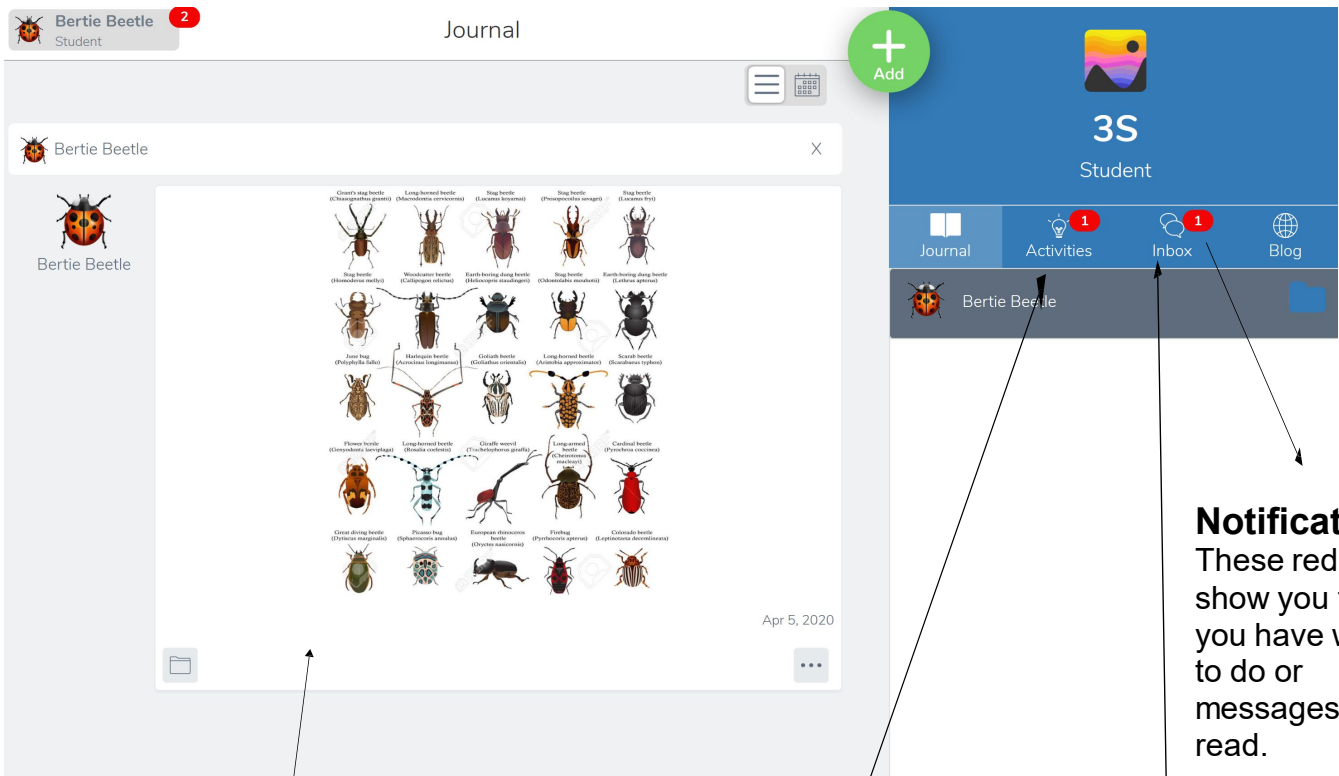


Using Seesaw



When you log in, this is what you will see.



The Journal

Think of this part of the screen as a news feed. You should scroll through to see if there is anything new posted. You can only see your own work unless your teacher shares other student's work with you. Your teacher will check that you are happy to share work.

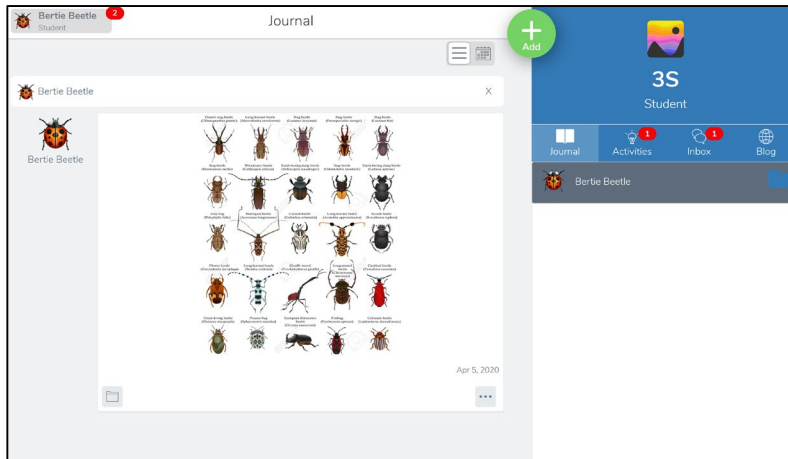
Activities Tab

Your daily assignments will usually be in this tab

Inbox

Any messages or announcements your teacher makes can be read in the inbox. You cannot answer your teacher or message any of your class mates here.

