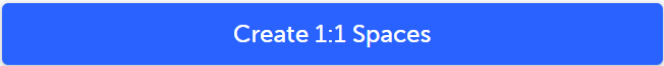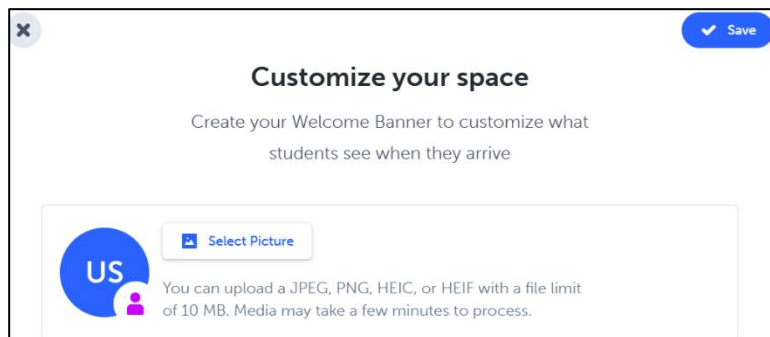# Creating a 1:1 Space

A 1:1 Space is a private space where you can create ePortfolio posts or activities for students. You can create a post here and send it to all of your students then open it and personalize it for each student. You can also enable students to create their own posts here. You can have many 1:1 Spaces. Some teachers organize multiple 1:1 Spaces by subject and then move selected posts into a dedicated ePortfolio Space to showcase student learning.
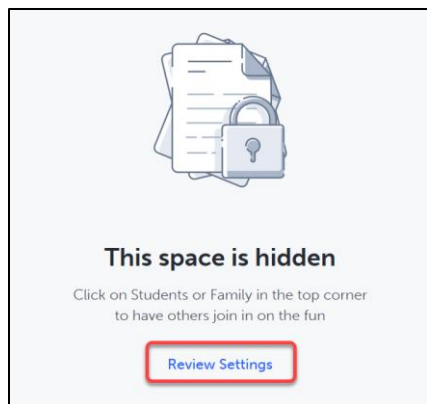
How to Create a 1:1 Space:

📁 Create 1:1 Space(s) that align with your teaching practice (e.g. Portfolio, Evidence of Learning, unit-specific, subject-specific, etc.)
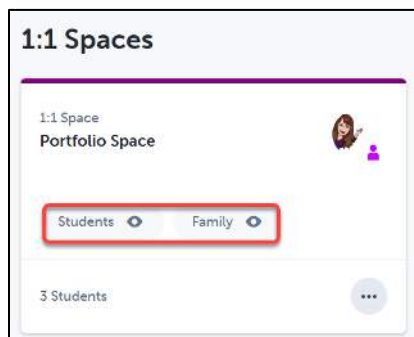
1. Go to your class home page and make sure that you are on the Spaces tab.

2. Click on [+ Create] bottom right

3. Select [Create 1:1 Spaces]

4. Click on **Next** up in the top right of the screen.

5. Select the students to add to your Space and then click on **Next** in the top right.

6. Select a picture to represent your Space.

7. Give the space a name *(you could choose to name it "Evidence of Learning" or "ePortfolios" and/or be more specific and name it by subjects)* Then click on **Next.**

8. Add a description and background colour. You can also load specific media as resources just as you did in the "Class Space".

9. Click on **Save** in the top right corner.

10. 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.

This space is hidden

Click on Students or Family in the top corner
to have others join in on the fun

Review Settings

Or by going out of the 1:1 Space (click on back arrow at the top left) and clicking on the eye symbols on the 1:1 Space:

1:1 Spaces

1:1 Space
Portfolio Space

Students ● Family ●

3 Students

Now you are ready to create posts in your Spaces.