



SpacesEDU

**TECHNICAL GUIDE FOR ADMINISTRATORS**

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# **Districts and Schools using Manual Class Management**



Managing Staff .....	<b>3-7</b>
A. Edit a Staff's Active Classes .....	<b>3</b>
B. Mark Staff as Inactive .....	<b>4</b>
C. Editing School Records .....	<b>5</b>
D. Delete Staff Accounts .....	<b>6</b>
E. Manage Old Staff and Teacher Invites .....	<b>7</b>
Managing Students.....	<b>8-11</b>
A. Mark Old Student Accounts as Inactive .....	<b>8</b>
B. Assign Student Numbers.....	<b>9</b>
C. Assign Missing Grades (optional) .....	<b>9</b>
D. Editing Student Records .....	<b>10</b>
E. Deleting Student Accounts .....	<b>10</b>
F. Graduating or Departing Students.....	<b>11</b>
Feature-Specific Tasks .....	<b>12-13</b>
Reporting Space .....	<b>12</b>
Portfolios.....	<b>13</b>
End-of-Year Task List .....	<b>14-15</b>
End of Year Checklist.....	<b>14</b>
Archive your Classes.....	<b>15</b>

# Managing Staff

As an Admin, you can (A) **Edit a Staff's Active Classes**, (B) **Mark Staff as Inactive**, (C) **Edit Staff School Records** to remove teachers from classes within a school or district, and/or (D) **Delete Staff Accounts**.

If you're approaching the end of the school year, there may be some staff and teachers who used SpacesEDU this year but will no longer be working at your district or school. You will want to either mark these accounts as inactive, or delete these accounts to officially disconnect these individuals from your district or school.

## A Edit a Staff's Active Classes

**To add or remove a staff member from a class:**

1. Go to the **Staff** tab, search for the teacher
2. Click on the **ellipsis** button, then select **Edit Account**
3. Click the **Schools and Accounts** tab
4. Click the **Edit** button (pencil) on an existing teacher record
5. Click **Edit Classes** to **check** any class(es) you wish to add the staff to, OR, **uncheck** any class(es) that you want to remove, then click **Save Changes**

<input type="checkbox"/>	LAST NAME	FIRST NAME	ACCOUNT	EMAIL	SCHOOL	# CLASSES	
<input type="checkbox"/>	Al-Sayed	Fatima	District Admin	al-sayed.fatima@email.c...	4 Schools	-	⋮
<input type="checkbox"/>	Desai	Anita	School Admin	desai.anita@email.com	SpacesEDU Sec...	3	⋮
<input type="checkbox"/>	Gonzalez	Maria	Teacher	gonzalez.maria@email.c...	4 Schools		
<input type="checkbox"/>	Johnson	William	Teacher	johnson.william@email...	Starlight Ac		
<input type="checkbox"/>	Kim	John	School Admin	kim.john@email.com	Cosmos Sec		
<input type="checkbox"/>	Nguyen	David	Teacher	nguyen.david@email.com	Nebula Insti		

### Note

When removing a teacher from a class, please ensure that there is at least one other co-teacher associated with that class. Classes without a teacher will become invisible to students.