How do I post in the student journal?



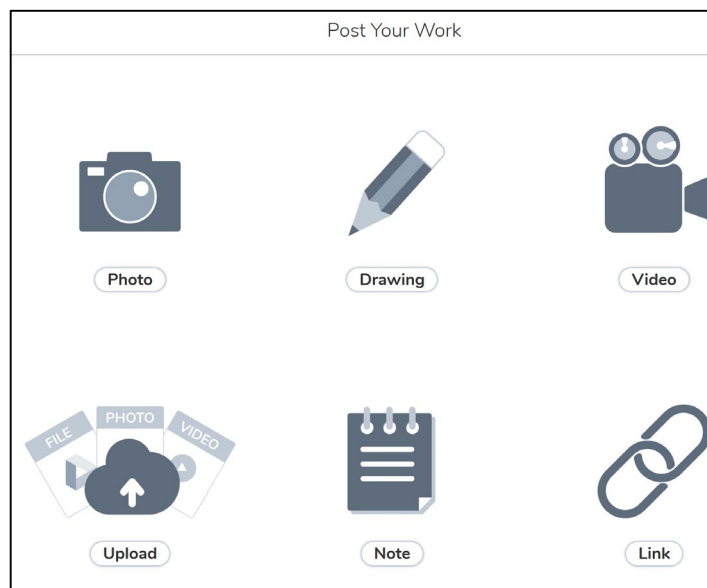
To post to journal hit the green plus button:



Clicking the plus button brings up all the tools that you can use to record your learning with.

If you need to post a photo of a paper worksheet that was sent home to show the student completed it- choose the camera, take the photo and tap on the tick to upload. ✓

If you have a photo in your camera roll or a document you need to attach choose upload. Tap on the tick to finish. ✓



If you need to record yourself doing something for PE, or reading a short story- you would use the video tool- must be under 5 minutes in length. Tap on the tick to upload. ✓

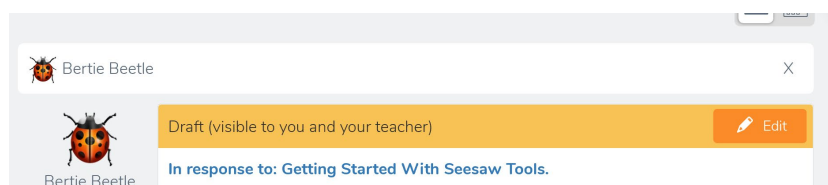
If you have a link from the internet they need to share you can use the link tool. Tap on the tick to complete the upload. ✓

If you need to post a picture, write, or record you can use the drawing tool. Tap on the tick to upload. ✓

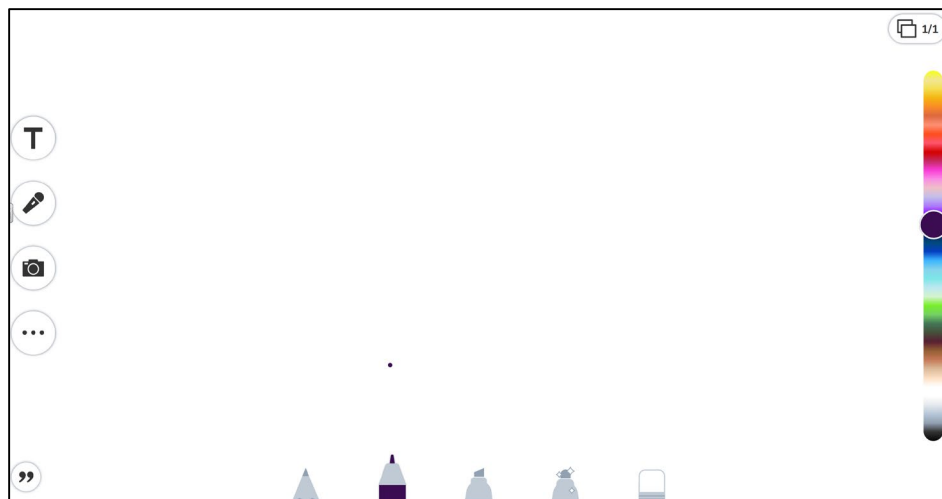
If you need to type a simple message or have a question for your teacher, just tap on the top of the note and the keyboard will appear. Tap on the tick to upload. ✓



The draft button can be used when you do not get to finish a post. It will sit in your journal with an orange label saying draft. Click on the edit button to finish and post your work.









