SpacesEDU
by **myBlueprint**

School Administrator's Guide to SpacesEDU

How to launch SpacesEDU's digital portfolio and proficiency-based assessment platform to support meaningful implementation at your school

Leading Successful Implementation at your School

Goal Setting Topics

Assessment & Reporting

Student Portfolios

Portrait of a Graduate

Equity & Inclusion

Family Engagement

1 Identify your goals

SpacesEDU supports school and district initiatives surrounding digital portfolios, assessment, reporting and more. From an alignment perspective, it's important for educators to understand *why* SpacesEDU is being used.

- Identify your school/ district's goals for the year
- Identify how SpacesEDU features can support these goals
- Create an action plan to help achieve your goals with SpacesEDU
- Plan how you will measure success in meeting these goals

2 Develop a Communication Plan

A communication plan supports the successful implementation and visibility of your goals, resources, and SpacesEDU product updates.

- If you use **Microsoft Teams**, set-up a Team for SpacesEDU
- If you have a **digital learning tab** or **portal on your school website**, add a link to SpacesEDU and include pertinent resources
- Create a **Professional Development Class in SpacesEDU** to share updates and have educators join your class as students (*you can include up to 200 "students" in each class and up to 10 co-teachers*)

Contact SpacesEDU at **hello@spacesedu.com** for technical support

Sign-up for a drop-in webinar for a live session with SpacesEDU

Visit the **Help Center** for answers to commonly asked questions

Access SpacesEDU's **Product Roadmap** to see what features are coming soon and *Submit Ideas* for the features you'd like to see

Access Resources (videos, blog, guides, lesson plans, and more)

Leading Successful Implementation at your School

3   Introduce SpacesEDU to Teachers

Briefly introduce SpacesEDU to teachers. Some strategies to consider:

- Introduce SpacesEDU with the **Welcome to SpacesEDU Presentation**
- Demo 2-3 SpacesEDU features using your teacher demo account at a staff meeting and connect them to your school/ district goals
- Share the **Teacher's Guide to Getting Started with SpacesEDU**

4   Identify School Lead(s)

Ideally, you want to have at least one teacher as a point person for SpacesEDU implementation. School leads can assist with communication and leading in-house professional development.

5   Teacher Training

Having a training plan builds confidence in using a new digital platform. Training, when introduced with school/district goals, creates a strong foundation for meaningful engagement.

SpacesEDU offers a variety of training options to fulfill your school's needs:

- SpaceEDU hosted training sessions (these are organized by your district's SpacesEDU lead)
- Asynchronous online training modules through **OTIS for educators**
- In-house training hosted by district lead or school leads
    - Utilize **SpacesEDU Training Slides**
- **SpacesEDU live drop-in webinars** for educators to attend on their own time

Leading Successful Implementation at your School

6 **Ongoing Implementation and Engagement**

SpacesEDU supports diverse teaching and learning practices, and many implementation ideas will develop organically as teachers discover a wide range of use cases for SpacesEDU. In saying this, here are some ongoing implementation and engagement strategies to put into practice beyond the initial launch!

- [ ] **Social Media** - share SpacesEDU's social media channels with teachers.

- [ ] **Exemplar Bank** - as teachers extend their practice, have them share SpacesEDU use cases and exemplars in a shared Google Folder or on Teams

- [ ] **Staff Meeting Shares** - build time into staff meetings and have teachers share their use cases, successes, tips for best practices, etc. Pssst... this is one of your email drafts!

- [ ] **Back to School Night** - at your school's Back to School Night, share SpacesEDU information with families

- [ ] **Student Led Conferences** - leverage SpacesEDU during Student Led Conferences. Students can showcase selected work while talking about their own strengths and growth. Bonus: Families that can't make it can still view and comment upon student work!

- [ ] **Celebrations of Learning** - encourage teachers to invite families to virtual celebrations of learning using SpacesEDU. Students can post their formative and summative work to SpacesEDU and families can celebrate a project from beginning to end

- [ ] **Engage Teacher Leads** - ask teacher leads to shout-out the great use cases that they see. Peer to peer recognition goes a long way!

- [ ] **Student Voice** - Record students as they talk through why they love SpacesEDU. Better yet, have students create the video!

- [ ] **Extracurriculars** - Encourage coaches and club leaders to use SpacesEDU as a communication tool

- [ ] **Social Emotional Learning** - use the Class, Individual, or Group Spaces to support daily SEL and/or advisory programs

7 **Use your School Administrator Account**
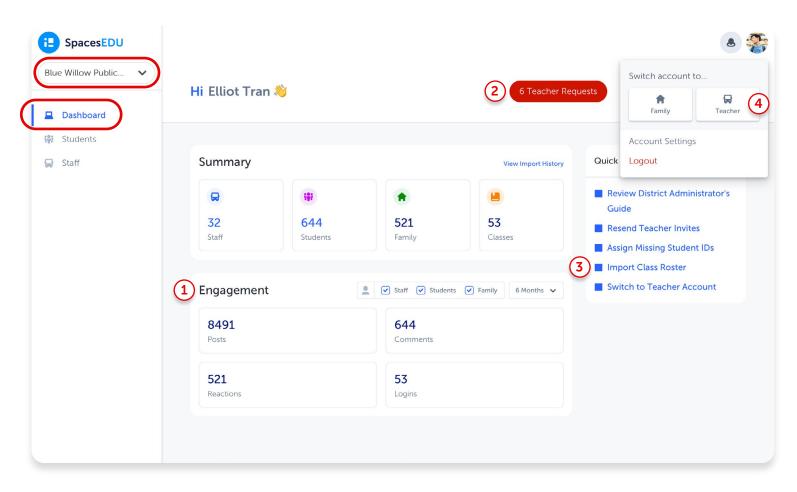
As a School Administrator, you should have access to a School Administrator Account. This account also has a Teacher Account. If you do not have a School Administrator Account, please talk to your SpacesEDU District Lead, or contact the SpacesEDU Team **hello@spacesedu.com**

