Spaces
by myBlueprint

# An Administrator's Guide for Spaces

How to help educators capture the moment where growth happens in your school(s) with an easy-to-use assessment product that enables anytime, anywhere learning.

Welcome to Spaces! Join our Spacetronauts community, a place for administrators and educators to come together, connect, and learn from one another at community.spacesedu.com

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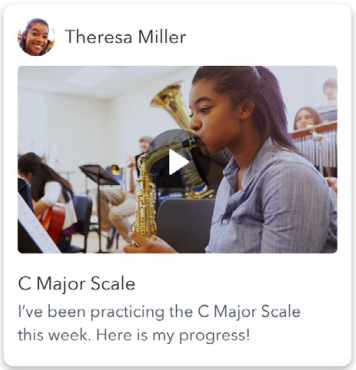
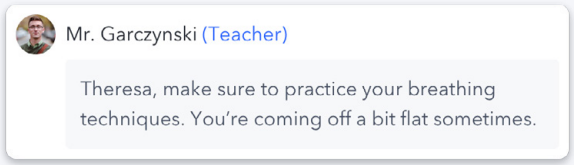
# What is Spaces?

Spaces is the easiest way to capture learning, encourage reflection, and spark conversations between students, staff, and families using an online assessment tool.

**1** **Students create posts in a variety of media**

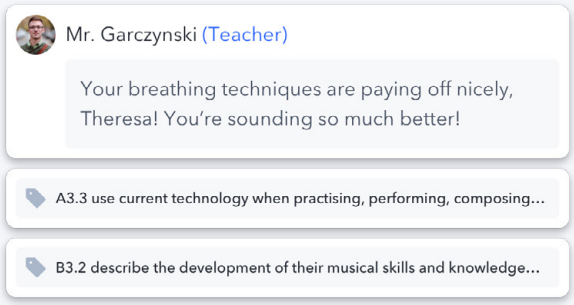



**2** **Teachers provide meaningful feedback**

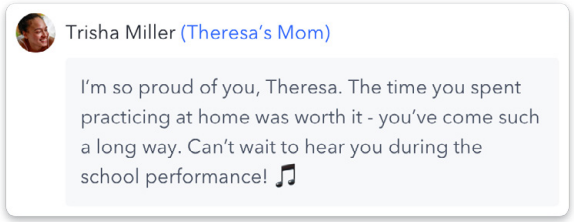



**3** **Students reflect on their growth**

**4** **Teachers assess and tag students' work to specific curriculum outcomes or standards**




**5** **Engagement and communication between students, teachers, and parents increases!**




Thanks for joining! Learn more on how to support teachers with creating an active and engaging learning environment with Spaces at spacesedu.com/blog

# 3 Easy Onboarding Steps

We're thrilled to support you with the launch of Spaces across your school/district!

If you're new to Spaces, you'll see that getting started is easy. Follow the 3 steps below to create your strategic implementation plan for a successful roll-out across your school(s), identify your school lead(s) and training approach, and set up your schools for launch day with your Spaces Administrator account.

## 1 Create an implementation plan

As you prepare your school(s) for the launch of Spaces, it is essential that you create a structured implementation plan that aligns with your district and school goals.

Using the step-by-step process in the template linked below, you will:

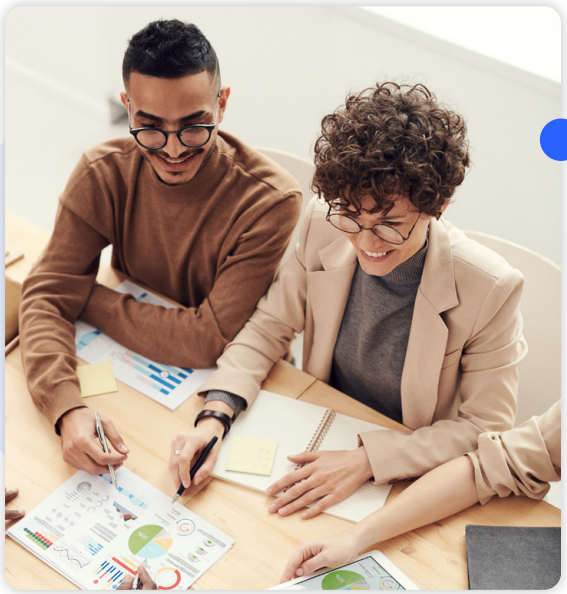
1. Identify your implementation objectives (i.e., WHAT do you want WHO to do?) Psst... Keep it simple for your staff and focus on 2-3 objectives maximum
2. Identify key strengths and challenges (i.e., use your strengths to offset, reduce or eliminate challenges you've had with previous tech tools)
3. Select implementation strategies that leverage your strengths (i.e., HOW will you get the WHOs to do the WHAT)
4. Assess if you met the objective(s) and if your strategies were implemented as intended (i.e., EVALUATE your process and outcomes)

Creating an Implementation Plan (District-Level)

Creating an Implementation Plan (School-Level)

**Implementation Objective #1**

Grade 10 physical education teachers will do a digital portfolio activity with students, starting at the beginning of term and continuing monthly to culminate in a completed portfolio by end of term, to help students reflect on, document, and showcase the main things they learned in class.

