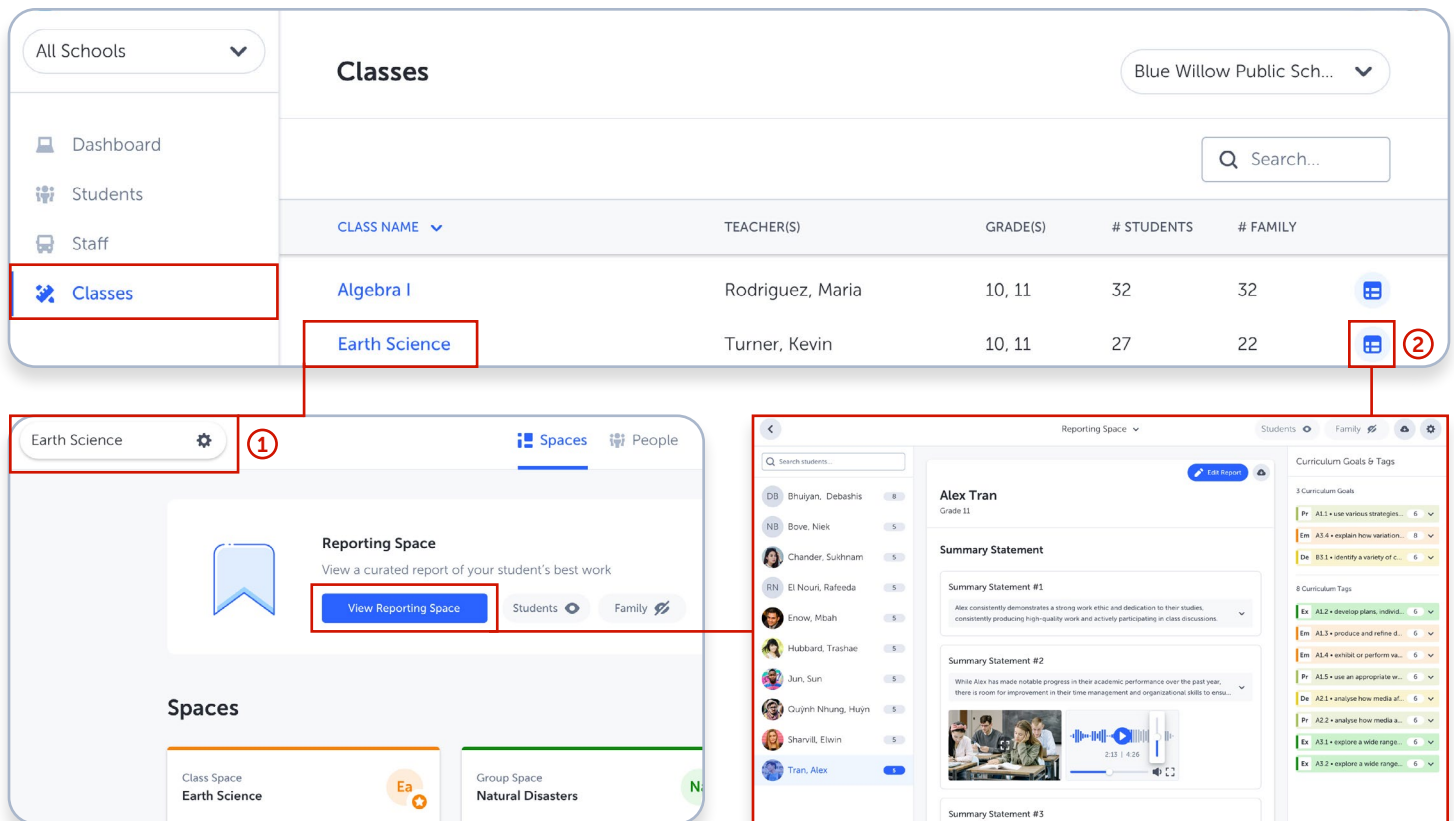# Admin Class Management Tool

SpacesEDU

A Tool for District and School Administrators

Accessible from within District and School Administrator Accounts, the Admin Class Management Tool provides insight and visibility into each class within SpacesEDU. While using this feature, administrators can view student, teacher, and family engagement, add comments to student Posts, troubleshoot teacher questions, and oversee district and school initiatives. Dive into the Admin Class Management Tool to celebrate the great work that both students and teachers are doing within SpacesEDU!

