SpacesEDU
by myBlueprint

District Administrator's Guide to SpacesEDU

How to launch SpacesEDU's digital portfolio and proficiency-based assessment platform to support meaningful implementation across your school district

Thanks for joining! Go to www.SpacesEDU.com to get started today

Leading Successful Implementation in your District

Goal Setting Topics

- Assessment & Reporting
- Student Portfolios
- Portrait of a Graduate
- Equity & Inclusion
- Family Engagement

1 Identify your goals

SpacesEDU supports district initiatives surrounding digital portfolios, assessment, reporting and more. From an alignment perspective, it's important for educators to understand why SpacesEDU is being used across the district.

- Identify your district's goals for the year
- Identify how SpacesEDU features can support these goals
- Create an action plan to help achieve your goals with SpacesEDU
- Plan how you will measure success in meeting these goals

2 Develop a Communication Plan

A communication plan supports the successful implementation and visibility of your district goals, resources, and SpacesEDU product updates.

- Use the **email drafts** found in your *Strategic Implementation Plan for SpacesEDU (shared by your SpacesEDU Success Specialist)*
- If you use **Microsoft Teams**, set-up a Team for SpacesEDU
- If you have a **digital learning tab** or **portal on your website**, add a link to SpacesEDU and include pertinent resources
- Create a Professional Development Class in SpacesEDU to share updates and have educators join your class as students (*you can include up to 200 "students" in each class and up to 10 co-teachers*)

Contact SpacesEDU at hello@spacesedu.com

Access Resources (videos, blog, guides, lesson plans, and more)

Contact your SpacesEDU Success Specialist for implementation planning

Sign-up for a drop-in webinar for a live session with SpacesEDU

Visit the Help Center for answers to commonly asked questions

Access SpacesEDU's Product Roadmap to see what features are coming soon and *Submit Ideas* for the features you'd like to see

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3 Engage School Administrators

It's important to engage school administrators with SpacesEDU. Some strategies to consider:

- Introduce SpacesEDU to school administrators with the **Welcome to SpacesEDU Presentation**
- Demo 2-3 SpacesEDU features using your teacher demo account at a school administrator's meeting and connect them to your district goals
- From your District Administrator Account, send an invite to school administrators to activate their School Administrator Account
  - School Administrators can manage Teacher Account requests in their own schools
  - Need help? Reference this guide's section on ***How does an Administrator Account work***?
- Share the **School Administrator's Guide to SpacesEDU** with each school administrator
- Invite school administrators to attend a SpacesEDU training session

4 Identify School Lead(s) for Participating Schools

Ideally, you want to have at least one teacher in each school as a point person for SpacesEDU implementation. School leads can assist with communication and leading in-house professional development.

5 Develop a SpacesEDU Training Plan

Having a training plan builds confidence in using a new digital platform. Training, when introduced with district goals, creates a strong foundation for meaningful engagement.

SpacesEDU offers a variety of training options to fulfill your district's needs:

- SpaceEDU hosted training sessions - contact your SpacesEDU Success Specialist
- Asynchronous online training modules through **OTIS for educators**
- In-house training hosted by district lead or school leads
  - Utilize **SpacesEDU Training Slides**
- **SpacesEDU live drop-in webinars** for educators to attend on their own time

Leading Successful Implementation in your District

6 Technical Onboarding

1. Upon licensing, a District Administrator Account invitation was sent to your district email. Activate your District **Administrator Account to set your password**.

> **Don't see an email from SpacesEDU?**
> Check your spam folder for an email from **noreply@app.spacesedu.com** or **noreply@spacesedu.com**

2. **Explore Admin Account Features** to acquaint yourself with SpacesEDU's administrative tools. Reference this guide's section on ***How does an Administrator Account work***?
3. **Class Setup**
   There are **several rostering options available** to set-up classes in SpacesEDU, including:

