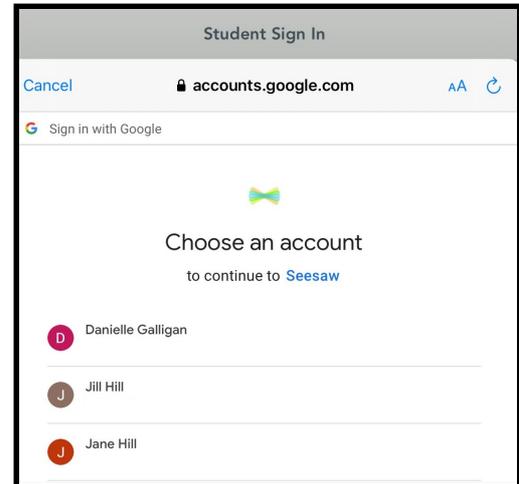
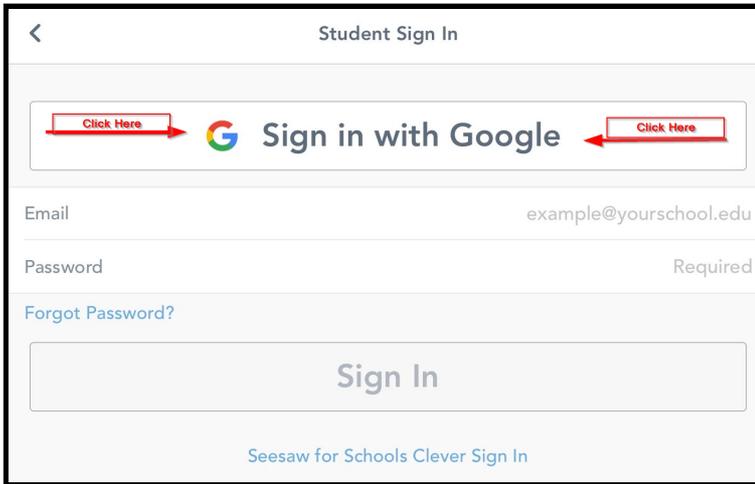