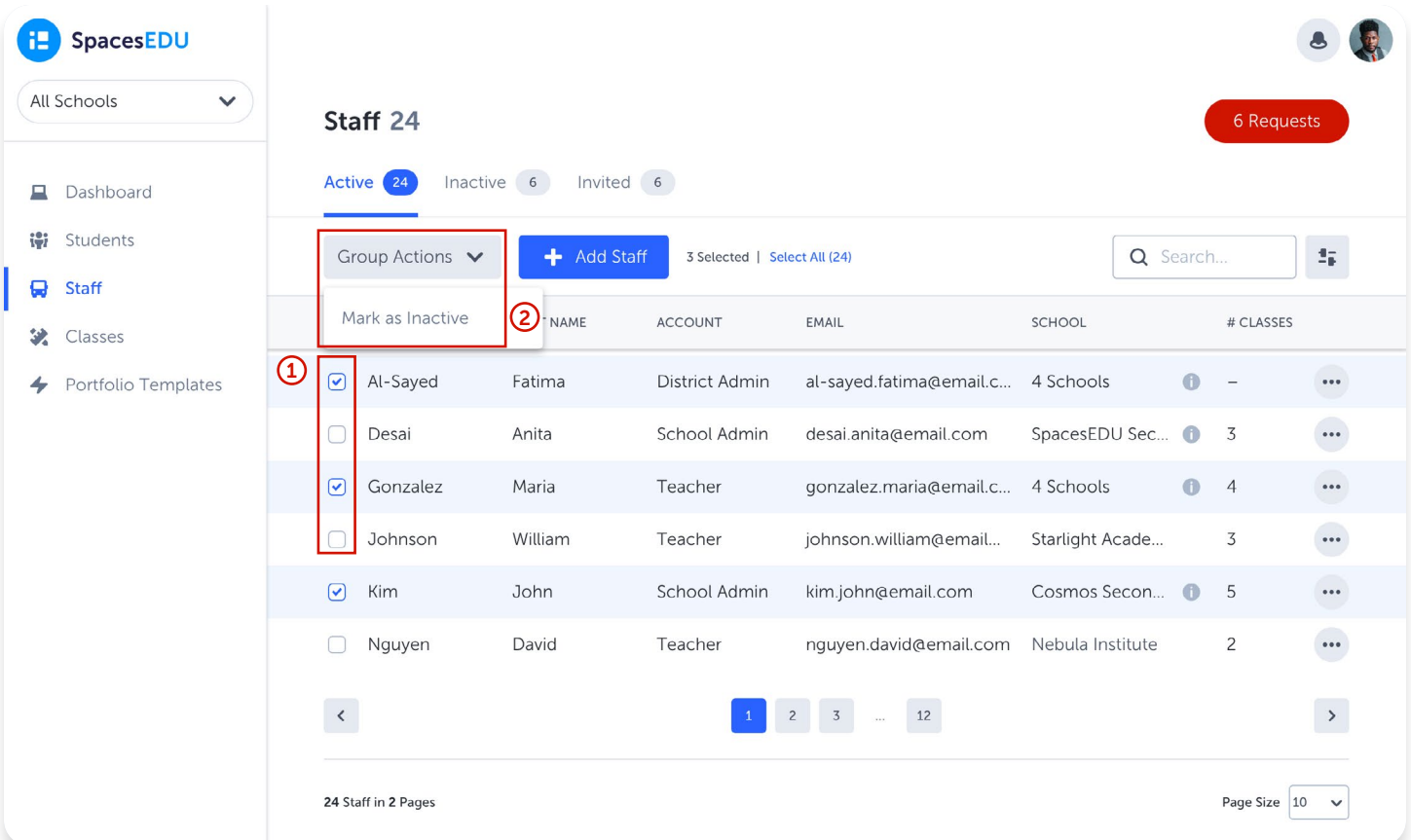
## B Mark Staff as Inactive

The ability to mark staff as inactive allows you to keep your staff list organized year to year!

 **Useful Scenario:** When a teacher is going on a leave of absence.

### To mark staff as inactive:

1. Go to the **Staff** tab, multi-select your staff members
2. Click on the **"Group Actions"** button, then select **"Mark as Inactive"**



**Staff 24** 6 Requests

Active **24** Inactive **6** Invited **6**

Group Actions **+ Add Staff** 3 Selected | Select All (24) Search...

Mark as Inactive


	NAME	ACCOUNT	EMAIL	SCHOOL	# CLASSES
<input checked="" type="checkbox"/>	Al-Sayed, Fatima	District Admin	al-sayed.fatima@email.c...	4 Schools	–
<input type="checkbox"/>	Desai, Anita	School Admin	desai.anita@email.com	SpacesEDU Sec...	3
<input checked="" type="checkbox"/>	Gonzalez, Maria	Teacher	gonzalez.maria@email.c...	4 Schools	4
<input type="checkbox"/>	Johnson, William	Teacher	johnson.william@email...	Starlight Acade...	3
<input checked="" type="checkbox"/>	Kim, John	School Admin	kim.john@email.com	Cosmos Secon...	5
<input type="checkbox"/>	Nguyen, David	Teacher	nguyen.david@email.com	Nebula Institute	2

24 Staff in 2 Pages Page Size 10

**Note** Marking a teacher as "inactive" will not remove them from their classes but will hide the classes from their account. An inactive teacher will not be visible to students and families. Please ensure, if the class is to remain active, that there is an active teacher associated with the class

## C Editing School Records

We recommend that you keep the teacher's association with their old school if they still need access to previous class information. However, if you're certain a teacher no longer needs access to their old classes, you can edit their **school record**.

 **Useful Scenario:** When a teacher is moving from a different school within the district, or, is leaving the district altogether.

