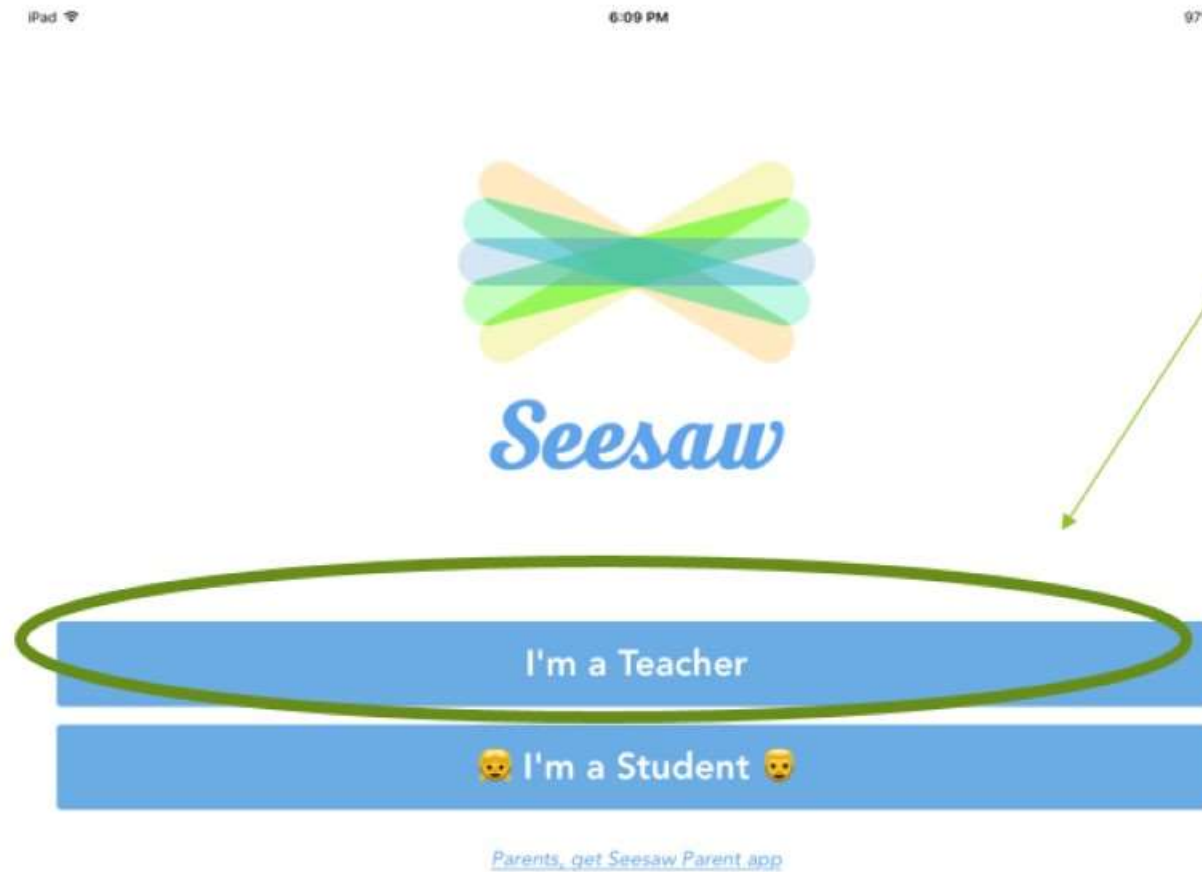# Quick Start Guide

Download Seesaw from the App Store and click on the icon

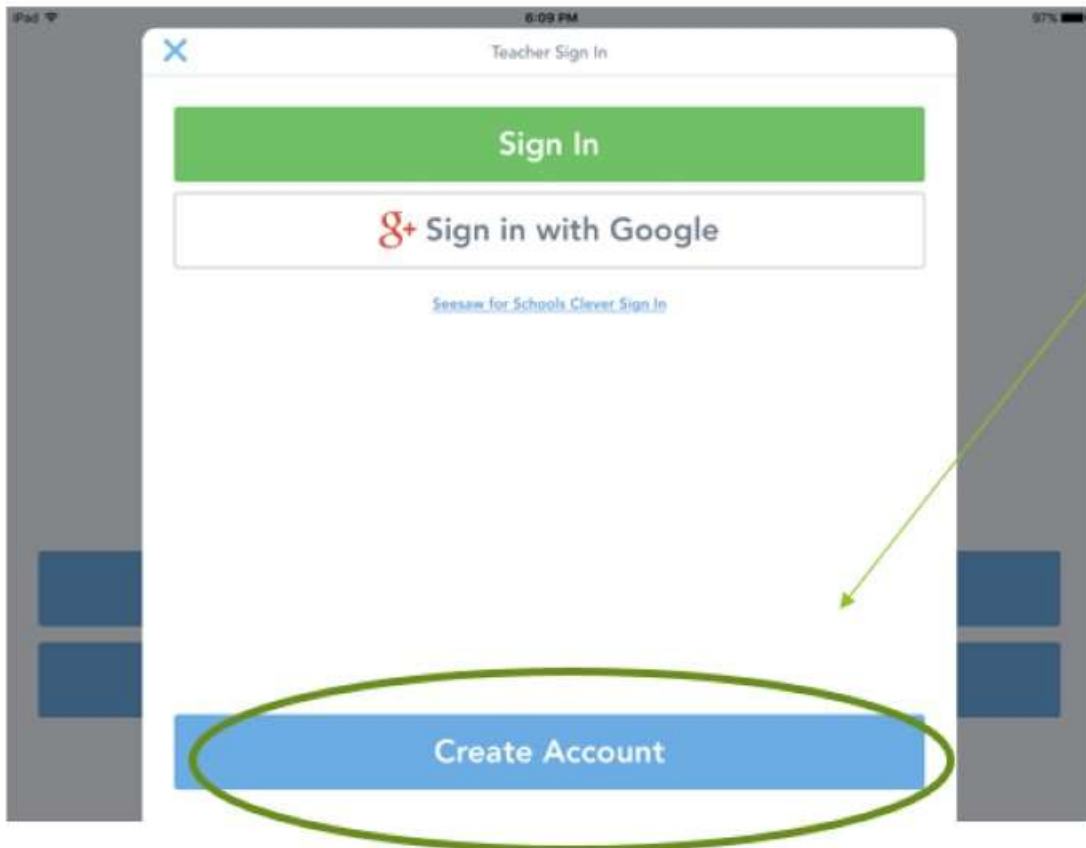# SETTING UP YOUR SEESAW ACCOUNT

- Select "I'm a Teacher" to get started
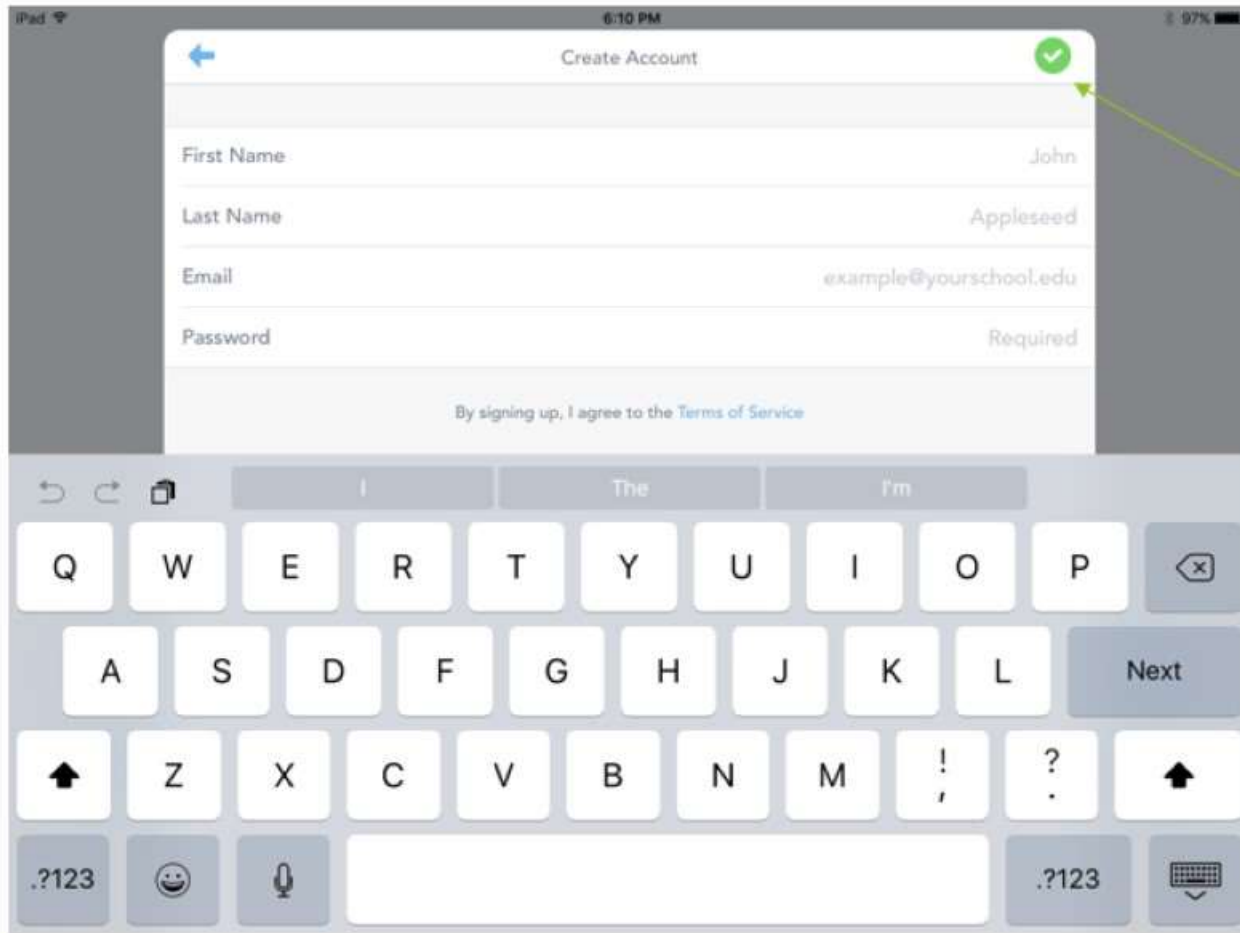
iPad 🤙   6:09 PM   97% ▬

Seesaw

I'm a Teacher

🧑 I'm a Student 🧑

Parents, get Seesaw Parent app

Create Your Teacher Account

- Select "Create Account"

Enter your Account Information

- Enter your First Name, Last Name, School Email and Password

- Click the Green Check Mark When Complete
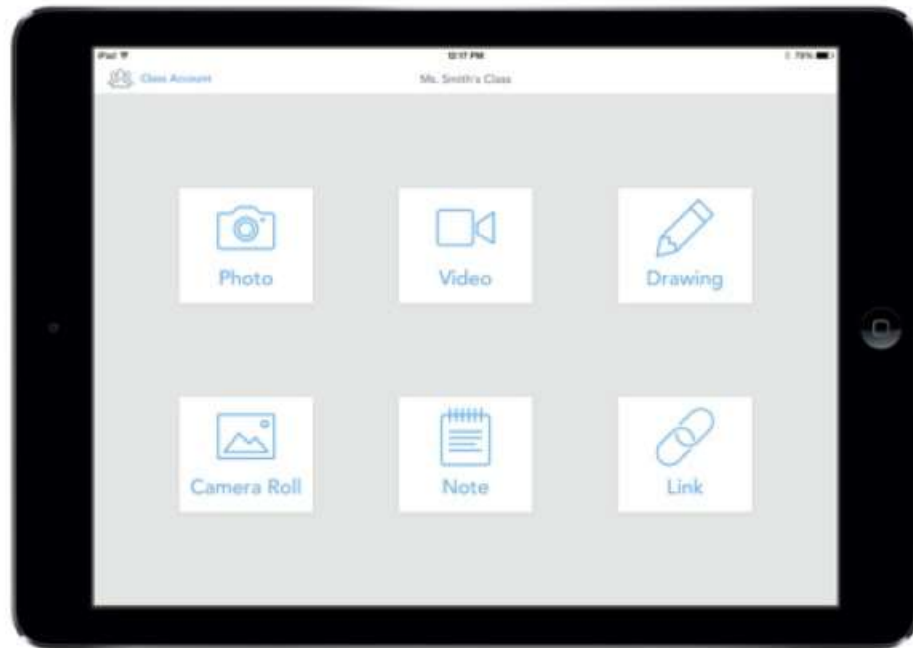
Student Driven Portfolio

Seesaw is a student-driven digital portfolio.