What do all these tools do?

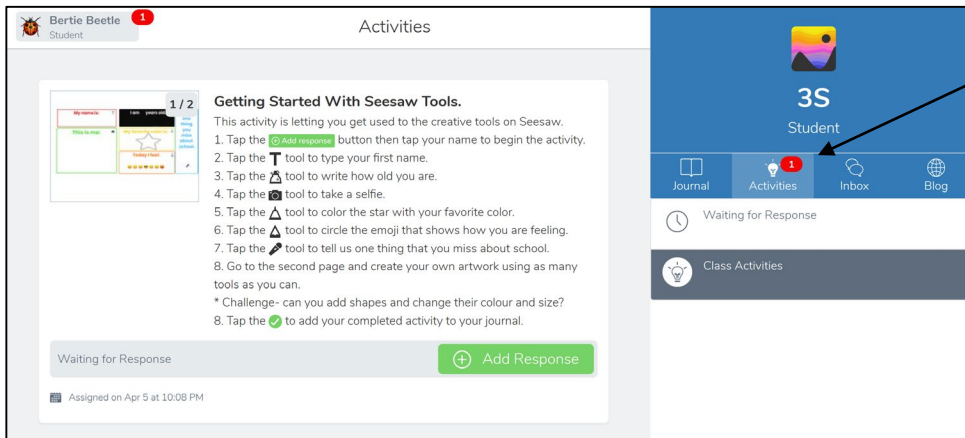


This colour bar can change the color of the pens.

It also can change the colour of the text while you are typing.

	<p>This tool is for typing text on their activity or journal. After typing- you can click on the box that was typed – three dots appear and these can be used to change the font style, the order, to lock it in place, to duplicate, and to delete the text.</p>
	<p>This is a recording feature. It will give the student a count down of 3-2-1 and then they should start to record themselves if needed.</p>
	<p>Camera tool. This is used to take a picture. Students may be asked to take a photo of work or of a completed project. It's important that when student take pictures they should hold the camera steady so it's a clear picture. The teacher may ask the student to retake the picture if it is blurry.</p>
	<p>When a student click on this- it allows them to pick shapes or background color.</p>
	<p>The quotation mark in the bottom allows students to place a caption or add a voice caption.</p>
	<p>The pens at the bottom of screen are for writing. First is a pencil, then a marker, then a highlighter, a magic pen, and finally an eraser.</p>