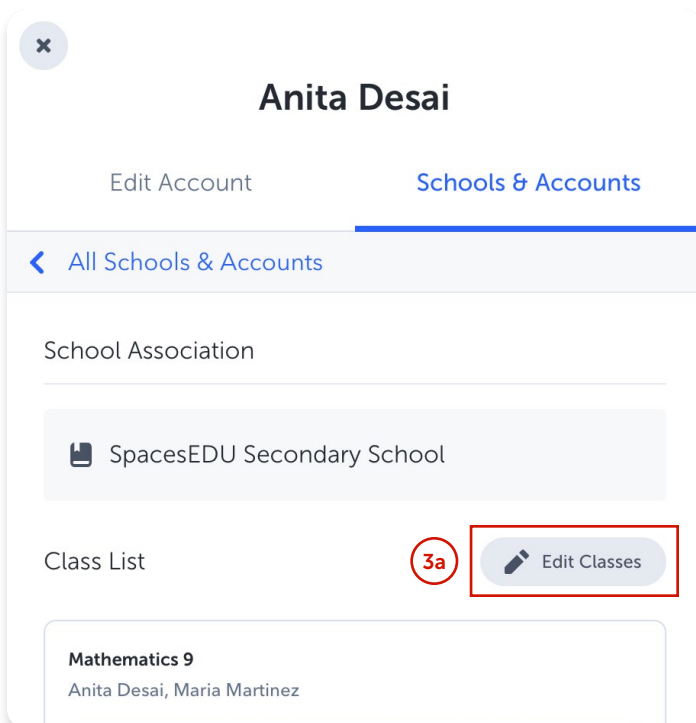
### i Helpful Definitions

**Account:** This refers to the staff's profile, identified by a unique email address which contains their first and last name.

**School Record:** This refers to a record linked to a specific school, categorized as Teacher or Admin. A user is associated with one Account but can have multiple school records linked to that Account.

### To edit the school(s) for staff:

1. Go to the **Staff** tab, search for the individual.
2. Click on the **ellipsis** button, select "**Edit Account**".
3. Click the **Schools and Accounts** tab:
  - a. To edit the teacher's class affiliation, click on the "**Edit Classes**" button and deselect the class(es) and click "**Save Changes**".  
This will ensure the teacher is still active at the school, but is no longer associated as a teacher/co-teacher within that specific class.
  - b. To add a new school record, click on the **+ Add School Record** button, then select the school from the drop-down and click on the **Add Record** button.
  - c. To delete the teacher's school affiliation, click on the **trash bin** icon and **type in 'delete'** for confirmation.  
This will remove a teacher from both their classes and their school.



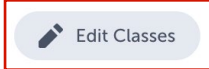
**Anita Desai**

Edit Account Schools & Accounts

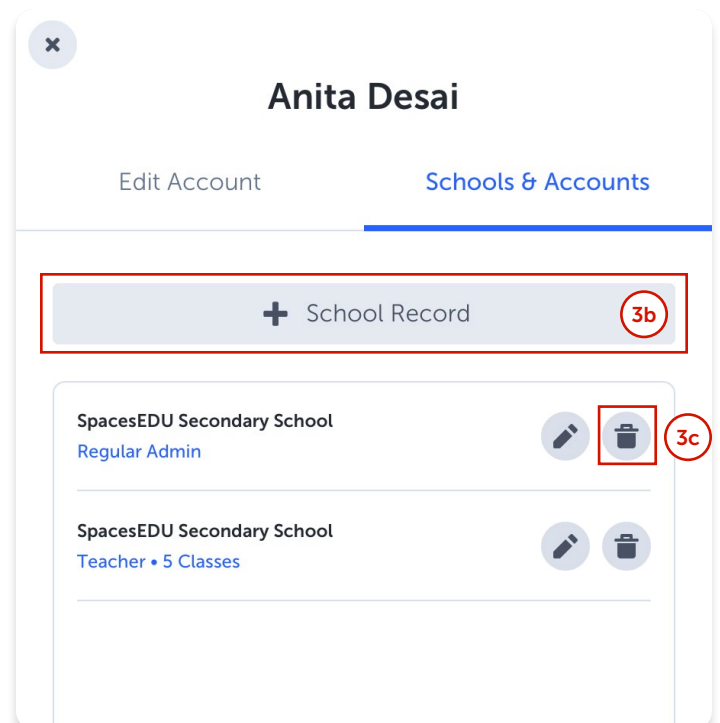
< All Schools & Accounts

School Association

SpacesEDU Secondary School


Class List 3a 


Mathematics 9  
Anita Desai, Maria Martinez




**Anita Desai**

Edit Account Schools & Accounts

3b 

SpacesEDU Secondary School  
Regular Admin 3c 

SpacesEDU Secondary School  
Teacher • 5 Classes 



### **I** Important Notes on Editing and Removing a Teacher's School Record

When you edit or remove a teacher's school record, they will immediately lose access to their Classes, Posts, and other content from that school:

- Removing a school record does not delete the teacher's account. If a District Admin removes the only school record associated with that teacher, it will render the teacher's account inaccessible. Please ensure to add a new record **before** removing the old one if the teacher is changing schools.
- While students can still access Posts from those Classes in their All Work Feed, their teacher's Posts will still display the teacher's name, with "(Removed User)" next to their name.
- The teacher's Comments will remain visible in the Class and indicate the teacher's name, with "(Removed User)".



### **D** Delete Staff Accounts

We recommend that Administrators be responsible for any deletion of teacher accounts, if required. This ensures teacher posts (on behalf of students) and comments will remain accessible to students.

If required, you can delete staff and teachers who should no longer have access to their SpacesEDU account.

#### **To delete staff:**

1. Go to the **Staff** tab, search for the staff member or teacher.
2. Click on the **ellipsis** button, then select "**Delete Account**".

