



SpacesEDU
by myBlueprint

TECHNICAL GUIDE FOR ADMINISTRATORS

Districts and Schools using Manual Class Management





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** For Schools/Districts licensing SpacesEDU Pro + Reporting*

*** For Schools/Districts licensing SpacesEDU Pro + Portfolios*



Managing Staff

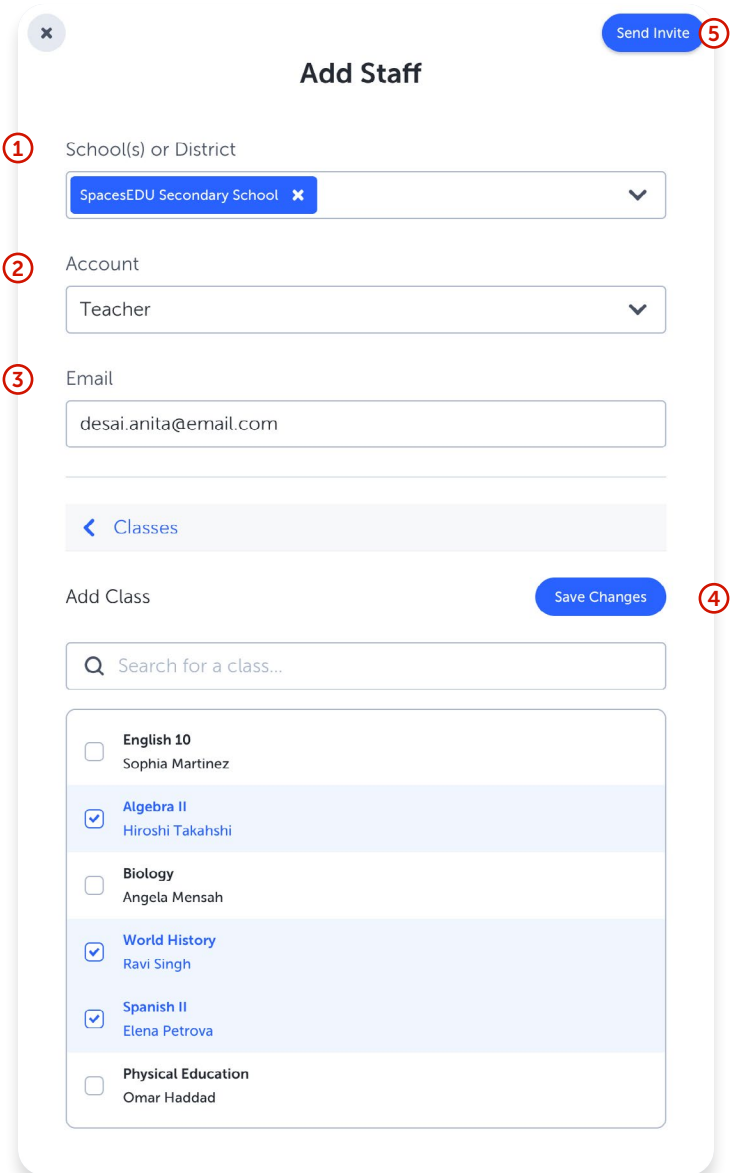
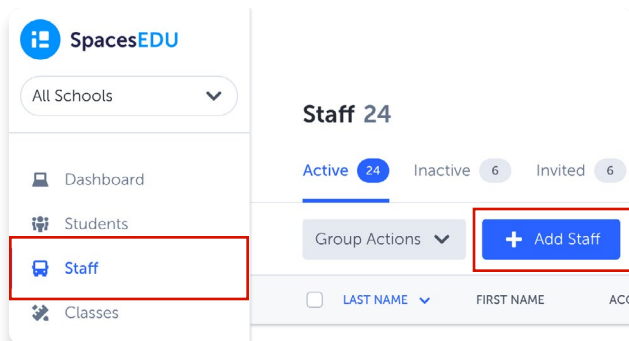
As an Admin, you can (A) **Invite Staff**, (B) **Edit a Staff's Active Classes**, (C) **Mark Staff as Inactive**, (D) **Edit Staff School Records** to remove teachers from classes within a school or district, (E) **Delete Staff Accounts**, (F) **Manage Old Staff and Teacher Invites**, and/or (G) **Review Staff Requests**.

A Inviting Staff

To invite teachers and administrative staff into SpacesEDU, navigate to the **Staff** tab and select **+Add Staff**.

1. Select the District or Specific School you'd like to invite the staff to
2. Select the Account Type
3. Enter Email
4. If you'd like to invite the staff to an existing SpacesEDU Class as a teacher, select **Edit Classes**, select the Class, and **Save Changes**.
5. Click on **Send Invite**!

Staff will then receive an invitation by email, with a link they can click to set up their account to join SpacesEDU!



B 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**

SpacesEDU

All Schools

Dashboard

Students

Staff

Classes

Portfolio Templates

Staff 24

Active 24 Inactive 6 Invited 6

6 Requests

Group Actions + Add Staff

Search...

<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	... (2)
<input type="checkbox"/>	Gonzalez	Maria	Teacher	gonzalez.maria@email.c...	4 Schools		Edit Account
<input type="checkbox"/>	Johnson	William	Teacher	johnson.william@email...	Starlight Ac		Reset Password
<input type="checkbox"/>	Kim	John	School Admin	kim.john@email.com	Cosmos Sec		Mark as Inactive
<input type="checkbox"/>	Nguyen	David	Teacher	nguyen.david@email.com	Nebula Insti		Delete Account

24 Staff in 2 Pages

Page Size 10

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.



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.