- **Manual Class Management**
  - From your District Administrator Account, invite teachers to SpacesEDU. Teachers create their own Class(es) and have students **manually join their Class(es) using a class link, code, or Google Classroom**
- **SpacesEDU CSV Rostering**
  - Roster teachers and students into Classes by following the steps outlined in this Help Center article on **Importing class rosters with CSV Import Setup**
- **OneRoster SIS/LMS Sync**
  - If you have opted for OneRoster SIS/LMS Sync, your District IT has been connected with the SpacesEDU Technical Support Team

District Administrator vs School Administrator Accounts

Feature	District Admin (Full Permissions)	District Admin (Limited Permissions)	School Admin (Full Permissions)	School Admin (Limited Permissions)
Account management: which other users can they add, edit, or remove?	All district: • Teachers, • Students, • School Admin, (Limited & Full Permissions) • District Admin (Limited Permissions)	All district: • Teachers • Students • School Admin (Limited & Full Permissions)	All school: • Teachers • Students • School Admin (Limited Permissions)	All school: • Teachers • Students
Rostering: importing a CSV file to set up accounts and classes	✅	⛔	✅	⛔

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7 Ongoing Implementation and Engagement

SpacesEDU supports a wide-range of use cases, and many implementation ideas will develop organically. In saying this, having a plan for continued implementation will go a long way!
Here are a few helpful suggestions for meaningful implementation:

- [ ] Attend syncs with your Success Specialist
- [ ] Read the Monthly Objectives email sent to you each month from your SpacesEDU Success Specialist, and share pertinent details with educators
- [ ] Share additional communication pieces with educators (contests, new resources, product updates, etc.)
- [ ] Share the **Community of Learning** email draft (found in your *Strategic Implementation Plan for SpacesEDU*) to connect educators with SpacesEDU's Instagram, Twitter, Facebook, LinkedIn, and Educator Community
- [ ] Follow SpacesEDU social channels and share district use cases
- [ ] Share the **Inviting Families to SpacesEDU email draft** (found in your *Strategic Implementation Plan for SpacesEDU*) with teachers
- [ ] Host check-in meetings with educators
  - [ ] Ask champion users to share use-cases with colleagues
  - [ ] Record/address challenges and celebrate/share successes
  - [ ] Host or encourage leads to host Lunch & Learns
  - [ ] Attend grade/subject meetings
  - [ ] Host working blocks with teacher leads
- [ ] Attend quarterly product feedback sessions (*led by the SpacesEDU Team*)
- [ ] Encourage educator participation in SpacesEDU's public roadmap
- [ ] Communicate how SpacesEDU can be used in school calendar events
  - [ ] Back-to-school night / parent night
  - [ ] Conferences (parent-teacher, student led)
  - [ ] Reporting
  - [ ] Celebrations of learning