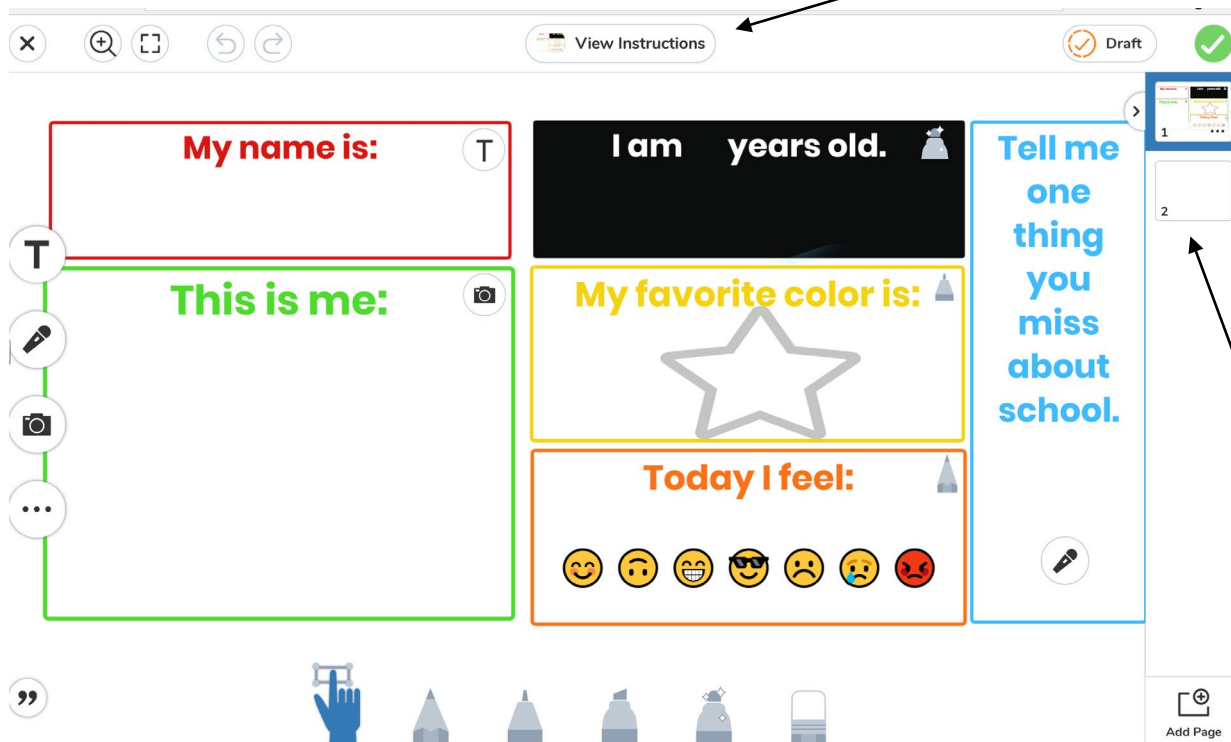
How do I find my activities?



1. Open the Activities Tab

You will see any activities that have been set for you to do. Carefully read the instructions and then click on **+ Add response**

Seesaw will open the activity for you to complete. If you forget what the instructions were you can find them by tapping on the view instructions tab.

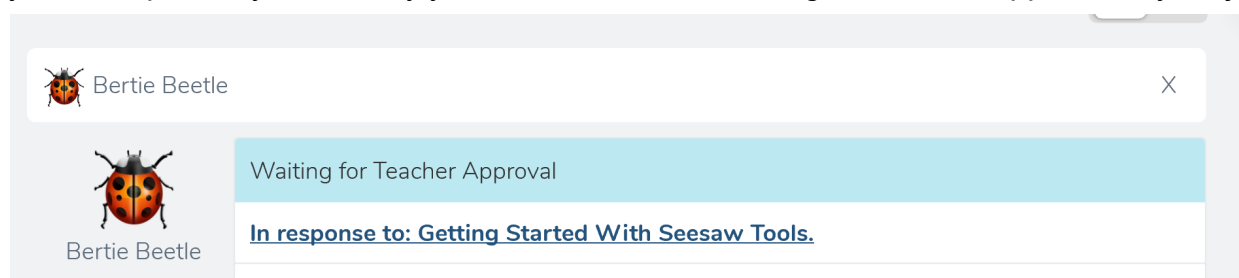


All the tools you will need to complete the activity are on the page. Make sure you check to see if there is more than one page.