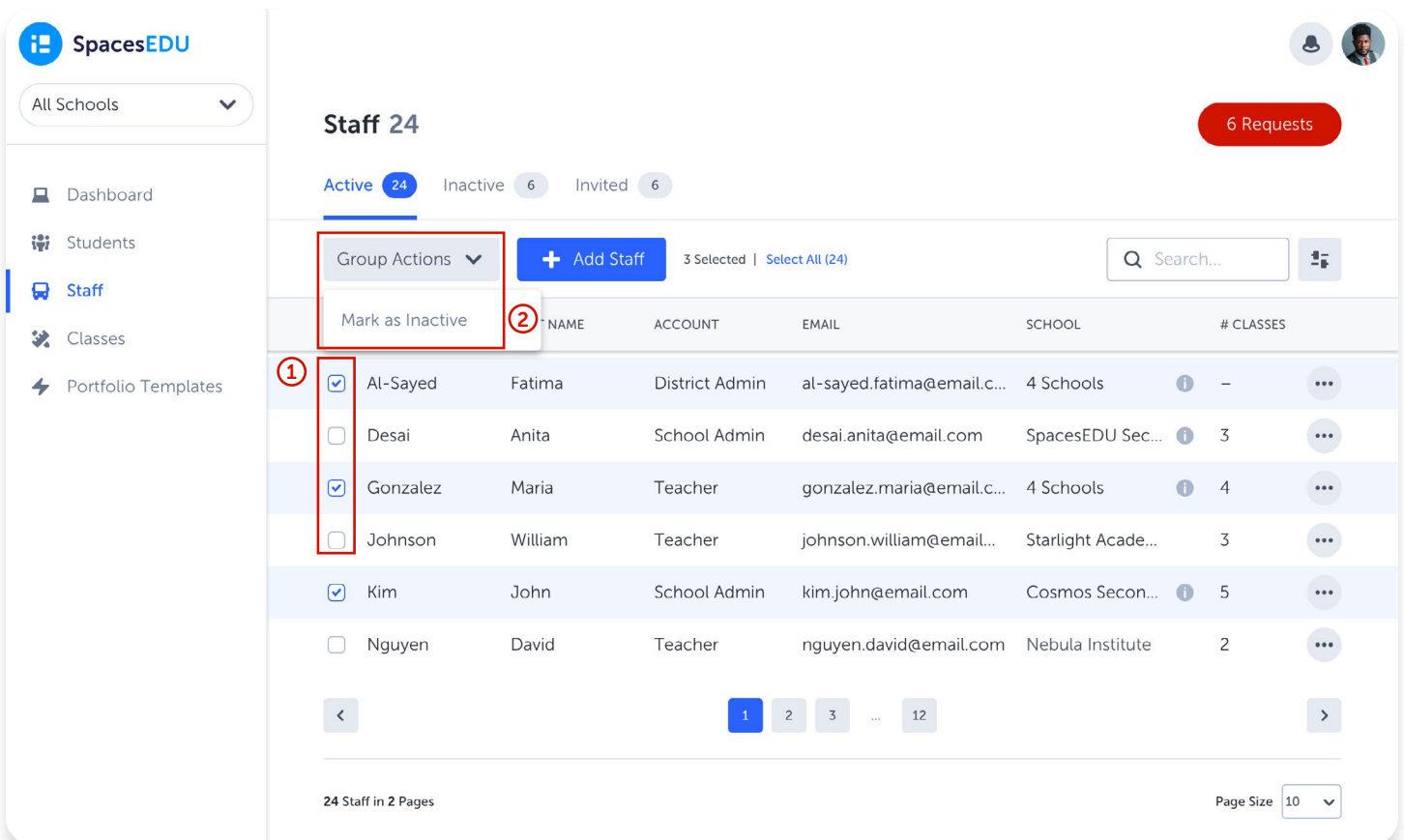
C Mark Staff as Inactive

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"**



The screenshot displays the SpacesEDU Staff management interface. The left sidebar contains navigation options: Dashboard, Students, Staff (selected), Classes, and Portfolio Templates. The main content area shows a list of 24 staff members, with 3 selected. A 'Group Actions' dropdown menu is open, showing 'Mark as Inactive' as an option. A red box highlights the 'Mark as Inactive' option, and a red circle with the number 2 is next to it. Another red box highlights the first checkbox in the list, and a red circle with the number 1 is next to it. The interface also shows a search bar, a '+ Add Staff' button, and a '6 Requests' button.

	NAME	ACCOUNT	EMAIL	SCHOOL	# CLASSES	
<input checked="" type="checkbox"/>	Al-Sayed, Fatima	District Admin	al-sayed.fatima@email.c...	4 Schools	1	-
<input type="checkbox"/>	Desai, Anita	School Admin	desai.anita@email.com	SpacesEDU Sec...	1	3
<input checked="" type="checkbox"/>	Gonzalez, Maria	Teacher	gonzalez.maria@email.c...	4 Schools	1	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...	1	5
<input type="checkbox"/>	Nguyen, David	Teacher	nguyen.david@email.com	Nebula Institute		2

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



D 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** Edit Classes

Mathematics 9
Anita Desai, Maria Martinez

Anita Desai

Edit Account Schools & Accounts

+ School Record **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 Class Posts, 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)".



E 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**".

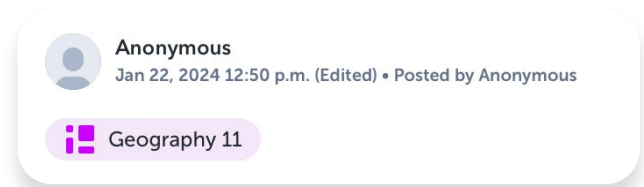
I Important Note on Teachers Deleting their Own Accounts

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 Class Posts. 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
- Posts and comments from teachers will remain associated with students as posted by "Anonymous".
- Students can still access Posts from those classes in their All Class Posts.



F 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**.

SpacesEDU

All Schools

Dashboard

Students

Staff

Classes

Dashboard

Staff 24

Active 18 Inactive 6 **Invited 6**

+ Add Staff

Search...

EMAIL	ACCOUNT	SCHOOL	INVITE DATE	
gonzalez.maria@email.com	Teacher	SpacesEDU Second...	Jan 30, 2021	...
johnson.william@email.com	Teacher	Starlight Academy	Jan 3	Resend Invite
kim.john@email.com	School Admin	Cosmos Secondary ...	Jan 3	Delete Invite
nguyen.david@email.com	Teacher	Nebula Institute	Jan 30, 2021	...

6 Requests

G Review Staff Requests

Teacher requests will appear when:

1. Teacher manually joins SpacesEDU via the [Sign Up](#) page, selecting a school within the District during the account creation process.
2. Teacher has been manually invited as a co-teacher to a class within the school/district for the first time. Subsequent invitations to the same school will not require approval.

Note If a teacher is invited to another class at a different school within the district, additional approval is also required.

SpacesEDU

SpacesEDU Second...

Dashboard

Students

Staff

Hi Elijah Daniels 🙌

6 Teacher Requests

Summary

View Import History

Quick Actions



Managing Students

A Inviting Students

To invite students into SpacesEDU on behalf of teachers, navigate to the **Students** tab and select **+Add Student**.

1. Enter the Student's First and Last Name
2. Enter Student Grade
3. Enter Student Email Address
4. Select **Edit Classes**
5. Search for the Class you'd like to invite the student to
6. Select the Class
7. Click on **"Save Changes"**
8. Click on **"Send Invite"**

Students will then receive an invitation by email, with a link they can click to set up their account and join the class!

The 'Invite Student' form includes the following fields and actions:

- 1. First Name: Mateo
- Last Name: Garcia
- 2. Grade: 10
- 3. Email: garcia.mateo@email.com
- 4. Classes section with a search bar (5) and a list of classes: English 10 (Sophia Martinez), Algebra II (Hiroshi Takahashi), and Biology (Angela Mensah). Algebra II is selected (6).
- 7. Save Changes button
- 8. Send Invite button

B 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.

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 Class Posts](#).

