

# Teacher's Guide to Getting Started with SpacesEDU

SpacesEDU is a digital portfolio and proficiency-based assessment platform built to showcase growth



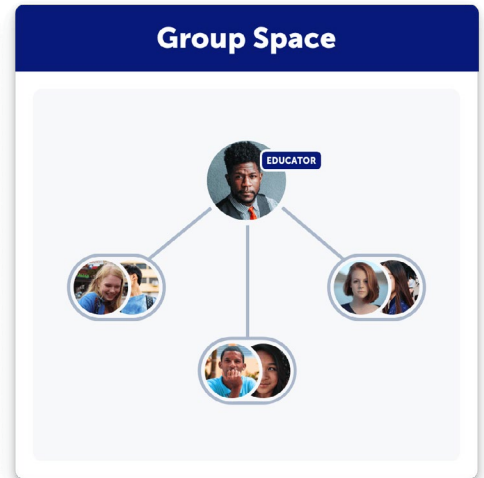
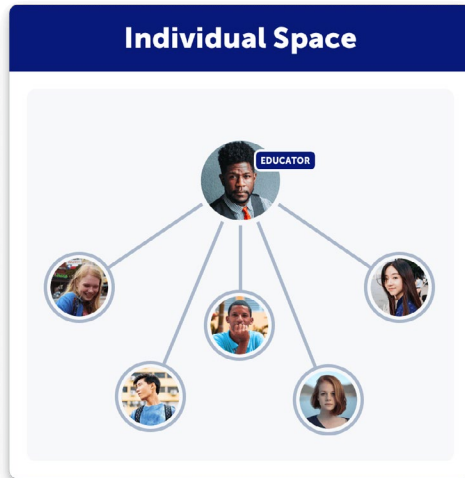
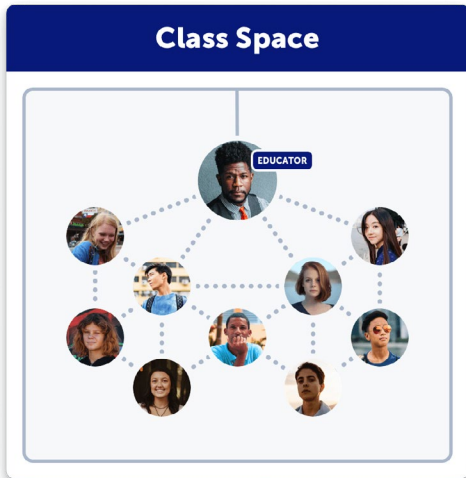
# How does SpacesEDU work?

The screenshot shows the SpacesEDU interface for a class named 'Media Studies'. At the top, there are navigation tabs: Home (1), Feed (2), Activities (3), Spaces (4), Messages (5), and People (6). On the right, there are icons for Notifications (7) and Profile (8). The left sidebar shows a search bar and a list of students, including 'All Students' (32), 'Sample Student' (5), and several other students with their respective counts. The main content area displays a post by 'Alex Tran' titled 'My first animation', which includes a video player showing a character running. Below the video, the post text reads 'This work demonstrates...' and 'Pr A1.1 • use various...'. At the bottom of the post, there is a comment field (14) and a 'Create' button (13). On the right side, there is a 'Tags & Proficiencies' panel (9) showing 'View Proficiency Report' and '3 Curriculum Goals'. Below this, there are '8 Curriculum Tags' with various proficiency levels and counts, such as 'Ex A1.2 • develop plans, individ...' (8) and 'A1.3 • produce and refine d...' (6). At the bottom right of the panel, there is a 'Manage Tag Sets' button (12).

- 1 Home:** Your Class Dashboard is your access point to each of your classes and your class settings.
- 2 Feed:** The feed is an overview of everything that is happening in your class. View and engage with student posts across all Spaces.
- 3 Activities:** Create custom activities for one, multiple, or all students and apply pre-selected Curriculum Tags for easy completion, tracking, feedback, and assessment.
- 4 Spaces:** Access your pre-created Class Space and create Individual and Group Spaces for customized and engaging learning environments.
- 5 Messages:** Send private messages to families and students, or communicate via channels. Teachers can choose 1-way or 2-way messaging.
- 6 People:** Invite students, family members, and co-teachers to join your class.
- 7 Notifications:** View all student, teacher, and family interactions in SpacesEDU.
- 8 Account Settings:** Access your Account Settings and toggle between your Teacher and Student view.
- 9 Proficiency Report:** View all applied Curriculum Tags and assigned Proficiencies in a class Proficiency Report and easily access Posts associated with each Curriculum Tag.
- 10 Curriculum Goals:** Set Curriculum Goals to further define curriculum outcomes. Easily adjust Curriculum Goals as the school year progresses.
- 11 Proficiency Scales:** Apply and assess proficiency to select Curriculum Tags on each Post.
- 12 Manage Tag Sets:** Add specific state, provincial, ISTE, Common Core, or custom standards to apply to student Posts.
- 13 Create Button:** Create a Post (instructional, exemplar, or on the behalf of students) or Create an Activity to assign to students.
- 14 Comments:** Encourage thoughtful reflection and provide real-time feedback on student Posts.