- Click Next

Students can import from a variety of sources

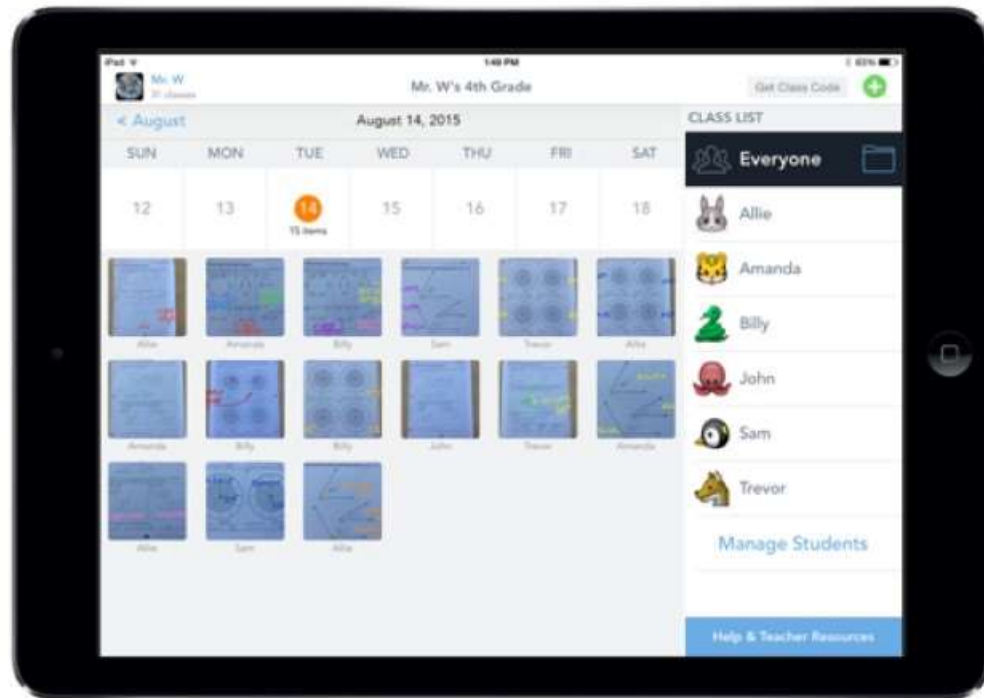Students document learning through photos, videos, drawings, text notes, links and PDFs.

Seesaw also supports importing from many other apps.

- **Click Next**

Work can be organized into folders

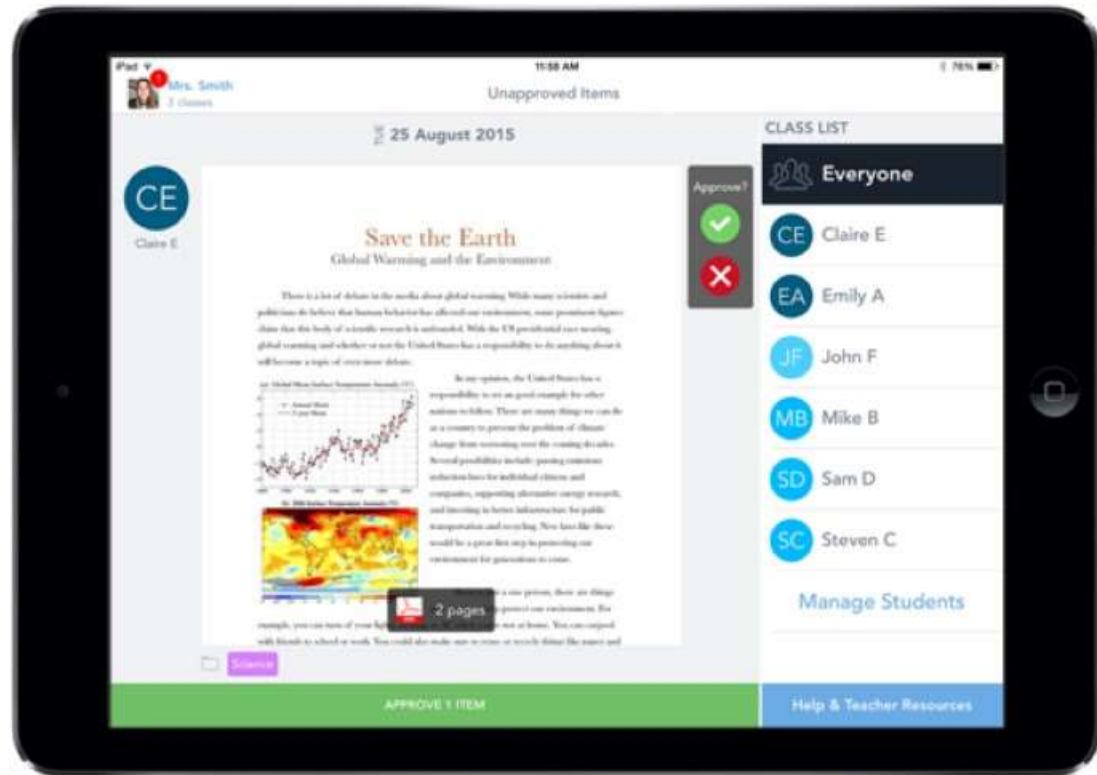Student work is uploaded, organized and available to teachers from any device or computer.

- Click Next

Teachers must approve students work

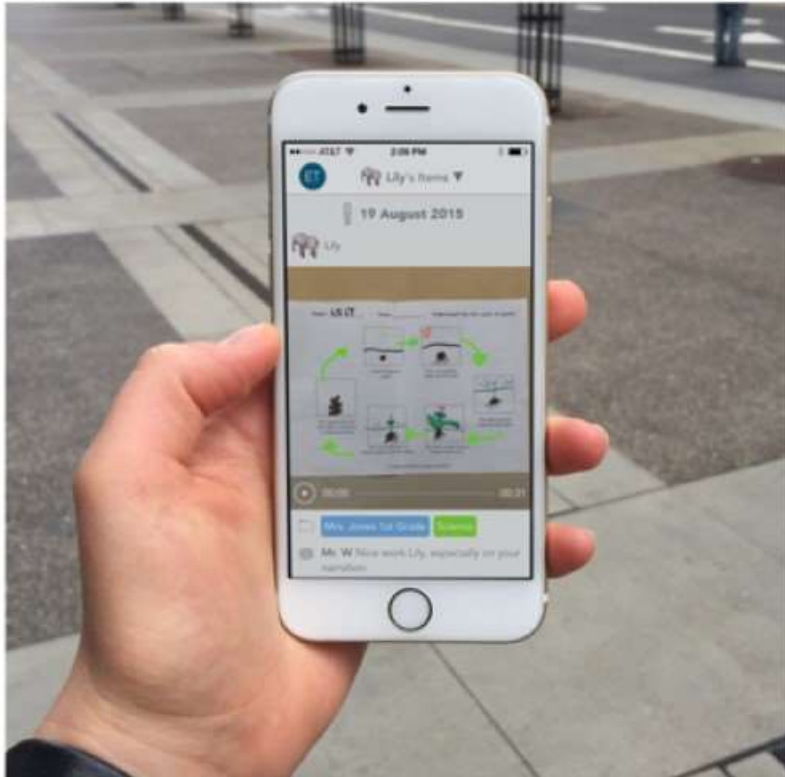Teachers are always in control: Student work must be approved.

- Click Next

Parents Can View their child's work
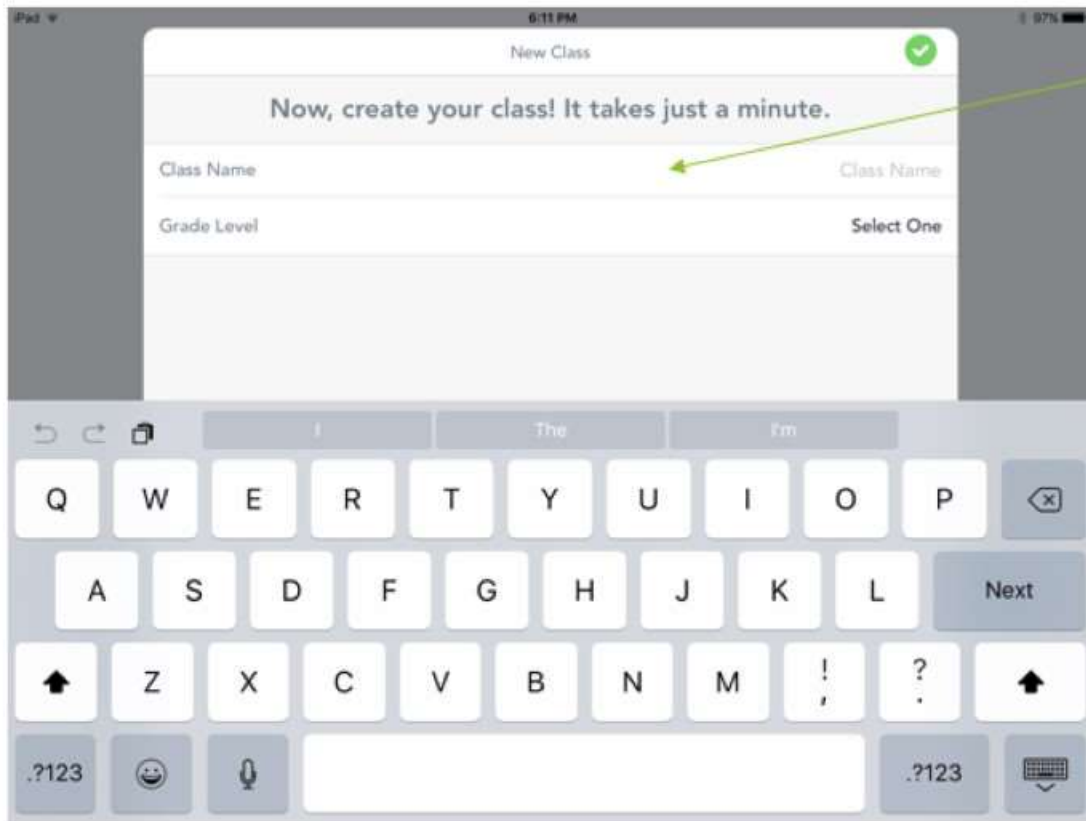
Optionally, teachers can invite parents to Seesaw.