The screenshot shows the 'Students' management interface with the following details:

- Navigation: Dashboard, **Students** (1), Staff, Classes, Portfolio Templates
- Summary: Students 342 (Active: 336, Inactive: 6, Invited: 6), 7 Missing Student IDs
- Table Headers: LAST NAME, FIRST NAME, EMAIL, (OEN/ASN/ETC), ID, GRADE, # CLASSES, # FAMILY
- Table Rows:
 - Ali, Zainab, ali.zainab@email.com, 894376512, 10, 8, 2
 - Garcia, Mateo, garcia.mateo@email.com, 203748915, 10, 7, 1
 - Johnson, Ethan, johnson.ethan@email.com, 475829103, 10
 - Kim, Hana, kim.hana@email.com, 582390471, 10
 - Martinez, Diego, martinez.diego@email.co..., 167294850, 10
 - Nakaruma, Kai, nakamura.kai@email.com, 349820576, 10
- Actions: A dropdown menu for the 'Kim, Hana' row shows 'Edit Account', 'Reset Password', **Mark as Inactive** (2), and 'Delete Account'.



C 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' and contains the following 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 the text is a table with the following columns: LAST NAME, FIRST NAME, EMAIL, STUDENT ID, GRADE, # CLASSES, # FAMILY, and a menu icon. The table contains 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).

D 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.



E 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.

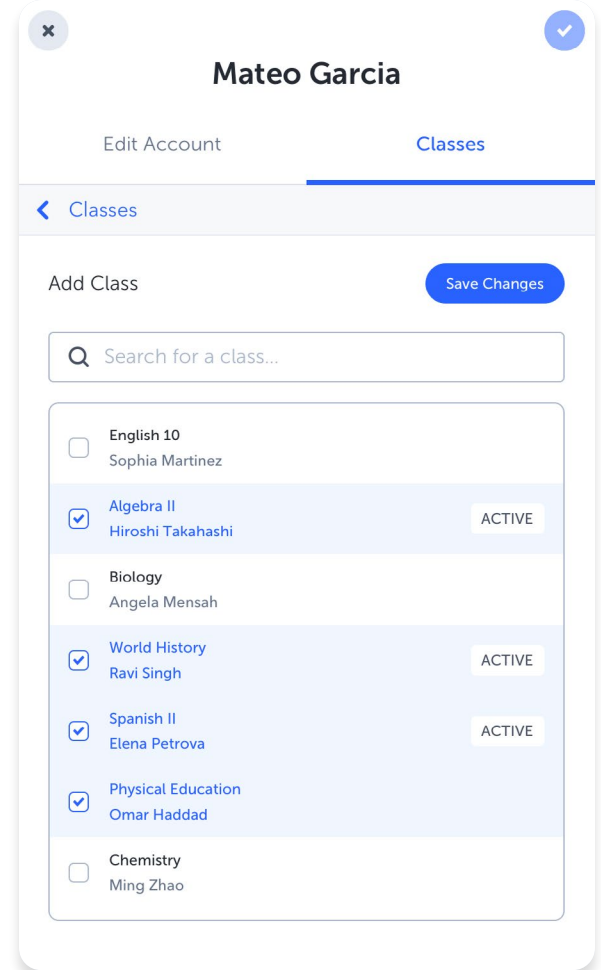
F Deleting Student Accounts

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 Class Posts (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.

G 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.

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 Class Posts:

Did you know you can easily access all your archived work and Posts in the All Class Posts? Simply navigate to the Home screen, and click the All Class Posts button 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.

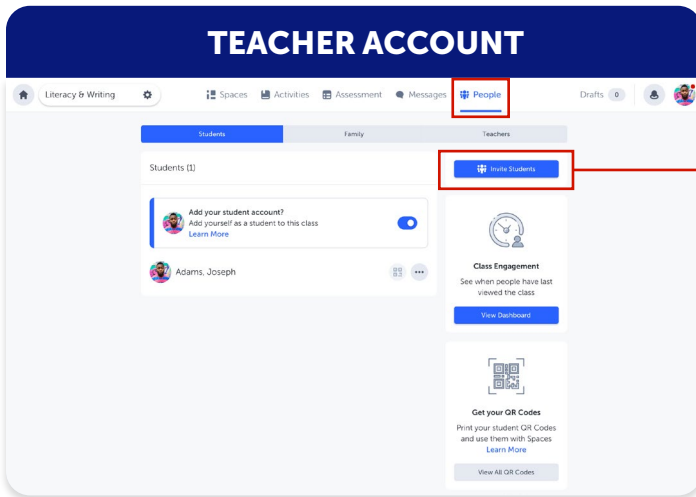
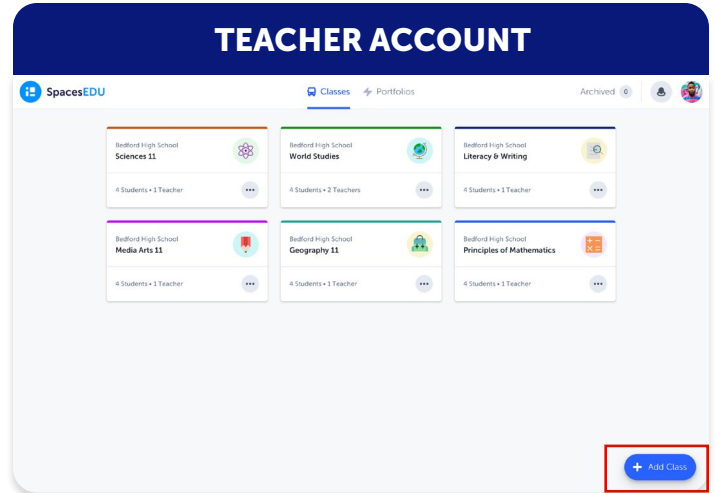
Congratulations, graduates! We can't wait to see the incredible things you'll achieve in the future.



Managing Classes

With manual class management, **teachers create their own classes in SpacesEDU!** Once they've created their account and logged in, teachers can navigate to the **Classes** tab and select **+ Add Class**.

Once the teacher has created their class, edited their Class settings and created their Spaces, they can invite students to join. Instruct teachers to navigate to the **People** tab in their classroom, and click **Invite Students**. Teachers can then [invite students to join their Class](#) via **Class Code**, or import students from Google Classroom.

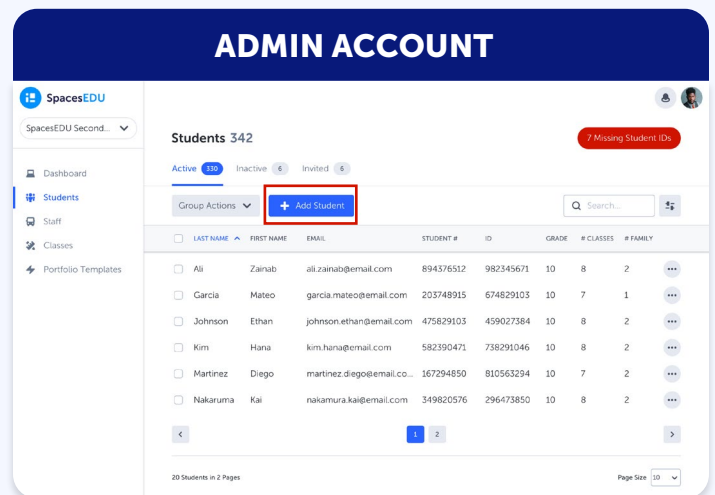


Class Code

Students enter your Class Code on the Sign Up page at spacesedu.com or enter it in their existing account.

