Teacher checklist

Follow these simple steps to start using CoSpaces Edu with your class:

- **Sign up on** [cospaces.io](https://cospaces.io)
  - Sign up for a CoSpaces Edu Basic account and get started for FREE! You’ll get 30 seats to be used by 1 teacher and up to 29 students.
  - Open the email sent to the address you used to sign up.

- **Optional: Upgrade to CoSpaces Edu Pro**
  - Upgrade to Pro to get all features with your desired number seats.
  - Pro plans can be bought directly online or through a quote and PO process.
  - Go to [cospaces.io/edu/pricing](https://cospaces.io/edu/pricing) for more information on getting a Pro plan.
  - Once you’ve bought your plan, you’ll get a key to unlock CoSpaces Edu Pro.

- **Log into CoSpaces Edu**
  - Connect to the CoSpaces Edu web app on [edu.cospaces.io](https://edu.cospaces.io).
  - Enter your login details to access your CoSpaces Edu account.

- **Create your first class**
  - In the left menu, go to **My Classes** and click on **Create class**.

- **Invite your students to join your class**
  - Each class has a specific class code, which you can find in the class you’ve created.
  - Share this code with your students for them to sign up with and directly join your class in CoSpaces Edu.

- **Create an assignment**
  - Inside your class, go to Assignments and click Create assignment to set up a first assignment for your students.
  - You can also use an existing CoSpace as a template for your assignment.
  - Go to My CoSpaces or to the Gallery, find the CoSpace you want and click Use as assignment.
Student checklist

**Teachers:** Simply give this checklist to your students to get started!

**Students:** Follow these simple steps to start using CoSpaces Edu:

- **Sign up on** [cospaces.io](https://cospaces.io)
  - Get your teacher’s class code.
  - Go to [cospaces.io](https://cospaces.io) and click **Sign up**.
  - Select **Student** to create your student account.
  - Enter the class code provided by your teacher.
  - Define your account login details. Choose something you’ll remember!
  - Let your teacher know if you’re not able to CoSpaces Edu.

- **Find your class**
  - In the left menu, go to **My Classes** to find your class. The classes you join will always appear in this section.
  - Let your teacher know if you can’t find your class in CoSpaces Edu.

- **Open your assignment**
  - When your teacher gives you an assignment, you’ll find it in your class.
  - Read the assignments’ instructions before you get started with your work!