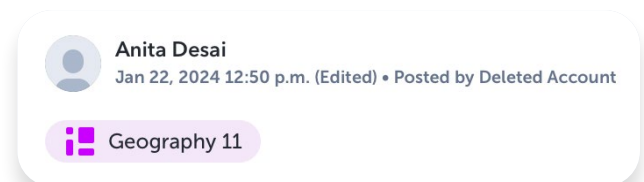
### **I** Important Note on Teachers Deleting their Own Accounts

Teachers should not delete their own accounts unless you specifically instruct them to do so. If they delete their own account, all associated Classes, Posts, and Messages will be **permanently deleted**, including any Posts they have made on behalf of their students. This means that students will not be able to access their previous work in the All Work Feed. Please communicate this information to your teachers.

### **I** Important Note on Deleting Teacher Accounts

Deleting a teacher's account is different from removing their school record:

- Deleted teachers will immediately lose access to their SpacesEDU account
- Teacher Posts and Comments will remain, but no longer display the teacher's name, and instead show 'Deleted Account'.
- Students can still access Posts from those classes in their All Work Feed.



### **I** Important Note on Deleting Administrator Accounts

Deleting an Administrator Account will remove any comments made by the administrator via the Class Management Tool.



## E Manage Old Staff and Teacher Invites

Review your invites to ensure that this list does not contain any staff members and teachers who no longer work at your district or school. Deleting an invite will mean that staff and teachers can no longer accept the invitation, even if they click the link in the invitation email.

### To delete an invite:

1. Go to the **Staff** tab, click on the **Invited** tab.
2. **Search** for your staff member or teacher.
3. Click on the **ellipsis** button, then select **Delete Invite**.

The screenshot shows the SpacesEDU interface. On the left is a navigation sidebar with 'Staff' highlighted. The main area shows 'Staff 24' with filters for 'Active 18', 'Inactive 6', and 'Invited 6'. A table lists staff members with columns for 'EMAIL', 'ACCOUNT', 'SCHOOL', and 'INVITE DATE'. A dropdown menu for the first row shows 'Resend Invite' and 'Delete Invite' options. Red boxes and numbers 1, 2, and 3 highlight the 'Staff' tab, the 'Invited' filter, and the 'Delete Invite' option respectively.


EMAIL	ACCOUNT	SCHOOL	INVITE DATE
gonzalez.maria@email.com	Teacher	SpacesEDU Second...	Jan 30, 2021
johnson.william@email.com	Teacher	Starlight Academy	Jan 30, 2021
kim.john@email.com	School Admin	Cosmos Secondary ...	Jan 30, 2021
nguyen.david@email.com	Teacher	Nebula Institute	Jan 30, 2021
petrova.elena@email.com	Teacher	SpacesEDU Second...	Jan 30, 2021
zhao.rebecca@email.com	Teacher	Astral Heights Acad...	Jan 30, 2021

