SpacesEDU
by **myBlueprint**

Family Getting Started Guide

Capture the moments where growth happens with an easy-to-use digital portfolio that enables anytime, anywhere learning.

What is SpacesEDU?

SpacesEDU is a web and mobile platform that allows teachers and students to capture, communicate, and reflect on what is happening in their classrooms. It is the easiest way to record learning, encourage reflection, and spark conversations between students, staff, and families through an online digital portfolio.

1 **How to access a family account**

Your student's teacher will invite you to create an account from their Teacher Account.

You will then receive an email that looks like this in your inbox ➡

Click on the blue **Create Account** button.

You will then be taken to a sign up page where you will need to enter your first and last name, email address, and create a password. You can also use your Google Account to sign up.

Once you have completed these steps, you will have access to your own family account!

Note: Please ensure you are in the correct region before attempting to log in to your SpacesEDU account.
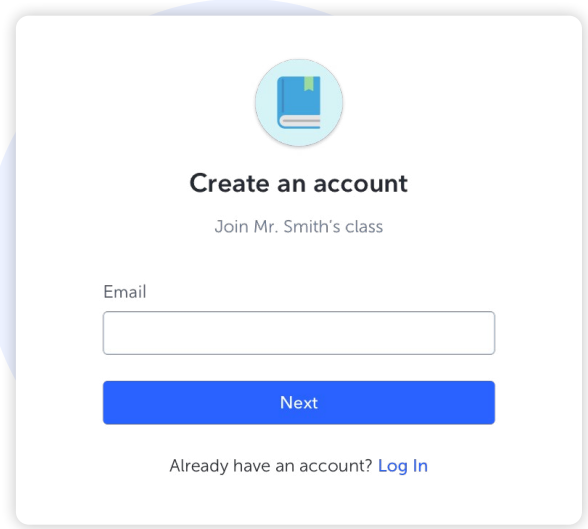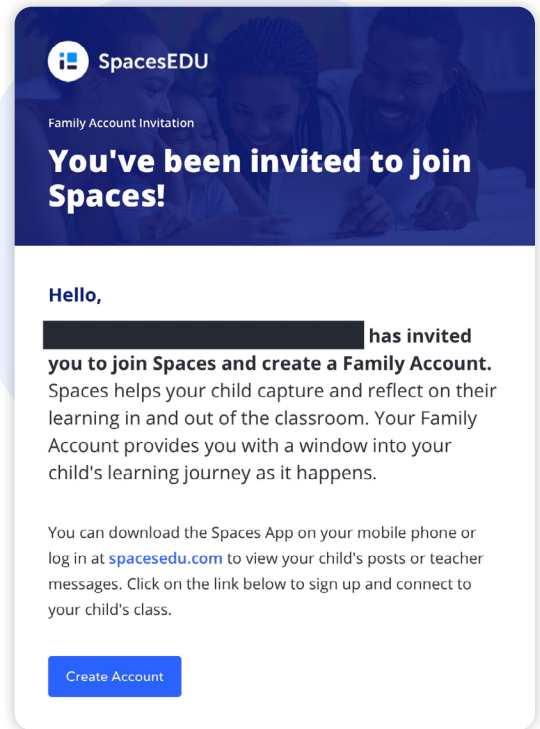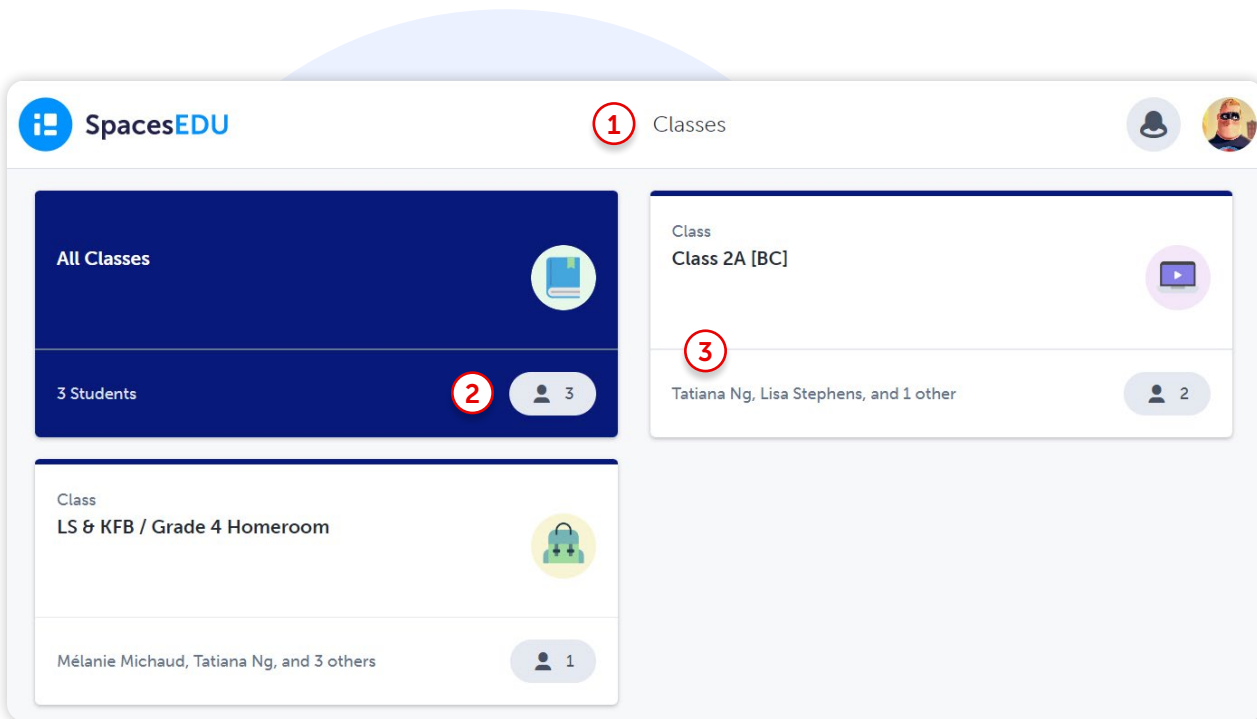
2 **How to navigate between Classes**