Social Media

Twitter / @spaces_edu

Instagram / @spacesedu

Facebook / spacesedu

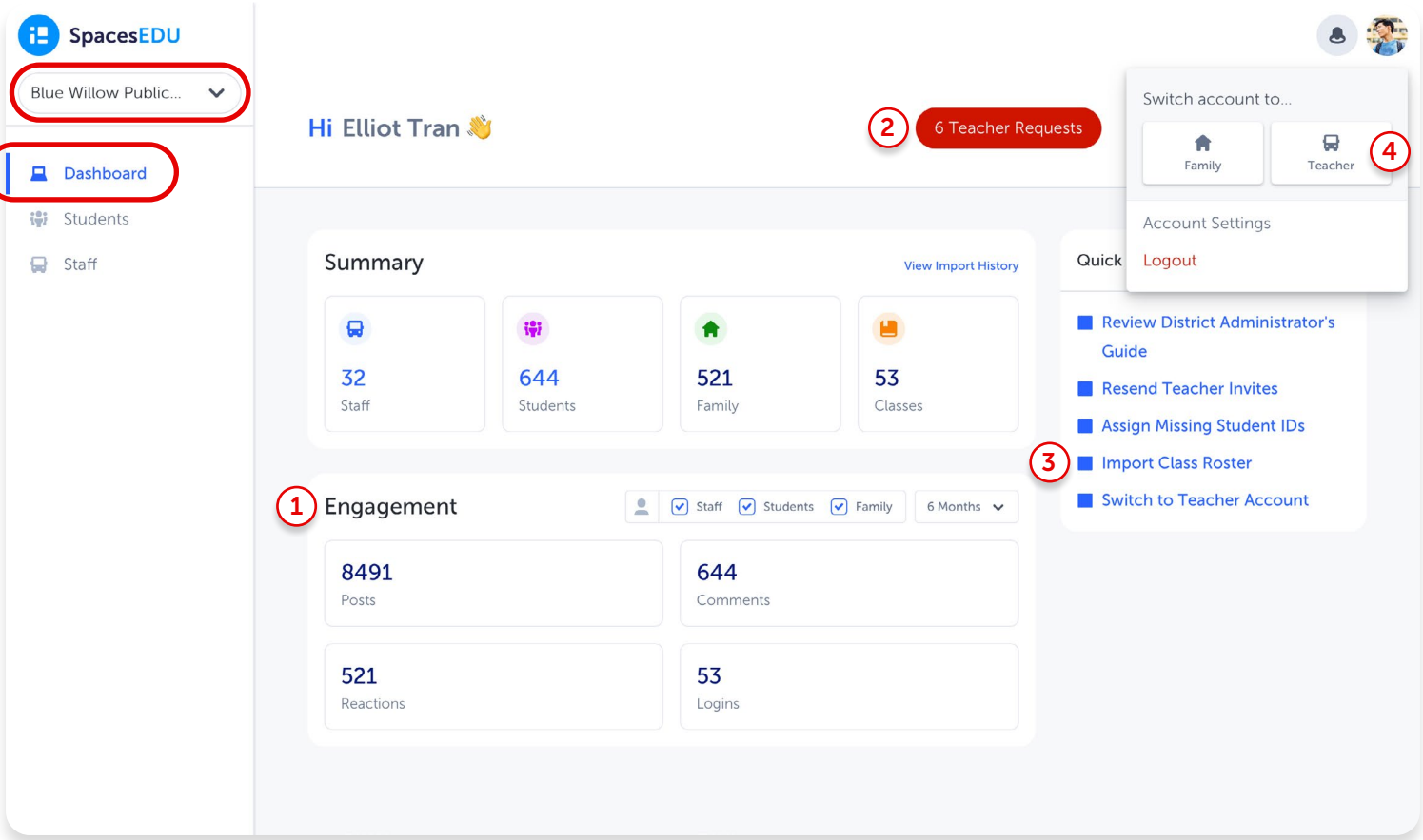
SpacesEDU Community

YouTube / @spaces_EDU

LinkedIn / spaces_EDU

How does an Administrator Account Work?

As a District Administrator, you have your own District Administrator Account. From your District Administrator Account, you can activate your very own Teacher Account for each school in your district.



