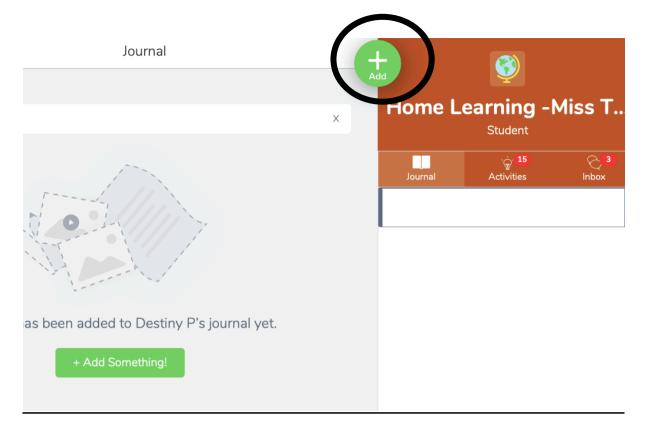
# Guide to using Seesaw - Step by step.

Symbols and what they mean in Seesaw.

Icon	Text Shortcut	Icon	Text Shortcut	Icon	Text Shortcut
	Seesaw icon	Т	Add a label	1	Move objects
Add response	Add response		Add a voice recording	Δ	Pencil
<u>-</u> O	Take a photo	•••	More options	Δ	Pen
<b>*</b> 4	Take a video		Change background	△	Highlighter
	Draw response		Add shapes		Glowpen
	Upload file	<b>"</b>	Add caption		Eraser
	Write notes	5	Undo last action	•	Curser to select objects
0	Add link to	$\Rightarrow$	Redo last action	0	Pause recording
~	Add photos from your device		Upload work	<b>②</b>	Upload as draft.
<b>C</b>	Add page		Pages	<b>•</b>	Add work/response
[]	Hide	•	Like your work	•	Comment on work/ask question

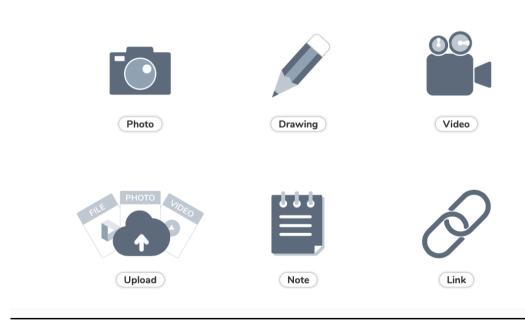
# Posting on the journal in response to an activity.

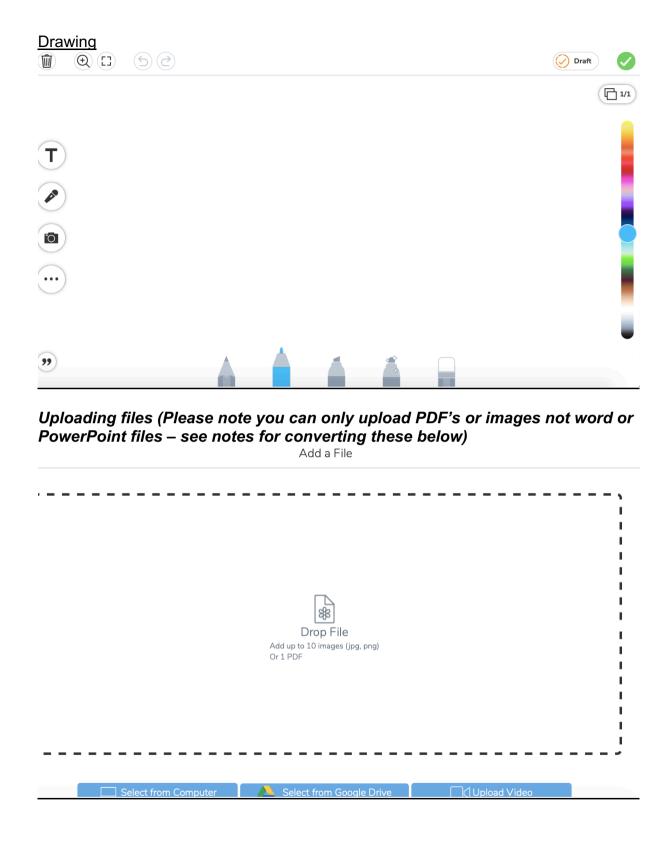
- 1. Once you log in to Seesaw this should be your home screen.
- 2. Click on the green plus circled



