



SpacesEDU End of Year Planning

With the end of the school year just around the corner, taking a few moments to support year-to-year transitions in SpacesEDU can go a long way!

3 Steps to Prepare for Next Year

1. **Review Space Visibility Settings (SpacesEDU Classes)** - Space settings determine which posts are shared to the All Class Posts, which is a central hub in the student account for class-based posts.
 - a. Spaces that are set to *Visible* or *Active* sync posts to the **All Class Posts**, but posts in spaces set to *Hidden* are omitted. Teachers should review their space visibility settings to support student access/ownership of their work.
2. **Archive Classes (SpacesEDU Classes)** - Archived classes are removed from teacher, student, and family dashboards - a great feature for organization! Don't worry, classes can be unarchived for future reference.
 - a. All SpacesEDU district and school leads are asked if they'd like us to auto-archive classes on your behalf. If they say yes, we will do this for you and you will be notified by your lead(s).
3. **Ask Moving / Graduating Students to Update their Email** - Students can add a personal email by accessing their Account Settings. SpacesEDU recognizes both emails, so they can continue to log in with their district email for as long as their district email is live.
 - a. Share the SpacesEDU Help Center article on "[How do I update my student email address?](#)" with students.
 - b. Students can also email hello@spacesedu.com to ask to change their email on their behalf.

Frequently Asked Questions

Will students have access to their work if they change schools, leave the school district, or after graduation?

SpacesEDU Classes: Students can access their work in the student All Class Posts.

SpacesEDU District Portfolios: Students can access their Portfolio(s) in the Archive Tab.

- Students who access SpacesEDU with a school or district email address should add a personal email to their SpacesEDU account (*see below for instructions*).



What about students who will no longer have a school/district email address?

SpacesEDU can store two email addresses for each account. Students can add their personal email address in their Account Settings for continued account access.

SpacesEDU's Data Retention Policy provides account access to inactive students for 24 months. A student who graduates would simply need to log in once during that 24 month window to restart the 24 month timer. If not accessed for 24 months, a student's account is deleted to align with standard privacy and security protocols.

What happens to student work at the end of the year? (SpacesEDU District Portfolios)

This depends on the grades that have been assigned to the Portfolio. *E.g. A district Portfolio assigned to students in grades 7-9:*

- Students currently in 7th and 8th grade will continue to access their Portfolio in the **Active Tab** next school year. A current 9th grade student will access their Portfolio in the **Archive Tab** once in the 10th grade.

What happens to student work at the end of the year? (SpacesEDU Classes)

All student accounts include the All Class Posts to view posts from class-to-class and year-to-year. It even includes a copy post option to share to a new class!

- If space settings are set to *Visible* or *Active*, all student posts and teacher-created posts made on the behalf of the student are saved in the All Class Posts.
- For organizational purposes, some teachers set space visibility settings to *Hidden*. At the end of the school year, teachers should reset these spaces to *Visible* or *Active* to sync to the student All Class Posts.
 - Some *Hidden* space use-cases should remain *Hidden* to avoid an All Class Posts sync (e.g. a space for anecdotal notes between co-teachers)

Will family members maintain account access? (SpacesEDU Classes)

Yes! Family members can continue to access their account with the same email and password from year-to-year, but it's important to note that class-based access is determined at the class level by each class' teacher. Invites can be sent from the *People tab* when ready for family engagement.

- Once a class has been archived, the class is no longer accessible to associated family members.



Can teachers access their activities from year-to-year? (SpacesEDU Classes)

Yes! All activities created in SpacesEDU, regardless of class archiving, are synced to a teacher's Activity Portal. A simple click on the *Create Activity* button from any new class will populate a list of past activities

How are classes archived and unarchived? (SpacesEDU Classes)

- **How to manually archive a class:** Class Dashboard > click on the 3 dots on the class card > select Archive Class
- **How to manually unarchive a class:** Class Dashboard > select Archived (top right) > click on the 3 dots on the class card > select Unarchive Class

Note: Some districts have opted for auto-archiving classes during the summer, which means that manual archiving is not necessary. Regardless of method, classes can be unarchived from the teacher dashboard. Please contact your SpacesEDU District Administrator for confirmation.

What are the benefits of archiving classes year-to-year? (SpacesEDU Classes)

When you archive your classes, not only are you organizing your own Class Dashboard, you're also organizing your students' and families' Class Dashboards as these classes are hidden from view. Additionally, this eliminates any unwanted posting from year-to-year.

Have additional feedback or feature requests?

Visit our [Public Roadmap](#) to submit ideas and vote on upcoming features.