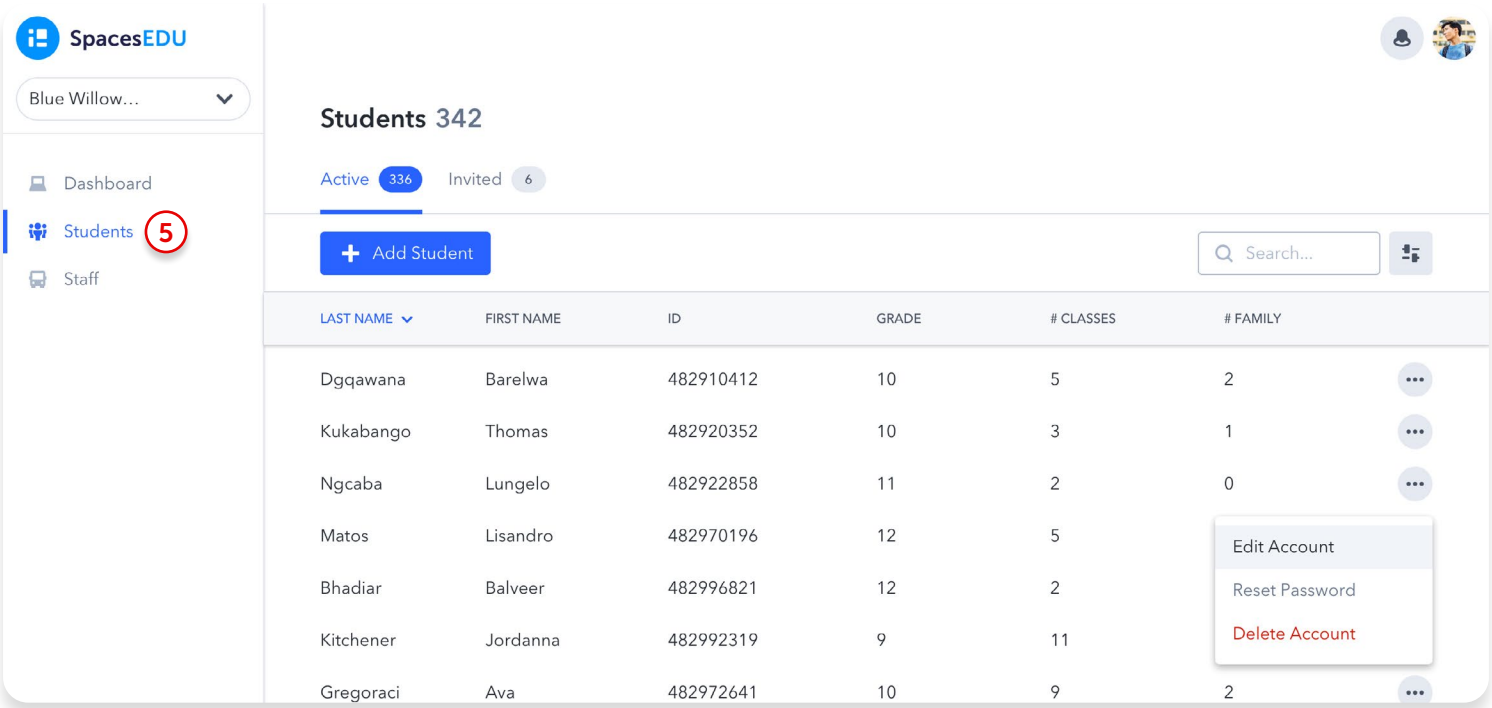
Feature overview: Dashboard

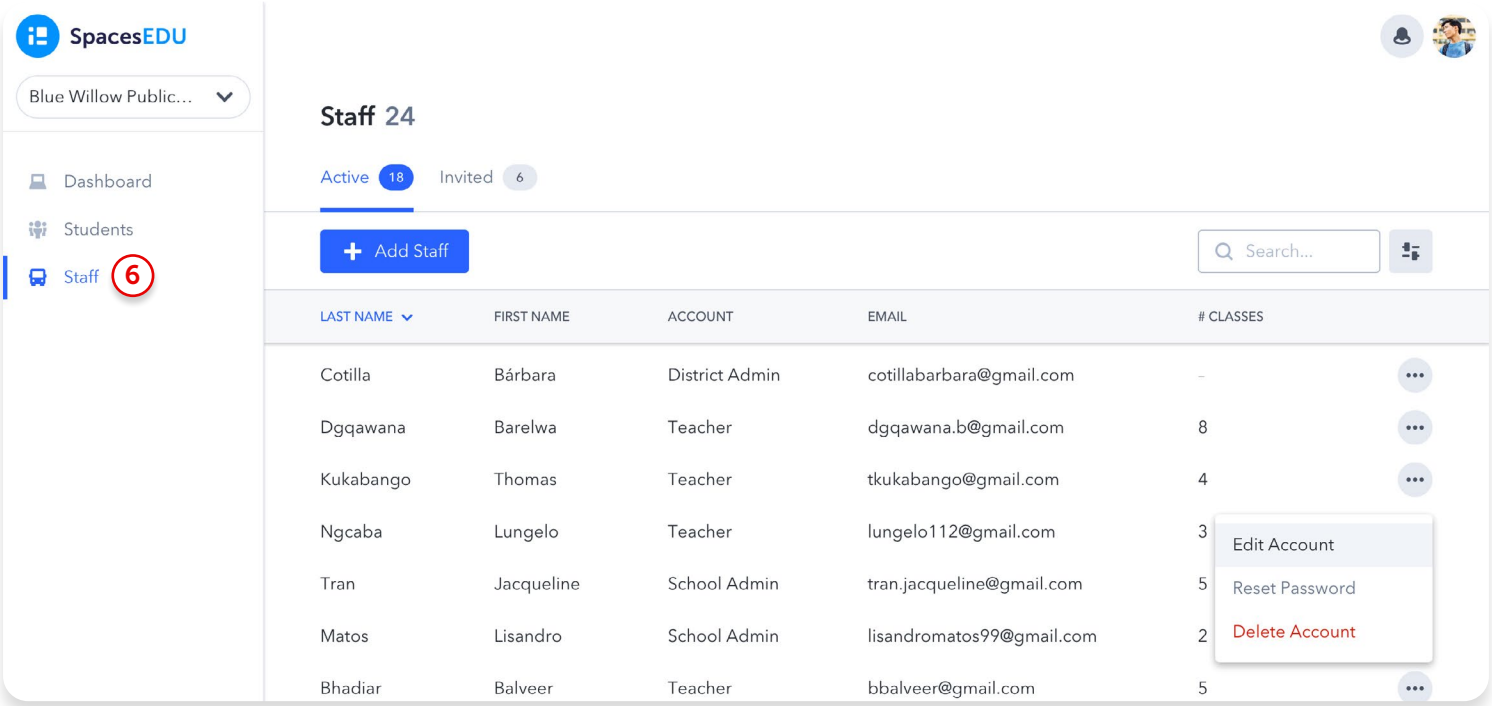
1. **Engagement:** Track district-wide or per-school engagement with an overview of SpacesEDU usage by teacher, student, and/or family by time frame
2. **Teacher Requests:** If the red **Teacher Requests** button appears when filtered to All Schools on your Dashboard, click the button to review pending teacher requests
3. **Import Class Roster:** If CSV Rostering, the **Import Class Roster** option will appear in your Quick Actions tab for each school in your district
4. **Teacher Account:** In the Quick Action tab, click **Switch to Teacher Account** to activate your Teacher Account for each school, or toggle your Teacher Account on from your Avatar

Administrator Tip	For per school engagement, activating Teacher Accounts, and Importing Class Rosters, ensure that you toggle from ***All Schools*** to specific schools from the top left filter.

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

How does an Administrator Account Work?