# Space Types



## Class Space

- Automatically created for you
- Collaborative learning environment

### Great for:

- Class Announcements
- Learning Celebrations
- Peer Feedback

### Teacher Tip

The default for your Class Space is set to Active (students can View and Post to the Class). Visit your Class Space Settings to customize student and family interactions.

## Individual Spaces

- 1:1 space between teacher, student, and invited family members
- Teachers can create as many Individual Spaces as they'd like

### Individual Space ideas:

- My Portfolio
- Subject (Elementary)
- Unit (Secondary)
- Thematic (Goal Setting, Competencies)

### Teacher Tip

When creating an Individual Space for all students in your class, simply select All Students, and this will create private spaces for all.

## Group Spaces

- Students can collaborate within their assigned groups
- Teachers can create as many Group Spaces as they'd like
- Groups can be teacher chosen or randomly generated

### Group Spaces are great for:

- Project-based learning
- On-the-spot activities

### Teacher Tip

Individual and Group Spaces are teacher created learning environments. The default visibility setting for Individual and Group Spaces is Hidden, but can be customized to Visible or Active.



# Posts

## Creating a post

Include up to 10 Media files per Post!

### Great for:

- Differentiated instruction
- Exemplars
- Showcasing class experiences

 Create

## Post Details







- 1 Teachers can apply Curriculum Tags and Proficiencies to Posts.

### This supports:

- A visible curriculum
- Informed assessment
- Metacognition of learning





- 2 Interacting with Posts can be as simple as leaving an emoji!
- 3 Bookmark student learning into the [Reporting Space](#) for a curated, visual report card.
- 4 Teachers, students, and family members can celebrate learning with ongoing, mixed-media comments.

Media Add up to 10 files


 Camera  Audio  File  Drive  OneDrive  URL


Title

Post Description

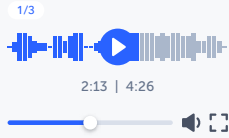
**B** *I* U    

0 Tags Applied [+ Add Curriculum Tags](#)

 **Jim Henson**  
Sept 2023


 Personal Portfolio

1/3

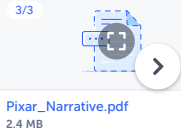


2:13 | 4:26

2/3



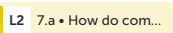
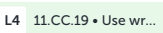

3/3








Pixar\_Narrative.pdf  
2.4 MB



**Story Telling: Pixar Narrative**  
How do I communicate well with others?  
In class we learned that intonation and pace are important when telling a story...  
[View More](#)

*This work demonstrates...*


1  L2 7.a • How do com...  L4 11.CC.19 • Use wr...  L3 11.CC.19 • Demo...

2  4  9

3   

4  Ms. Silva • Teacher 

Your story is very engaging! You fit a lot in on a 1-pager, but it did not feel rushed. I really like your use of dialogue to show and not tell as an author. For the written component, keep working on proper punctuation for dialogue.

 + Sept 2023

[Reply](#)

### Teacher Tip

- When creating a Post as a teacher, you will be prompted to create a [Shared Post](#) or a [Template Post](#).
- A **Shared Post** is great for announcements, sharing pictures with families, or having your students engage with the exact same content in a single, shared Post.
  - A **Template Post** creates an editable template. Once posted, a teacher can personalize the content and apply Proficiency scores on a per student basis.



# Get Connected

## Setting up your Classroom

In your SpacesEDU class, go to the **People tab** to:

- Invite Students:** if your school is rostering, your students will be populated for you!
- Invite Families:** once invited to your class, families can view and interact with their student's work from their own Family Account!
  - [Family Account Brochure](#)
  - [Family Getting Started Guides and Family Privacy Kits](#) - available in 9 languages
- Invite Co-Teachers:** easily collaborate with your whole team!