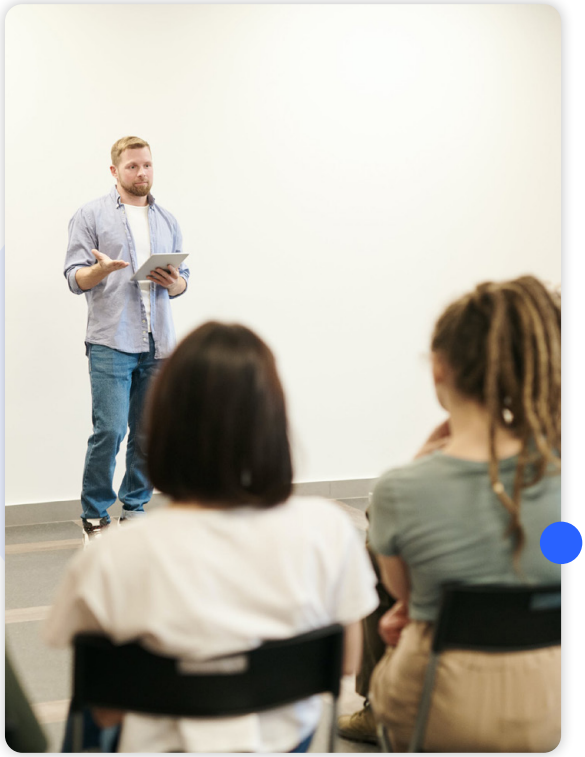


Looking for help with implementation planning? Reach out ot your Spaces Onboarding Specialist to set up a chat to review the *Creating an Implementation Plan* guide

## 2 Identify your School Lead(s)

Identifying the leader(s) in your school(s) is a key component to the launch of Spaces. Ideally, you would like to have one resource teacher in your school(s) to lead and report on your district/ school's objectives for Spaces.

The main benefit in being a Spaces School Lead is playing an integral role in bringing digital portfolios and authentic assessment to your school/district. This is an exciting opportunity to elevate their colleagues' teaching practices to align with the 21st century way of documenting the process and outcomes of student learning! We've included a few tips below to help you select the ideal school lead:



1. **Send a survey** to your school/district educators to evaluate their current needs (i.e., student assessment, documenting hybrid learning, engaging families, promoting collaborative learning and peer assessment, etc.). Based on your survey responses, identify educators who may benefit from exploring Spaces to meet their current objectives.
2. Identify a department within your school/district that is implementing, or looking to implement a digital assessment tool or, e-portfolio (i.e., English Language Arts, Health and Physical Education, Vocational Programs/Cooperative Education, etc.).
3. Once you have a list of potential candidates, make your final decision based on these helpful considerations:

- An individual that is well respected and that peers look up to and/or seek help from
- An individual with good communication skills to lead discussions as well as actively listen and deliver feedback to school/district administrators
- An individual with a positive attitude and willingness to help colleagues during and even beyond the training sessions
- An individual with flexibility in time and general availability for delivering training
- An individual with some degree of experience and expertise with digital portfolios

Want to hear a teacher's perspective? Check out Laura Hayes talk on **Using digital portfolios to support the documentation of knowledge**

## 3 Set up your School(s)

1. **Activate your Admin Account** - check your email inbox for an invitation sent by your Spaces Onboarding Specialist to set your password for your Spaces Administrator Account

   **Don't see an email from Spaces?**
   Check your **spam folder** or email support@spacesedu.com

2. **Explore your Admin Account features** - check out **Appendix A: How does an Administrator Account work?** for a detailed overview of the administrative tools to set up and manage your school or district
3. **Prepare your School Setup File** - **Follow the steps outlined in this article** to easily set up accounts and class rosters for all of your students and teachers with a CSV file import
4. **Review and schedule emails** to inform teachers and families of Spaces (see **slides 14-22** for customizable email templates)

| Administrator Tip | Looking for clear, step-by-step instructions of the school/district setup process for your Spaces launch? Make a copy of our Spaces Pro Success Plan for Administrators |
|---|---|

**Congratulations!** You're ready to start using Spaces in your school/district! For your next steps, check out **Your Implementation Success Checklist** for actionable tasks to complete at multiple checkpoints in your first year of roll-out.

# Your Implementation Success Checklist

Let us make your role easier!

To ensure a successful implementation of Spaces across your district, we've created an onboarding checklist of items for you to complete at different checkpoints throughout your first year. **Hop in and join your Spaces Onboarding Specialist for the ride!**

## 1 Month

- [ ] Consider 2-3 objectives in line with your strategic implementation plan for Spaces
- [ ] Identify your list of participating school(s) and school lead(s)
- [ ] Plan your Training Approach in collaboration with your Spaces School Lead (set training dates for teachers)
- [ ] Fill out the Google From prior to your Spaces Kick Off Chat (sent via email from your Spaces Onboarding Specialist)
- [ ] Attend your Kick Off Chat with your Spaces Onboarding Specialist
  - Confirm process for internal technical support questions with your school lead(s) and Spaces Onboarding Specialist
- [ ] Activate your Spaces Administrator account and explore the administrative tools
- [ ] Explore the Spaces Teacher account features
- [ ] Prepare your school(s) for launch day with the CSV Import Setup
- [ ] Send Intro Email to Staff (slide 15)
- [ ] Send Account Activation Email to Staff (slide 16)
- [ ] Send Spaces Launch Email to Staff (slide 17)
- [ ] Host training and share key objective from your implementation plan for Spaces (Spaces for Schools - Interactive Teacher Training Slide-Deck)
- [ ] Send Post-Launch Email to Staff (slide 18)