Parents only see their child's work.

- Click "Create your class"

• • • • •

Create your class

Now you can create your class!!!

- Start by naming your class
  - *Your students will see this class name when they log in*

Select your Grade Level

Next, Select your grade level from the drop down menu

New Class

- After entering the Class Name and Grade Level, click the green check mark

How students will access Seesaw
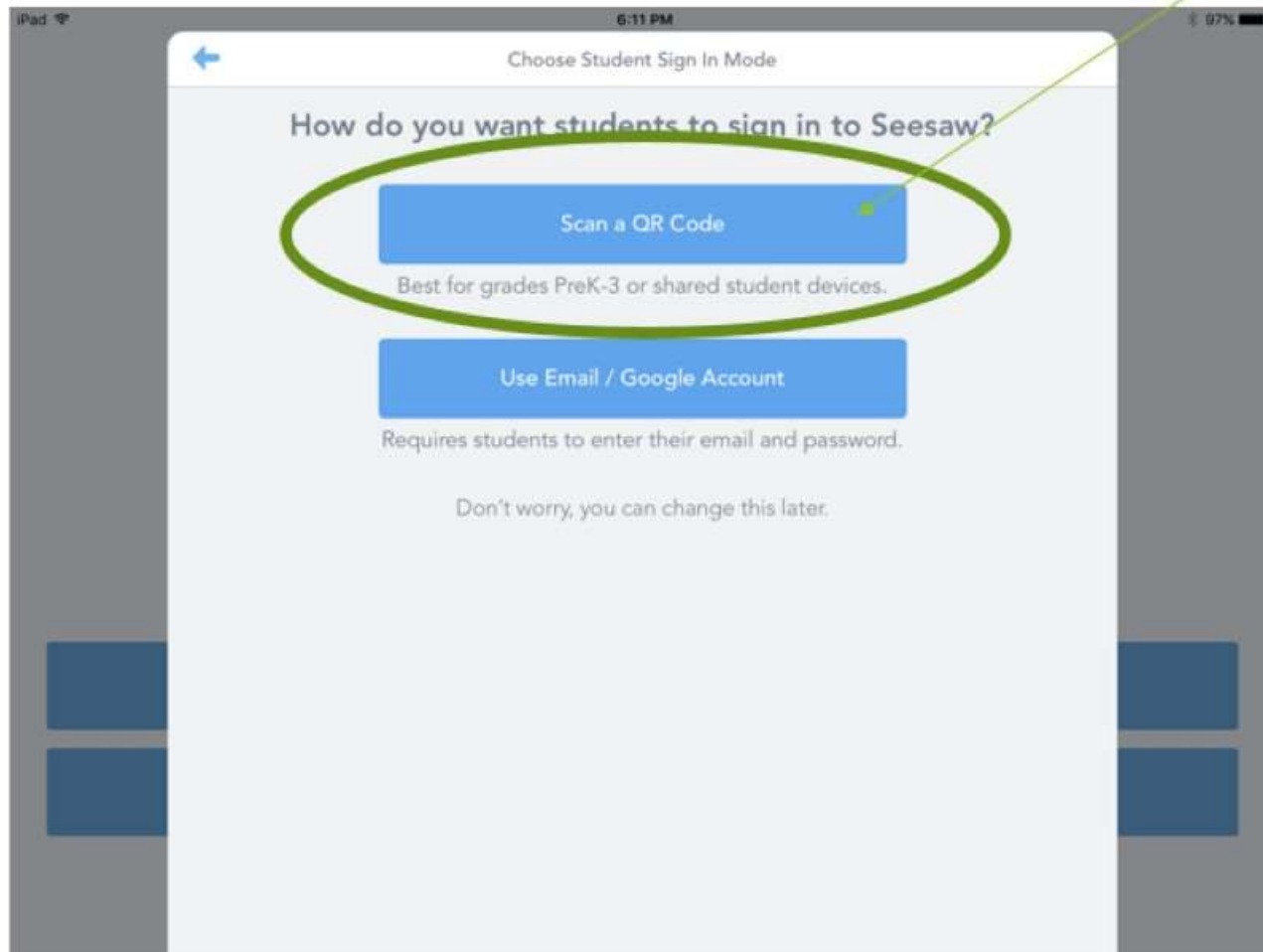
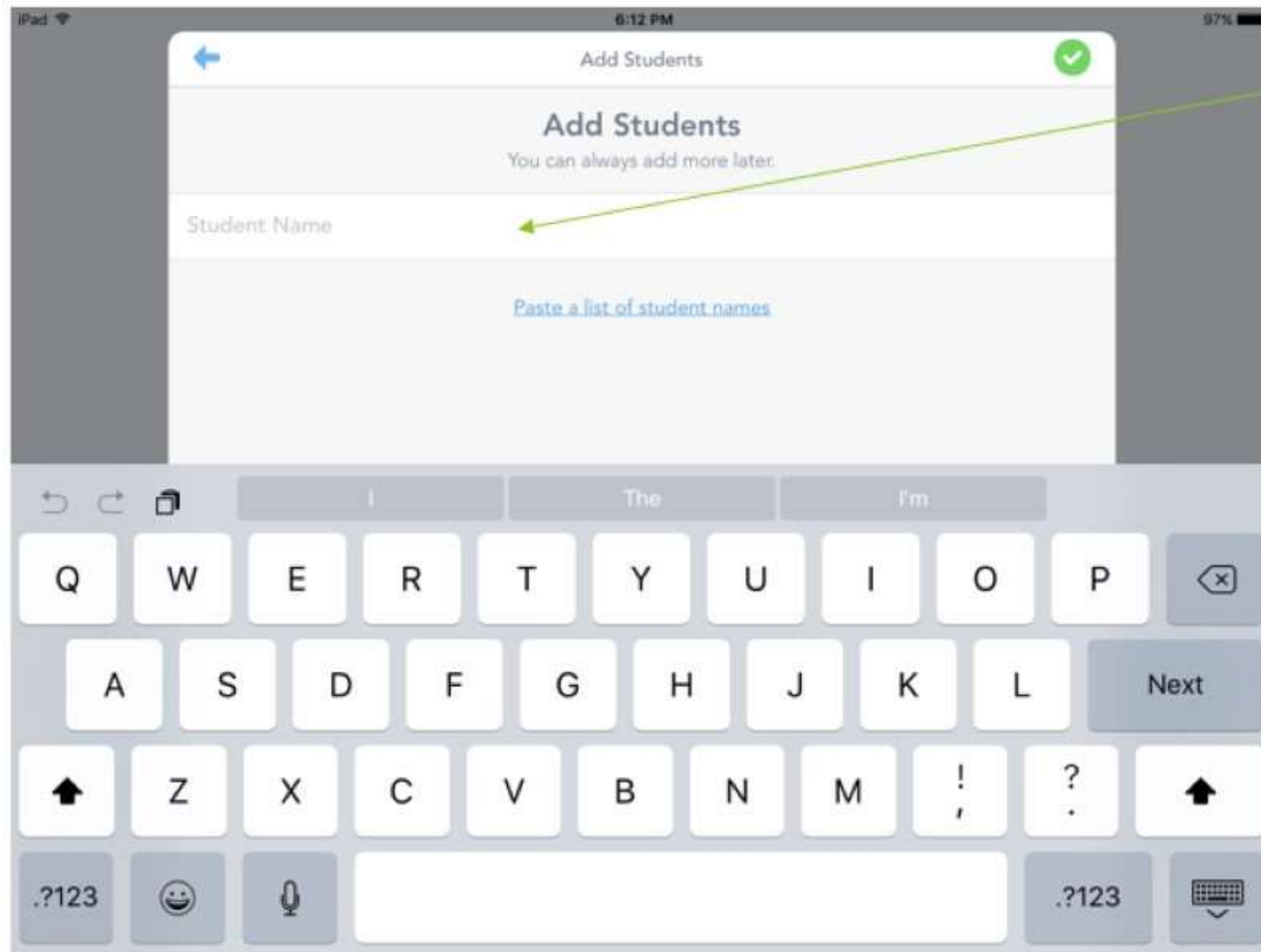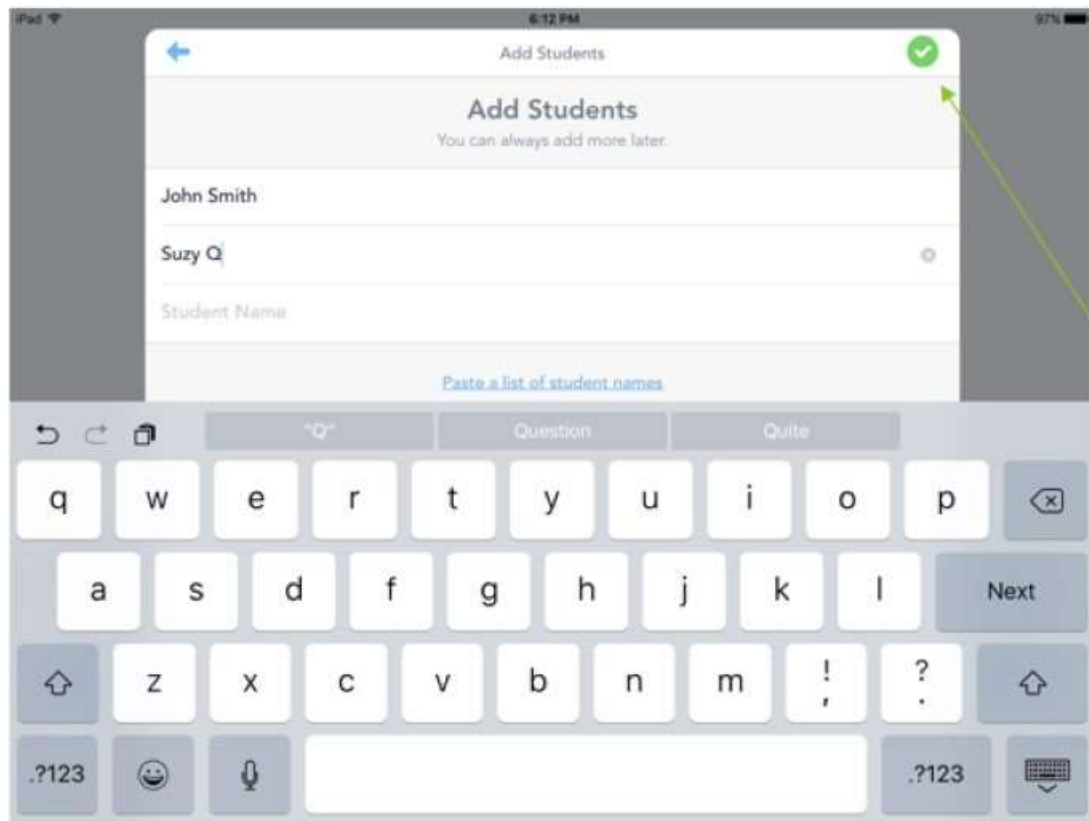- I recommend using the QR code for students to access Seesaw

