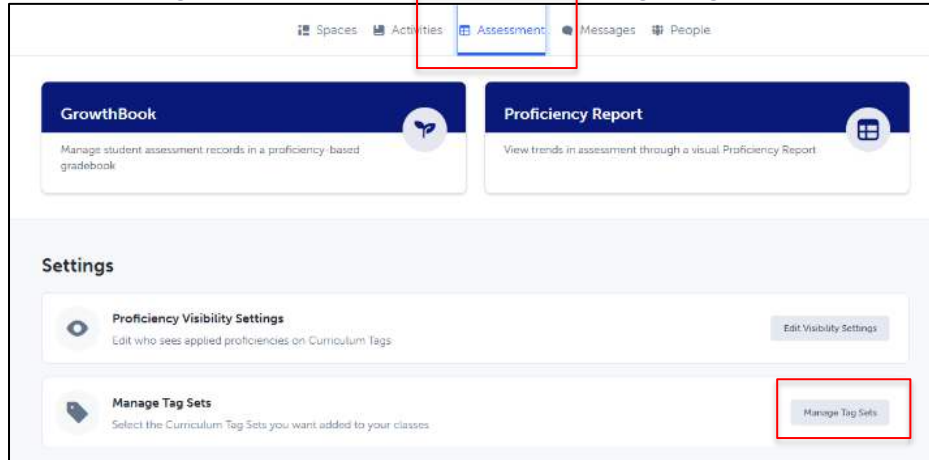
1. Click on the "Create" button → Post
2. Enter "Post Details": Title, Description, Media (*don't include Curriculum Tags here*)
3. Check under "Post Selections" that the post will be added to this space.
4. Add "Students"
5. "Post"



CURRICULUM TAGS (Competencies)

🔑 Add [Curriculum Tags](#) to your account

1. Go to the Spaces Home Page → Assessment tab → Click Manage Tag Sets



2. Click "Add Curriculum Tag Set" → Search "State/Province" → British Columbia
3. Select the subject then the grade level → "Add Set" to add Curriculum Tags for your grade level. Repeat this until all the Curriculum Tags are added for your grade.

1:1 SPACE (s)


📁 Create [1:1 Space\(s\)](#) that align with your teaching practice (e.g. Portfolio, Evidence of Learning, unit-specific, subject-specific, etc.)

1. Go to the Spaces tab → click on the [+ Create](#) button
2. Select 1:1 Space → "Next" (to customize Space details)
 - a. Select "All Students" → "Next"
 - b. Provide a name for space (keep it very generic to reflect "Evidence of Learning" for K-3 and/or more specific to reflect subjects/content for 4 and up), add an icon, description and background colour. You can also load specific media as resources just as you did in the "Class" section.
 - c. "Save"
3. In order for your students and families to be able to "view" or "interact" with the space, you need to change the privacy settings (visibility and commenting). This is done by clicking on the blue link "Review Settings" on this screen.
(You can also always change this clicking on the "visibility" settings on the top right of the Space window)

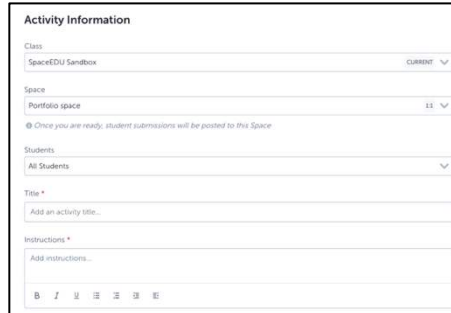


4. Repeat this for as many 1:1 spaces you'd like to create for your students.

ACTIVITIES

 Create your **first activity** in your 1:1 Space – this is a great way to assign activities to your students and have students share their own personal “evidence of learning” in a private space visible only to the teachers. This is also where the curriculum tags could be added if needed.