## 3 Months

- [ ] Ensure all staff and students have logged into Spaces
- [ ] Book a 3-month follow-up sessions for staff and identify 2 teachers that will share implementation examples (reach out to your school lead(s) to help you identify teachers)
- [ ] Create a Community of Practice or place for your staff to share resources (share at 3-month follow-up session)
- [ ] Attend 3-month follow-up session
- [ ] Send Spaces Community Invite Email to Staff following 3-month check-in (**slide 19**)
- [ ] Send Family Welcome Letter (**slide 21**)
- [ ] Send Family Welcome Email to Staff (**slide 22**)
- [ ] Book a 6-month follow-up session for staff to share success stories, challenges, and build out your school resources for Spaces

## 6 Months

- [ ] Review your **district/school implementation plan for Spaces** ahead of your 6-month follow-up session with teachers and ensure to have evaluation metrics in place to track success/progress
- [ ] Reach out to low usage schools/teachers to see what they need to get started with Spaces
- [ ] Host a 6-month follow-up session and identify 2 teachers that will share implementation examples (Reach out to your school lead(s) to help you identify teachers)
- [ ] Ahead of your 6-month follow-up session, distribue the Spaces Feedback Forms for teachers and students to participating teachers (the forms will be sent to you from your Spaces Onboarding Specialist)
- [ ] Schedule Feedback Chat with Spaces Onboarding Specialist and come prepared to share feedback from your participating teachers

## 10 Months

- [ ] Attend Feedback Chat with your Spaces Onboarding Specialist. Come prepared with:
  - What has worked well with training
  - Implementation Ideas
  - Best practices for launch
  - Needs and strategy for next school year
- [ ] Consider revising your objectives for Year 2 of implementation using your **district/school implementation plan for Spaces**

| Administrator Tip | We invite you to print this checklist and to check items as you complete them throughout your first year of implementation to stay on track |
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## Hungry for more?

Subscribe to our Educator Blog, ***Portfolios with a Purpose***, focused on competency-based education and tips and tricks on transforming your learning environment with digital portfolios.

Here are some popular articles:

**Telling the whole story with digital portfolios**
An interview with Instructional Technology Coordinator, Daniel Whitt

**Connect home and school with digital portfolio applications**
Krista Ford shares how teachers can use technology to allow students to take control of discussing their learning with parents

**21st-Century Life Skills that Schools Should Teach Students**
Discover new ways to use a digital portfolio to focus on developing SEL

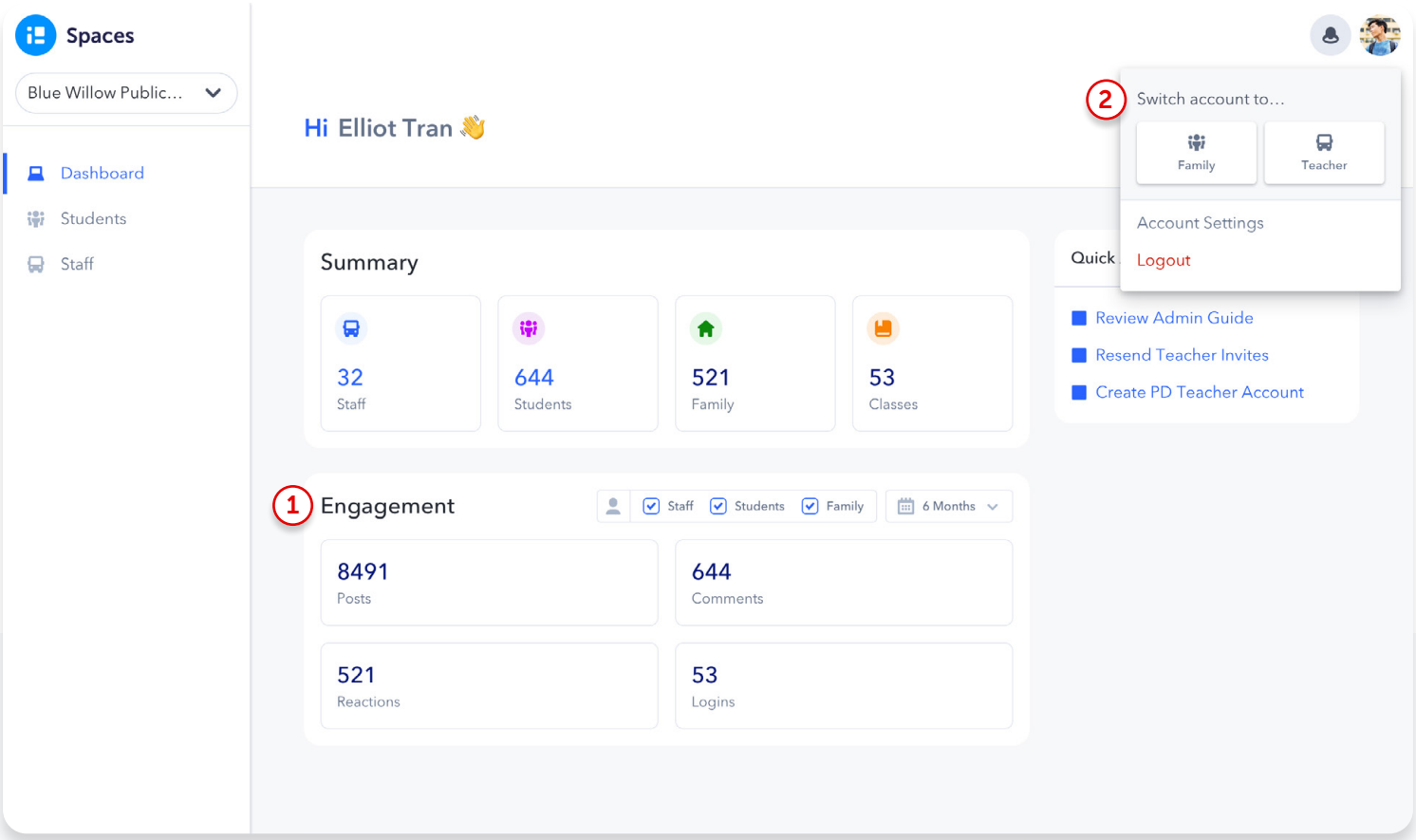
**Curriculum Tags for Everyday Activities & Assessments**
Learn 21 Educators that share life skills all students need to succeed in the 21st-Century