*This requires the iPad to have access to use the camera only (it does not require a download of a QR reader)
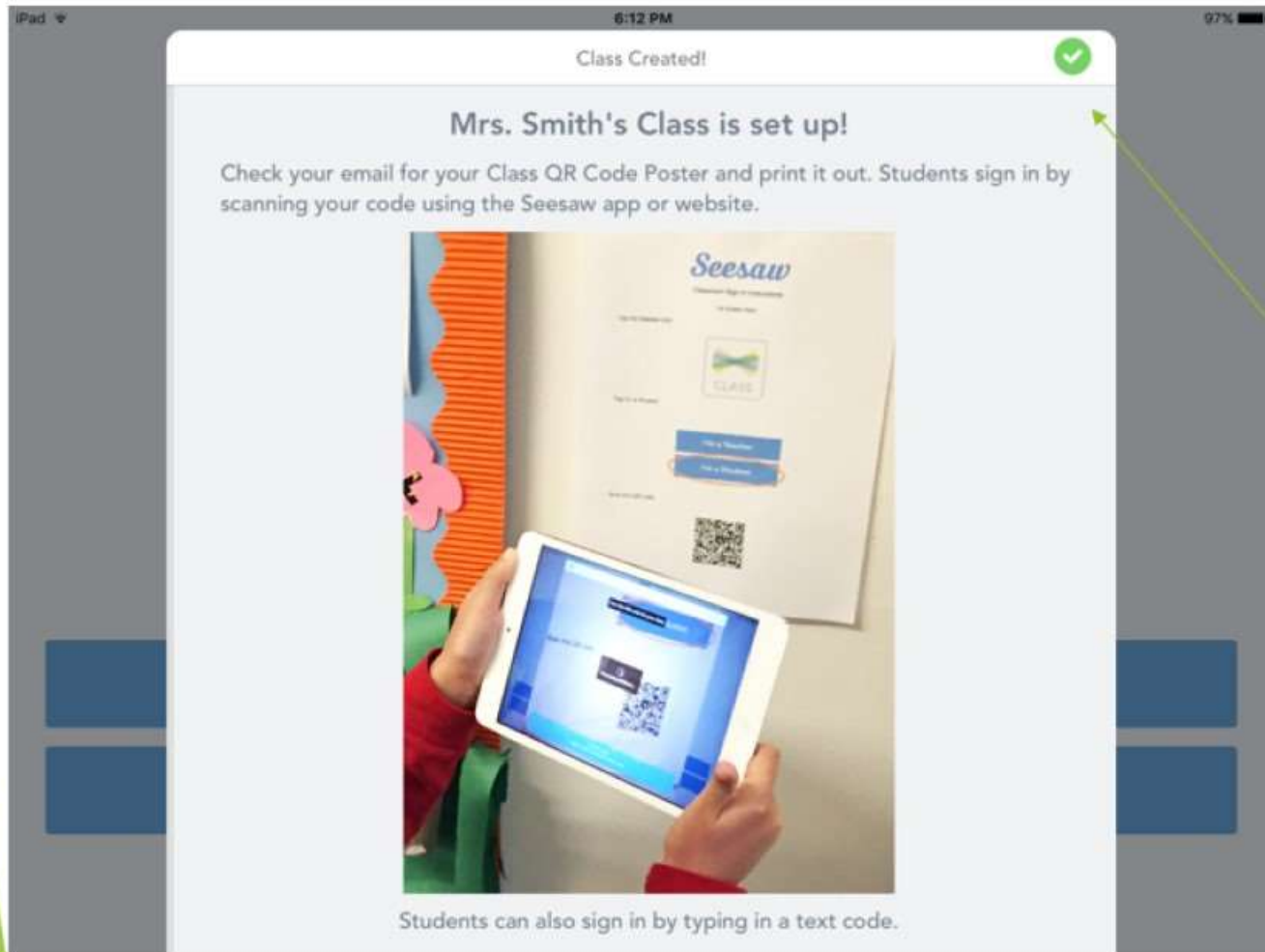
Adding students

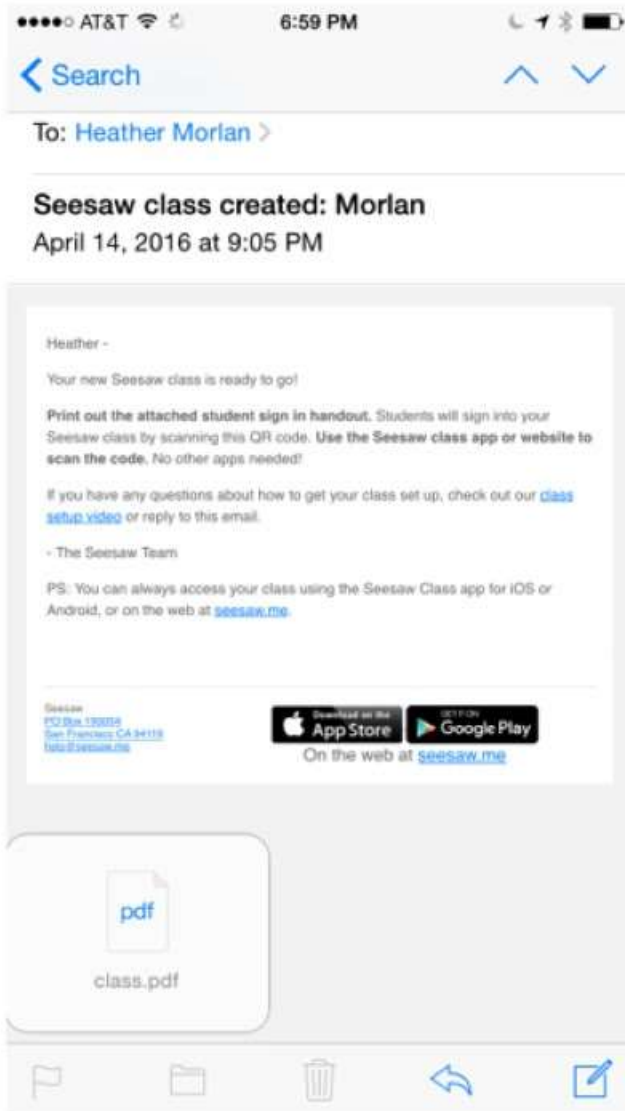- Now begin typing in your student names

Continue to add students

- You will be allowed to enter all your students at once

- When finished, click the green arrow

Your class is all set up!

- You will get an email when your class is all set up

- Click the green check mark to continue

YOUR EMAIL

- Your email will instruct you to print out your class QR Code

- You will need each student to scan when they are ready to get started

Your email attachment

Seesaw Classroom Handout
TEACHER INSTRUCTIONS

- Print out your classroom QR code poster (page 2 of this document) and post it in your classroom where students will use Seesaw.

- No other apps are needed to scan the QR code! - Seesaw has a built-in QR code reader

- Your QR code is the key to your class. Anyone who has access to your QR code can sign in as a student in your class. Please don't share it publicly on social media.

- Teachers must approve all new student items before they are added to journals or shared with parents. This way you can make sure your students are adding appropriate items to the correct journals.

- Your class QR code handout is for classroom use only - parents use a different QR code.

Seesaw

Classroom Sign In Instructions

Morlan

On your device, tap the Seesaw Icon. Or on your computer, go to https://app.seesaw.me
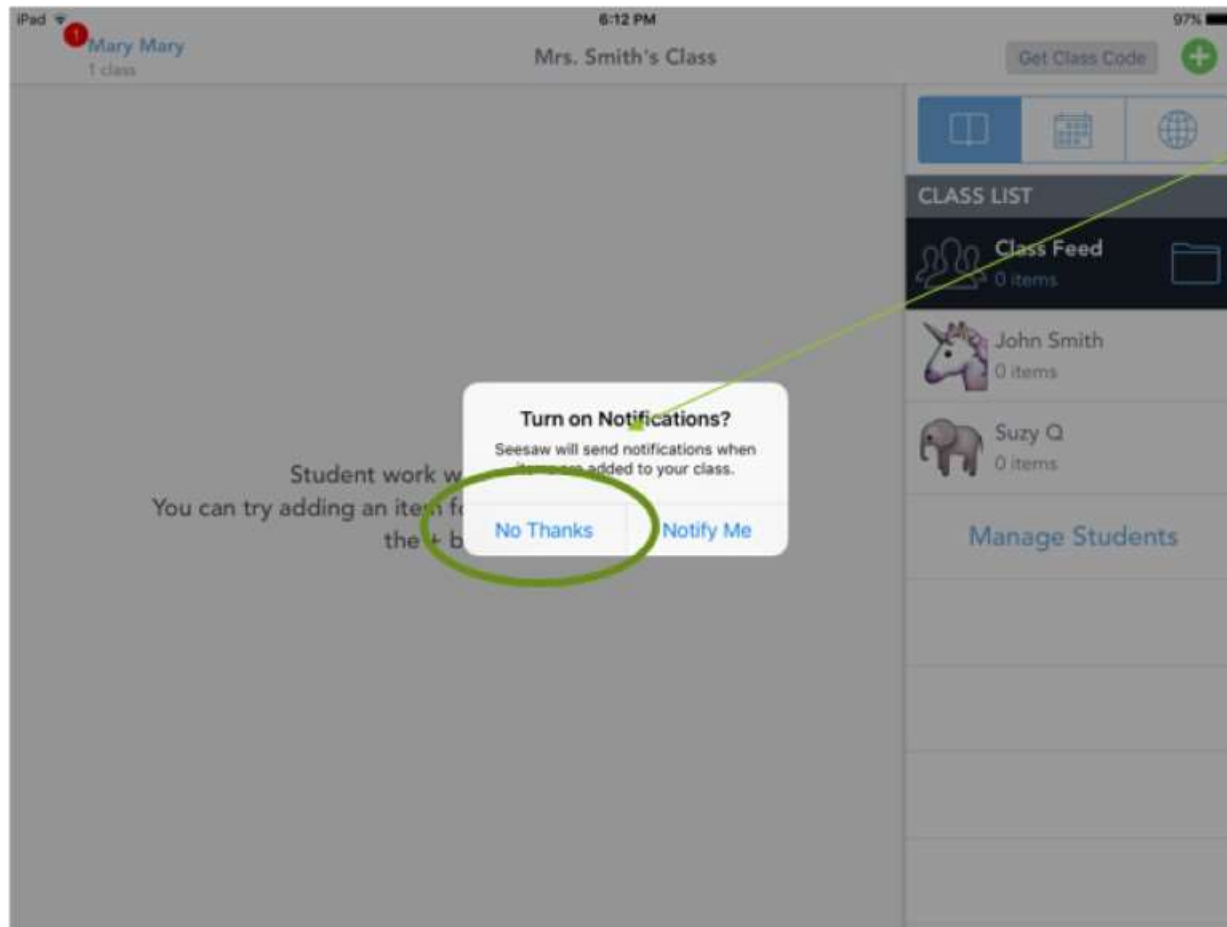
CLASS