## Additional Tips for Getting Started



### QR Codes

Generate student QR codes from the People tab for easy access  
*\*SpacesEDU Pro Feature*



### Switch to your Student Account

Activate your Student Account from your Avatar or from the People tab to easily toggle between your Teacher and Student Accounts

Switch account to...



### Utilize Messages

The Messages tab is a great family communication tool.  
Enable 2-way messaging in private messages or group channels



### Download the App

Download the SpacesEDU app to your classroom devices



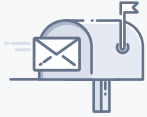
### Change your Language Preference

SpacesEDU is available in French and English



# Get Connected

## Contact Us



### Need assistance?

Email the SpacesEDU Team at [hello@spacesedu.com](mailto:hello@spacesedu.com)



### Have a question?

We've got answers! Access the [SpacesEDU Help Center](#)

## Resources

### Webinars:

Sign-up for a [Drop-In Webinar](#)

### Tutorials:

Watch [Video Tutorials](#) for bite-sized learning

### Training:

Access asynchronous online training modules through [OTIS for Educators](#)

### Resources:

Access [Resources](#) for lesson plans, guides, and implementation ideas

### Blog & Podcasts:

Engage in educational topics and thought leadership with the [SpacesEDU Blog](#) and [Growth Over Grades Podcast](#)

### Product Roadmap:

Access our [Product Roadmap](#) to see what features are coming soon and Submit Ideas for the features you'd like to see

## Social Media



Twitter / [@spaces\\_edu](#)



Instagram / [@spacesedu](#)



Facebook / [spacesedu](#)



SpacesEDU Community



YouTube / [@spaces\\_EDU](#)





# Beyond the Basics: Discover SpacesEDU's Assessment and Reporting Tools

Are you looking to go beyond *Getting Started* tips?


Keep exploring, and check-out SpacesEDU's amazing assessment and reporting tools!

## Curriculum Tags

Add Curriculum Tag Sets from your Account Settings

**Curriculum Tag Sets**

[Add Curriculum Tag Sets](#)



**Add Curriculum Tag Sets**

Select the Curriculum Tag Sets you want to track in any of your classes.

## Proficiency Scale Visibility

Turn on Proficiency Scale Visibility from your Class Settings

**Curriculum Tags & Goals**

Add Curriculum Tags, outcomes, and competencies, set Curriculum Goals, and tag student posts

- Curriculum Tag Visibility**  
Let students and their connected family members see usage of Curriculum Tags. If turned off, only you can see the usage of Tags.
- Proficiency Scales**  
If turned on, tags will display proficiency scales.
- Student Visibility**  
Let students see proficiency scales within tags
- Family Visibility**  
Let family members see proficiency scales within tags







## Assessment with Activities

Create, assign, and easily assess from the Activities tab

Create your Own Myth

Quick Review Proficiency Instructions

Search students... [Post to Space](#)

|   |                             |
|---|-----------------------------|
| <br>Submitted on April 2023 | 1   3   1   3/3   Submitted |
| <br>Submitted on March 2023 | 2   0   1   3/3   Submitted |
| <br>Locked on March 2023    | 3   Comment   3/3   Locked  |
| <br>Locked on April 2023    | 2   1   1   3/3   Locked    |
| <br>Locked on March 2023    | 1   Comment   3/3   Locked  |
| <br>Locked on March 2023    | 1   Comment   3/3   Locked  |





# Beyond the Basics: Discover SpacesEDU's Assessment and Reporting Tools

## Proficiency Report

Access the Proficiency Report from your Class Feed

| Proficiency Report |         |            |               |  |
|--------------------|---------|------------|---------------|--|
|                    | Reading | Reflection | Core Compe... |  |
|                    | Level 3 | Level 1    | Level 3       |  |
|                    | Level 4 | Level 2    | Level 2       |  |
|                    | Level 4 | Level 3    | Level 4       |  |
|                    | Level 1 | Level 2    | Level 3       |  |

## Reporting Space

Curate Posts into the Reporting Space for a visual report card

**Vanessa Kerr**  
Grade 12

**Summary Statement**  
Vanessa has improved so much since the start of the year. She has excelled in almost every subject and area of learning.

**Areas of Learning**

- Attendance** Level 4  
Perfect attendance and always ready to learn.
- Literacy** Level 3  
Vanessa is an excellent writer and storyteller.
- Numeracy** Level 3  
Strong improvement from the start of the school year.
- Global Citizenship** Level 4  
Led and encouraged social topics amongst her peers

*\*Custom Proficiency Scales, the Proficiency Report, and the Reporting Space are additional add-ons to the SpacesEDU Pro license*