Looking for Family Engagement resources?
**Find out more about our ready-made toolkit for your students' families**

Appendix

# How does an Administrator Account work?

We are excited to introduce our first suite of administrative features to easily manage students and staff within your school/district. - don't hesitate to share your feedback and insight with your Spaces Onboarding Specialist!




## Feature overview:

1. **Engagement:** Track engagement on your Dashboard with an overview of Spaces usage by teacher, student, and family in each school or across the district and filterable by month.

2. **Teacher Account:** Switch between your Administrative features and Teacher Account to explore the Teacher tools and familiarize yourself with the interface

| Administrator Tip | Check out Appendix A: How does the Teacher Account work? for a detailed explanation of each tool in the Teacher Account |
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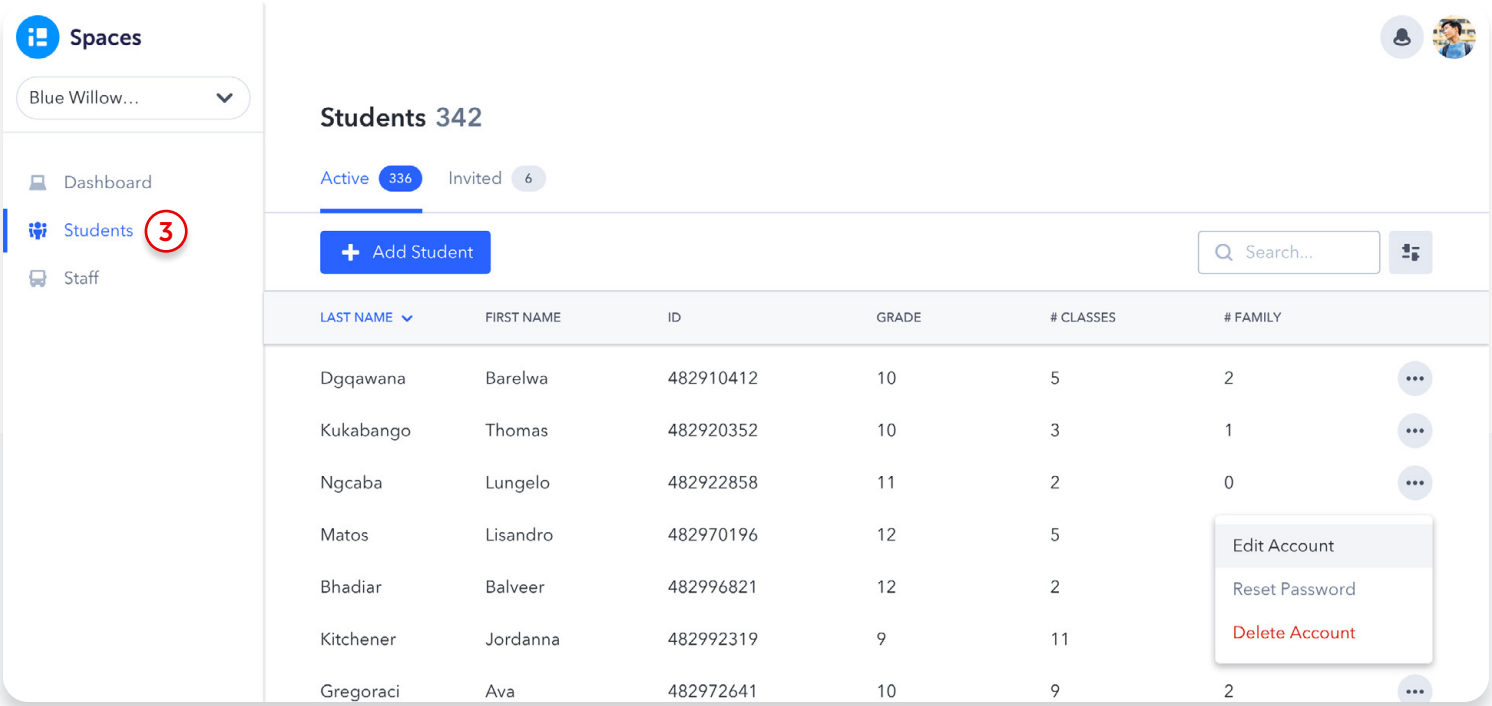
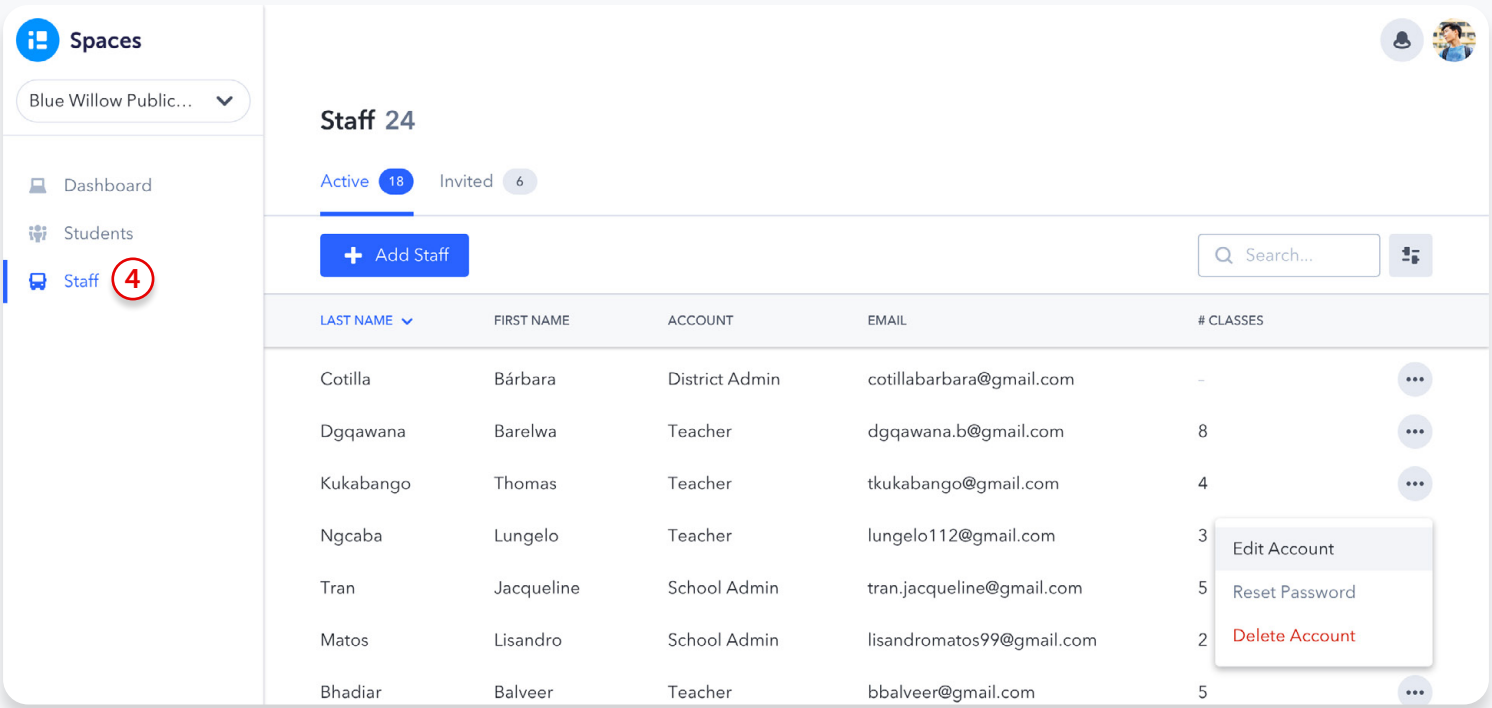
Need more help?
Learn more about the differences between Teacher, Student, Family, and Admin accounts