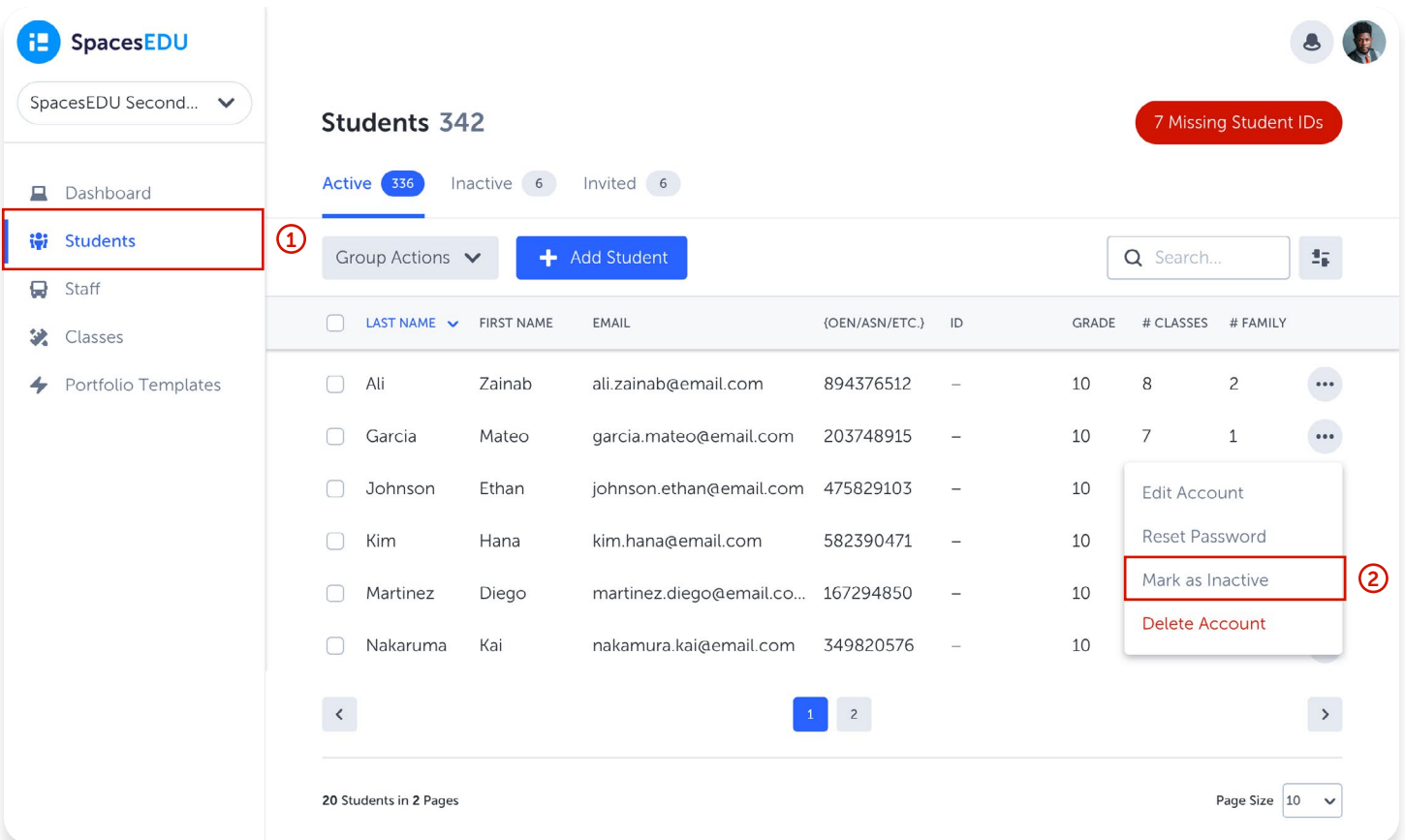
# Managing Students

## A Mark Old Student Accounts as Inactive

As a SpacesEDU Pro Administrator, you can use the **Students** tab within your account to keep your student records up to date. This includes the ability to mark old students account as inactive.

1. From the **Students** tab, search for your student
2. Click on the **ellipses** button, then select **"Mark as Inactive"**
3. Repeat this process for each student

 **Useful Scenario:** Student leaving school district and will not be returning next school year.



SpacesEDU

SpacesEDU Second...

Dashboard

**Students**

Staff

Classes

Portfolio Templates

Students 342

7 Missing Student IDs

Active 336 Inactive 6 Invited 6

Group Actions Add Student

Search...

<input type="checkbox"/>	LAST NAME	FIRST NAME	EMAIL	(OEN/ASN/ETC.)	ID	GRADE	# CLASSES	# FAMILY	
<input type="checkbox"/>	Ali	Zainab	ali.zainab@email.com	894376512	-	10	8	2	...
<input type="checkbox"/>	Garcia	Mateo	garcia.mateo@email.com	203748915	-	10	7	1	...
<input type="checkbox"/>	Johnson	Ethan	johnson.ethan@email.com	475829103	-	10			
<input type="checkbox"/>	Kim	Hana	kim.hana@email.com	582390471	-	10			
<input type="checkbox"/>	Martinez	Diego	martinez.diego@email.co...	167294850	-	10			
<input type="checkbox"/>	Nakaruma	Kai	nakamura.kai@email.com	349820576	-	10			

20 Students in 2 Pages

Page Size 10

### Important Note

Marking a student as inactive will **not** remove them from their class. Teachers and/or Administrators can remove the student from the class. The student going forward will be able to access their classwork via the [All Work Feed](#).





## B Assign Student Numbers (optional)

If your students joined SpacesEDU manually, they will not have student numbers associated with them.

To add a student number:

1. From the **Students** tab, click on the “**X Missing Student IDs**” button on the top right
2. Enter the Student Number under the **Student ID** column via the “**Add unique ID...**” section.
3. Click **Check Mark** to Save



**Useful Scenario:** For consistency and record-keeping purposes, and to ensure that, where applicable, Student Numbers are displayed within features such as the Reporting Space.

The screenshot shows the SpacesEDU interface. In the top left, there is a 'SpacesEDU' logo and a dropdown menu showing 'SpacesEDU Second...'. In the top right, there is a notification badge that says '7 Missing Student IDs' with a circled '1' next to it. The main content area shows 'Students 342'.

The dialog box is titled 'Assign Missing Student IDs'. It contains the text: 'The below accounts are missing a unique Student ID. Add an ID to map the student to an existing or future import record. [Learn more](#)'. Below this is a table with columns: LAST NAME, FIRST NAME, EMAIL, STUDENT ID, GRADE, # CLASSES, # FAMILY, and a menu icon. The table has three rows of student data. The 'STUDENT ID' column has input fields and checkmarks. A circled '2' is next to the 'STUDENT ID' header, and a circled '3' is next to the checkmark for the second row.