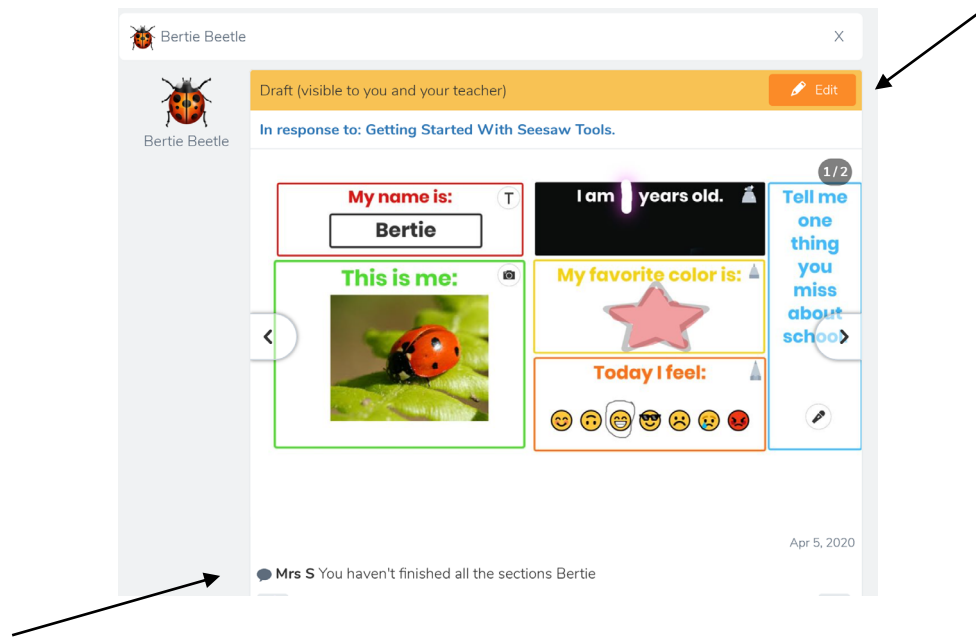


If you don't get to finish your activity, tap the draft button. It will save in your activities tab for you to complete later. Click on the tab to finish and post. Once you have finished the activity, tap the tick. **Finish Response**

Once you have posted your activity you will see that it is waiting for teacher approval in your journal.



What does this orange banner mean?



If you see this it means that your teacher has sent the activity has been sent back to you to fix any mistakes or recheck it.

- You can also look in the comments to see if your teacher has sent you a clue for what you need to fix.
- Some teachers may circle things on the activity that you need to fix.
- You will need to hit the orange Edit button and Seesaw will open the activity back up.
- Once it's open you can edit the activity and submit it again by hitting the green check.
- When your activity has been approved by your teacher it will appear in your journal.

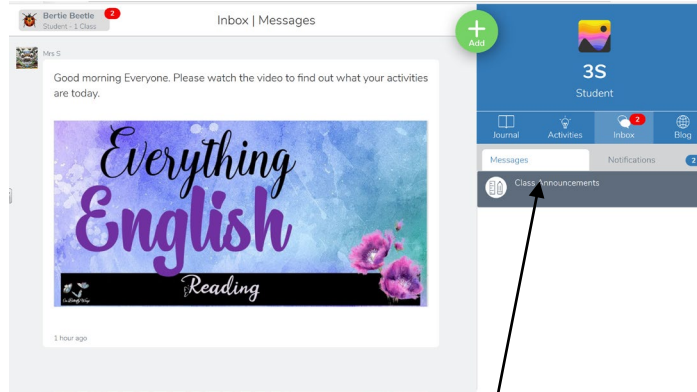
Calendar View

You can also click on the calendar view to see what was submitted on each day by switching between the journal and calendar view.

The screenshot shows the Seesaw calendar view for August 2019. The calendar is a grid with days of the week as columns and dates as rows. Each date cell contains a number and a count of items submitted on that day. An arrow points to the calendar icon in the top right corner of the interface.

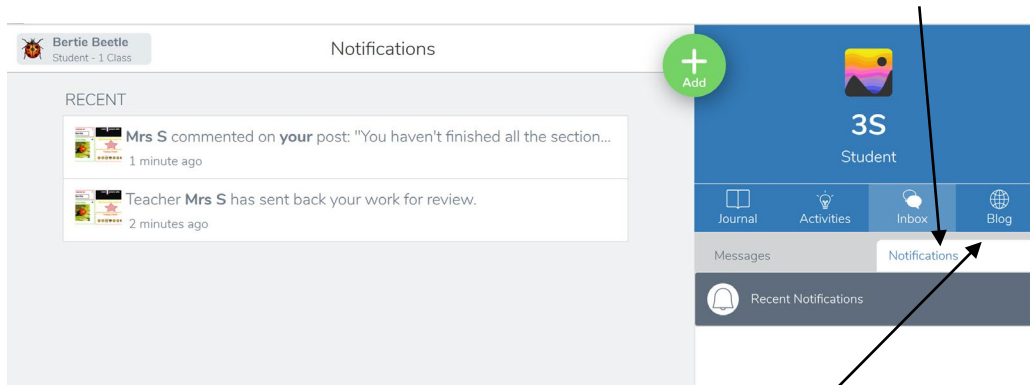
August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 33 items	3
4	5 1 item	6	7	8	9 31 items	10
11	12	13	14	15	16 56 items	17
18	19 72 items	20	21	22	23 13 items	24

What will I find in the Inbox?



The Inbox is where you will find any announcements or messages from your teacher. It may be a general comment or it may be your lessons for the day. You cannot respond to your teacher from here.

The notifications tab is where you will see what is happening with your activities.



Class Blog

Your teacher might enable your class blog. It is a safe site that your teacher might share your work on for your class mates to see and comment on.

You can move between the for different areas by tapping on each label.