

How to Create a Professional Development Class and Invite Teachers to Join as Students

Create a Professional Development Class

Before teachers can join your professional development class, you will need to create a class and generate a class code. To do so, follow the steps below:

1. As the professional development teacher and facilitator, login to your **Teacher Account** at www.spacesedu.com
2. From your **Homescreen**, click **+Add Class** and customize your class
3. From within your professional development class, click the **People** menu from the top navigation bar
4. From the **Students** tab, click **Invite Students**
5. Copy your **Class Code** and share with teachers (email, handout, display)

Have Teachers Join your Professional Development Class as Students

Share these instructions with teachers to join your class as students!

1. Login to your **Teacher Account** at www.spacesedu.com
2. To join a class as a student, you first need to activate your Student View. To do so, **enter one of your classes**. Go to your **Avatar** at the top right corner. Toggle on your **Student View**
3. Now that you have a Student View, stay in your Student View and go to your **Homescreen** (top left)
4. Click **+Add Class** and enter the **Class Code** that has been shared with you from your Professional Development facilitator

👉 **Facilitators - More of a Visual Learner?** Click [HERE](#) to watch a quick tutorial!

👉 **Facilitators - Looking for some exploration ideas?** See below for a teacher handout for guided exploration. To make the most of this handout and to set-up your learning environment, you'll create two Individual Spaces, a Post, an Activity, and a Message prior to your session. Feel free to copy and adapt based on your session objectives!



Student Account Exploration!

1. Post to the Class Space: Find **Spaces** from the top navigation menu. In Spaces, click into the **Class Space**, *Professional Development*. Click **+Create**

- a. Tell your “class” about something you enjoy doing outside of the school day
- b. Include at least 1 Media attachment in your post (*picture(s), url to a website, etc.*)
- c. **Note:** This will be visible to all students in the class and your teacher

2. Add a Comment to your Personal Portfolio Individual Space: Find **Spaces** from the top navigation menu. In Spaces, click into the **Individual Space**, *Personal Portfolio*

- a. Tell your teacher how you’re feeling today as a **Comment** to the Post they’ve added - you can do this in writing or use Media
- b. **Note:** This is only visible between you and your teacher

3. Complete an Activity: Find **Activities** from the top navigation menu. Click **Get Started** > **✓Start Activity**.

- a. In writing, tell your teacher one goal that you have for today’s training session. Once done, **✓Submit** your activity. Submit this Activity to your *Goal Setting* Individual Space.
- b. **Note:** This will not be visible in your *Goal Setting* Individual Space until your teacher reviews and publishes your Activity

4. Respond to a Channel Message: Find **Messages** from the top navigation menu. Your teacher has sent you an audio message in the Students’ channel.

- a. Respond to your teacher using the Audio tool
- b. **Note:** This will be visible to all students

5. Add a Comment to a Post in the Class Space: Find **Spaces** from the top navigation menu. In Spaces, click into the **Class Space**

- a. Read through some of your classmates’ Posts
- b. Add a comment (or two, or three...) to some of your classmates’ posts
- c. Add a reaction (emoji) to a few Posts
- d. **Note:** This will be visible to all students in the class and your teacher