LAST NAME	FIRST NAME	EMAIL	STUDENT ID	GRADE	# CLASSES	# FAMILY	
Ali	Zainab	ali.zainab@email.com	Add unique ID...	10	8	2	...
Garcia	Mateo	garcia.mateo@email.com	123456789	10	7	1	...
Johnson	Ethan	johnson.ethan@email.com	Add unique ID...	10	8	2	...

**Note** Observe any inconsistencies with student numbers - ensure that all students maintain the same student number format (for example, all using PEN).

## C Assign Missing Grades (optional)

If your students joined SpacesEDU manually, they will not have grades associated with them.

To add a grade value:

1. From the **Students** tab, search for your student
2. Click on the **ellipsis** button, then select “**Edit Account**”
3. Select the **Grade** from the drop-down and click the “**Save Changes**” button
4. Repeat these steps for each student

**Note** You can easily update the grade values in bulk by importing students again via student-only CSV (excluding class information). Please ensure that the students’ email addresses and student IDs in the CSV file remain consistent with their existing accounts.



## D Editing Student Records

To **edit the class** for a student, including removing a student from a class:

1. From your administrator account, go to the “**Students**” tab, search for the student.
2. Click on the **ellipsis** button, select “**Edit Account**”.
3. Click the **Classes** tab, then click on the “Classes” tab.
4. Select the “**Edit Classes**” button and deselect the class(es) and click “**Save Changes**”


 **Useful Scenario:** A student has moved from one class to another, or has dropped out of a class.

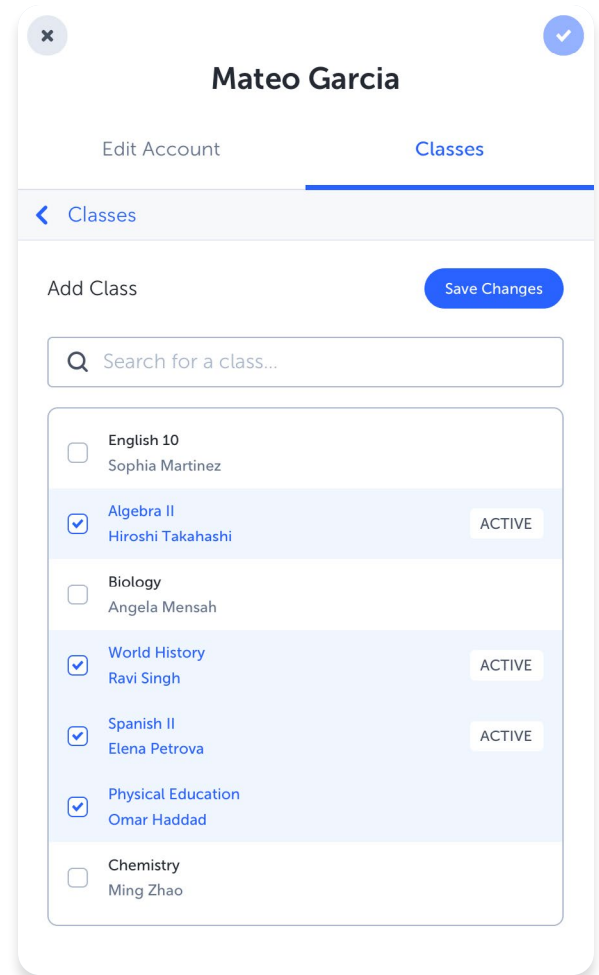
## E Deleting Student Accounts

When deleting a student, it’s important to consider that deleting them will also erase all of their associated work. Opting to mark the student as inactive instead helps preserve the integrity of their contributions and ensures that their work remains accessible within the All Work Feed (SpacesEDU Pro). Please see [our Privacy Center](#) for more information on data retention.

To **delete student accounts**:

1. Go to the **Students** tab, search for the student.
2. Click on the **ellipsis** button, then select “**Delete Account**”.

 **Useful Scenario:** Requested from Family to Permanently Delete Student Account and all associated work.



### **i** Helpful Definitions

**Account:** This refers to the student’s profile, identified by a unique email address which contains their first and last name.

**School Record:** This refers to a record linked to a specific school, categorized as Student.

A user is associated with one Account but can have multiple school records linked to that Account. For example, a student may be enrolled in multiple schools, resulting in separate student records at each school (e.g., School A and School B), all linked to their primary Account.

## **E** Graduating or Departing Students

### **Ask graduating students or those leaving the school to change their email address:**

Students can change their email address to a personal email in their Account Settings, so they can still access their accounts when their school email is deactivated.

## **Instructions for Graduating Students:**

### **Attention Graduating Students!**

As the academic year draws to a close, it's crucial to tie up loose ends and ensure all your SpacesEDU digital assets and accounts are in order. Here's a handy checklist to guide you through the process:

#### **Update Your Email Address:**

Update the email address associated with your SpacesEDU account. Click on your avatar (top) right and go to your Account Settings. By ensuring your SpacesEDU account is linked to your personal email, you'll maintain access to your work and content even when your school email is deactivated. If you are unable to update your email address, please contact the SpacesEDU Support team at [hello@spacesedu.com](mailto:hello@spacesedu.com).