If your student is in more than one Class on SpacesEDU or you are linked to multiple students, you can easily navigate from one Class to another.

Classes Homepage

Once logged into your account, you will be taken to the Classes Homepage, where you can see:

1. The number of Classes you have access to
2. The number of students you are linked to
3. Teachers associated with each Class

Navigating between Classes

If you would like to navigate between classes, follow these steps:

1. Click the **house icon** 🏠 on the top left to go back to the Classes Homepage
2. Click on the Class you wish to access

**3** How to view, react, and comment on student posts

Posts visibility

If your child's teacher has enabled post visibility, you will see posts created by the teacher and your student from the feed section of your account. Here is an example of what you will see in your account:
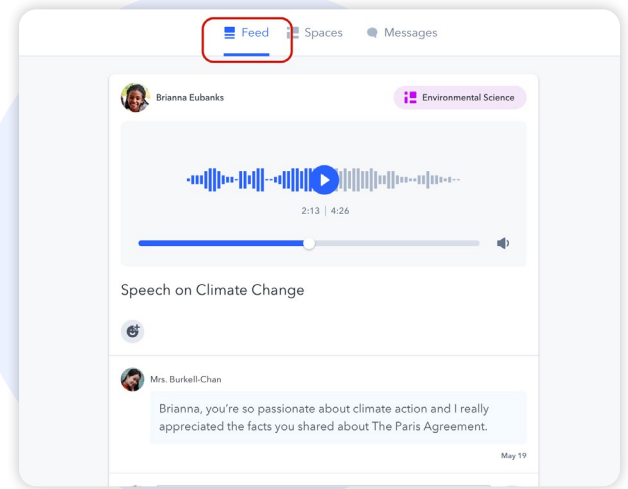
Commenting and reacting to posts

If the teacher has enabled the ability to add comments to your student's posts, you will see the comment box appear below the post.
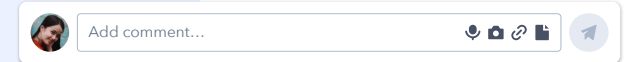

Note: Comments you add to your child's posts will only be visible to your student and the teacher. Other families and students will not see your comments.

To add media files to the comments, simply click on the following icons:

🎤 to add an audio comment

📷 to add a video or a photo

🔗 to add a link to another site

📄 to upload a document from your device

To react to a post, simply click on 😊⁺, you will have a choice of reactions to apply to the student's post. Click on the reaction icon again to remove it.
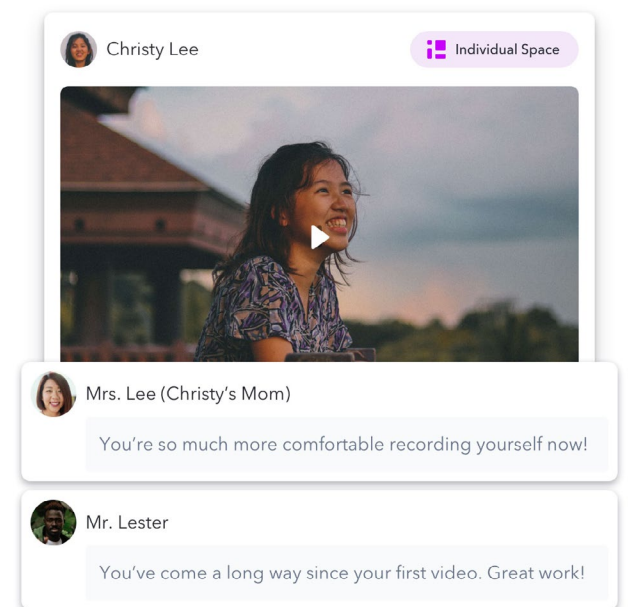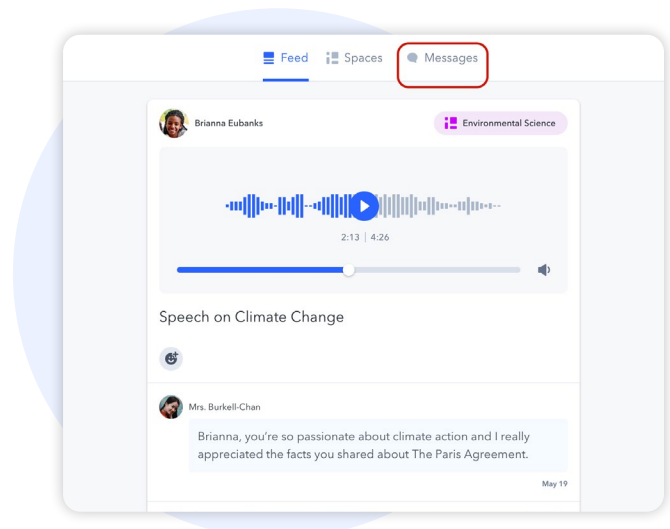

ⓘ **Pro Tip**   Want some feedback ideas for your student?
Check out our **Family Feedback Prompt for SpacesEDU** document

4 How to view and respond to messages
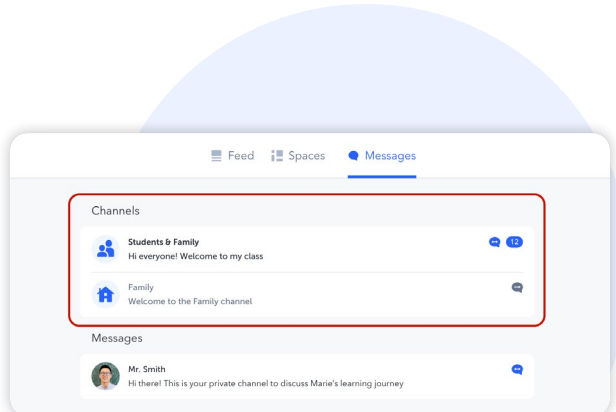
The messaging tool in SpacesEDU

In your account, you will see the Messages tab. Clicking on **Messages** will take you to your inbox

Channels

Channels are preset groups where you will be able to read (and respond if enabled) to messages sent to the whole channel. This includes a channel for families, and a channel for families and students.

> **Note:** messages sent in these channels will be visible to all members of the group.

Direct messages

Direct messages allow teachers to send a message to a single student, or to a combination of students, teachers and family members.

If the teacher enables this option, you will also be able to reply to the messages they sent. These messages will only be visible to the people in this specific group.

You can see the members of this group by clicking on the following icon at the top right of the conversation. This will show you a list of people who will see the message that was sent by the teacher, and who will see your responses.
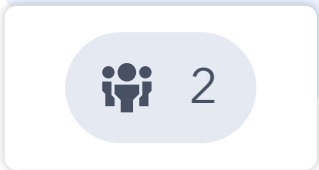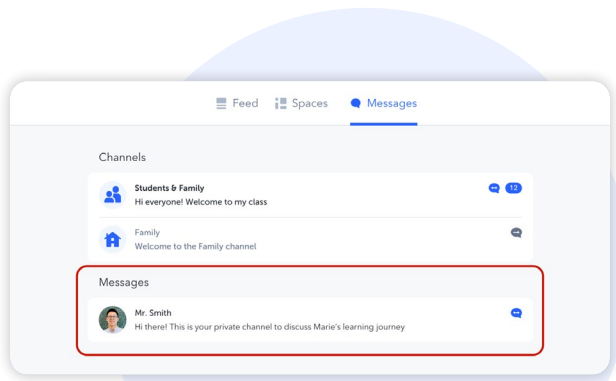
Notifications