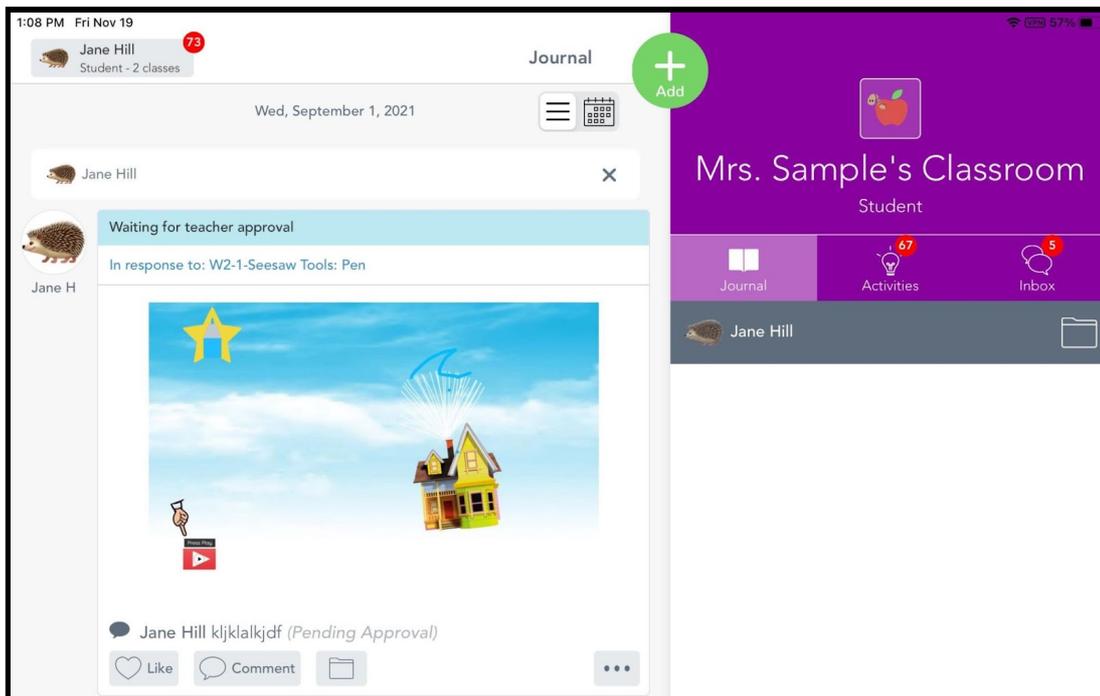
Family Guide to Seesaw



Open the *Seesaw Class* app on your child's iPad or Chromebook or go to app.seesaw.me. Your child should already be logged in. If for any reason he/she gets logged out, click on **Sign in with Google** and choose the *Google* account which is stored on the device. Please note that the *Seesaw Family* app is different from the *Class* app. The *Family* app is for parents/guardians and the *CLASS* app is for students.



This will be your child's view on both an iPad or Chromebook:





Mrs. Sample's Classroom

Student


Journal


Activities


Inbox

↑
Journal Tab

Your child should watch here for posts or for work that is sent back for corrections.

Students can also post questions here by using the green add button.

Think of this part of the screen as your child's news feed. Scroll through to see if there are new posts. Under each post a child can comment or like by tapping the heart.

Teachers can also add comments to communicate back and forth with the student.

↑
Activities Tab

Daily assignments/learning tasks, called Activities are posted in this tab. Your child should look here for all of the work that they need to complete.

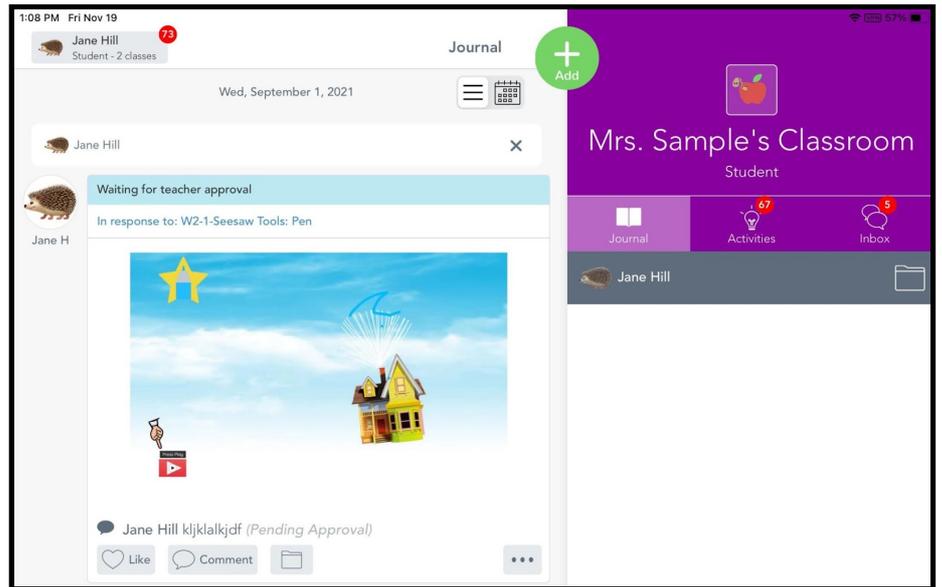
*Your child should look for the red dots and numbers located above the Journal, Activities or Inbox tabs. These are visual cues to remind students that there is work to do and/or a comment or message to read.

