

K-3: 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



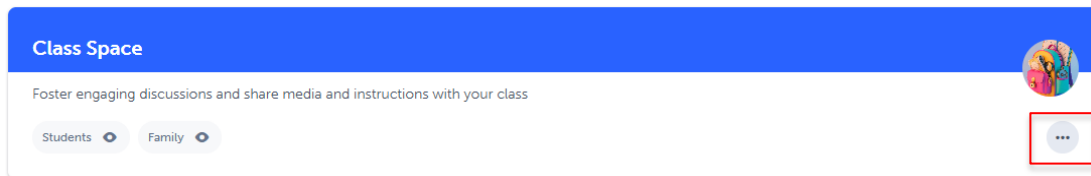
NOTE: You can also edit the class once you're in the class by clicking on the "Settings Icon" on the top left of the window.



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


CLASS SPACE

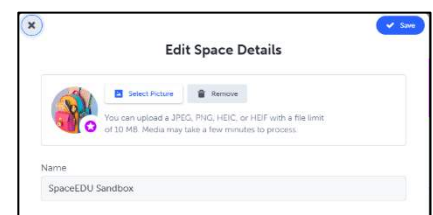
🔧 Edit **Class Space** "settings" to change access to students and family



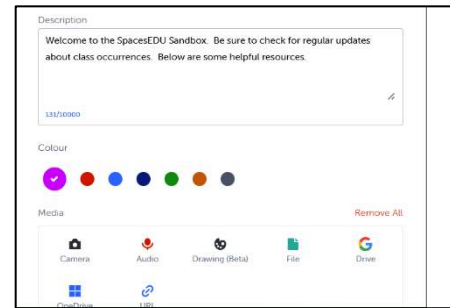
1. Click on your **Class** from the Home Page. Click on the **Class Space**.
2. Click on "..." → "Edit Space Settings". This allows you to decide on how your students and families will interact in this space: [Hidden](#), [Visible](#), [Active](#).

✂️ 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.

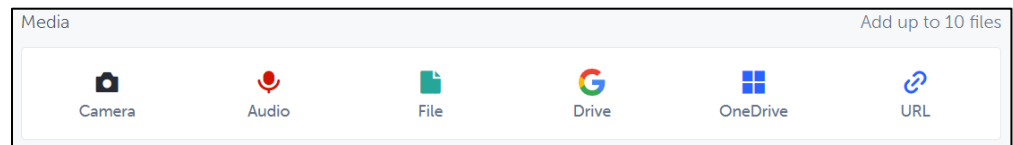
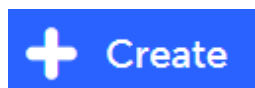


- Provide a description (optional) that will be displayed to the viewer in the header itself.
- Change the colour of the header.
- Add "Media" for additional resources or information
You can upload PDFs, images, videos or record audio.
This is a great place to post "Class" resources that you would like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




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

Post Details

Media

Camera
 Audio
 Drawing

OneDrive
 URL



Move

Title

Welcome . . .

12/100

Post Description

Welcome to our new portfolio space. Below is a link to our "Welcome Back" news this space. . .