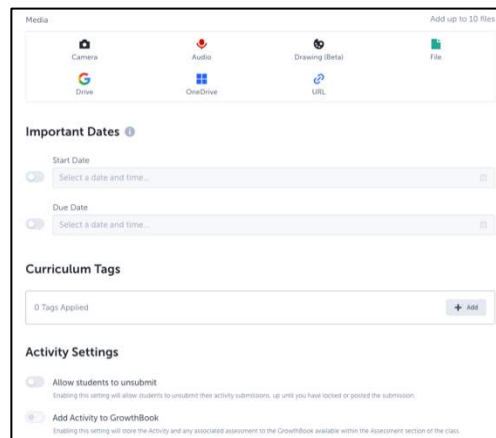
1. Click on the “Create” button → Activity → 
2. Enter “**Activity Information**”: Class, Space, Students, Title, Instructions



The form is titled "Activity Information". It contains several sections:

- Class:** A dropdown menu with "SpaceEDU Sandbox" selected and a "CURRENT" label.
- Space:** A dropdown menu with "Portfolio space" selected and a "1:1" label.
- Students:** A dropdown menu with "All Students" selected.
- Title ***: A text input field with the placeholder "Add an activity title..."
- Instructions ***: A text input field with the placeholder "Add instructions..."
- Rich Text Editor:** A row of icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent).

3. Add Media (up to 10 files), include Start/Due dates, add Curriculum Tags and adjust Activity Settings for addition to GrowthBook

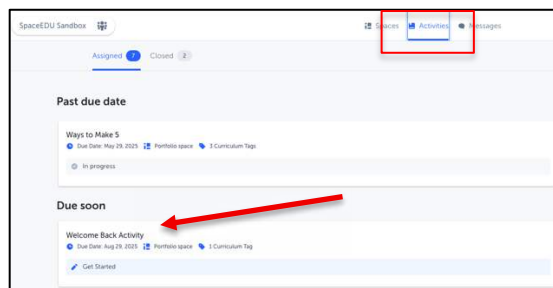


This form is divided into several sections:

- Media:** A header "Add up to 10 files" followed by icons for Camera, Drive, Audio, OneDrive, Drawing (Beta), and File. There is also a "URL" option.
- Important Dates:** Two date/time pickers labeled "Start Date" and "Due Date", each with a "Select a date and time..." button.
- Curriculum Tags:** A section showing "0 Tags Applied" and an "Add" button.
- Activity Settings:** Two toggle switches:
 - Allow students to unsubmit:** A note below says "Enabling this setting will allow students to unsubmit their activity submissions, up until you have locked or posted the submission."
 - Add Activity to GrowthBook:** A note below says "Enabling this setting will store the Activity and any associated assessment to the GrowthBook available within the Assessment section of the class."

4. “Assign” OR “Save Draft” to complete in a later date.

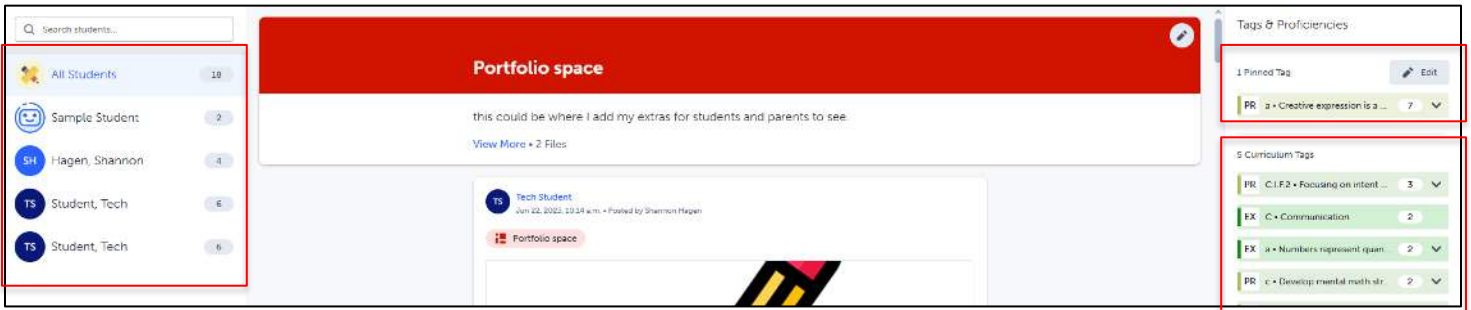
(This will be visible to from the Activities tab at the top of the Home page.)



