



SpacesEDU
by myBlueprint

Student Getting Started Guide

Capture the moments where growth happens with an easy-to-use digital portfolio and assessment platform that enables anytime, anywhere learning.



Questions? Contact us at hello@spacesedu.com or visit our [Help Center](#).

Contents

New to SpacesEDU? We're glad to have you with us!

In this guide, you'll find everything you need to get started with SpacesEDU. We'll go over how to:

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How do I download the SpacesEDU app to my device?

Download the **SpacesEDU** app from the App Store or Google Play. Simply search **SpacesEDU by myBlueprint** and download the mobile apps today.



How do I create my SpacesEDU account?

Signing up with a Class Code

1. Go to SpacesEdu.com
2. Click 
3. Select "I'm a Student"
4. Enter the **Class Code** provided to you
5. Click **Sign Up**:

To connect with a Google/G Suite account:

- Click **Sign Up with Google**
- Select your Grade
- Agree to the Terms of Use and Privacy Policy
- Select **Create Account**

To create an account with a personal email address and password:

- Enter your first and last name
- Select your grade
- Click **Next**

6. Enter your email and password, and select **Create Account**.
7. You can now begin exploring!



Signing up with a Class Link

1. Click the class link URL
2. **Create an account** page:


To connect with a Google account:

- Click **Sign Up with Google**
- Select your Grade
- Agree to the Terms of Use and Privacy Policy
- Click **Create Account**

To create an account with a personal email address and password:


- Enter your first and last name
- Select your grade
- Click **Next**
- Enter your email and password
- Click **Create Account**

3. Start exploring!



Create an account

Join Ms Ng's Grade 3 class

 Sign Up with Google

or

Email

firstnamelastname@school.edu.ca

First Name

Last Name

Password

☐ Spaces uses your information to create and provide you with access to your account and Spaces' services, and to contact you with important information about any changes to your account. Please review our [Privacy Policy](#) and [Terms of Use](#) for further information on how we collect and use your personal information. By clicking here, you agree to our [Privacy Policy](#) and [Terms of Use](#).


Sign Up



If you already have a SpacesEDU student account

1. Click 
2. Enter your **Class Code** and click **Add Class**

How do I reset my password?

1. Go to spacesedu.com
2. Click on 
3. Enter your email
4. Select **Forgot Password?**
5. Make sure your email is correct and click **Reset Password**
6. Follow the password reset link emailed to you
7. Enter your new password and click **Next**