168/10000

Post Selections

Post to*

Class

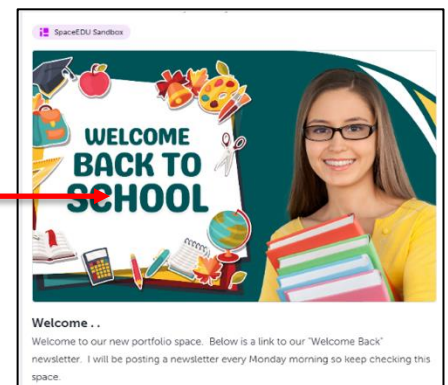
SpaceEDU Sandbox CURRENT ▼

Space

SpaceEDU Sandbox CURRENT ▼

Students*

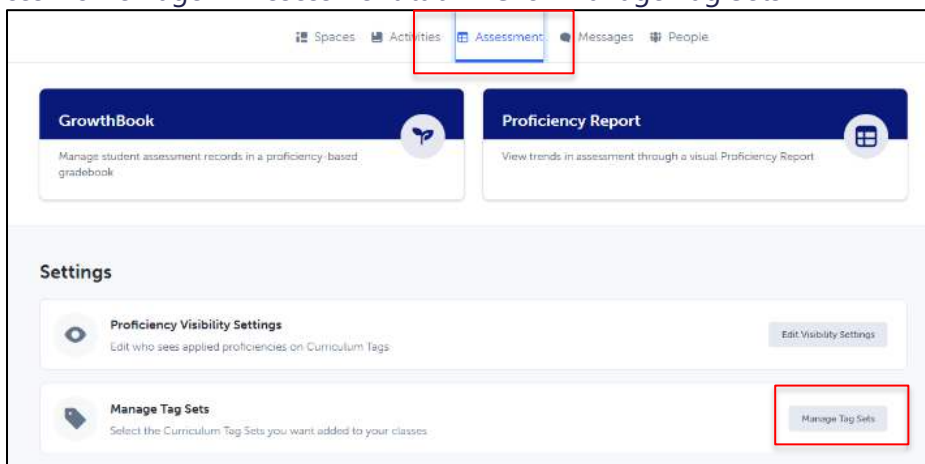
5 Students ▼



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 Home Page → 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)

Create your **first post** in your 1:1 Space – this is a great way to 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 → Post
2. Enter “Post Details”: Title, Description, Media, Curriculum Tags
3. Under the “Post Selections” check that it will be posted to *current space*.
4. *Select students* who will receive this post
5. “Post”