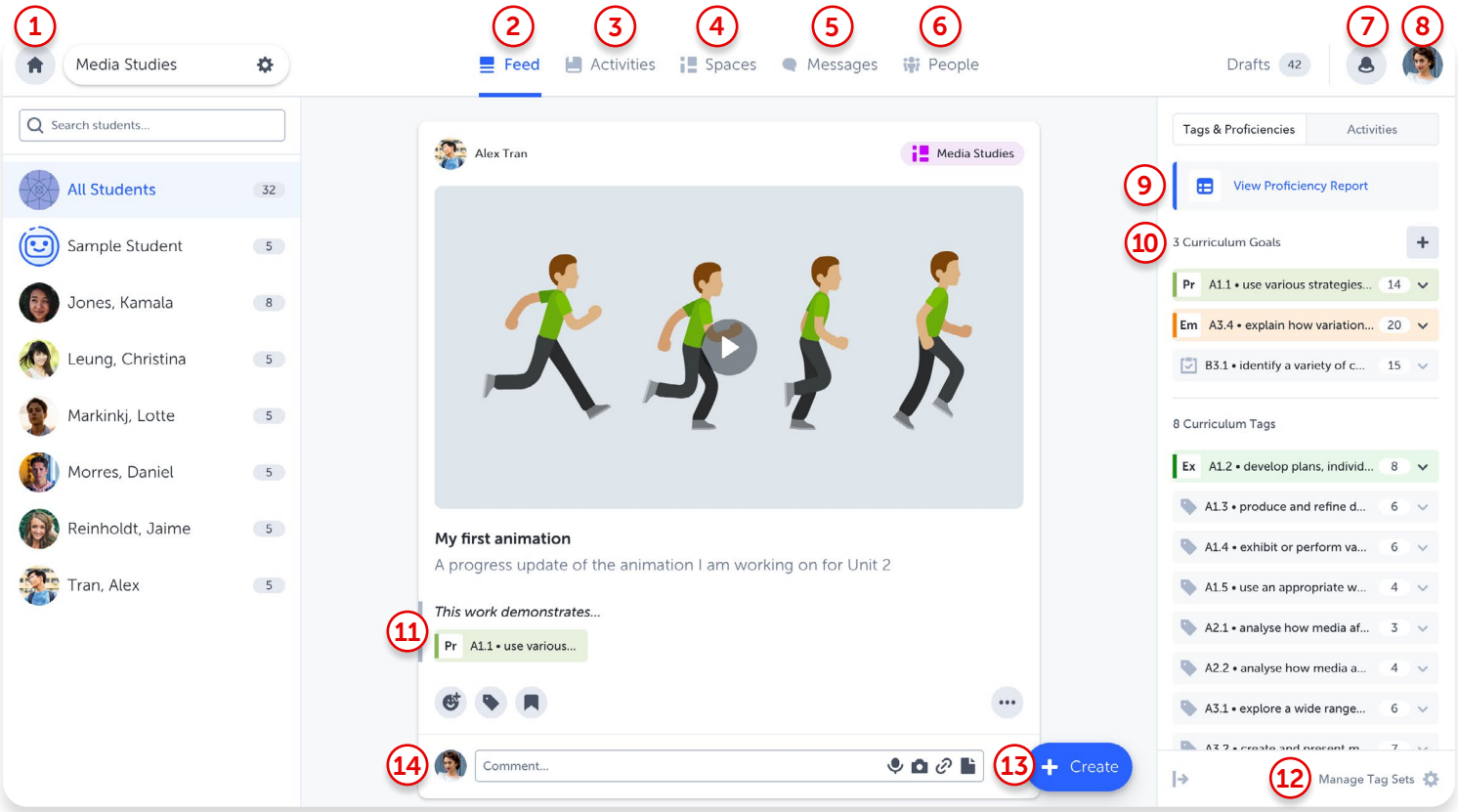


5 **Students:** Edit students' classes and invite new students to join SpacesEDU

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

Have questions about your District Administrator Account?
Email hello@spacesedu.com for assistance

How does SpacesEDU work?



1. **Home:** Your Class Dashboard is your access point to each of your classes and your class settings.
2. **Feed:** The feed is an overview of everything that is happening in your class. View and engage with student posts across all Spaces.
3. **Activities:** Create custom activities for one, multiple, or all students and apply pre-selected Curriculum Tags for easy completion, tracking, feedback, and assessment.
4. **Spaces:** Access your pre-created Class Space and create Individual and Group Spaces for customized and engaging learning environments.
5. **Messages:** Send private messages to families and students, or communicate via channels. Teachers can choose 1-way or 2-way messaging.
6. **People:** Invite students, family members, and co-teachers to join your class.
7. **Notifications:** View all student, teacher, and family interactions in SpacesEDU.
8. **Account Settings:** Access your Account Settings and toggle between your Teacher and Student view.
9. **Proficiency Report:** View all applied Curriculum Tags and assigned Proficiencies in a class Proficiency Report and easily access Posts associated with each Curriculum Tag.
10. **Curriculum Goals:** Set Curriculum Goals to further define curriculum outcomes. Easily adjust Curriculum Goals as the school year progresses.
11. **Proficiency Scales:** Apply and assess proficiency to select Curriculum Tags on each Post.
12. **Manage Tag Sets:** Add specific state, provincial, ISTE, Common Core, or custom standards to apply to student Posts.
13. **Create Button:** Create a Post (instructional, exemplar, or on the behalf of students) or Create an Activity to assign to students.
14. **Comments:** Encourage thoughtful reflection and provide real-time feedback on student Posts.

For more information about the Teacher Account, review the [Teacher's Guide to Getting Started Guide with SpacesEDU]