

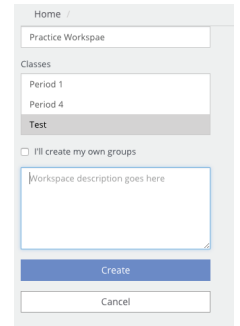


Getting Started

Give your Workspace a title.

Select classes to create groups or select “I’ll create my own groups” to make groups within a class later on.

Give your Workspace a clear description so your learners know what they will be working on.

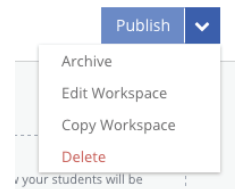


Workspace Columns

You have four default columns to work with in Workspace: “Goals”, “Resources”, “Evidence” and “Rubrics”. You can use as many of these columns as you like. Any columns that you don’t add a card to will not be visible to learners.



You can also edit the headings of the columns. Just go to the arrow next to “Publish” and select “Edit Workspace”. The headings will become text boxes that you can edit.



Cards

There are two types of Workspace cards. All cards have a title and can have descriptions and documents or links attached. Documents attached to goals, resources and rubrics cards will be view-only to learners.

You can add colors, images and icons to cards to make them more engaging, to help learners make connections or to indicate different types of cards. Learners can also add their own cards to the Resources and Evidence columns, allowing for a more collaborative learning environment.

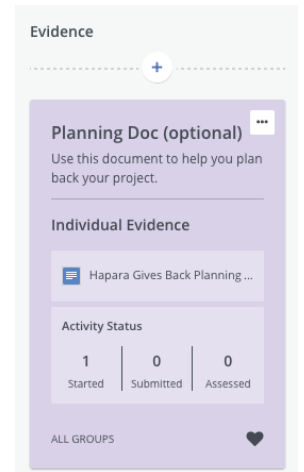




Hapara Workspace Cheatsheet

Evidence cards can have **start dates** and **due dates**. The start date determines when the card will appear on learner Workspaces, so you can stagger pieces of the assignment. Due dates tell learners when their work needs to be submitted. As a teacher, these cards will also show you an Activity Summary, so you can quickly check learner progress.

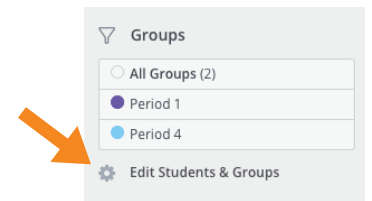
When attaching documents to **evidence cards** you can choose whether the activity is group or individual. Documents attached to individual evidence cards will automatically create a copy per learner when the learner clicks on them (group cards will create one copy of the document for the group that learners can collaborate on). If you don't add an attachment to an evidence card, learners can add their own documents as evidence of learning.



Differentiating

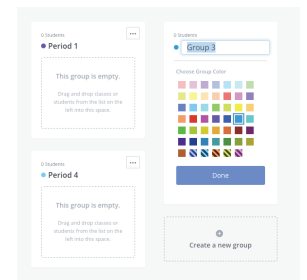
Groups let you easily create differentiated learning experiences within the same lesson. You can create groups based on class, ability, ELL status, themes, or learner interests.

To create a group, select “Edit Students & Groups” on the left side of the Workspace.



For each group, assign it a nickname and a color. You can add learners by class or individually.

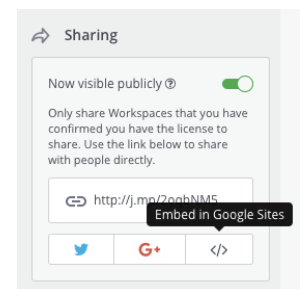
A Workspace card can be assigned to any or all groups. If you have a group of learners that needs an additional resource to complete the task, you can make sure that resource only shows up for the learners that need it.



Sharing

To share a Workspace with learners, just hit the “Publish” button in the top right corner.

You can also share a Workspace by embedding it in your class Google Site. To do this, turn on public sharing in the bottom left corner and select the </> button (note: embedding currently only works for Classic Google Sites).



Turning on public sharing also allows you to share a link to your Workspace with other teachers so they can make a copy to use with their classes.