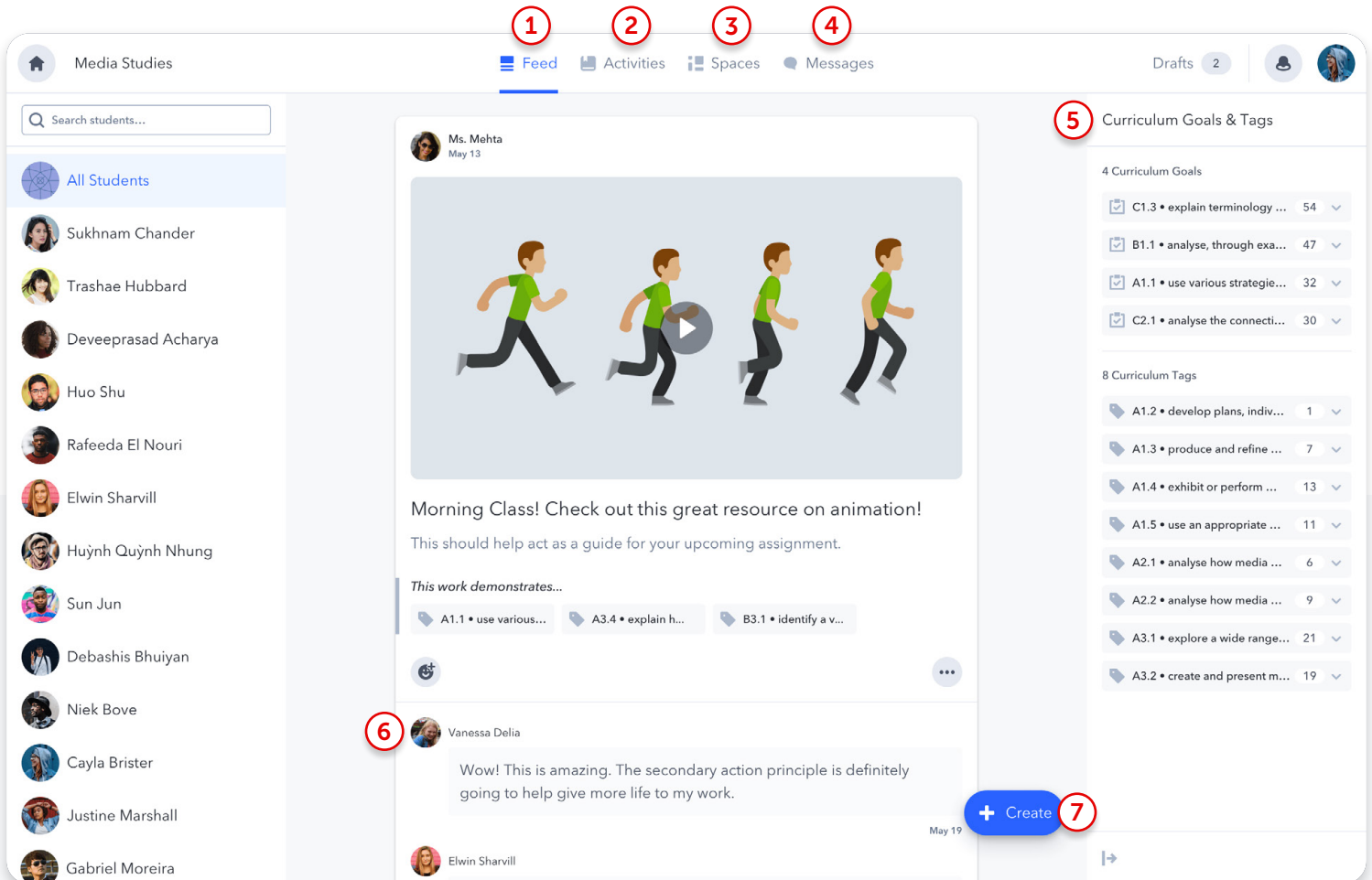
Note: If you do not reset your password within 24 hours, the link will expire. You can get a new link by clicking **Reset Again?** in the email.



How to understand your student account

Welcome to your Class dashboard!

Here's everything you need to know about your Student Account:



- 1 Feed:** View your classmates' posts across all Spaces in your class
- 2 Activities:** View custom activities assigned by your teacher. In this section, you can save a draft of your assignment, upload your assignment, and review your teacher's feedback
- 3 Spaces:** View and access the Individual and/or Group Spaces created by your teacher
- 4 Messages:** Send direct and group messages to communicate with your teacher
- 5 Curriculum Goals & Tags:** View Curriculum outcomes and classroom goals identified by your teacher. Filter posts by specific curriculum outcomes.
- 6 Comments:** React with emojis, reflect on posts and provide feedback to your classmates' posts
- 7 Create Button:** Create a Post for any Space



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How to create a post

Before creating a post, make sure you are in the right class. You can do this by looking at the top of your screen, where you will see the class name:



Media Studies

From your class **Feed**, follow the steps outlined below to create a Student Post:



Feed



Activities



Spaces



Messages

1. Click **+ Create** in the bottom right of your screen
2. Select from the 6 media options available (Camera, Audio, Text, File, Drive or URL)
 - a. **Camera** - post from your device camera or camera roll
 - b. **Audio** - record audio
 - c. **Text** - create a journal entry and post written content
 - d. **File** - post files from your computer, phone or tablet
 - e. **Google Drive** - sign in with Google to add Google Docs and other files
 - f. **OneDrive** - sign in with OneDrive to add your files
 - g. **URL** - post any external URL