The screenshot shows the "Activities" tab selected in the top navigation bar. The main content area is divided into two sections:

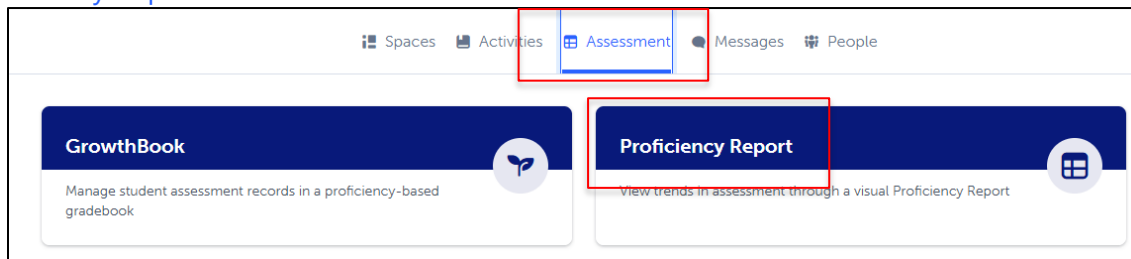
- Past due date:** A section titled "Ways to Make 5" showing a list of activities with due dates, spaces, and curriculum tags. It also has an "In progress" status.
- Due soon:** A section titled "Welcome Back Activity" showing a list of activities with due dates, spaces, and curriculum tags. A red arrow points to this section.

👁 Viewing Posts in 1:1 Spaces – Posts are viewed as a “Feed” with the most recent listed at the top. Clicking on the **specific student** on the left, filters the posts to only that student’s posts. Clicking on the “Pinned Tags” and/or “Curriculum Tags” filters the posts that include just those competencies.

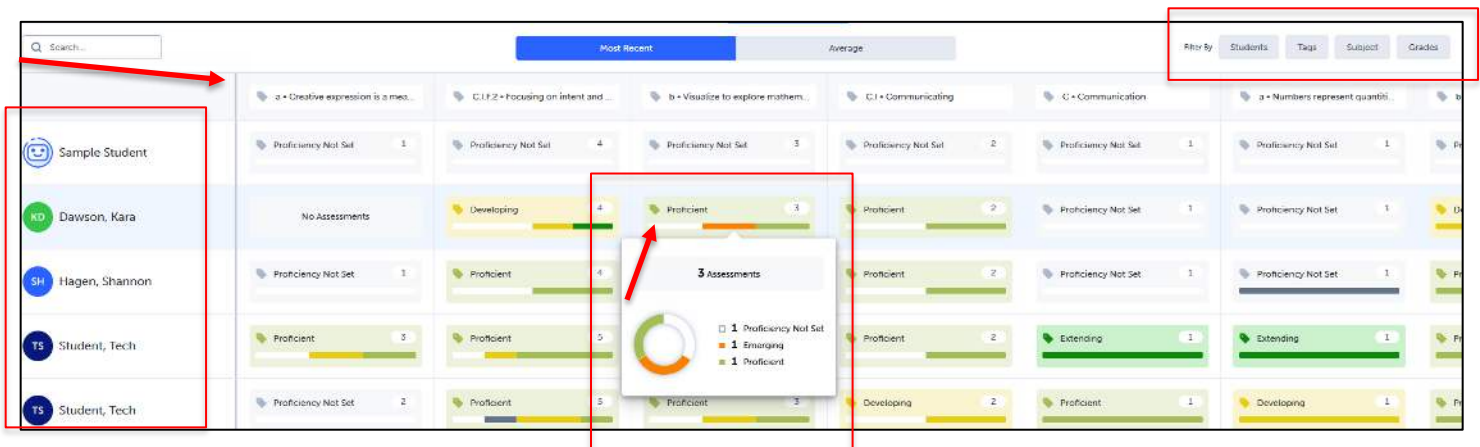


PROFICIENCY REPORT

🔗 The **Proficiency Report** is accessed from the Assessment tab.