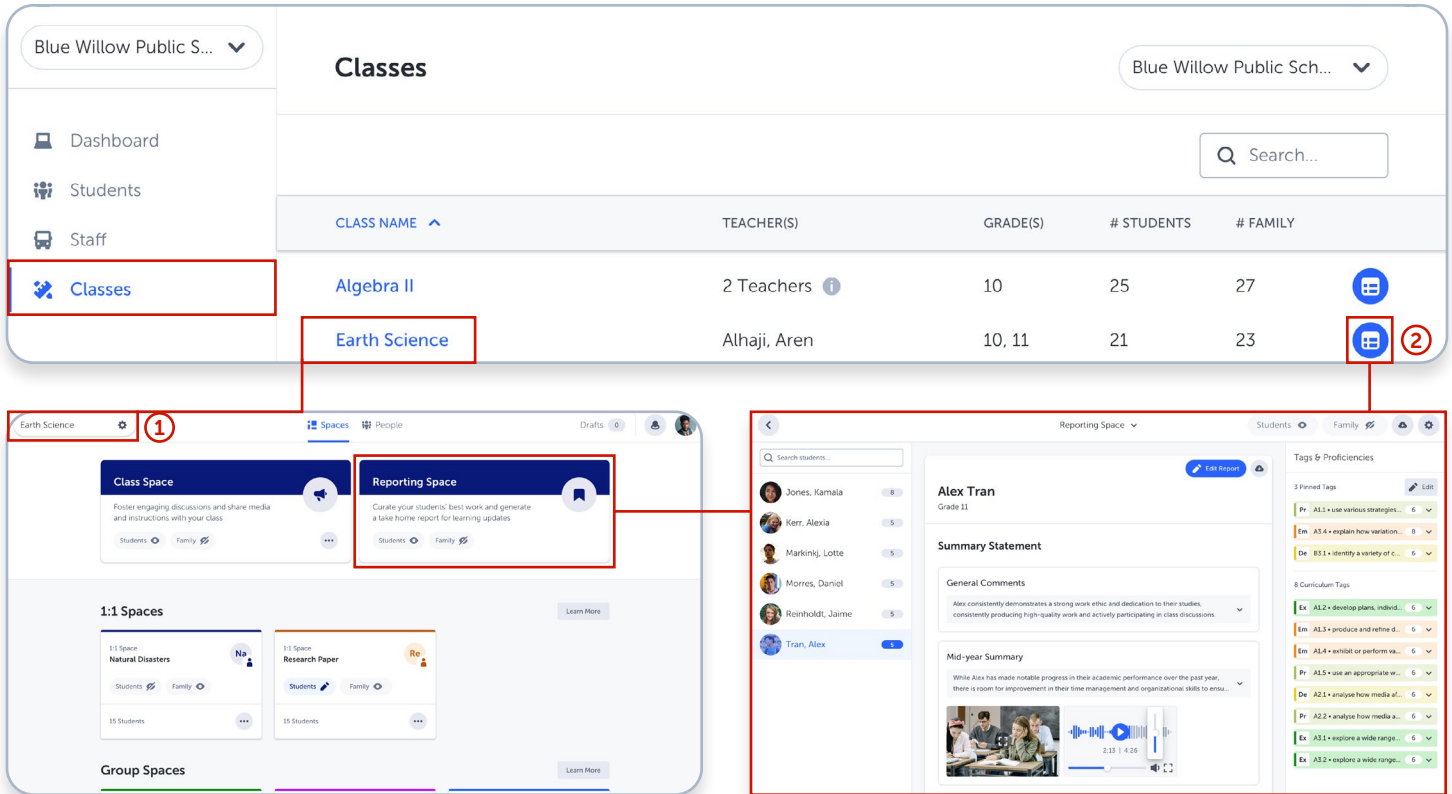
Copy

As an **Administrator** you can also support teachers with manually inviting students to their classes, once the Class has first been created. See the [Inviting Students](#) section of this guide for more details.



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!



A Access Class Settings:

- Edit the Class avatar, name, and grades
- Edit Class settings
- Edit the Curriculum Tags & Proficiency Scale visibility settings
- Archive Classes

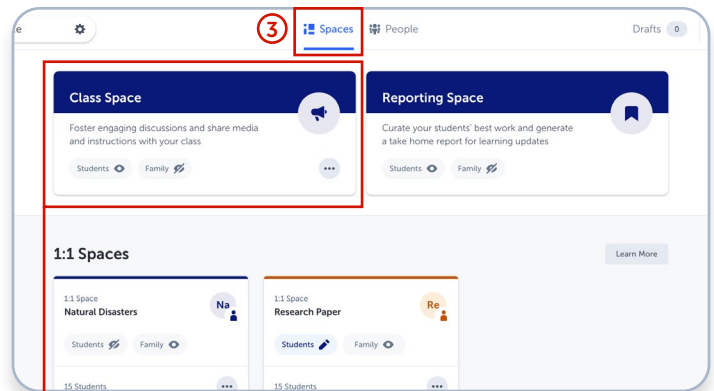
B Access the Reporting Space:

- 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
- *See Reporting Space Management on [Page 14](#)



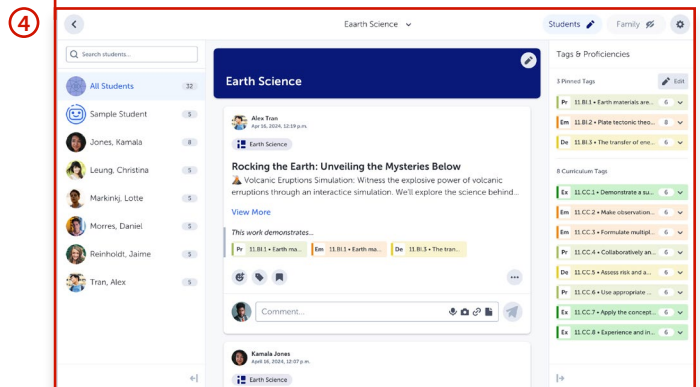
C Access the Spaces Tab:

- 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



D 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



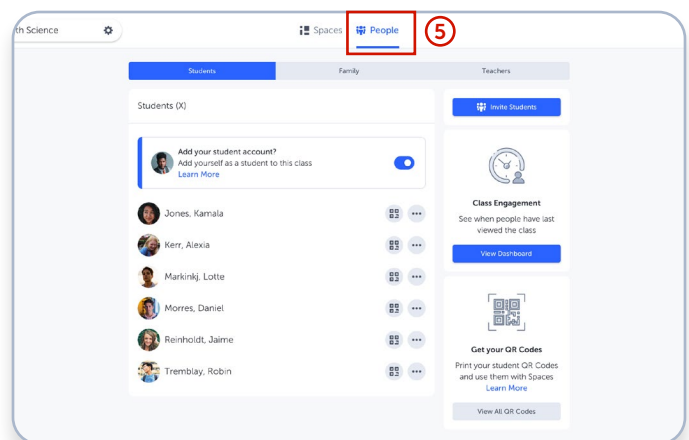
Celebrate and Share Success Stories from each class with fellow educators! 🎉

i Admins will NOT be able to:

- Create a new Space
- Delete a Space
- Copy Posts
- Create new Posts or Activities
- Access the Feed, Activities, Messages or Assessment Tabs (including Proficiency Report and GrowthBook features)

E 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



Managing Reporting Space

Reporting Space

If the **Reporting Space** feature is enabled within your district, administrators will be able to:

- Quickly Access Reporting Spaces
- See and edit Reporting Space visibility settings for each Reporting Space
- Formally Review and Sign off on Reporting Spaces, and
- Download Reporting Space PDFs

A Reporting Space Access and Visibility Settings

1. Within the **Classes** tab, Administrators have a quick **[3] View Reporting Space** access point to the view each Classes' Reporting Space. In each Reporting Space, Administrators are able to:
 - 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
2. Administrators can quickly see the visibility settings for students in families in each class. To update these settings, they need to access the **[3] View Reporting Space button**.
3. **View Reporting Space button.**
4. Update the visibility settings of the Reporting Space!

The screenshot displays the SpacesEDU interface. On the left is a sidebar with navigation options: Dashboard, Students, Staff, **Classes** (highlighted with a red box and number 1), and Portfolio Templates. The main content area is titled 'Classes' and features a 'Review Reporting Spaces' button and a search bar. Below this is a table with columns: CLASS NAME, TEACHER(S), GRADE(S), # STUDENTS, # FAMILY, and REPORTING SPACE. The table lists two classes: Algebra II (2 Teachers, 10, 25, 27) and Biology (Rohan, Notus, 10, 11, 25). The 'REPORTING SPACE' column for Algebra II contains icons for visibility settings (highlighted with a red box and number 2) and a 'View Reporting Space' button (highlighted with a red box and number 3). Below the table, a reporting space view is shown with a 'Reporting Space' dropdown (number 4), 'Students' and 'Family' visibility settings (highlighted with a red box and number 4), and an 'Edit Report' button.

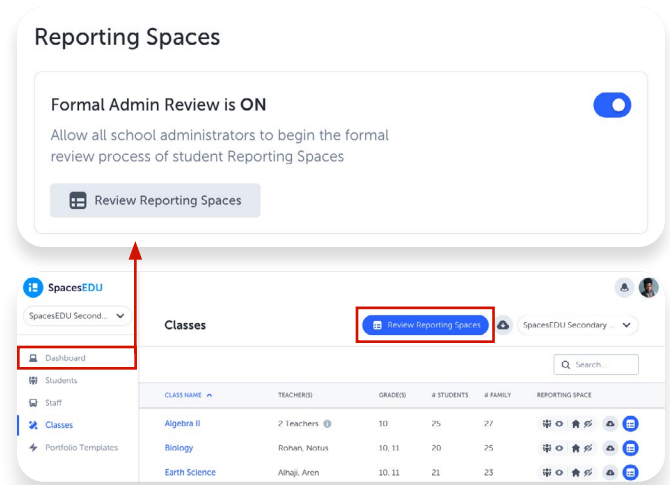


B Admin Review of the Reporting Space

If enabled for your district, District and School administrators will be able to enable the **Formal Admin Review** for the specific school(s) selected from their **Dashboard**.

Once enabled, district and school administrators at the selected school will be able to review and sign off on the Reporting Space within each class.

From the **Classes** tab, Admins at the selected school will be able to access the **Reporting Space Review List** by clicking **Review Reporting Spaces** to begin their review.



Reporting Space Review List

The Reporting Space review list shows all active classes at the selected school.

<input type="checkbox"/>	CLASS NAME	TEACHER(S)	GRADE(S)	REVIEWED	PENDING REVIEW	
<input type="checkbox"/>	Algebra II 1	2 Teachers i	10, 11	- 2	12 3	4a Start Review
<input type="checkbox"/>	Biology	Rohan, Notus	10, 11	32	38	4b 84% Reviewed
<input type="checkbox"/>	Earth Science	Alhaji, Aren	10	40	-	4c All Reviewed

- Class Name:** Clicking the Class Name will open up the Class in a new window.
- Reviewed:** The number of students who have a reviewed Reporting Space in the class.
- Pending Review:** The number of students who do not have a reviewed Reporting Space in the class.
- Reporting Space Entry Point and Review Status:** This button acts as an entry point to the Class Reporting Space, and displays the review status of the Reporting Space.
 - Start Review:** Reporting Space has not yet been reviewed.
 - % Reviewed:** Percentage of students' Reporting Spaces that have been reviewed.
 - All Reviewed:** All students' Reporting Space have been reviewed.
- Group Actions:** Administrators can conduct the following actions for multiple/all classes:
 - Mark as Reviewed:** Mark all Students as Reviewed for the selected Classes.
 - Reset Review:** Unmarks Reviewed status for students and updates selected classes to "Start Review".
 - **Note:** Resetting Review will remove all prior Administrator Signatures from Reporting Space PDF.
 - Download Reporting Spaces:** Download Reporting Space PDF for selected classes.
 - **Note:** Reporting Spaces downloaded in Bulk will be saved in one PDF file, with all Summary Statements, Areas of Learning, and co-teachers selected.



Review of Reporting Spaces

Selecting the **Start Review** from the **Reporting Space Review List** will bring the Administrator into the **Spaces tab** of the class, where the Reporting Space Card will indicate the status of the review.

Note Teachers will also see the Reporting Space review status, as “Pending Admin Review” or “Admin Review Complete”.

Reporting Space

Curate your students' best work and generate a take home report for learning updates

Students Family **Start Review**

This Reporting Space was last edited on February 2025 by Mr. Aren Alhaji

Students Family

Search students...

Jones, Kamala 8

Leung, Christina 5

Markinkj, Lotte 5

Morres, Daniel 5

Reinholdt, Jaime 5

Tran, Alex **1** 5

Alex Tran **2** **3a** **4** **5a**

Grade 11 • 3128490320012

Last Edited **3b** **Mark as Reviewed** **Edit Report**

Attendance

Month	AU	SE	OC	NO	DE	JA	FE	MR	AL	MA	JN	JL
Absences	4	0	1	5	2	0						
Tardies	2	1	4	2	1	0						
Totals	6	1	5	7	3	0						

Expand All Descriptions

Summary Statement

General Comments

Alex consistently demonstrates a strong work ethic and dedication to their studies, consistently producing high-quality work and actively participating in class discussions.

Mid-year Summary **3b**

While Alex has made notable progress in their academic performance over... there is room for improvement in their time management and organizational skills to ensu...