#### **Download Important Media and Work:**

If you don't intend on logging into SpacesEDU after graduation, please take a moment to save any essential documents, projects, or media files from your SpacesEDU Class(es) and Portfolio(s) to your personal devices. This ensures you'll have access to your hard work and memories long after you've moved on.

#### **Access Archived Work in the All Work Feed:**

Did you know you can easily access all your archived work and Posts in the All Work Feed? Simply navigate to the Home screen, and click the All Work tab at the top of your screen. You'll continue to have access to your SpacesEDU account as long as you log in once every 18 months after graduation.

#### **Access Archived Portfolios:**

Simply navigate to the Home screen, and click the Portfolios tab at the top of your screen, then select Archived.

Remember, your time at SpacesEDU has been filled with growth, learning, and unforgettable experiences. As you embark on the next chapter of your journey, take pride in your accomplishments and carry the knowledge and skills you've acquired with you wherever you go.

Congratulations, graduates! We can't wait to see the incredible things you'll achieve in the future.

# Feature-Specific Tasks

## Reporting Space

If the Reporting Space is enabled within your district, you can quickly access each class's reporting space from your administrator account to download student summaries at the end of the year for record-keeping or distribution purposes.

1. Navigate to the **Classes** tab
2. On the far right column of each class, select the **Reporting Space** button to **View Reporting Space**
3. On the top right, of the Reporting Space, select the **Download** button
4. Select which **student(s)**, **Areas of Learning**, and **Summary Statements** you wish to include in the PDF Report.
5. Select **Download**. All Summary PDFs will be downloaded into a .zip file.

SpacesEDU

SpacesEDU Second...

Classes

SpacesEDU Secondary ...

Dashboard

Students

Staff

Classes

Portfolio Templates

CLASS NAME	TEACHER(S)	GRADE(S)	# STUDENTS	# FAMILY
Algebra II	2 Teachers	10	25	27
Biology	Rohan, Notus	10, 11	20	25

Reporting Space

Students

Family

Download

Search students...

Tran, Alex 5

Valdez, Kamala 5

Wagner, Lotte 5

Young, Daniel 5

Alex Tran  
Grade 11

Summary Statement

Summary Statement #1

Edit Report

Pinned Tags

3 Pinned Tags

- Pr A1.1 • use various strategies... 6
- Em A3.4 • explain how variation... 8
- De B3.1 • identify a variety of c... 6

8 Curriculum Tags

### Note

The Reporting Space is archived when the class is archived. If you wish for students and families to be able to access these summaries from year to year within SpacesEDU, teachers should create a post for each student in an **individual space** at the end of the year with their PDF summary attached, so that this report is accessible to them via their **All Work Feed**.



# Portfolios

If Portfolio Templates are enabled for your district and you have active Portfolio Templates that you would like to unpublish:

1. Navigate to **Portfolio Templates** tab
2. Navigate to the template(s)
3. Toggle the **Published** button to **Unpublished**

myBlueprint

SpacesEDU Second... ▾

Dashboard

Students

Staff

Classes

**Portfolio Templates**

## Portfolio Templates 5

+ Add Template

NAME	GRADE(S)	DISTRICT/SCHOOL(S)	PUBLISHED ^
Portrait of a Graduate	12	District	Unpublished
① Core Competency and Goal Setting	K, 1, 2, 3...	3 School	Unpublished
Capstone Portfolio	7, 8, 9, 10	4 Schools	Published <b>3</b>
Final Showcase Portfolio	11, 12	1 School	Published
Experiential Learning Portfolio	All Grades	2 School	Published

5 Portfolios in 1 Page

**Note** Students can access unpublished portfolios via the **Archived** tab within the Portfolios feature. They will no longer be able to create new posts within unpublished portfolios.



# End-of-Year Task List

As a school or district administrator, ending your school year with SpacesEDU can simplify your back-to-school setup and ensure accurate data the following year.