Tap I'm a Student

I'm a Teacher

I'm a Student

Scan this QR code

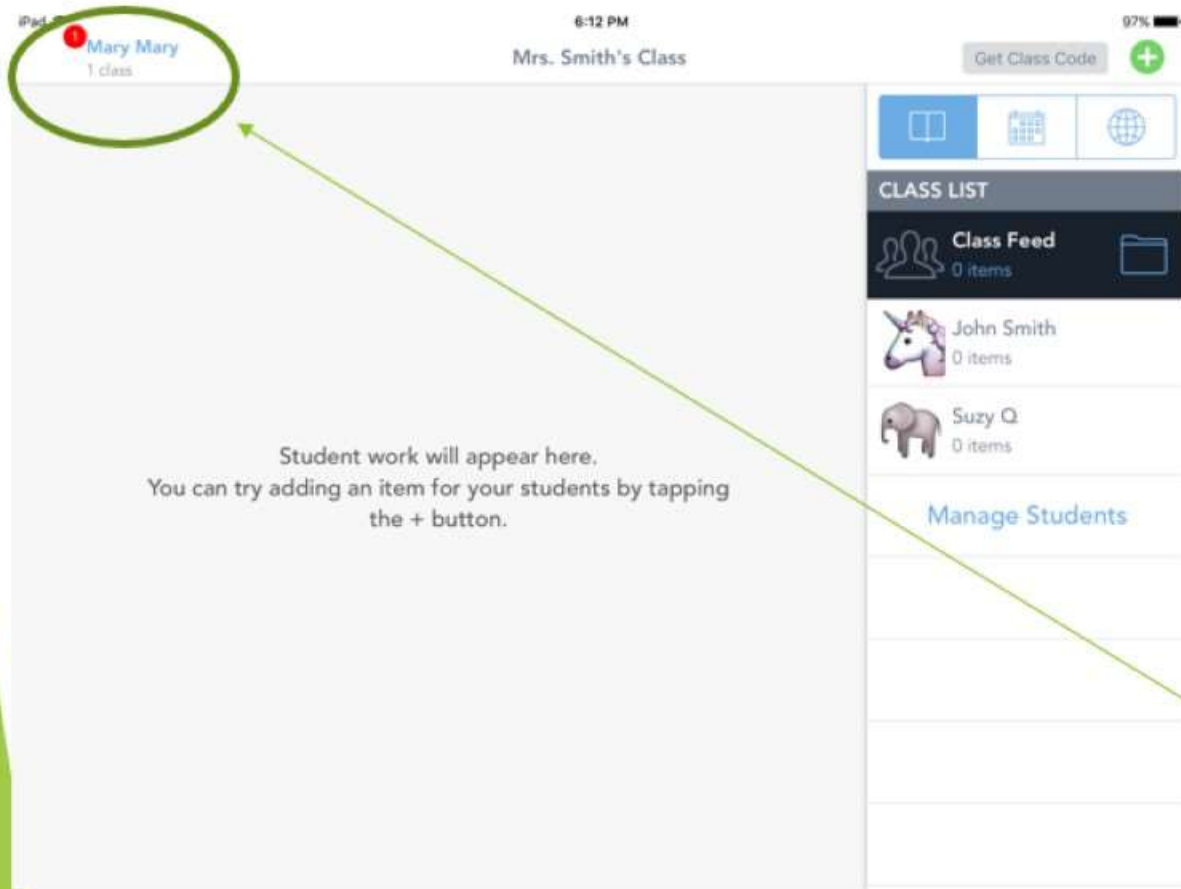Scan with Seesaw App or Seesaw Website

Notifications

- I recommend clicking **"No Thanks"** every time you see this box

- Otherwise, every time your students post something all of the iPads will **"ding"**
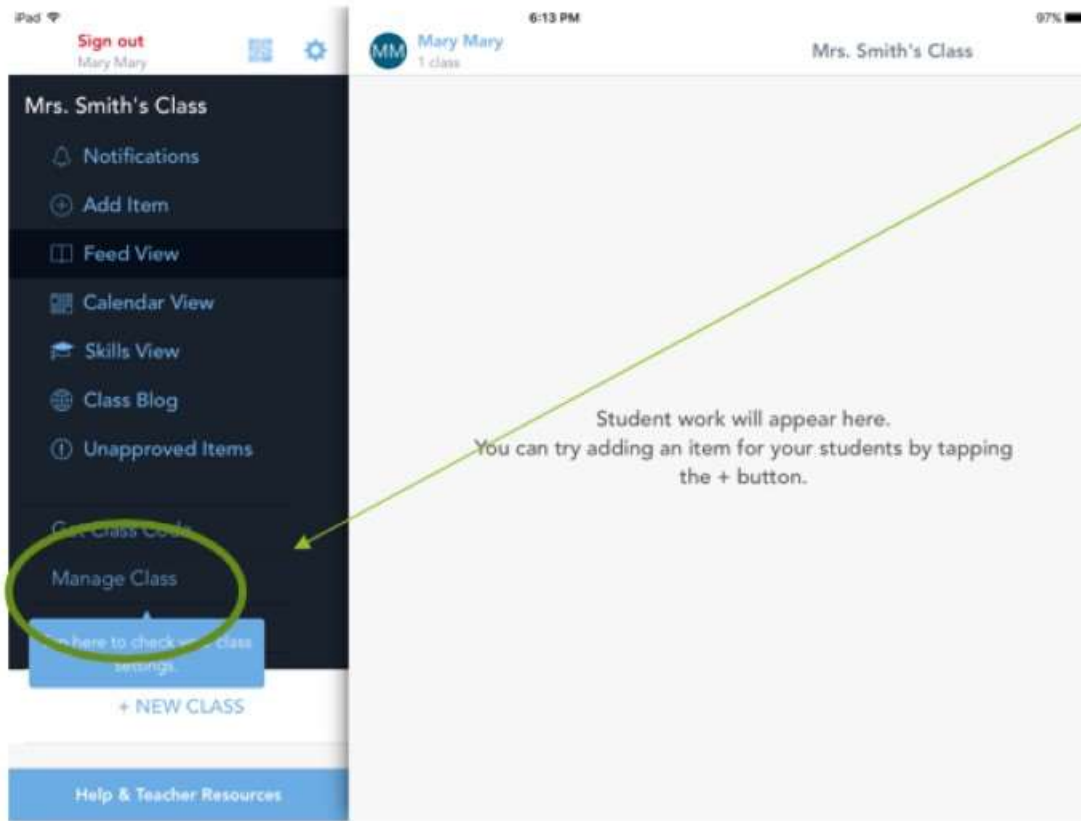
Teacher View

- You will see a list of all the students in your class on the right

- Student posts will appear in the middle

- Click on your name in the top left hand corner to view more information
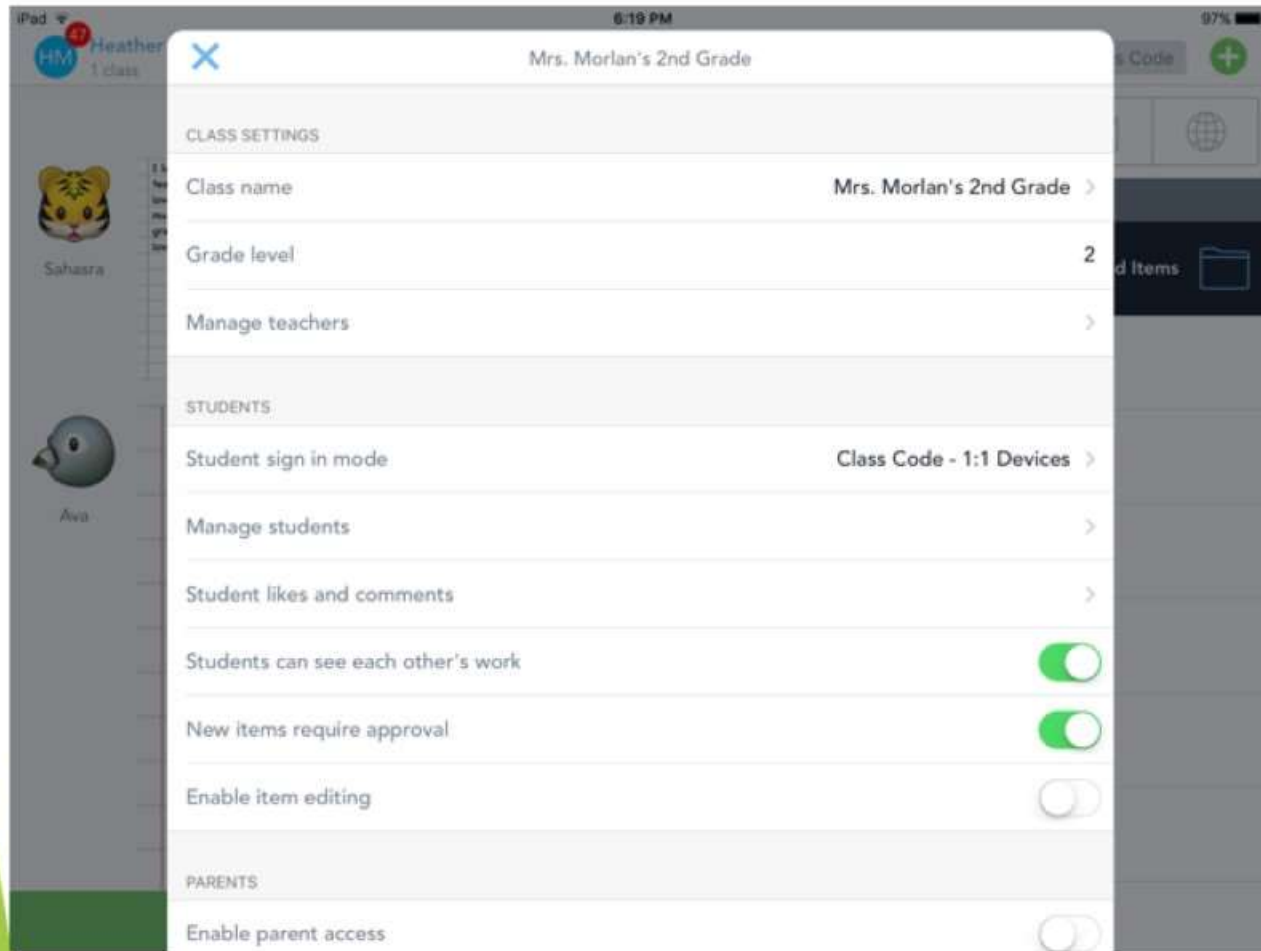
Click on your name to view menu
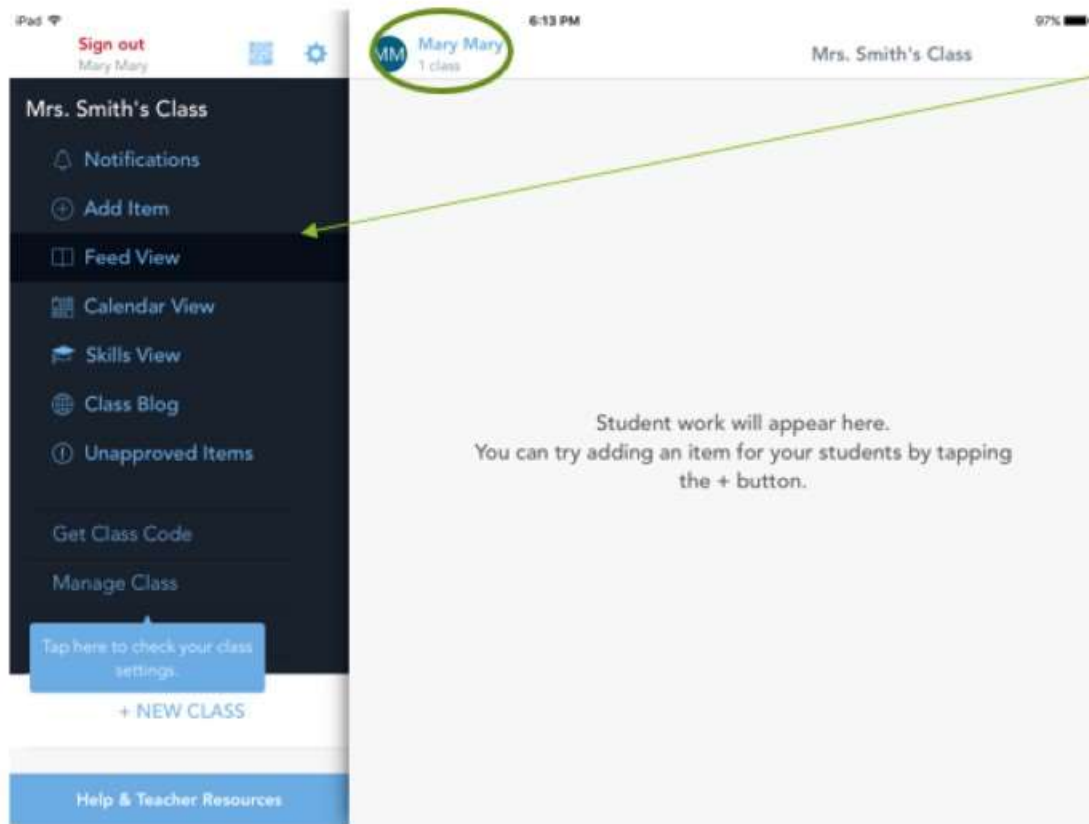
- You will now be able to see all notifications, add an item or view the feed