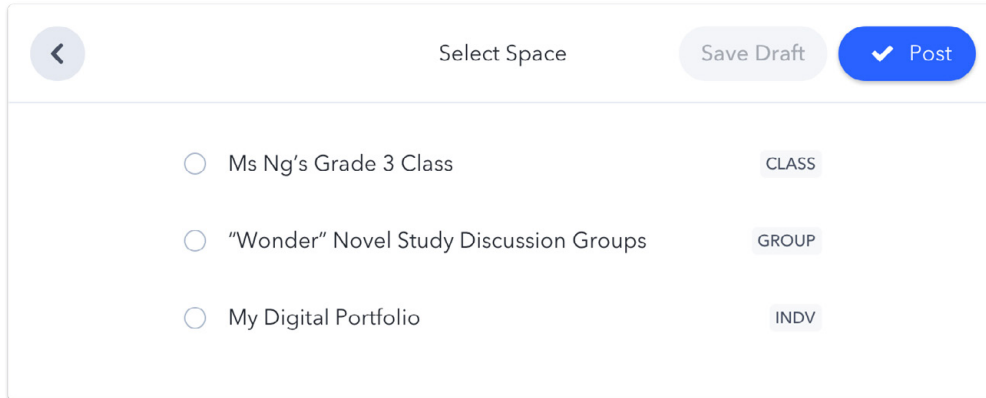
Note: You can upload a maximum of 10 files

3. Give your post a Title, insert text in the Post Description and click **✓ Next**



4. Select which available Space you would like to publish this post to

- a. **CLASS (Class Space):** your post will be visible to you, your teacher, all your classmates and family members (if applicable)
- b. **GROUP (Group Space):** your post will be visible to you, your teacher, all your group members and family members (if applicable)
- c. **INDV (Individual Space):** your post will only be visible to you, your teacher and family members (if applicable)

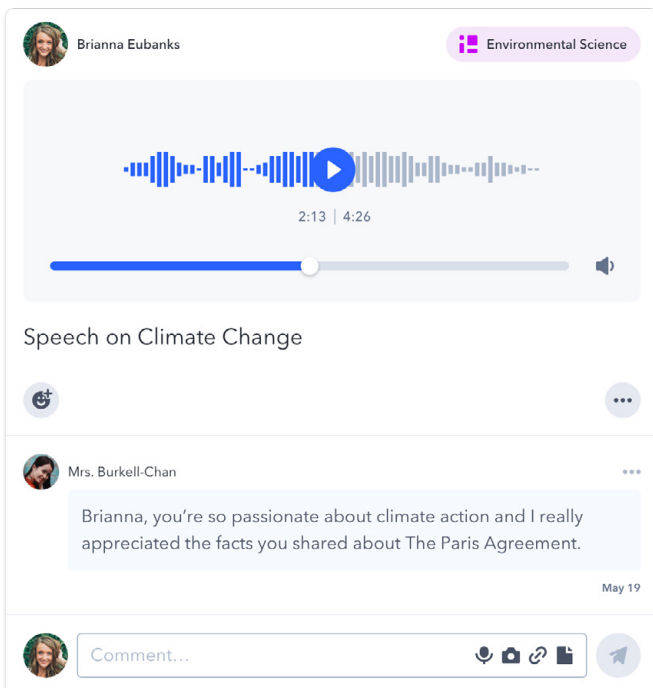


← Select Space Save Draft Post

- ☐ Ms Ng's Grade 3 Class CLASS
- ☐ "Wonder" Novel Study Discussion Groups GROUP
- ☐ My Digital Portfolio INDV

5. Click  to publish your post

Now that you have created a post, you will see it in your class feed and Space type you selected. See the screenshot below for an example.



How to view, react, and comment on posts


Viewing posts

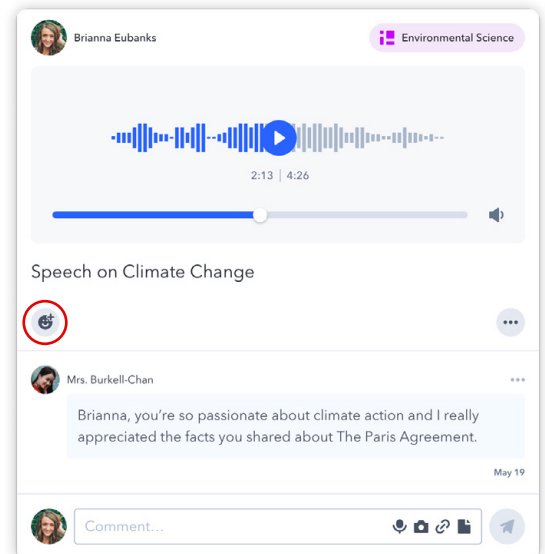
There are two (2) ways you can view posts:

1. **On your Class Feed:** your Feed is where every new post and comment across all your spaces will show up. Any content that is posted to a Class Space, Individual Space and Group Space.
2. **Within a specific Space:** you can go to your Class Space, Individual Space or Group Space to view posts.

Reacting to posts or comments

To react to a post or a comment with an emoji, follow the steps outlined below:

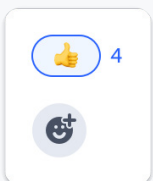
1. Click on the smiling face button  near the bottom left of a post or a comment.
2. From the pop-up menu, you can select among a few fun emojis like a heart, checkmark, applauding hands, and more.



Note: You can add as many emojis to a post as you would like, but only one of each type of emoji can be used per post.

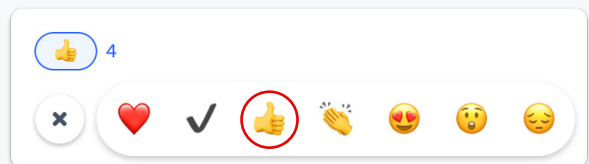
To **remove a reaction you've added**, either:

Click on the emoji icon, where it appears above the reaction menu



OR

Open the reaction menu and select the same emoji again



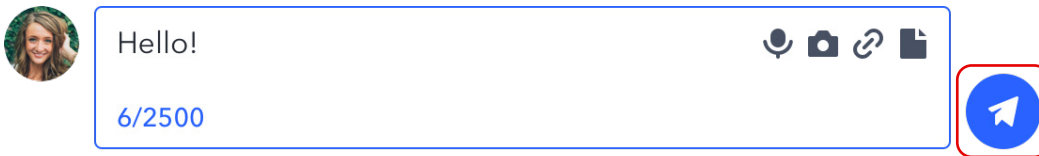
Commenting on Posts

You can comment on posts via the **Comment** field.

You also have different options for how you want to comment on posts, like text, audio, video, links and other file attachments or Google Drive.



- Type your comment in the Add Comment box. Include any type of media you'd like (optional)
- Click on the paper airplane icon to publish your comment



How to view and respond to messages

Your teacher may send you important messages via the **Messages** tool. From the top navigation bar, click on the **Messages** tab to access your inbox. In your inbox, you'll see:

- **Channels**

Channels are groups where you will be able to read (and reply if the teacher turned this option on) to messages sent to the whole channel. This includes a channel for families, and a channel for families and students.

Note: Messages sent in these channels will be visible to all members of the group.

- **Direct Messages**

Direct messages allow teachers to send a message to a single student, or to a combination of students, teachers and family members.

If the teacher turns this option on, you'll also be able to reply to the messages they sent. Only people in this specific group can see the messages.

You can see the members of this group by clicking on the following icon at the top right of the conversation. This will show you a list of people who will see the message that was sent by the teacher, and who will see your responses.



How to view your notifications

As soon as something new takes place in your student account, you will receive an email, in-app and/or push notification. You can control the type of notifications you receive by going to your account settings.

Depending on your settings, you will receive an email notification when you receive a new message on SpacesEDU.

Pro tip: We recommend keeping email notifications on, so you are notified as soon as you receive a message on SpacesEDU.

As a student, you'll receive a notification:

	Email Notification	In-app Notification	Push Notification
When you first create your account	✓		
When you have signed up to a new class	✓		
If you request a password reset	✓		
If your password has been successfully reset	✓		
When a teacher has added a post to your account, or to the entire class	✓	✓	✓
When you receive a new message	✓	✓	✓
When anyone reacts or comments on a post you've created	✓	✓	✓
When a new family member has signed up to your class	✓	✓	✓