Review & Next

Tags & Proficiencies

3 Pinned Tags **5b**

- 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

- Ex A1.2 • develop plans, individ... 6
- Em A1.3 • produce and refine d... 6
- Em A1.4 • exhibit or perform va... 6
- Pr A1.5 • use an appropriate w... 6
- De A2.1 • analyse how media af... 6
- Pr A2.2 • analyse how media a... 6
- Ex A3.1 • explore a wide range... 6
- Ex A3.2 • explore a wide range... 6

1. Once within the Reporting Space, **Select the Student** to start their Review. Navigate through the summary statements, areas of learning, and posts within the Feed.
 You can even leave a comment on one of the student artifacts within the feed!
2. There is an indicator available, to both administrators and teachers, to any edits that were last made to the Reporting Space.
3. Once the review is complete, select **[3a] Mark as Reviewed**. The report can also be set as reviewed by selecting **[3b] Review & Next**, which will then navigate to the next student.
4. Select **Edit Report** to edit any of the Summary Statement or Area of Learning comments or proficiencies.
5. Administrators can also **Download the Reporting Space PDF** for students **[5a] Individual Students** or for **[5b] All/ Selected Students within the Class**.



Once Administrators have completed their review [“**Marked as Reviewed**”], the Reporting Space PDF will indicate the Administrators’ name as “Reviewed”, and the Date of Review.



Important Note
[Resetting Review](#) from the [Reporting Space Review List](#) will remove all signatures from the Reporting Space PDFs.

Important Note
 We recommend to first update your preferred salutations prior to review! This can be updated via the Account Settings of the Administrator account.

Tips & Considerations for Admin Formal Review

Admin Formal Review & Resetting Reviews

- Determine when to toggle **Admin Formal Review ON/OFF** from the **Dashboard** of the school selected.
 - Toggling Formal Review ON will indicate to teachers that the Class Reporting Space is Pending Admin Review.
 - Toggling Formal Review OFF will remove any formal review status, and disable the ‘Review Reporting Space’ option for administrators.
- Establish a **timeline for resetting Admin Review** each term to ensure all Reporting Space PDFs have been downloaded and accessed before teachers start to populate for subsequent terms!

Downloading & Managing Reviewed Reports

- **Clarify who is responsible** for downloading, storing, and sharing reports (teachers or administrators).
 - **Tip:** Teachers may consider attaching a **Reporting Space PDF** to a Summary Statement within the Student’s Reporting Space for families to access and download.
- **Determine the preferred format for downloading reports** – bulk download or individual files with options for customized Summary Statements, Areas of Learning, and co-teacher selections

Visibility Settings

- Define when **Reporting Spaces should be made visible** to students/families.
- Decide if visibility depends on **100% review by administrators** before release.

Tip 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 a **1:1 space** at the end of the year with their PDF summary attached, so that this report is accessible to them via their **All Class Posts**.

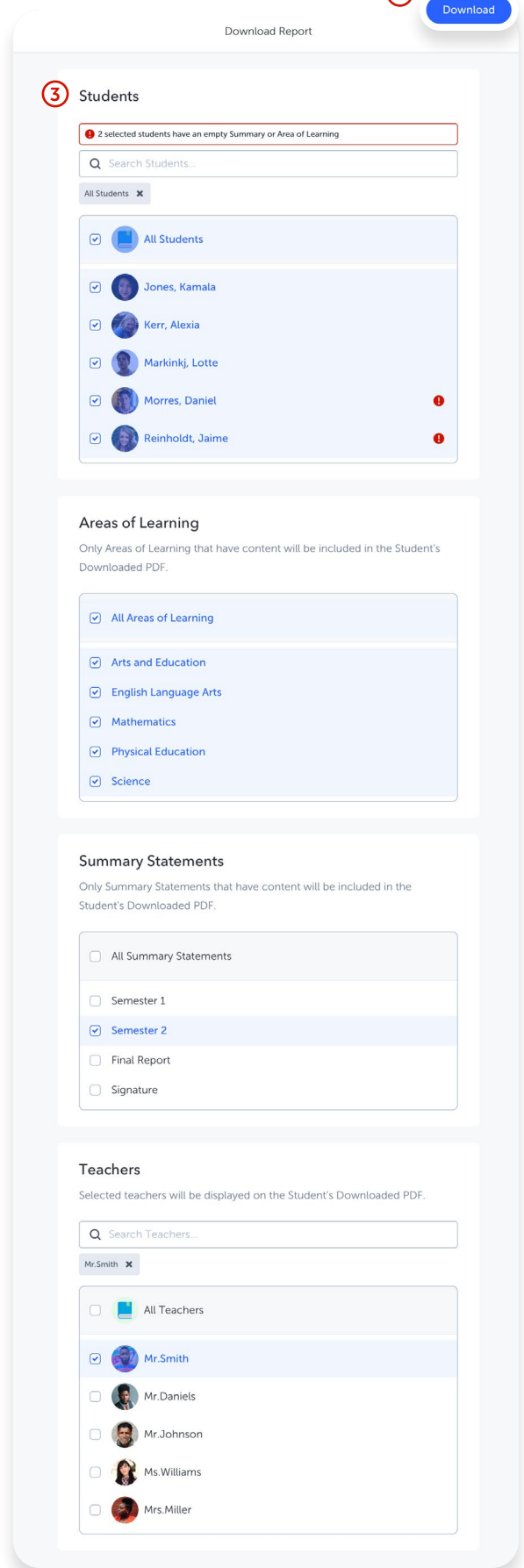
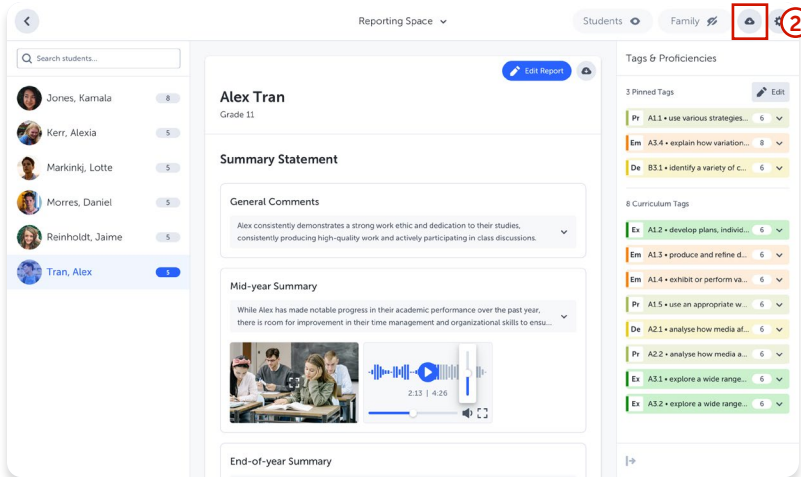