1 Access Class Settings:

- Edit the Class avatar, name, and grades

- Edit Class settings

- Edit the Curriculum Tags & Proficiency Scale visibility settings
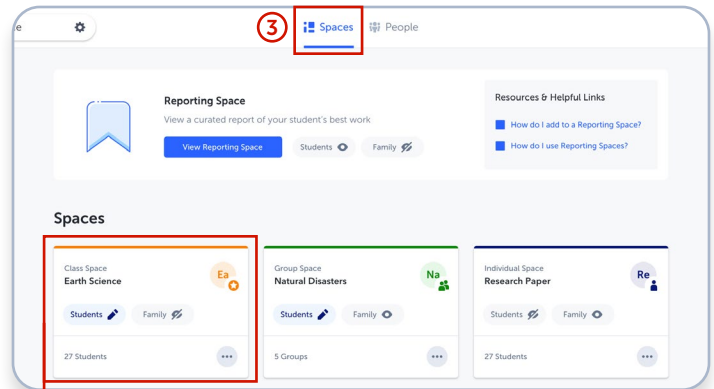
- Archive Classes

2 Access the Reporting Space:

- Edit the Reporting Space settings to add multiple Summary Statements or manage Areas of Learning on behalf of teachers

- Edit students' Summary Statements, Media, and Areas of Learning

- Download Reporting Space PDFs for individual students or the entire class

- Pin Posts and interact with Posts by adding emoji Reactions and Comments within the Reporting Space

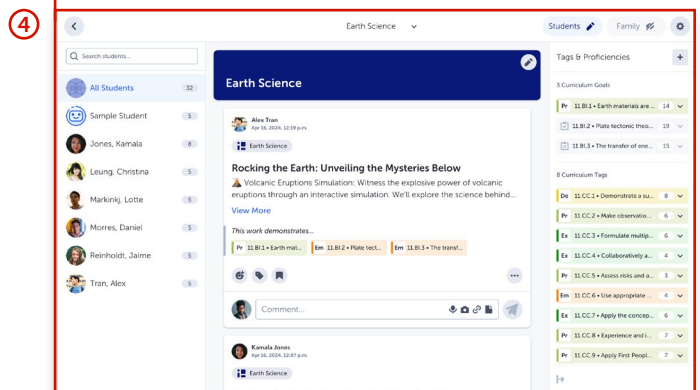- Update the visibility settings of the Reporting Space

Admin Class Management Tool

SpacesEDU

③ Access the Spaces Tab:

- Update the visibility settings of any existing Space, including the Reporting Space

- Update Space details, including Space description and important files

- Update the students and groups within each Individual and Group Space

④ Access each Space:

- View, edit and delete Posts

- Bookmark Posts to the Reporting Space

- Add, reply to, or delete Comments

- React to Posts and Comments

- Access the Tags & Proficiencies panel

- Add and edit Curriculum Tags and Proficiencies on Posts

- View Activity instructions on Posts that were added via the Activities feature

Celebrate and Share Success Stories from each class with fellow educators! 🎉

ℹ️ Admins will **NOT** be able to:	• Create a new Space	• Create new Posts or Activities
	• Delete a Space	• Access the Feed, Activities, or Messages
	• Copy Posts	

⑤ Access the People Tab:

- View a list of students, family members and co-teachers within a class

- Invite and remove students, families, and co-teachers

- Access the Class Engagement Dashboard to view student and family engagement

- If QR Codes are enabled:
  - View QR Codes for individual students or the entire class
  - Reset student QR Codes
  - Print student QR Codes

Have questions about the Admin Class Management Tool?
Contact SpacesEDU Support at hello@spacesedu.com

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