Appendix

# How does an Administrator Account work?



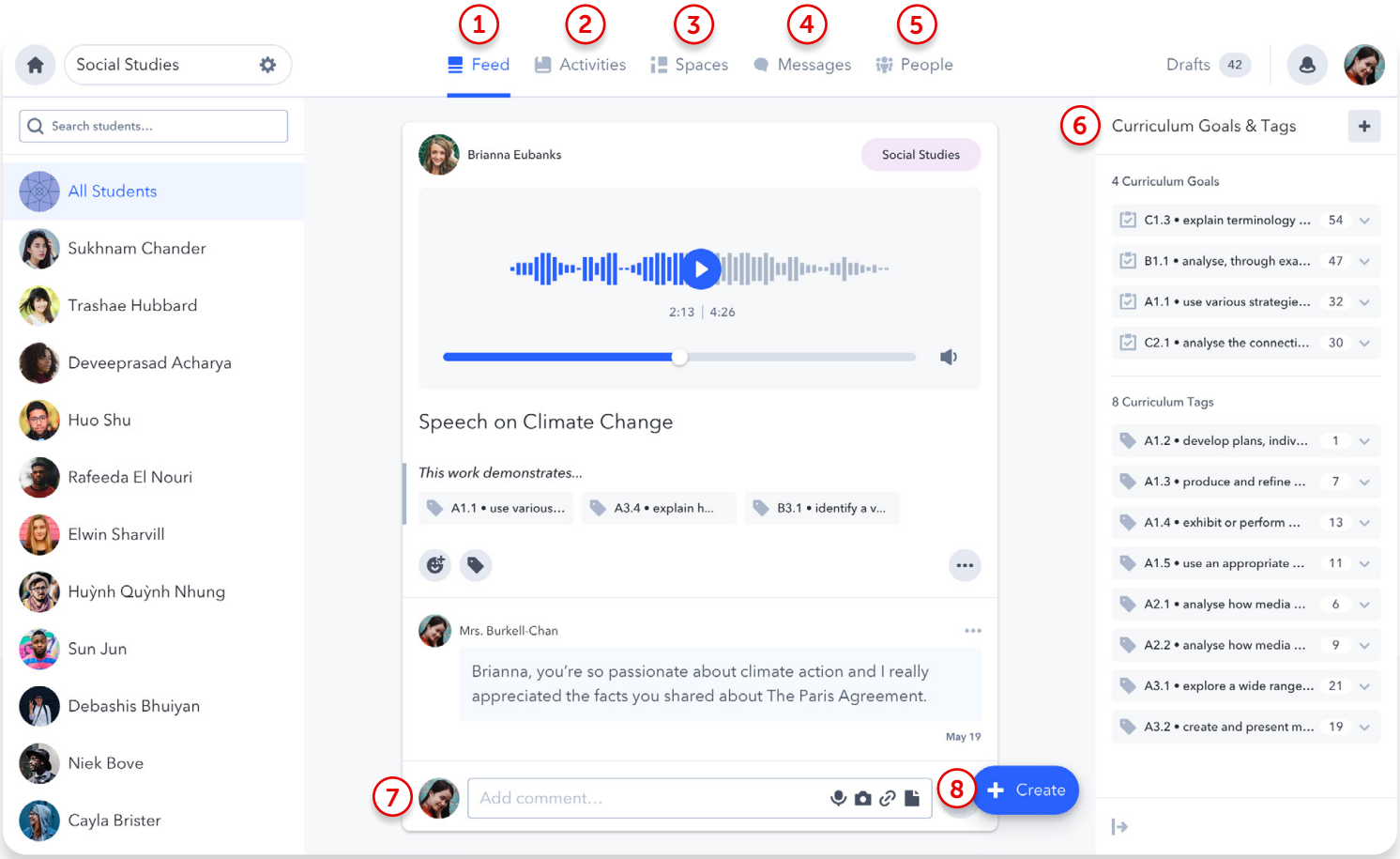

3 **Students:** View and edit students' classes and invite new students to join Spaces.

4 **Staff:** Easily edit roles, send invitations, and support a community of practice within your school/district

Need more help?
**Learn more about the differences between Teacher, Student, Family, and Admin accounts**

Appendix

# How does the Teacher Account work?




## Everything you need to know about the Teacher Account

1. **Feed:** View and engage with student posts across all Spaces in your class
2. **Activities:** Create custom activities for individual students, a group of students, or your class. Activities allow you to provide specific instructions for your students to upload assignments, track completion, as well as review and provide timely feedback on their submissions.