Post Selections

Post to*

Class

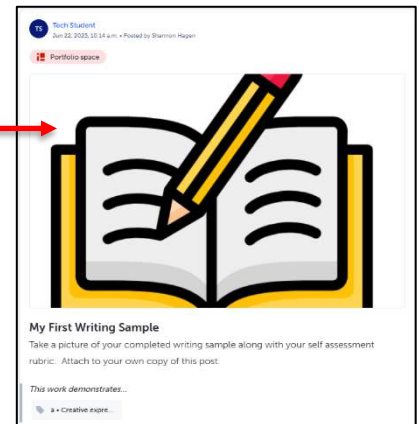
SpaceEDU Sandbox CURRENT

Space

Evidence of Learning CURRENT

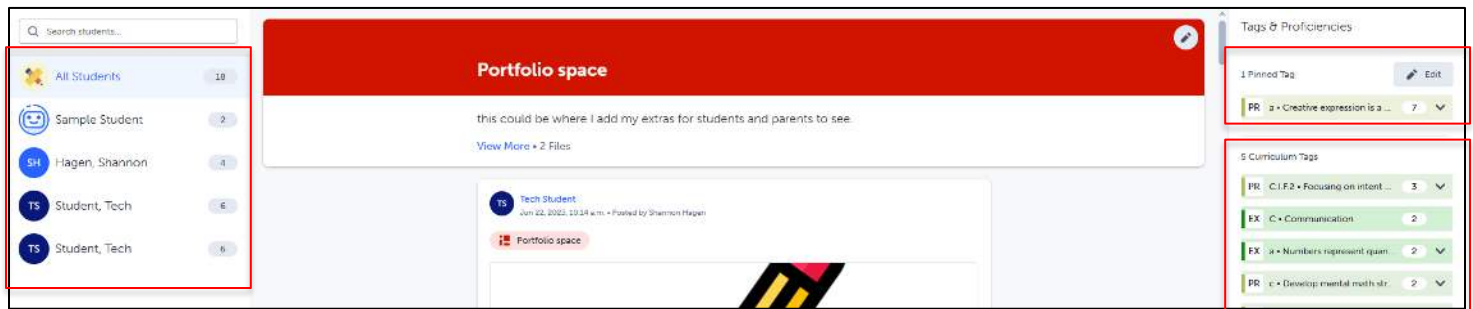
Students*

5 Students



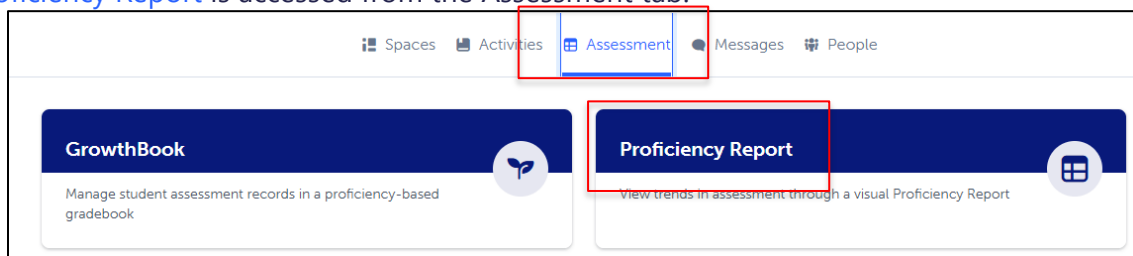
(This will be visible to students AND if you’ve allowed students to be “Active” in this space, they will be able to create their own post responding to yours.)

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.

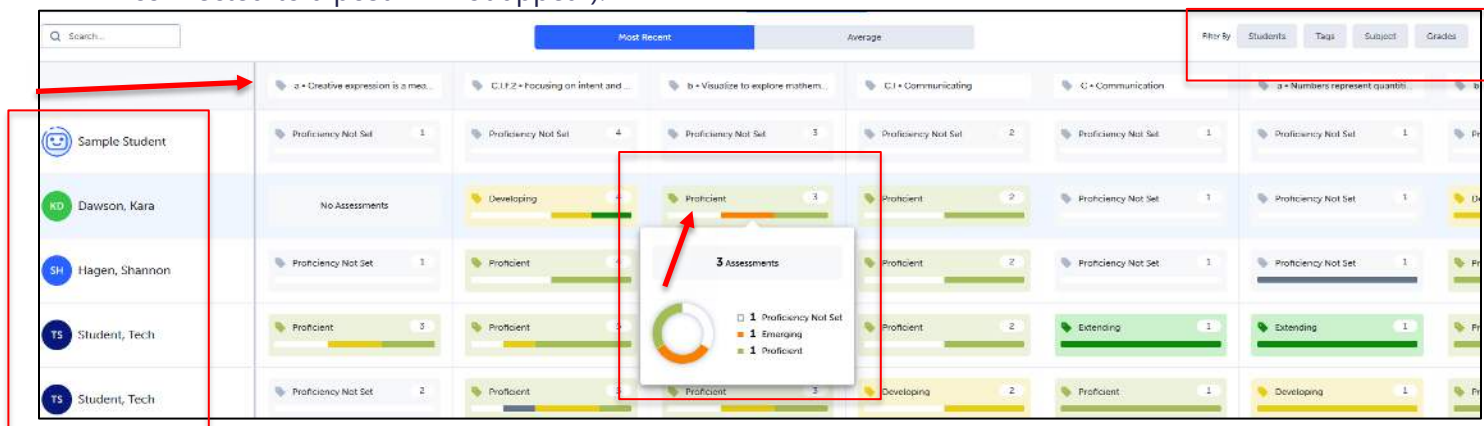


PROFICIENCY REPORT

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.
- You can filter to see individual students curriculum tags, subject areas or student proficiency levels
- 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).



Search...	Most Recent	Average	Filter By	Students	Tags	Subject	Grades
Sample Student	a • Creative expression is a mea...	G.I.F.Z • Focusing on intent and ...	b • Visualize to explore mathem...	G.I • Communicating	G • Communication	a • Numbers represent quantiti...	
Dawson, Kara	Proficiency Not Set 1	Proficiency Not Set 4	Proficiency Not Set 3	Proficiency Not Set 2	Proficiency Not Set 1	Proficiency Not Set 1	
Hagen, Shannon	No Assessments	Developing	Proficient	Proficient	Proficiency Not Set 1	Proficiency Not Set 1	
Student, Tech	Proficiency Not Set 1	Proficient	Proficient	Proficient	Proficiency Not Set 1	Proficiency Not Set 1	
Student, Tech	Proficient 3	Proficient	Proficient	Proficient	Extending 1	Extending 1	
Student, Tech	Proficiency Not Set 2	Proficient	Developing	Proficient	Developing 1	Developing 1	