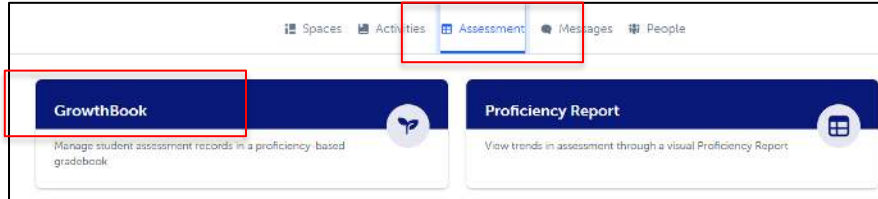


- This report is displayed in a table where teachers can see each curriculum tag that has been applied to posts in the feed, and the proficiency levels assigned for each student.
- A filter can be applied to view it only by: Student, Tag, Subject or Grade.
- Hovering over a specific tag proficiency will provide a “pop up” summary of the specific assessments for the student for the tag.
- Clicking on a cell will give you a view of any posts related to that assessment (any assessments not connected to a post will not appear).



GROWTHBOOK

The **GrowthBook** is accessed from the Assessment tab.



The **GrowthBook** tracks learning progress over time to help identify trends in student growth.



- Content added as "**Activities**" are automatically added to the GrowthBook. ("Posts" are not.)
- Evaluation can occur right in the GrowthBook by clicking on a cell and selecting the proficiency OR by assessing the "assignment" in the Activity itself.
- Entries that are not accompanied by an Activity can be added to the GrowthBook by clicking on the **+ Entry** button → Add Title and Curriculum Tags.
- Filters can be applied to narrow down data viewed (Students, Tags, Grades, Entry (activity)).
- Using the "Bulk Apply Proficiencies" allows you add proficiencies to several tags at a time.

ACCESS TO SPACES

Providing access to your spaces to specific people will occur using the "**People**" tab.

Note: class rosters are created and maintained by the district. Students will automatically be added or removed from classes according to the MyEd class lists.

Invite **co-teachers** to join your class

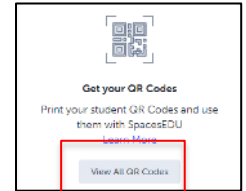
1. Go to the People tab → Teachers → Invite Teachers



Enter in teacher(s) email address → Add (#) teacher. (You can also add any of your EAs here as well)

2. **Students** can access the class spaces using QR Codes.

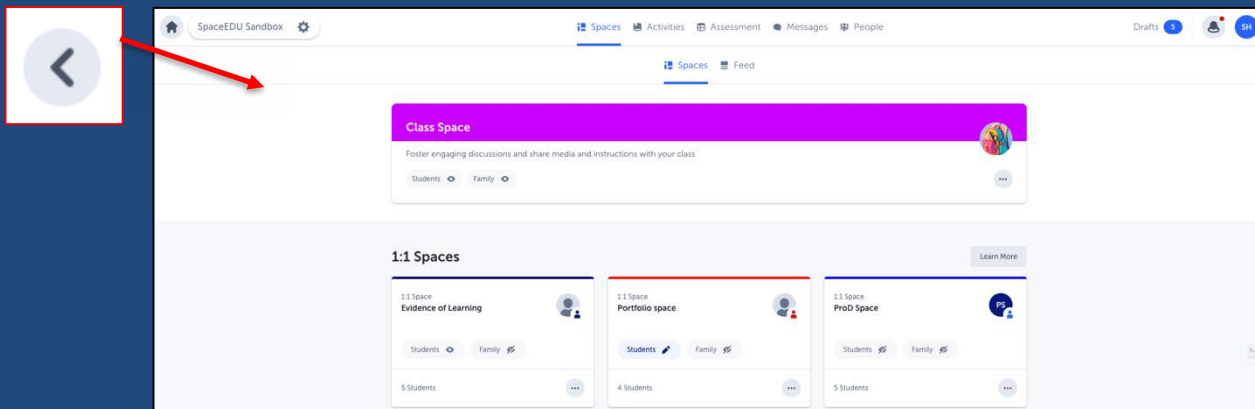
Under the "Student" tab → click on "View All QR Codes" → Select students → Print



3. **Families** can be provided access by inviting them using their email addresses. An invite will be sent to them.



NOTE: In order to access the "Tabs" to navigate to specific Spaces, Assessment, Activities, or People, you must be in the Spaces Home Page. This can always be accessed by clicking on the "back arrow" located on the top left of the screen.



SpacesEDU Help and Resources

- [SD71 SpacesEDU Getting Started Handout](#)
- [SD71 SpacesEDU At a Glance Presentation](#)
- [learn71.ca SpacesEDU](#)
- [SpacesEDU Resources](#)
- [SpacesEDU Help](#)