C Class Reporting Space Download: Individual Students and/or Entire Class

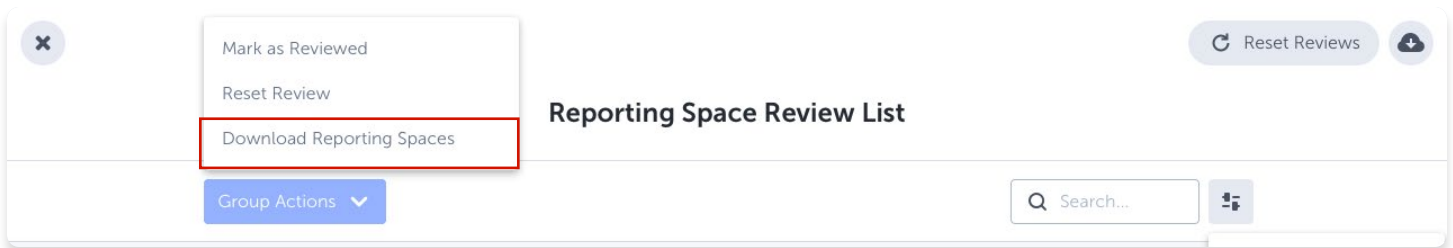
4

Download

1. Within the **Admin Class Management Tool**, select the Reporting Space icon to access the class's **Reporting Space**.
2. On the top right, of the Reporting Space, select the **Download** button
3. Select which **student(s), Areas of Learning, and Summary Statements** you wish to include in the PDF Report.
4. Select **Download**. All Summary PDFs will be downloaded into a .zip file.



D Bulk Reporting Space Download: All Reporting Spaces at a School



Reporting Space PDFs will be downloaded into a **single PDF document** for all Classes and Students.

All Teachers, Areas of Learning, and Summary Statements will be included in the Report Administrators will not be able to select/de-select specific sections to include - this can, however, be completed when utilizing the download function within each Class Reporting Space

Once the PDF is ready to be downloaded, the Administrator will be sent an email and an in-app notification

- The email will have a link to download the file, which should begin automatically, along with a manual link to start the download as a backup
- Only the Admin who initiated the download can access this link
- The download link will expire after 1 month

! **DO NOT** reset the review status while a download is in progress. Wait for a notification confirming the download has completed before making any updates. Updating the review status may cause discrepancies in the generated PDFs.

i Important Reminder on Resetting Reviews for Reporting Space:

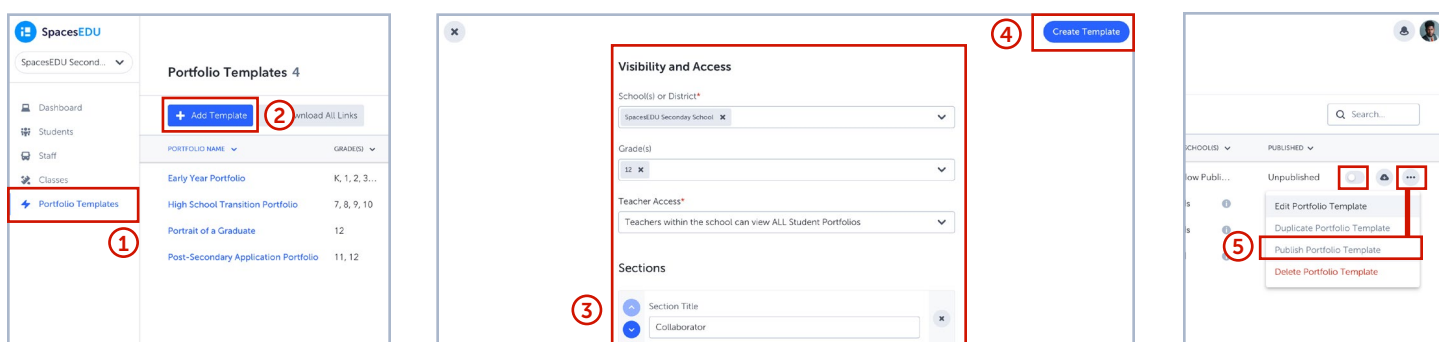
Resetting Review will **remove all signatures** from the Reporting Space PDFs. Do not reset reviews while a download is in progress

Managing Portfolios

Portfolio Templates

A **Portfolio Template** is a way for districts to customize, standardize, and organize a Portfolio that they share with teachers and students. Districts can easily create a Portfolio for a specific grade or grade range, a specific school, or the entire district. Portfolios are a great way to document and track competency-based education and district-wide initiatives like Portrait of a Graduate, student-led conferences, transitions, and more!

A How can District Administrators create a Portfolio Template?



1. Click on **Portfolio Templates** in the side panel.
2. Click on the **+ Add Template** button.
3. Create the Portfolio Template by completing the following:
 1. **Portfolio Information:** Start by giving your portfolio a clear name and a brief description outlining its purpose. You can also add relevant media to help students understand the portfolio's goals and expectations.
 2. **Visibility and Access:** Configure who can access and view the Portfolio.
 - a. **School(s) or District:** Decide if the template will be available to the entire district or only to specific schools.
 - b. **Grade(s):** Specify the grade level or a range of grades for the students who will use the portfolio.
 - c. **Teacher Access:** Choose whether teachers can see portfolios for all students at their school or only for students associated with them via Class Rostering.
 3. **Measurement:** Enable Portfolio Measurement if you want to allow teachers to assess portfolio sections. If you're interested in this feature, contact your Partner Success Specialist to get it set up.
 4. **Section:** Create distinct sections for students to organize their work. For each section, you can attach media to provide guidance. This could include reflection questions, writing prompts, examples of strong submissions, or rubrics for assessment. You can create a maximum of 20 sections per portfolio.
4. Click **Create Template** on the top right.
5. Click on the **Toggle** or **Ellipsis** button to **Publish** and **Unpublish** your Portfolio Templates.

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.



B Accessing Student Portfolios

District Administrators have access to the Portfolio Templates tab to create, assign and publish district-wide Portfolio initiatives. **School Administrators** also have access to portfolios, via a dedicated **Portfolios** tab. Both Administrative types are able to access student portfolios directly.

1. Administrators can access student portfolios by clicking on the Portfolio Template Title.

PORTFOLIO NAME	GRADE(S)	DISTRICT/SCHOOL(S)	PUBLISHED
Portrait of a Graduate	12	SpacesEDU Seco...	Unpublished
Core Competency and Goal Setting	K, 1, 2, 3...	3 School	Unpublished

2. First select the School to view the list of students

STUDENT	Academics	Personal Goals	Extracurricular...	Achievements
Jones, Kamala	+ 2	+ 1	+ 3	+ 1
Leung, Christina	+ 2	+ Media	+ Media	+ 1
Morres, Charles	+ Media	+ Media	+ 1	+ Media

3. Access the Portfolio Grid to oversee how many artifacts each student has posted within each section of their portfolio!
4. Click on the student's name to view their Portfolio directly
5. Click the URL button to access the Portfolio URL for external sharing [if enabled].

Within a student's portfolio, administrators are able to:

- Add, Draft, and Copy new posts within the student's portfolio
- Switch between the sections or scroll through the feed and view post content.
- Comment and React on Posts!

Note District Super Admins will have access to create and publish Portfolios titled "Portfolio Templates", whereas regular district admins and school administrators will have access to view student portfolios.