↑
Inbox Tab

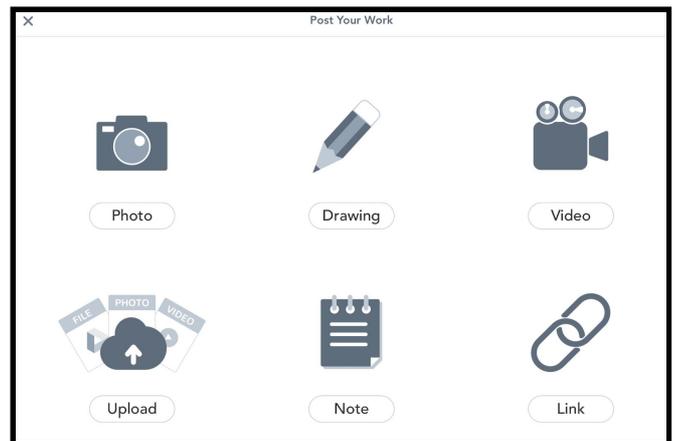
Your child's teacher can use this tab to send a one way email to your child, however most communication will be via the Journal which has two way communication. School announcements can also be sent out through this tab.

How does my child post to the Student Journal?

1. To post to the journal tap/click on the green **Add** button on the profile page.



2. Choose the way to respond to the task.



<p>To post a photo of a piece of work, use the photo tool.</p>  <p>Photo</p>	<p>To draw a picture or write, the drawing tool can be used.</p>  <p>Drawing</p>	<p>To make a recording of something like reading a short story, use the video tool. (under 5 minutes)</p>  <p>Video</p>
<p>To share a photo or video from the camera roll on the iPad or saved on the Chromebook, use the upload button.</p>  <p>Upload</p>	<p>See page 5 for detailed directions on sending a note to the teacher.</p>  <p>Note</p>	<p>To share a link from the Internet, use the link tool.</p>  <p>Link</p>

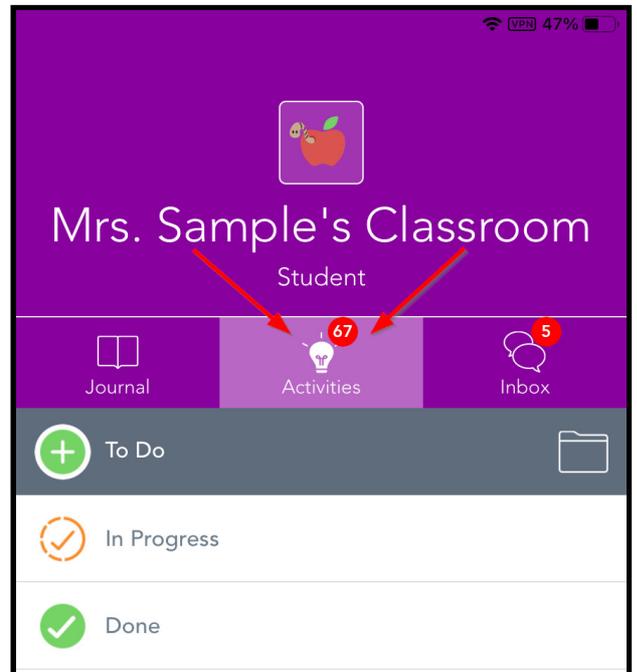
3. Tap/click the green check in the upper right-hand corner to submit the work.



How does my child do an activity under the Activities Tab (your child's assignments)?

1. Tap/click on the **Activities Tab** to see the list of activities/assignments that your child has been assigned under the **To Do** section.

Tap/click on **In Progress**, to see drafts. Drafts are work that has been started but not finished. Or it could be work that the teacher has sent back for fixing. Look in the comments to see if the teacher sent a note on what to fix. The teacher may have also written comments on the assignment. Tap/click on the orange Edit button to open the assignment and then click on the green check to resubmit the work to the teacher.



To see a list of completed assignments, click on the **Done** tab.

2. Scroll through the list of assignments in the **To Do** section and choose one to complete. Please remind your child to always read the directions first.

3. Each activity has an **Add Response** button.



Tap/click the **Add Response** button to begin an activity.

Re-read the directions again if needed by clicking at the top on **View Instructions**.