3. **Spaces:** Create Individual and Group Spaces for students to document work and collaborate
4. **Messages:** Send direct and group messages to communicate with students and family
5. **People:** Invite students, family members, and co-teachers to join your class
6. **Curriculum Goals & Tags:** Easily import and set your classroom goals tied to standards or curriculum outcomes. Curriculum Tags allow you to easily assess and connect students' work evidence to specific curriculum outcomes in order to tell the story behind the grade
7. **Comments:** Encourage thoughtful reflection and provide real-time feedback on student posts
8. **Create Button:** Inspire students to capture their learning with a post of your own

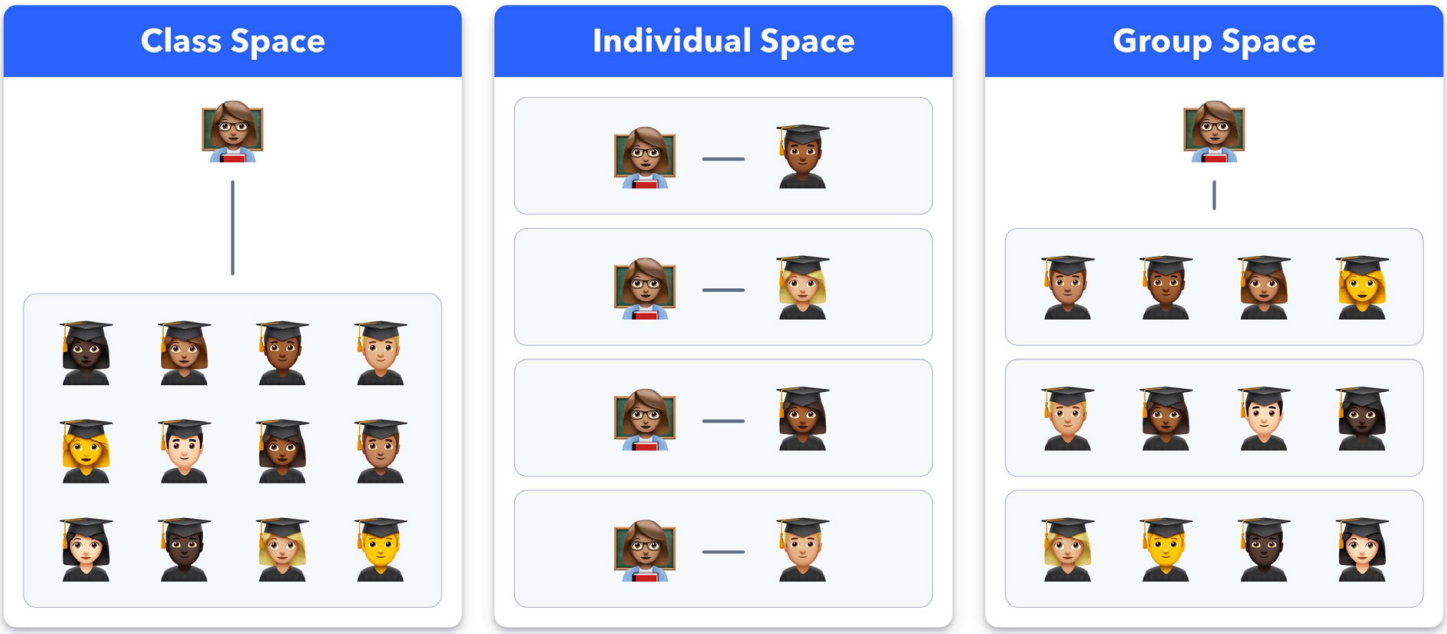
**Students and teachers can post learning as it happens from any device,** including Chromebooks, smartphones, and computers.