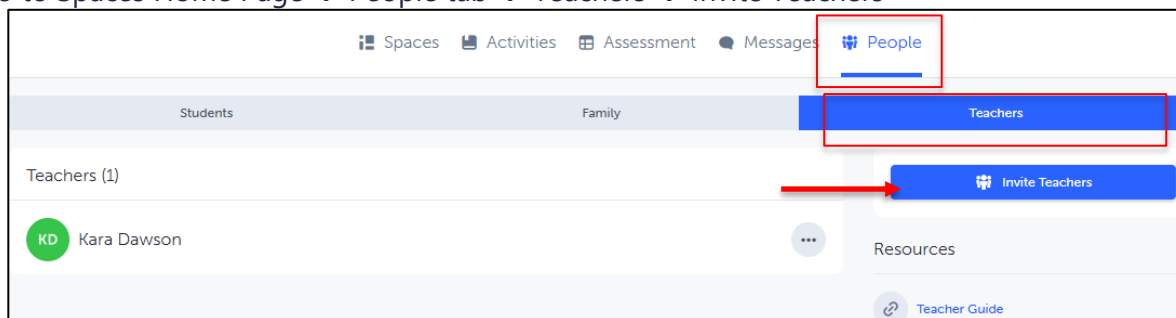
ACCESS TO SPACES

Providing access to your spaces to specific people will occur using the "People" tab (from the Spaces Home page).

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

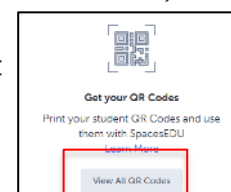
1. Go to Spaces Home Page → People tab → Teachers → Invite Teachers



Enter in teacher(s) email address → Add (1) 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

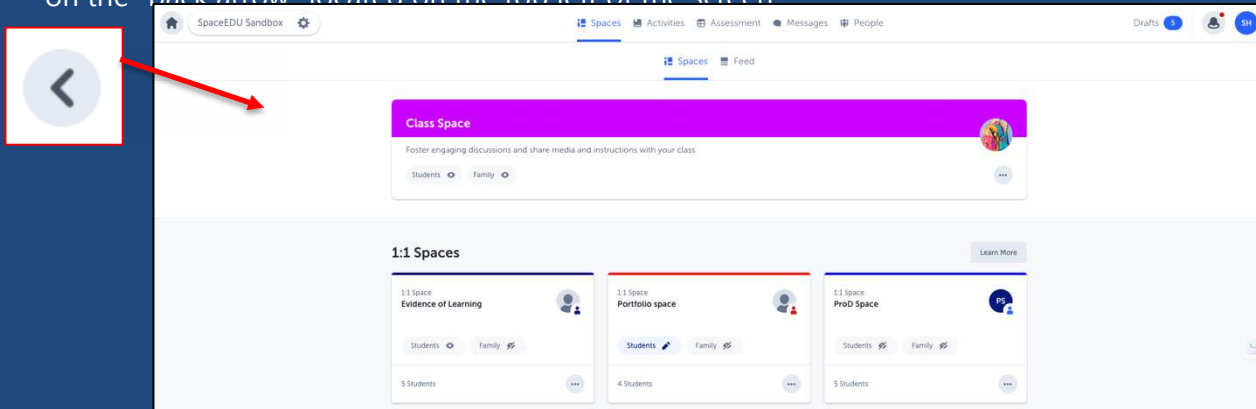


3. **Families** can be provided access by inviting them using their email addresses. An invite will be sent to them.



A screenshot of the SpacesEDU invitation form. It shows a text input field containing the email address "jon.smith@gmail.com". A red arrow points to this field. To the right of the input field is a button labeled "Send Invite", which is also highlighted with a red rectangular box.

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](#)