

# 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 to get started for free with a maximum of 30 seats to be used by 1 teacher and up to 29 students.
- Confirm your account in the email sent to the address you used to sign up.

## ❑ Upgrade to CoSpaces Edu Pro

- Upgrade to a CoSpaces Edu Pro license plan to access all features and for a higher number of seats (number of seats by request, minimum of 30 seats).
- Pro license plans can be bought directly online or via a purchase order.
- You'll receive an activation key, which you'll need to access Pro.

## ❑ 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 comes with a specific invite code, which you can find inside 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 the "Assignments" section, and click on "Create assignment" to set up a first assignment for your students.
- You can also use a space you've created as a basis for your assignment. Go to "My Spaces", find the space you'd like to use 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 the class invite code from your teacher.
- Go to [cospaces.io](https://cospaces.io) and click on “Sign up”.
- Select “Student” to create your student account.
- Enter the class invite code provided by your teacher.
- Define your account login details. Choose something you’ll remember!
- Let your teacher know if you encounter any issue to join 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 assignments

- When your teacher has created an assignment, you’ll find it in your class.
- Make sure to read the assignments’ instructions before you get started with your work.

### ❑ Create your own spaces

- The “Free play” section is your own creation space, where you can create anything you’d like with the creation tools available in CoSpaces Edu
- Explore all the tools and features available and let your imagination unfold!