Appendix

# Class, Individual, and Group Spaces

Teachers can create different types of Spaces to engage students in independent work, group discussions, project-based work, self-reflection, and much more.

**There are three types of spaces:**




| Administrator Tip | Watch a quick video tutorial on how to explain the difference spaces types to your staff |
|---|---|

## Class Space

Every class that teachers create includes its own Class Space. All students that join their class will automatically be linked to a teacher's Class Space. Students within this space can post documentation of their learning, receive feedback from their teachers, and add comments. This space is ideal for posting class-wide discussion prompts, files or media that teachers would like to share with all students, and work that students want to share with the entire class (if their settings allow students to view each other's posts).

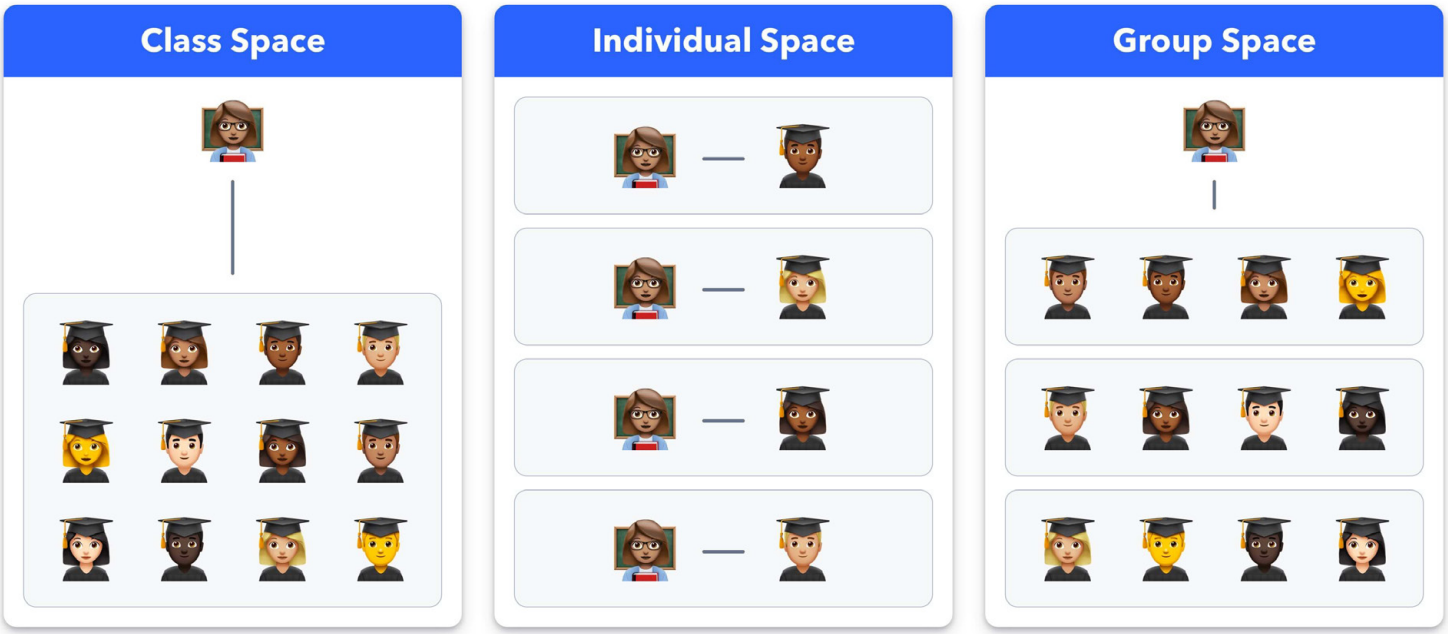
### Music Class Space

Students can upload recordings of their performances and participate in peer-assessments

Curious about viewing and/or editing access in Spaces for families and students?
Learn more about Space settings here

Appendix

# Class, Individual, and Group Spaces




## Individual Spaces

Individual Spaces are teachers' way to allow each student to share their personal assignments, reflections, and review feedback privately with them. Posts that students add here won't be visible to other students. This space is private to the teacher and the student. This means teachers can create separate individual spaces for their students to share their work in different units or subject areas that will only be visible to both the teacher and the student.

### Capstone Project Space

A student can outline their project timeline and upload media files to document their learning process as their Capstone Project comes to life. They can use their individual space to present their finished product.

## Group Spaces

What if teachers want specific students to work together on group projects, and watch their progress online as they develop? That's where Group Spaces come in. Posts that students add in these spaces will be visible to other students in their group, but not visible to all students in the class they created.

