

SpacesEDU Checklist: Getting Started Considerations

Set Up Your Class. Think about...

- ✓ **What will my students see when they first log in?** Make it easy for students to identify your Class by editing the class avatar and class name. For example, consider changing the default *20242025 05C HARRIS* to *Ms. Harris' Grade 5 Class 2024-2025*.
- ✓ **Are there any other settings I should consider?** Review the other Class Settings while you're here!

Plan Your Spaces: Be Intentional. Think about...

- ✓ **What is the purpose for each Space?** For example, to share whole-class announcements or promote collaboration amongst the class, use the Class Space. To document and assess individual student work privately, create and use a 1:1 Space.
 - ✓ **Teach a split class?** Consider creating separate 1:1 Spaces for different grade levels.
- ✓ **How will students and families know how to use each Space?** Define the purpose and intention by editing the Space Details. Consider adding course outlines, expectations, or examples.
- ✓ **Who do I want to give access to and permissions for each Space?** Edit the Space settings for each Space depending on your preferences for student and family visibility and posting.

Set Up Your Curriculum Tags. Think about...

- ✓ **Which tags should I add?** Select and add all the Curriculum Tags for your grade level before setting up Activities or Posts so they are easily accessible throughout the year.
 - ✓ Consider adding non-curricular tags for general subject areas or timeline tags by searching *SpacesEDU*.
 - ✓ Pin tags you'll be using often so they show up at the top of your list.
- ✓ **Who do you want to see your tags? Do you also want them to see the proficiencies applied for each tag?** Edit your Class Settings if needed.

Define Your Goals of Using SpacesEDU. Think about...

- ✓ **How often am I going to post in SpacesEDU? How often will I have students post?** Focus on highlighting the learning process over time and use posts to showcase this growth to students and their families.
- ✓ **What am I doing in my classroom that I want to document and share with students and their families?** Think about quality over quantity: fewer, high-quality, meaningful Posts rather than a large number of random Posts go a long way!