

Blendspace

1. Log onto <https://www.blendspace.com/>
2. Click on **Sign Up**. Enter your information, e-mail address and password. Students have the option to sign up also.
3. You can also log on with a Google account or Facebook account.
4. Click on the blue box in the upper left-hand corner + **New Canvas – create your first canvas!**
5. A 30-second video on how to get started will appear.
6. Select the template and color theme on the upper left-hand corner of the screen.
7. Decide what your lesson is about - **enter the canvas title**.
8. Your title will appear in the search window on the right. Click on the view icon to view possible resources for your lesson.
 - **Select multimedia elements** on the far right side of the screen. Tools can help you find elements for your lesson such as:
 - Search Google
 - YouTube™ videos
 - Images
 - Word documents
 - Insert webpage(s)
 - Upload media/file
 - Items inserted from Dropbox
9. **Click, drag and drop** elements into the canvas.
10. Add rows if necessary by clicking on + **add row** at the bottom of your canvas.
11. To upload PowerPoint™ or documents, choose file(s) where they are located on your desktop or laptop.
12. To make changes, you have the option to move elements around. Just left click on the element you want to move, drag it and release.
13. You can search the web and view your website history within Blendspace.
14. Blendspace has an Autosave feature for the canvas and Autoplay for the videos.
15. When you are finished creating your canvas, click **Play**.
16. Share with other teachers, parents and/or students (if they are absent or need to review the lesson again) by clicking on the blue **Share** button at the top of the screen. You can share your lesson via Edmodo, Facebook, Twitter or e-mail, embed it or create a QR code. You can use your tablet or smartphone camera to read the QR code.
17. Your Blendspace can be printed or deleted if you choose.