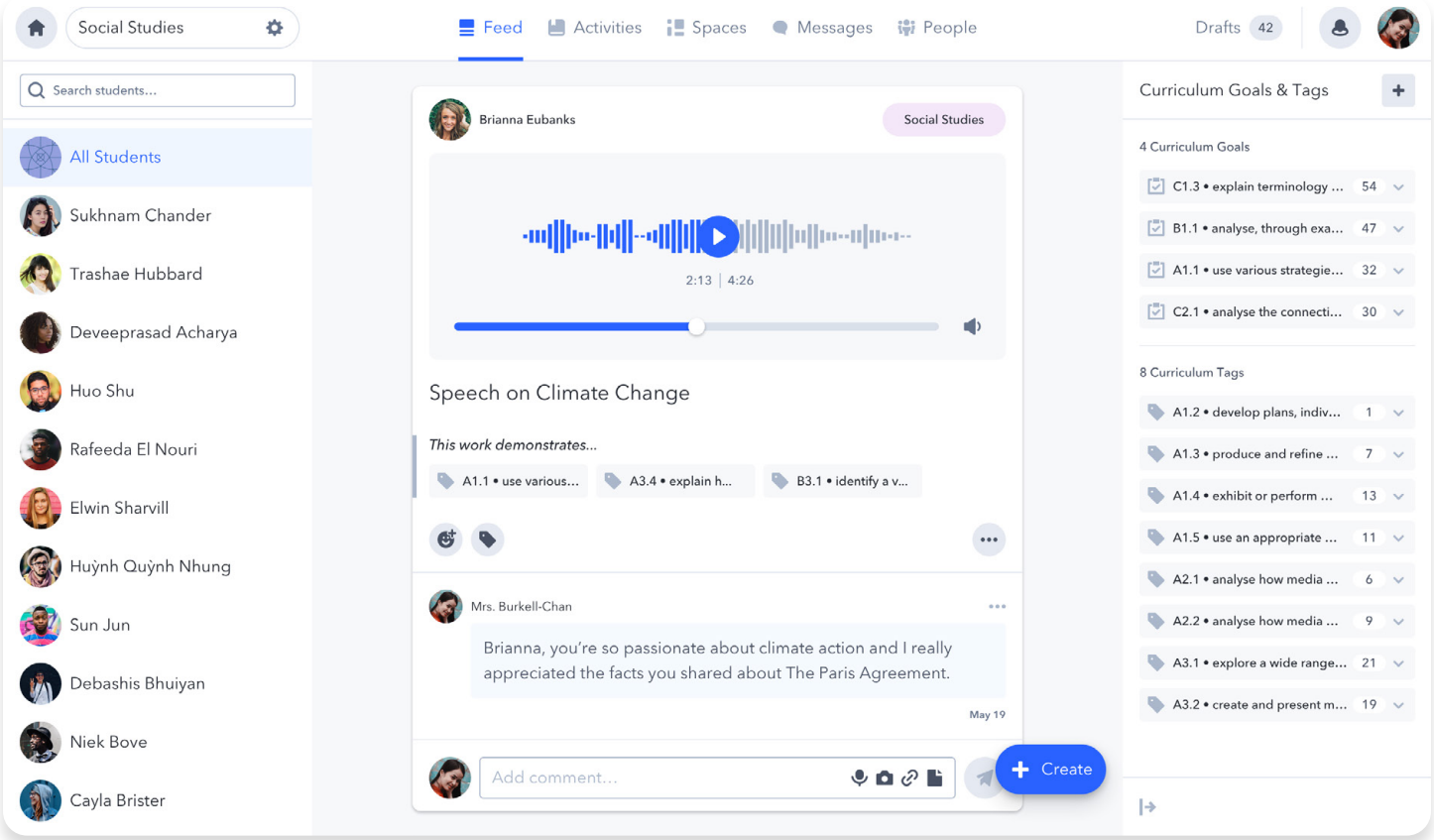
### Science Lab Group

Students can collaborate on their lab report and upload media files to document their experiential learning as a group

Curious about viewing and/or editing access in Spaces for families and students?
Learn more about Space settings here

Appendix

# How do Curriculum Tags work?



**Spaces' new Curriculum Tags feature helps teachers capture learning, celebrate student growth, and easily make connections to their curriculum outcomes.**

Provide authentic assessment opportunities that go beyond the grade - teachers can make everyday student growth and achievement something to celebrate! With a few clicks, they can easily import up-to-date standards or curriculum outcomes associated with your specific State/Province, Subject and Grade.

**Teacher Tip**

Need more help?
Learn how to work with Curriculum Goals, Tags, and Filters

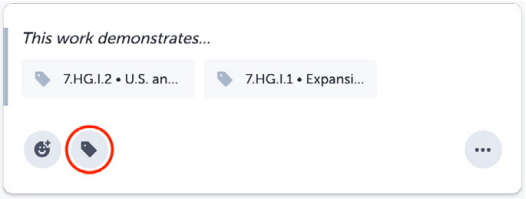
Appendix

# How do Curriculum Tags work?

## Curriculum Goals

After they've **selected a set of curriculum tags** (or more than one), teachers can define the list of standards or curriculum outcomes they want to track and report on across all Spaces associated with their class. Teachers click the **Select Curriculum Goals** button to begin selecting their curriculum goals or click the **+ button** if they already have some selected but would like to add more. Teachers can select tags from multiple sets (i.e., grade and subject) to identify as curriculum goals for their class, and choose different goals for each of their classes. The goals that they've selected will now be displayed within the **Curriculum Goals & Tags** panel. The tags they select as goals will be highlighted at the top of their lists, but teachers can still apply other tags from any of the sets that they have selected to students' posts.

## Curriculum Tags




To begin tagging and categorizing content, teachers simply click the **tag button** on any post and check off the tag(s) that they'd like to apply to the post as evidence and assessment of learning. Teachers can add as many as they'd like at the same time. Now that they'd started applying tags to posts in their class, teachers have unlocked a powerful tool for organizing students' work, tracking achievement of curriculum goals, and documenting growth in key areas for any subject.

## Tag Filter

To review and easily track your students' progress, teachers click on the curriculum tags from the **Curriculum Goals & Tags** panel to filter their Class Feed and view only posts with one or more of the selected tags. They can also apply the **Student filter** in conjunction with the **Tags Filter**. For example, if teachers click on the name of a student from the list on the left side of their Feed and select tag(s) from the list on the right, they can view all of the posts from a specific student with those tags assigned.

**Teacher Tip**

Need more help?
**Learn how to work with Curriculum Goals, Tags, and Filters**