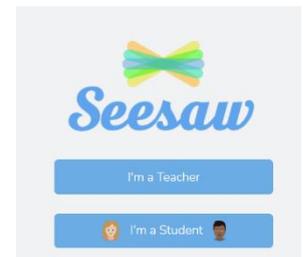# A Parent's Guide to Getting Started on Seesaw

Seesaw is the learning platform we have chosen to enable all of our children to access home learning in a new way. Teachers will be able to set daily tasks for children to complete and children can easily send their work back to the teacher using computers, tablets, Kindles or smartphones.

Logging on to Seesaw

If you are using a computer, use your internet browser to go to : https://web.seesaw.me

If you are using a handheld device go to the App Store or Play Store and download the Seesaw **Class** app (there is also a Family app, so take care to choose the right one)
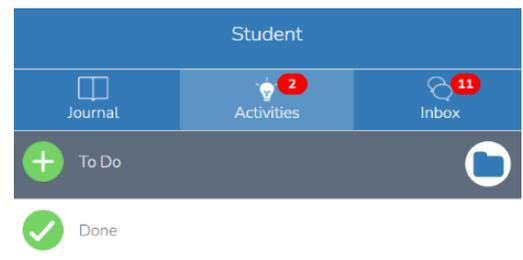
If you have completed the GDPR permission form, you will have received a separate email with your child's unique code.

Choose 'I'm a student' and either scan the QR code or type in the unique code.

Completing Tasks

Our teachers will upload a daily set of activities to complete. Click on **Activities** and you will see a **To Do** list. Activities to be completed will then appear on the left of the screen. Click on the activity to open it up fully and follow the instructions from your teacher.
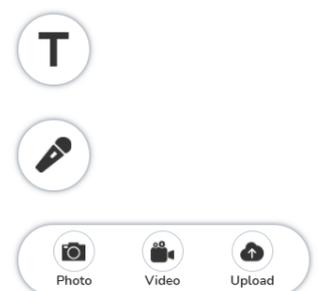
Some activities will be lessons on other websites (such as Oak Academy or White Rose) others may be presentations created by your teacher, tasks to complete on screen or things to do with what you have at home. Teachers will add instructions to each activity.

To begin the activity, click the **Add Response** button

There are lots of ways to complete tasks set by your teacher, using the toolbox.
- You can send a photo of your work back to your teacher
- You can use the drawing tools to complete some activities on screen.
- You can create a document and upload it (needs to be PDF)
- You can save a screen shot and upload it as a picture
- You can record yourself reading out your answers
- You can use the Text Box tool to add answers to worksheets
- You can video yourself explaining your work

When you have completed an activity use the big green tick button to send it back to your teacher for approval. The activity will move from the **To Do** list into the **Done** list.

Your Home Learning Journal

Your Journal is a record of everything that your child has done on Seesaw over time, with the latest posts appearing at the top. There is no need to keep paper copies of work you have completed at home if you don't want to. Each child's Journal is visible only to your child and their teacher. All work, comments, videos, pictures and recordings you create will only be seen by your teacher.

It is important to note that nothing will appear in the Journal unless it has been approved by your teacher first.

Marking and Feedback

Seesaw is a new platform for all of us, so it will take a little time to establish the best way for your teacher to provide feedback and encouragement to home learners. Both teachers and children can comment on work they have done using the **Comment** tool on each activity.

Not every activity will receive a comment, but if it appears in your child's Journal you will know the teacher has seen and approved it.

Your child will receive a notification in their **Inbox** each time the teacher makes a comment on a piece of work you have sent back.

Sharing Seesaw In Your Household

Families who need to share a device to access home learning can do so using Seesaw. When one child has completed their Seesaw session, simply click their name at the top left of the screen and select **Sign Out**. The next child can then sign in with their unique code to find their own activities set by their teacher.

How Can Parents Communicate With Teachers During Home Learning?

Seesaw is designed as a platform for children to complete work and share it with their teacher. It is not intended to be used as a parent/teacher communication tool.

Parents can use the special *ask@* email addresses created during our first lockdown to contact your teacher directly with questions about lessons. These emails are checked every day. Alternatively, please contact the office to arrange a phone call.

If you have any technical problems accessing Seesaw or its features, a dedicated email address is available for support:

seesaw@saltwood.kent.sch.uk