## End of Year Checklist

### Respond to Class Archiving Survey provided to you by your Partner Success Specialist

- Instruct Staff to audit Space Settings prior to archiving

### Manage Departing Staff

### Manage Departing Students

- Provide Instructions to Access All Work Feed and/or Portfolios

### Feature-Specific Tasks [if applicable]

- Download Reporting Space PDF Records

- Unpublish Portfolio Templates



# Archive your Classes

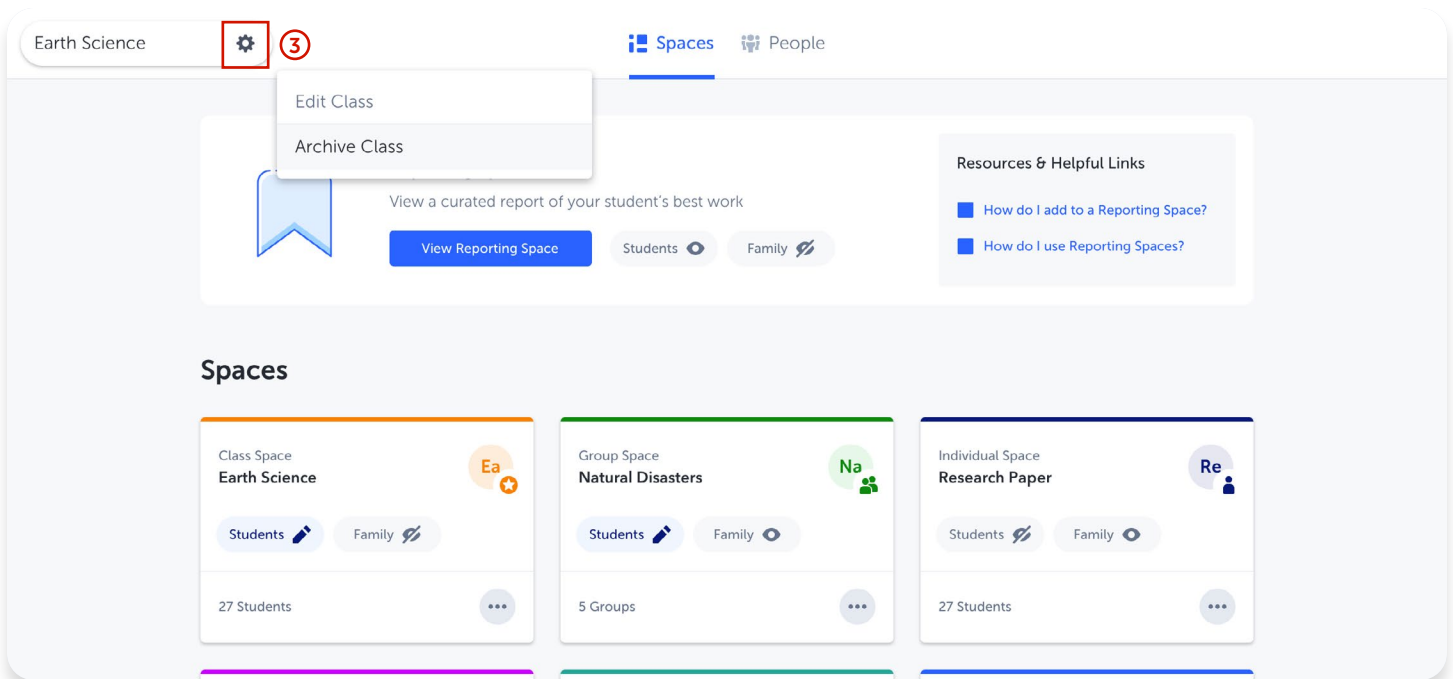
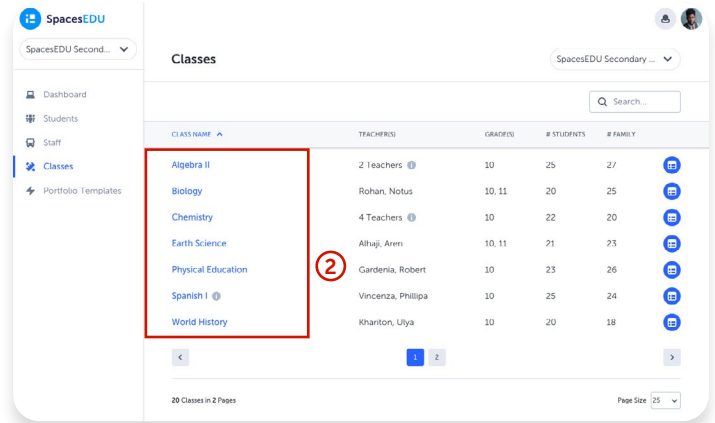
For schools and districts using SpacesEDU Pro, we send out a survey in June each year asking leads if they would like to automatically archive all classes for their district or school over the summer.

If you'd like to opt out of archiving your classes, please advise your Partner Success Specialist. Note that if we do not receive a survey response, [classes will be automatically archived](#).

## If you'd like to manually archive your classes:

1. Go to the **Classes** tab
2. Search for the Class, then click on the **Class name**
3. Click on the **gear** icon in the top left corner, next to the Class name, then select "Archive Class"

When managing classes at the end of each year, opt to archive instead of deleting them to preserve the integrity of teachers' and students' contributions; this also ensures that content remains accessible within the All Work Feed.



### 📘 Tips Before Archiving Classes

- Share the [SpacesEDU End of Year FAQ](#) with Teachers!
- [Download Class Reporting Space PDFs](#) for record-keeping
- Make sure to [make Spaces visible](#), to ensure students can access their work year to year from their [All Work Feed](#)