C Managing, Editing, and Deleting Portfolio Templates.

District Administrators can also Edit, Duplicate, and/or Delete Portfolio Templates.

Note When a Portfolio Template is deleted, any student posts contained in this Portfolio will find their content via the Archived tab

D Portfolio URLs

Speak to your Partner Success Specialist to enable Portfolio URL sharing by Teachers and Students, including valid Grades for sharing.

With Portfolio URL sharing enabled, Administrators will be able to download a CSV of all Portfolio URLs with the 'Download All Links' button.



This report will generate URLs for all students, regardless if they have yet to access or start their portfolios. The report will also include:

- All Portfolio URLs for **Active** Portfolios [generated for all students, regardless if they have accessed or started their portfolios].

Note Family data will not appear in file for CSV-rostered districts; applies only to family data imported via SIS Sync.

	A	B	C	D	E	F	G	H
1	Portfolio Template	School	Student #	Last Name	First Name	Share URL	Family Name	Family Emails
2	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	894376512	Ali	Zainab	https://portfolios.spacesedu.com/p/mxGZpmcV		
3	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	203748915	Garcia	Mateo	https://portfolios.spacesedu.com/p/kbKhNtq2		
4	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	475829103	Johnson	Ethan	https://portfolios.spacesedu.com/p/ZFv2k9JR		
5	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	582390471	Kim	Hana	https://portfolios.spacesedu.com/p/x4ssXqSZ		
6	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	167294850	Martinez	Diego	https://portfolios.spacesedu.com/p/vYWKnCFG		
7	Core Competency and Goal Setting Portfolio	SpacesEDU Secondary School	349820576	Nakaruma	Kai	https://portfolios.spacesedu.com/p/dKZ9T1Jk		

Additional Tasks and Resources

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.

A 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 Class Posts and/or Portfolios

Feature-Specific Tasks [if applicable]

- Download Reporting Space PDF Records

- Unpublish Portfolio Templates



B Archive your Classes

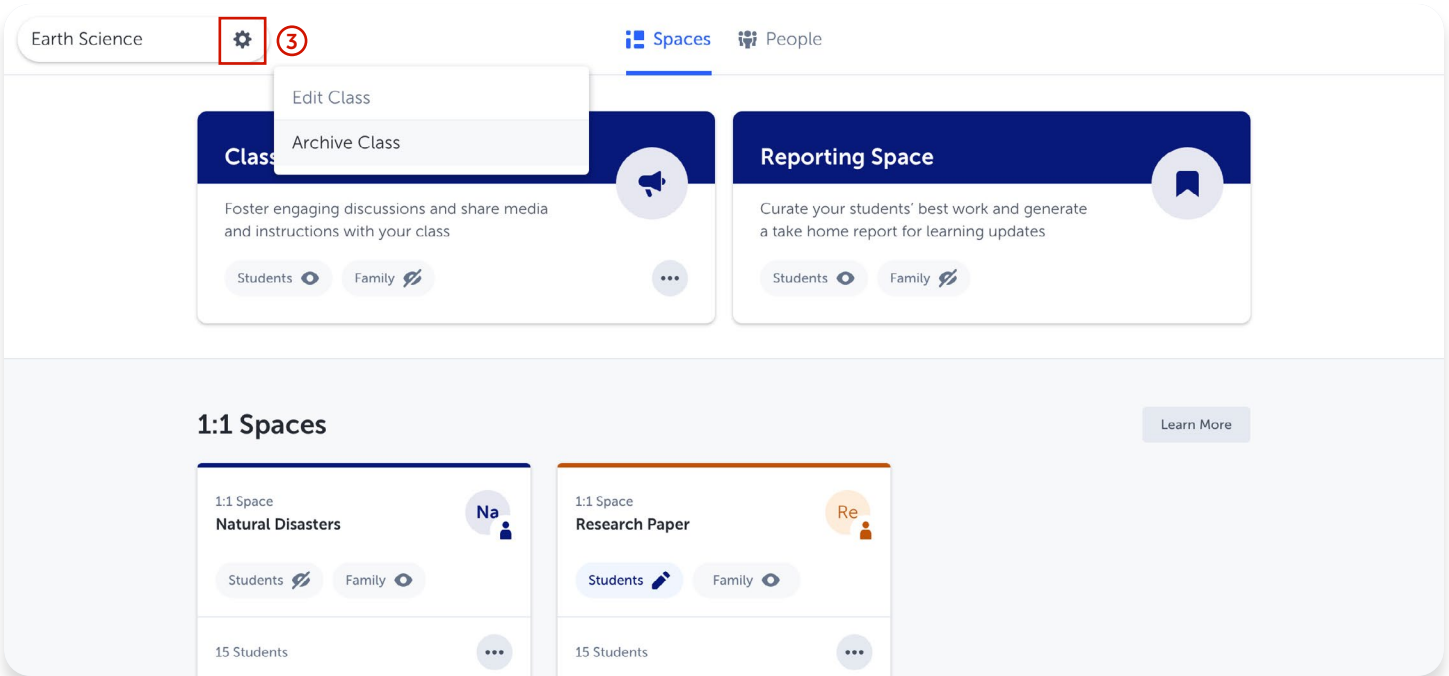
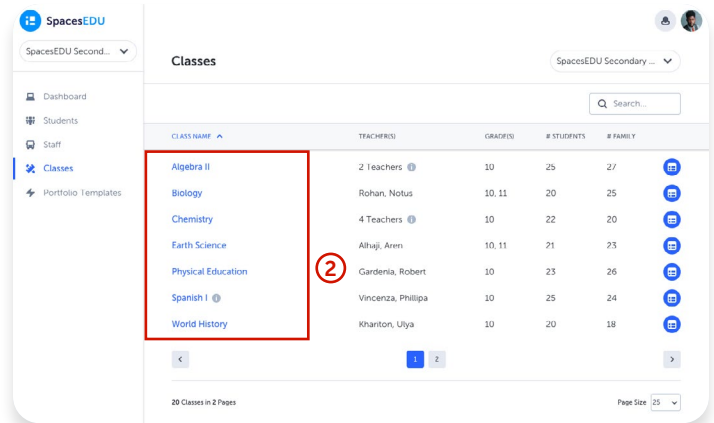
For schools and districts using SpacesEDU Pro, we send out a survey in June each year asking leads if they would like to automatically archive all classes for their district or school over the summer.

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 Class Posts.



📘 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 Class Posts](#)



Troubleshooting Guide

As Administrators, you can support educators with a variety of questions and issues! Please access our comprehensive [Troubleshooting Guide for District Administrators](#) as a guide to resolving and troubleshooting issues.

Please note, should an issue require SpacesEDU support, please ensure where possible to provide us with the following information:

1. User(s) Impacted (name, email address)
2. Class Impacted (name, school)
3. Time/Date of Issue
4. Device, Browser and App Details
 - a. Device: Mobile/Desktop
 - i. Operating System (iOS/Android) + OS Version
 - b. Browser: Chrome, Safari, etc.
 - c. App Version