As soon as you receive a message, you will receive a notification. You can control the type of notifications you receive by going to your account settings.
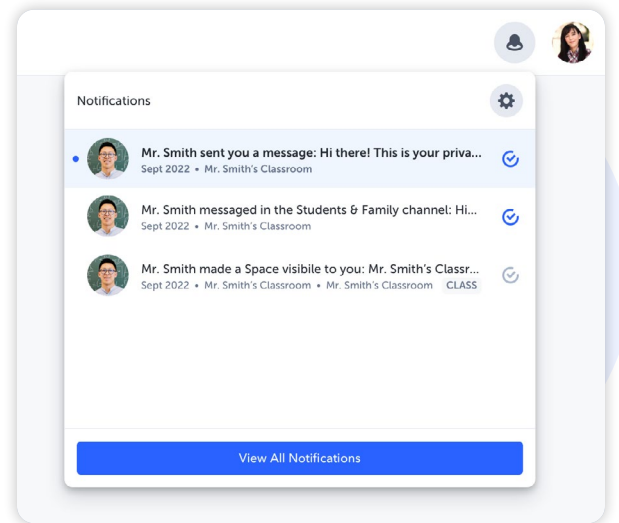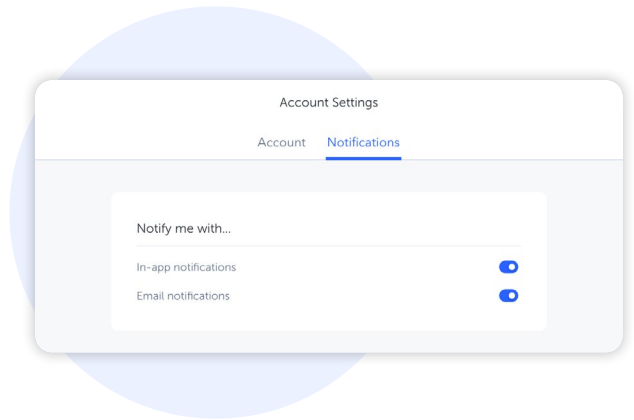
Depending on your settings, you will receive an email notification when you receive a new message on SpacesEDU.

ⓘ Pro Tip	We recommend keeping email notifications on, so you are notified as soon as you receive a message on SpacesEDU.

A new notification is indicated by a red dot in the top right corner of your screen.

By clicking on the bell icon you will see the latest notification. You can click on this notification to go directly to the message you received.

**Click here to learn more about notifications in SpacesEDU**

ⓘ Pro Tip	Use Google Chrome as your browser to leverage the power of Google Translate and translate any web content into your preferred language. To activate Google Translate: 1. On your computer, open Chrome 2. At the top right, click the three dots 3. Select Settings 4. On the left, click Languages 5. Under Google Translate, turn Use Google Translate on or off 6. Visit a website and click the Google Translate icon to the right of your search bar

5　**How to download the SpacesEDU App to your device**

SpacesEDU has an iOS and Android mobile app available in your Apple App Store or Google Play. Simply search **SpacesEDU by myBlueprint** and download the mobile apps today.

Download on the **App Store**　　GET IT ON **Google Play**

Once downloaded, you can access your family account from your mobile device. **Click here for more information on what devices and browsers are supported by SpacesEDU**.
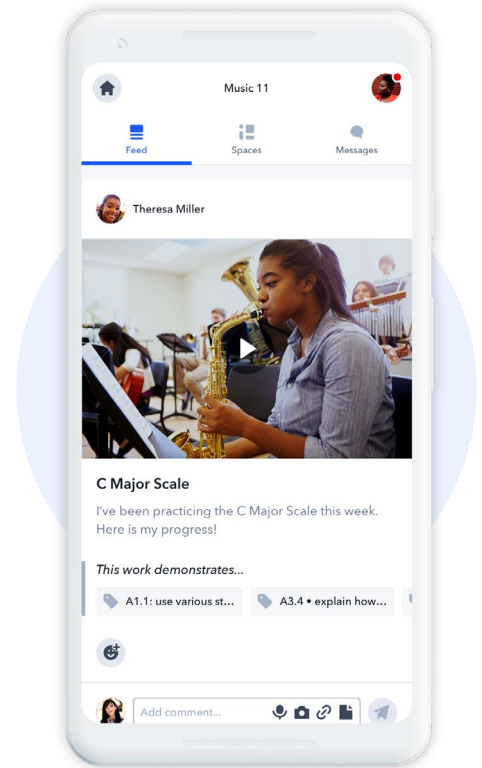
6　**Additional resources**

Family Privacy Kit ⬀

Family Feedback Prompt for SpacesEDU ⬀

Parents' and family guide to digital portfolios in the classroom ⬀

Questions? Contact us at **hello@spacesedu.com** or visit our **Help Center**