To access Class Settings

- Select "Manage Class" to get to the class settings

Class Settings

- Class settings will show the information you used when you set up the class

- You will want to choose Student sign in mode of 1:1 devices so they will not share a log in

- My items require approval before they are visible to students

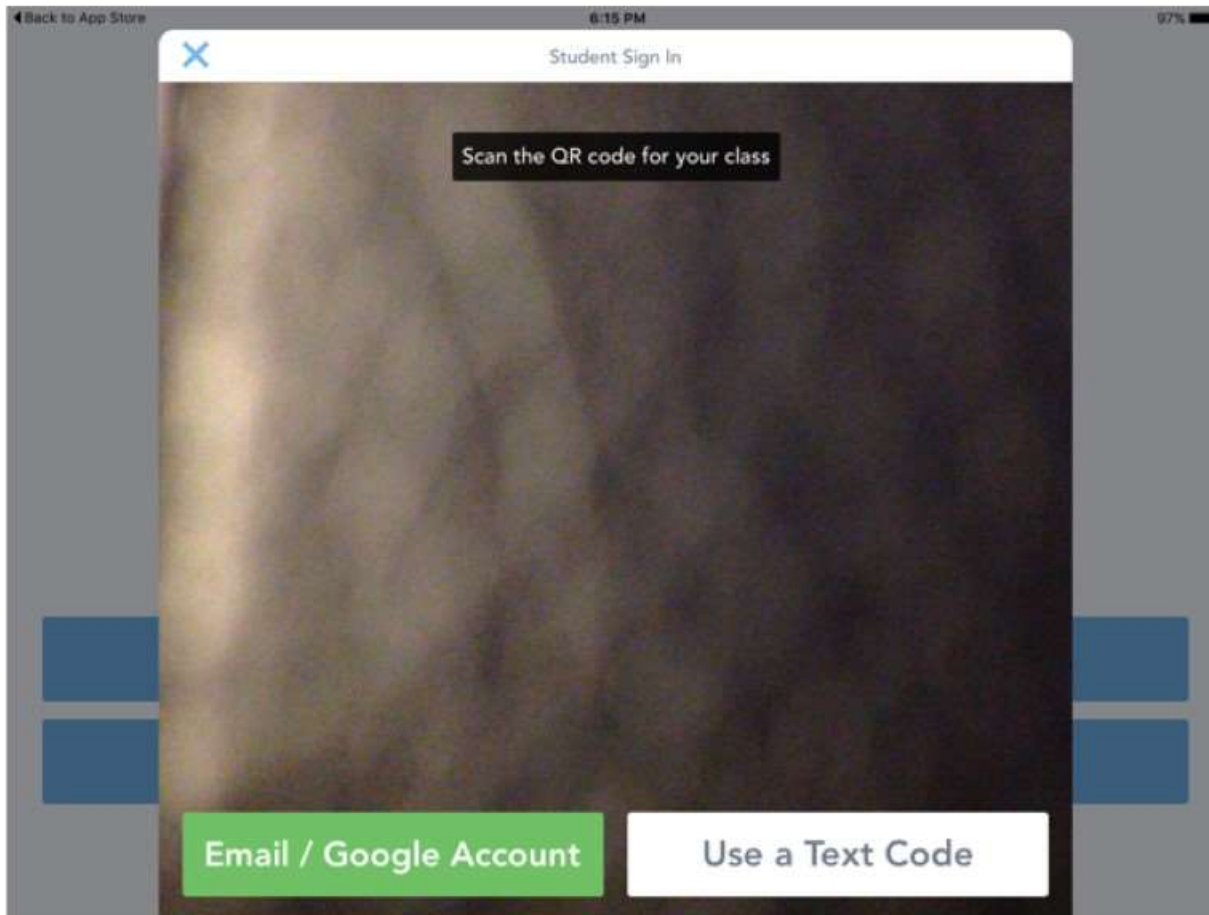- When ready to invite parents, you enable their access from home here