Please see the Appendix of this guide for information on *How does an Administrator Account Work?*

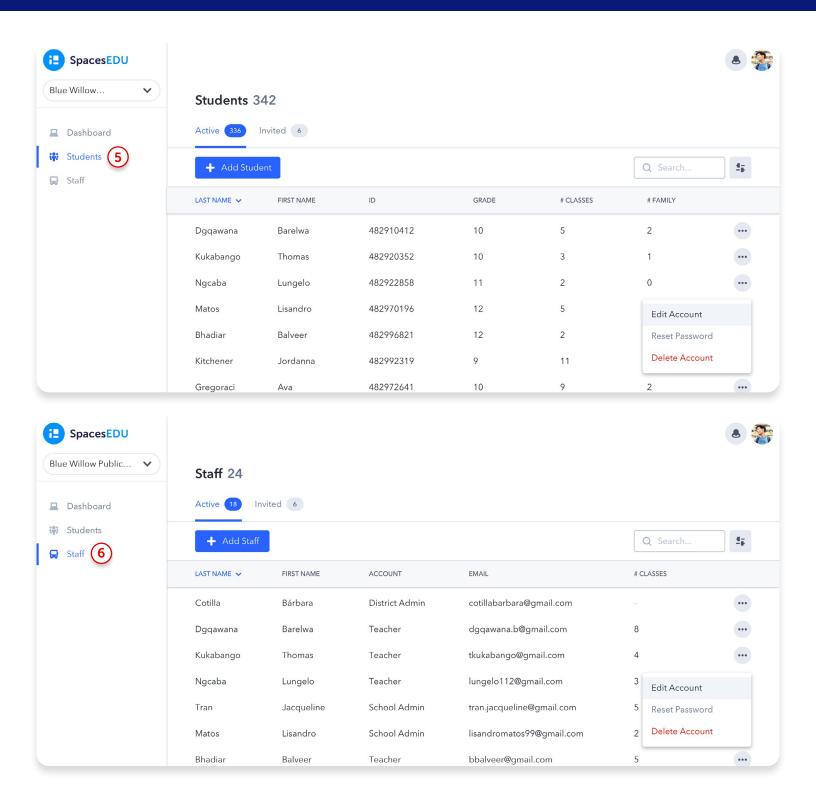# How does the School Administrator Account Work?

As a School Administrator, you have your own School Administrator Account. From your School Administrator Account, you can activate your very own Teacher Account.

Feature overview: Dashboard

1 **Engagement:** Track school engagement with an overview of SpacesEDU usage by teacher, student, and/or family by time frame

2 **Teacher Requests:** If the red **Teacher Requests** button appears on your Dashboard, click the button to review pending teacher requests

3 **Import Class Roster:** If **CSV Rostering**, the **Import Class Roster** option will appear in your Quick Actions tab.

4 **Teacher Account:** In the Quick Action tab, click **Switch to Teacher Account** to activate your Teacher Account, or toggle your Teacher Account on from your Avatar

Need more help?
Learn more about the differences between Teacher, Student, Family, and Admin accounts

How does the School Administrator Account Work?

SpacesEDU

Blue Willow…

- Dashboard
- Students ⑤
- Staff

Students 342

Active 336 | Invited 6

+ Add Student

Search...

LAST NAME ⌄	FIRST NAME	ID	GRADE	# CLASSES	# FAMILY	
Dgqawana	Barelwa	482910412	10	5	2	•••
Kukabango	Thomas	482920352	10	3	1	•••
Ngcaba	Lungelo	482922858	11	2	0	•••
Matos	Lisandro	482970196	12	5		Edit Account
Bhadiar	Balveer	482996821	12	2		Reset Password
Kitchener	Jordanna	482992319	9	11		Delete Account
Gregoraci	Ava	482972641	10	9	2	•••

SpacesEDU

Blue Willow Public…

- Dashboard
- Students
- Staff ⑥

Staff 24

Active 18 | Invited 6

+ Add Staff

Search...

LAST NAME ⌄	FIRST NAME	ACCOUNT	EMAIL	# CLASSES	
Cotilla	Bárbara	District Admin	cotillabarbara@gmail.com	–	•••
Dgqawana	Barelwa	Teacher	dgqawana.b@gmail.com	8	•••
Kukabango	Thomas	Teacher	tkukabango@gmail.com	4	•••
Ngcaba	Lungelo	Teacher	lungelo112@gmail.com	3	Edit Account
Tran	Jacqueline	School Admin	tran.jacqueline@gmail.com	5	Reset Password
Matos	Lisandro	School Admin	lisandromatos99@gmail.com	2	Delete Account
Bhadiar	Balveer	Teacher	bbalveer@gmail.com	5	•••

⑤ **Students:** Edit students' classes and invite new students to join SpacesEDU

⑥ **Staff:** Easily edit roles, send invitations, and support a community of practice within your school/district

Have questions about your School Administrator Account?
Email **hello@spacesedu.com** for assistance

Navigating the SpacesEDU Teacher Account

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.

For more information about the Teacher Account, review the
[Teacher's Guide to Getting Started Guide with SpacesEDU](#)