4. Tap/click the green check in the upper right-hand corner to submit the assignment to the teacher.



Or tap/click the **Save as Draft**



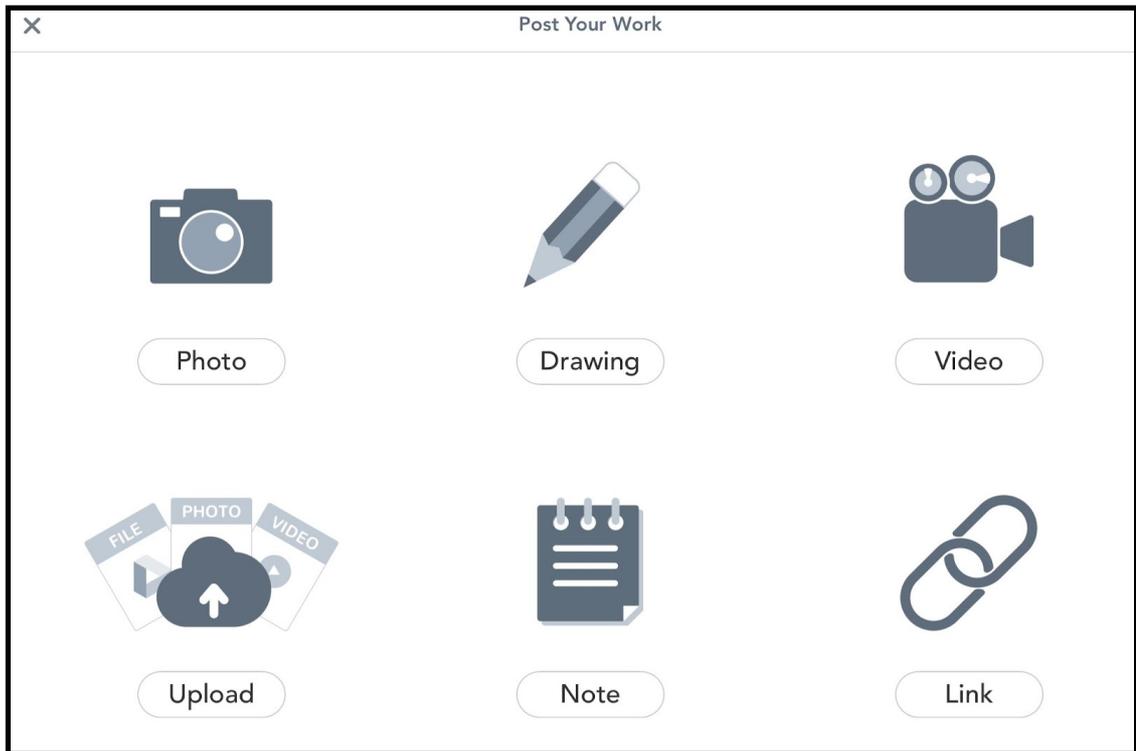
button to save the work for completion at a later time.

How does my child post a question to the teacher?