Student Access

Seesaw

I'm a Teacher

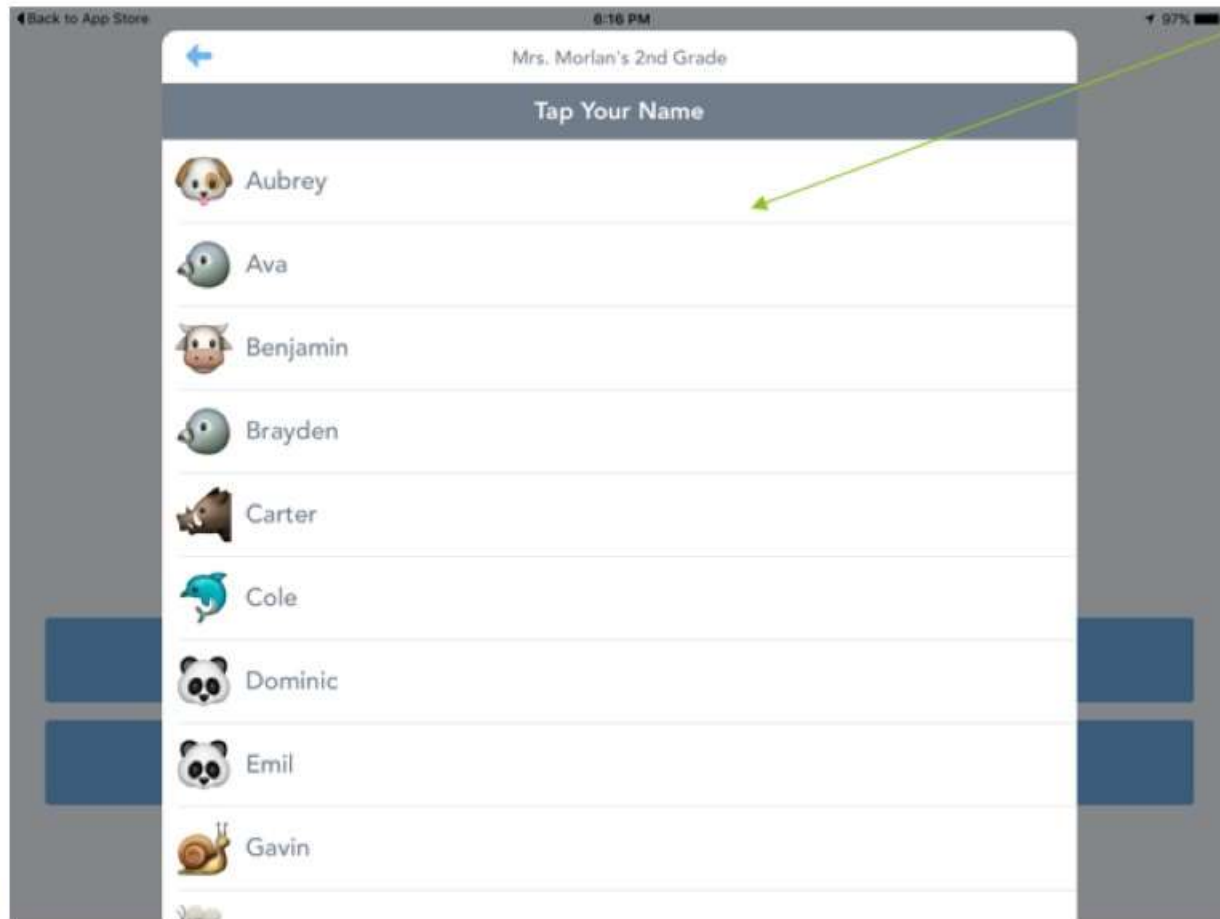😬 I'm a Student 😬

Parents, get Seesaw Parent app

- Students will select "I'm a Student" when logging in
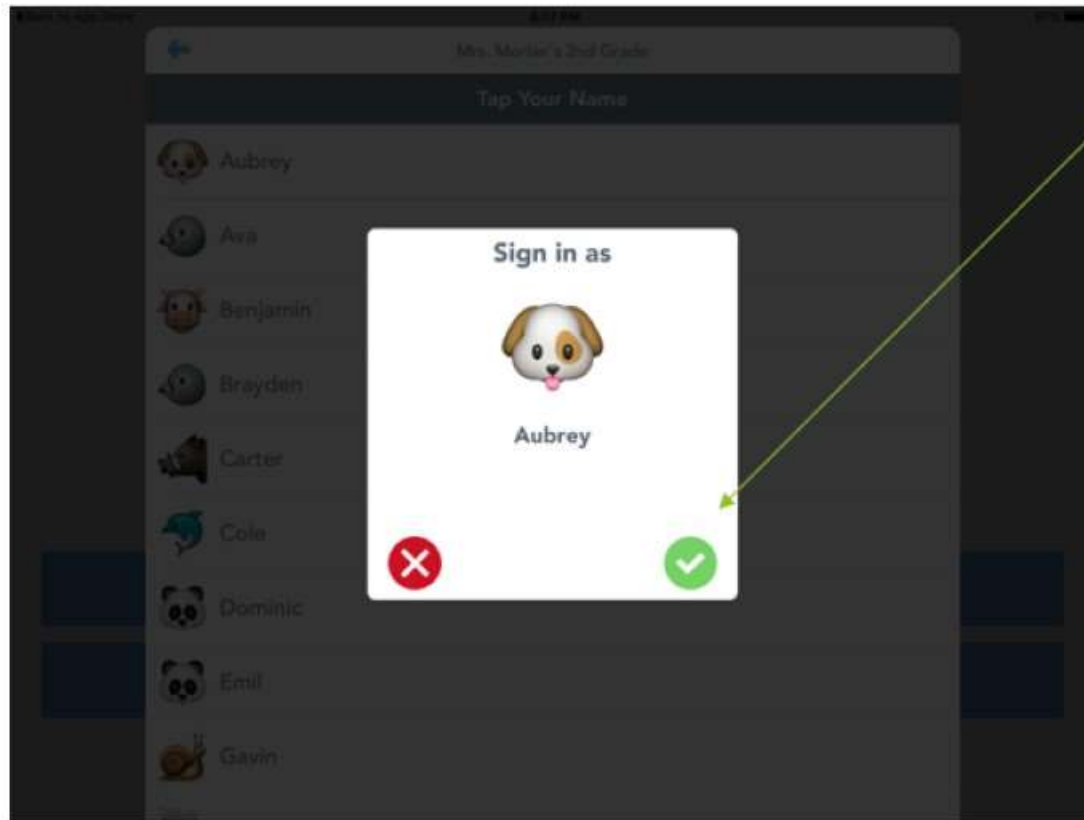
Scan your QR code

- Students will immediately be prompted to scan your class QR Code
  (If your camera isn't enabled, it will prompt you to allow access to the camera at this time)

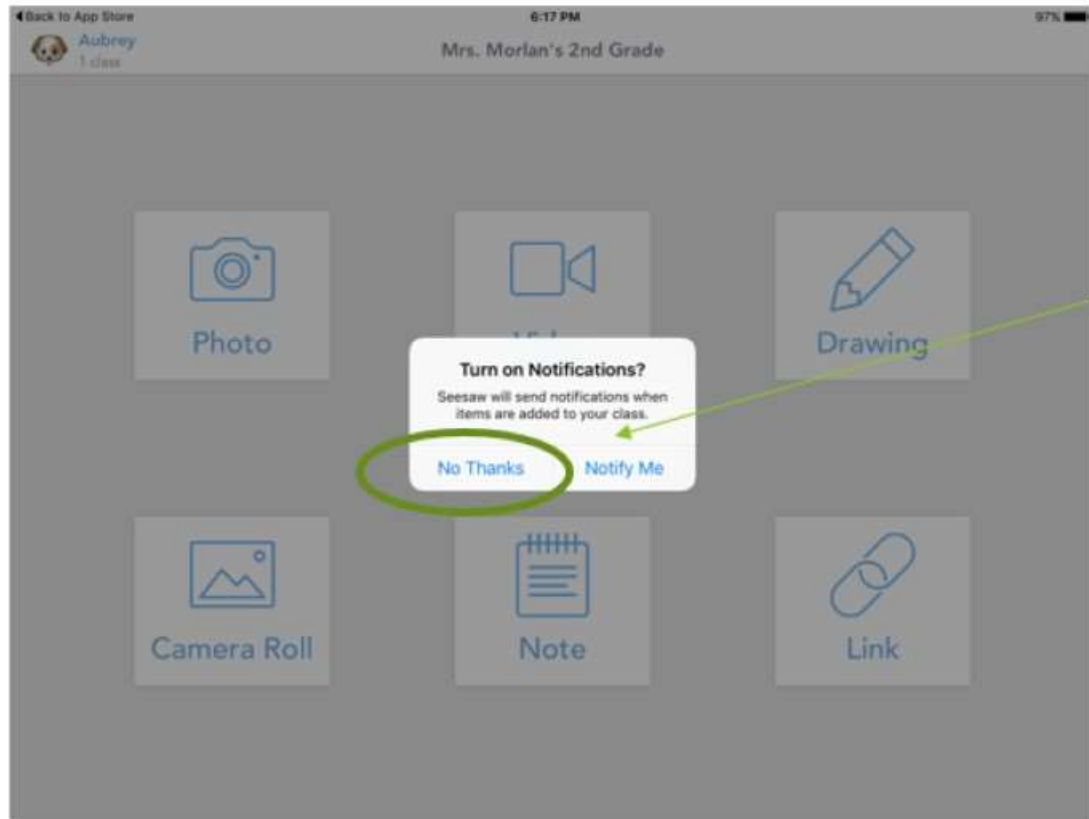- Simply hold up the code to the camera

Student Access

- Once the student has scanned the QR code, they will need to select their own name
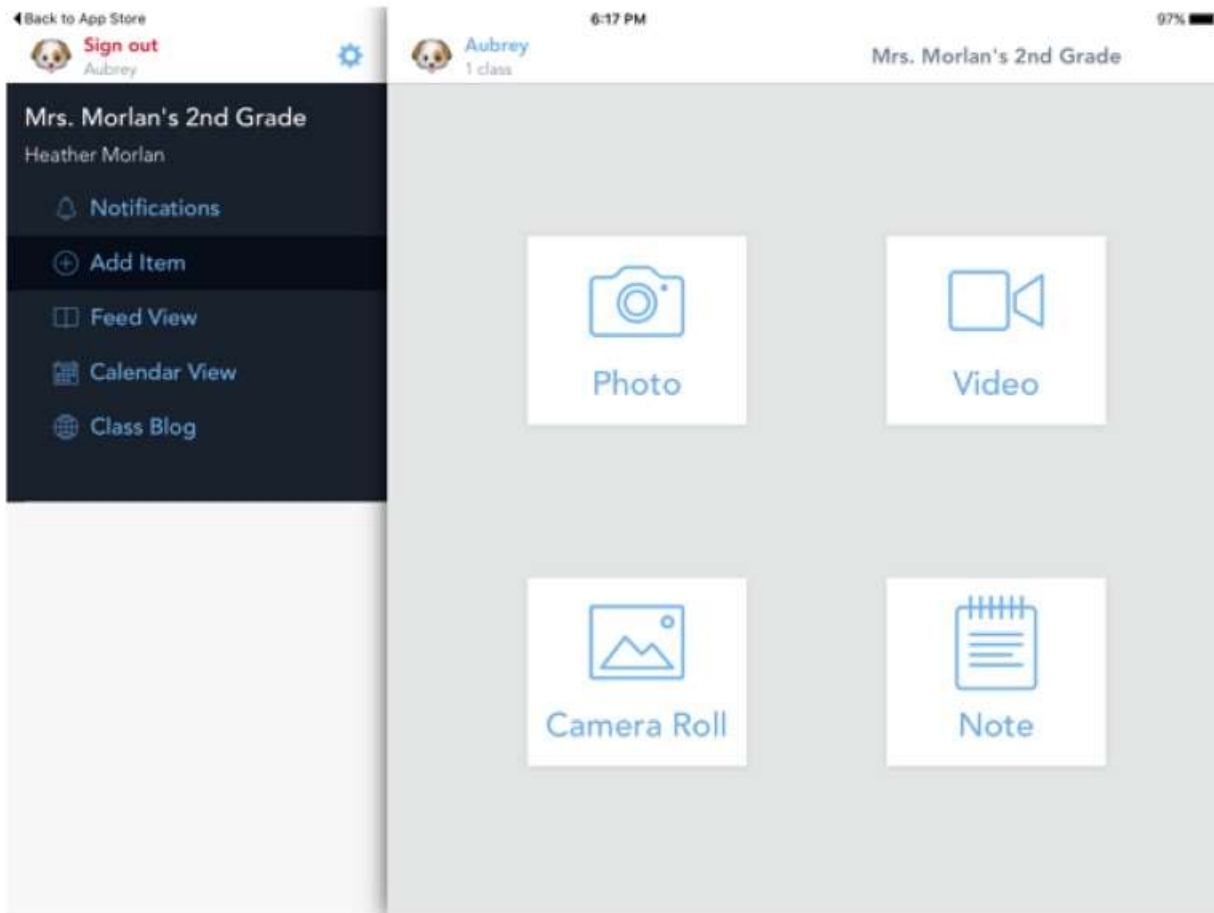
Verify their name

- Students must select the green check box after they have verified that they have clicked the correct name
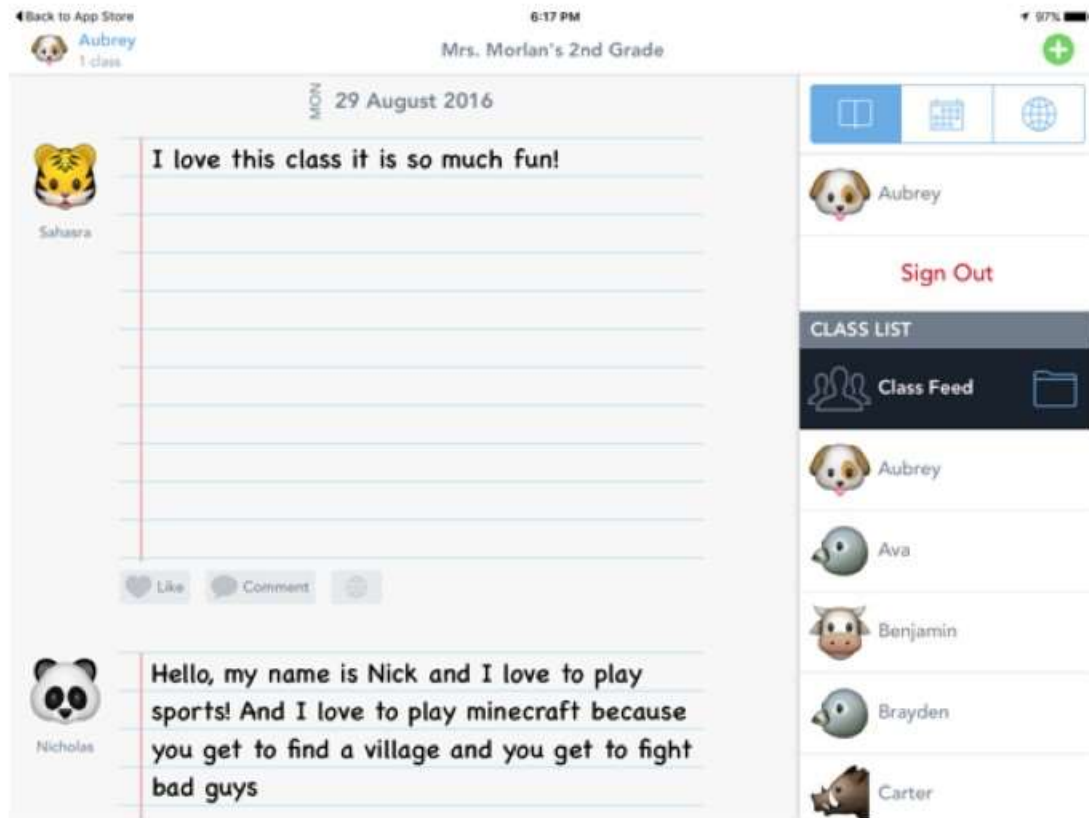
NOTIFICATIONS

