



Hāpara

Workspace guide

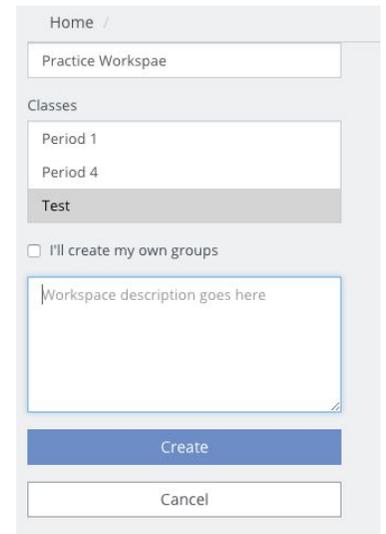
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Getting started

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.



The screenshot shows the 'Home /' page of the Hāpara Workspace creation interface. It features a text input field for the workspace title, currently containing 'Practice Workspae'. Below this is a 'Classes' section with a list of 'Period 1' and 'Period 4', and a 'Test' button. There is a checkbox for 'I'll create my own groups'. A large text area for the workspace description is present, with the placeholder text 'Workspace description goes here'. At the bottom, there are 'Create' and 'Cancel' buttons.

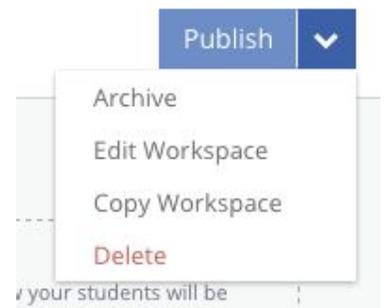
Workspace columns

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.



The screenshot displays four columns in a workspace, each with a dashed border and a 'Create A Card' button. The columns are: 'Goals' (with the description 'Show students what completing this Workspace will help them achieve.'), 'Resources' (with the description 'Link docs, videos, and other resources regarding this Workspace's subject so your students can gain a thorough understanding.'), 'Evidence' (with the description 'Link quizzes, forms, and docs for your students to contribute work, either individually or in a group.'), and 'Rubrics' (with the description 'Share how your students will be assessed to create a supportive, guided Workspace.').

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.



The screenshot shows a dropdown menu for workspace management. The menu is open, showing options: 'Archive', 'Edit Workspace', 'Copy Workspace', and 'Delete'. The 'Publish' button is visible at the top of the menu, and a downward arrow indicates the menu is open. The 'Delete' option is highlighted in red.

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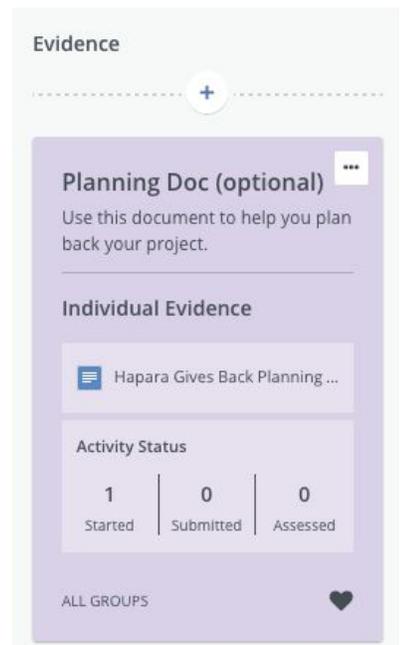
Cards

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.

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.



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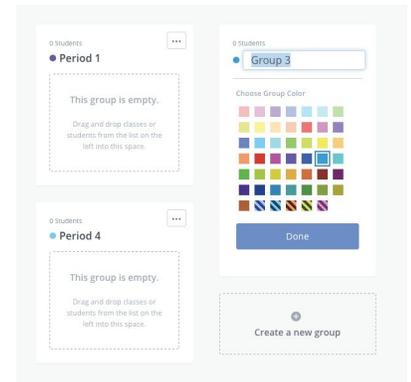
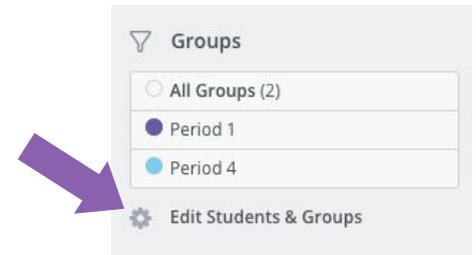
Differentiating

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.