1. Tap/click the green **Add** button.

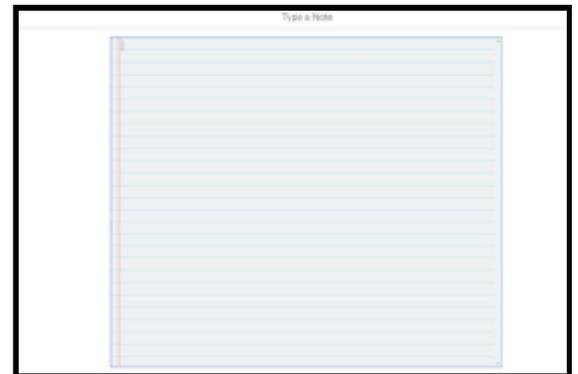


2. Tap/click **Note** on the screen.



3. Type a note by tapping/clicking at the top of the page.

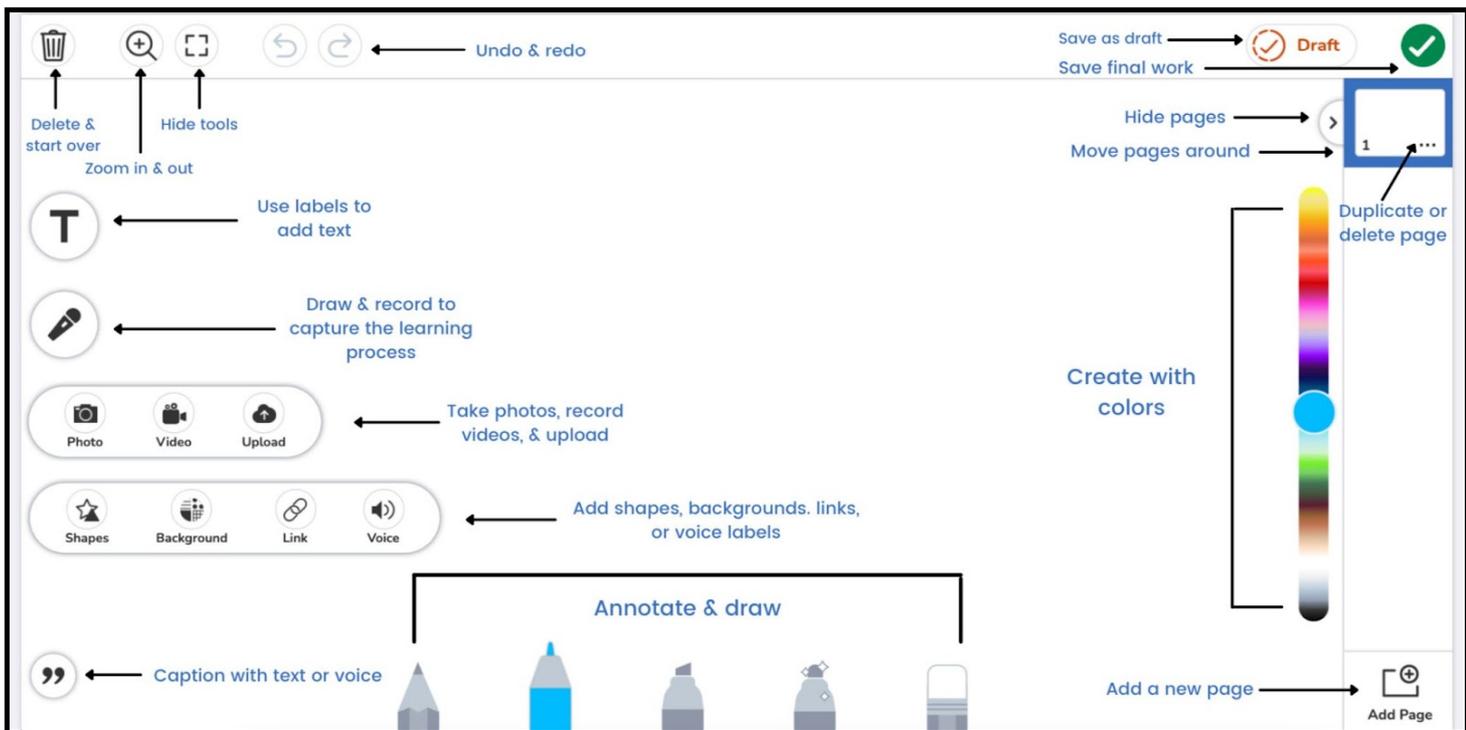
The keyboard will pop up.



4. Tap/click the green check in the upper right-hand corner to submit work to the teacher.



What do all of these tools do?



<p>This tool is for typing text. After typing, click on the box. Use the three dots to change the font style, order or lock it in place, add a link or voice recording, duplicate, and/or to delete the text.</p>	
<p>The camera tool is used to take pictures. Students may be asked to take a photo of work or of a completed project. It's important that when students take pictures, they hold the camera steady for a clear picture.</p>	
<p>The quotation mark found at the bottom of the screen allows students to add a written or audio caption.</p>	
	<p>←The pens at the bottom of the screen are for writing. The order is: pencil, marker, highlighter, magic pen, and eraser.</p> 