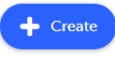



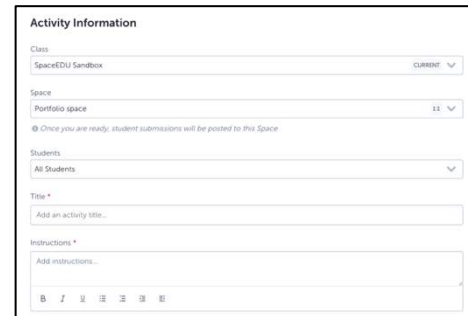
Creating an Activity in SpacesEDU

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  button and select **Activity** (if you have created Activities in the past you will have to click on ).
2. Enter your “**Activity Information**”: Make sure that the Class and Space are correct for where you want the activity to show up.

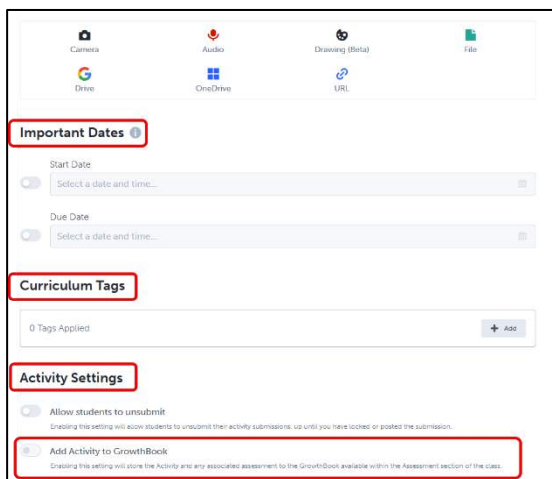
Then choose the students you would like to assign it to.

Add the title and instructions (including any questions that the students should answer).



The 'Activity Information' form contains the following fields: 'Class' (set to 'SpaceEDU Sandbox'), 'Space' (set to 'Portfolio space'), 'Students' (set to 'All Students'), 'Title' (with a placeholder 'Add an activity title...'), and 'Instructions' (with a placeholder 'Add instructions...'). There are also icons for text formatting at the bottom.

3. Add any Media like pictures, videos, documents that help explain the activity (up to 10 files).
4. Choose **Start Date** and **Due dates**.
5. Add **Curriculum Tags** and adjust **Activity Settings** for addition to GrowthBook.



The 'Activity Settings' form includes sections for 'Important Dates' (with 'Start Date' and 'Due Date' pickers), 'Curriculum Tags' (showing '0 Tags Applied'), and 'Activity Settings' (with a toggle for 'Allow students to unsubmit' and a checkbox for 'Add Activity to GrowthBook').

6. Click on “**Assign**” OR “**Save Draft**” in the top right corner.

👁️ Viewing Activities – Activities are viewed from the “**Activities**” tab. Clicking here will view *all* of the activities created in *all* the 1:1 spaces.