- Students are now given the option to turn off the notifications

- Students should click "No Thanks"
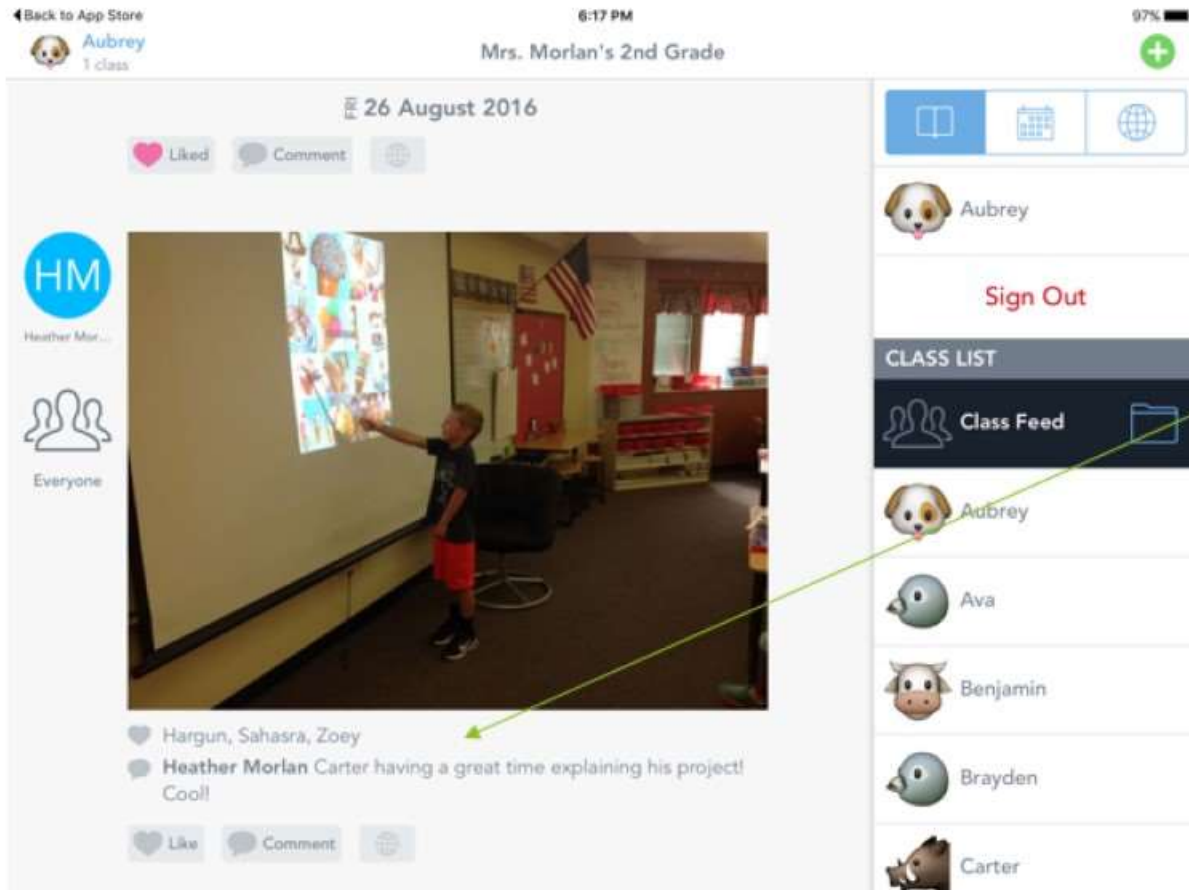
Student View

- This is the student view

- They are able to take a photo, create a video, add an existing photo or post a note
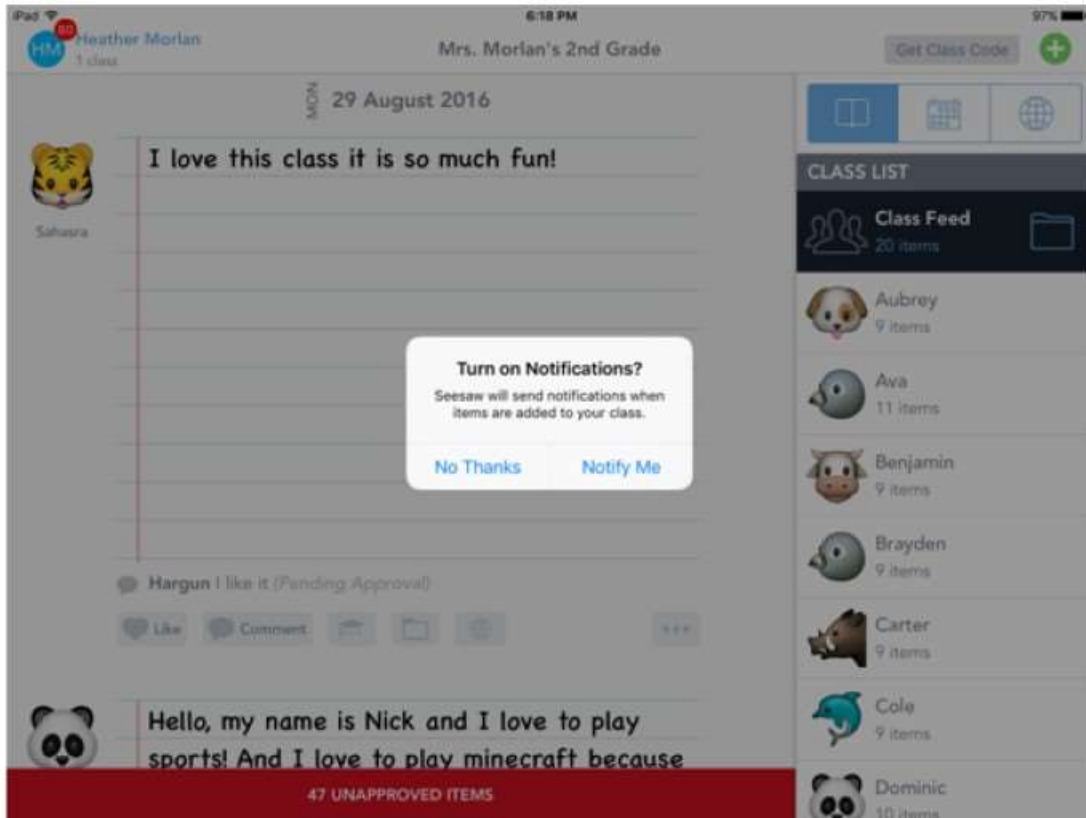
Class Feed View

- This is the student feed view

- They can only see things that are approved by you

Student View

- This is the student view of a picture posted by me

- You can click on the student names below the picture to view the approved comments

Notifications (Back in Teacher View)

- This comes up a lot

- Train yourself and your students to always say "No Thanks"

Teacher View

- Items will not be visible to students until the teacher approves them

- Click on "unapproved items" to go to pending posts

Pending Posts
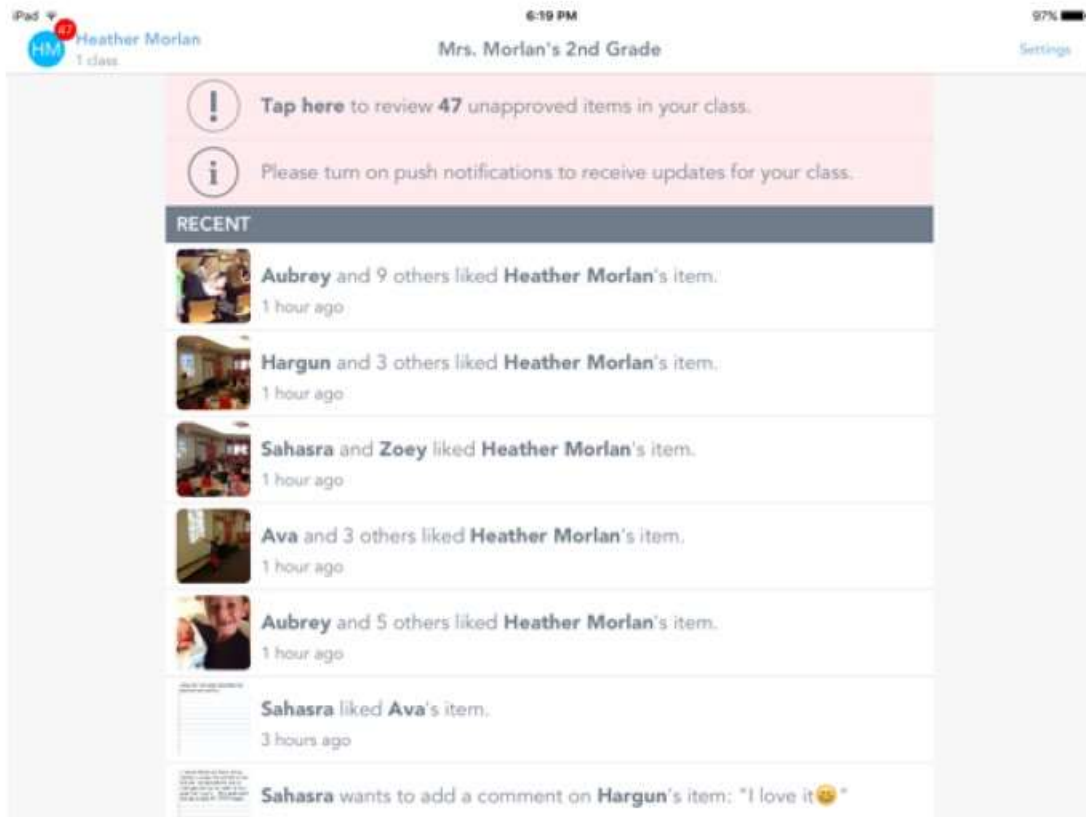
- This will show you the items waiting to be approved

Read Each Item

- You can click the green check mark to approve the item or the red "x" to decline

THE END

► Hopefully this helps you get up and running in your classroom!