

Teacher checklist

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



Sign up on cospaces.io

- Register for a free CoSpaces Edu Basic **teacher** account. You'll get 30 seats to be used by you 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 of seats.
- Pro plans can be bought directly online or through a quote and PO process.
- Go to 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.

Create your first class

- On the left menu, go to **Classes** and click **Create class**.

Invite students to your class

- Each class has a specific **class code** that you can find in the class you've created.
- Share the class code with your students to let them join your class in CoSpaces.

Create an assignment

- In your class, go to **Assignments** and click **Create assignment** to prepare the first assignment for your students.

Student checklist

Teachers: Simply give this checklist to your students to let them get started.

Students: Follow the steps below to start using CoSpaces Edu.

Create your CoSpaces Edu account

- From a computer, go to cospaces.io and click **Register**. From a phone or tablet, install the CoSpaces Edu app.
- Create an account as a **student**.
- Enter the **class code** provided by your teacher.
- Choose your login. Use something you're sure to remember!
- Let your teacher know if you need help to join CoSpaces Edu.

Enter your class

- On the left menu, go to **Classes** and enter your class.
- 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.
- Make sure to read the assignments' instructions before getting to work!