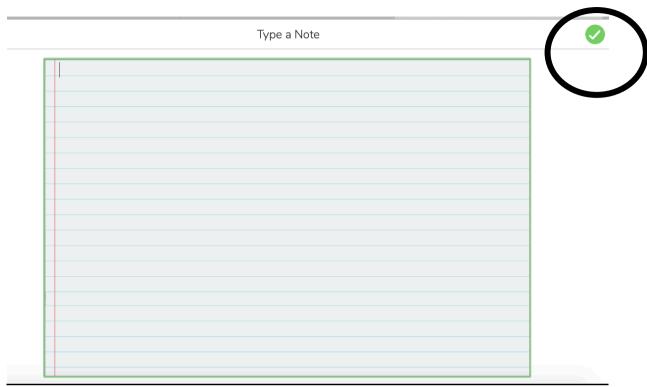
3. This screen should appear- select one of the options to complete the activity (see symbols above)

Post Your Work

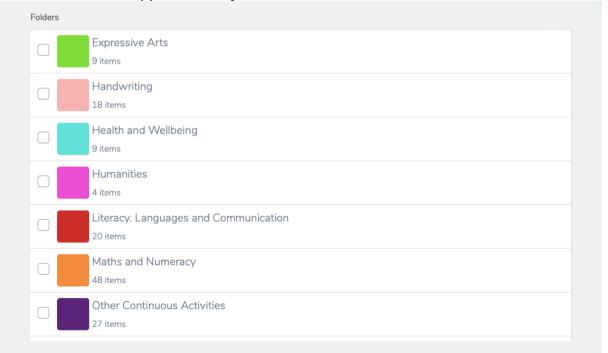




#### <u>Notes</u>



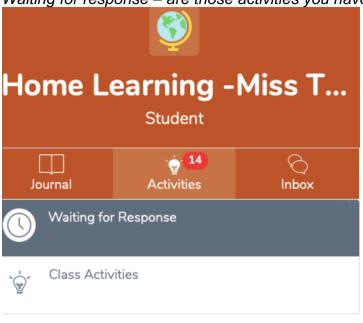
- 4. Once you have finished your activity press the green tick circled above.
- 5. This screen will appear add your work to a folder.



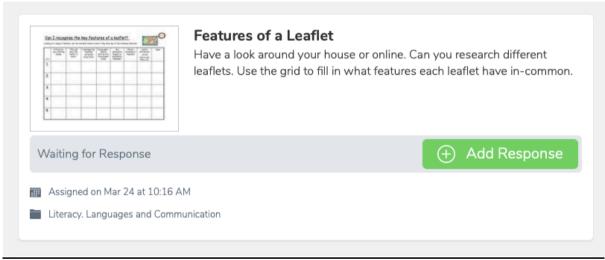
## Accessing and responding to an activity with a template.

1. You can access activities by clicking on the lightbulb icon *Class activities – is all the activities assigned to the class.* 

Waiting for response – are those activities you haven't completed yet.

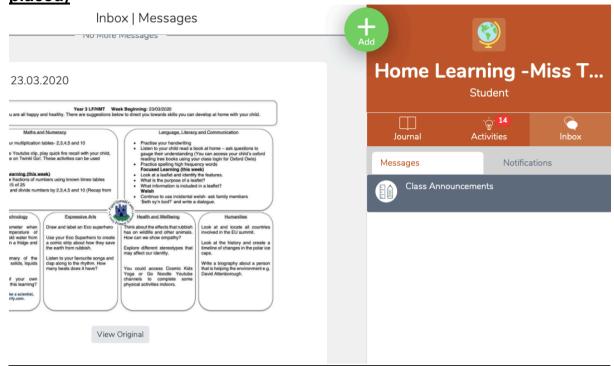


2. Choose an activity from the list and press add response.



- 3. Complete activity.
- 4. Press the green tick to upload work no need to select folder as this has already been assigned.

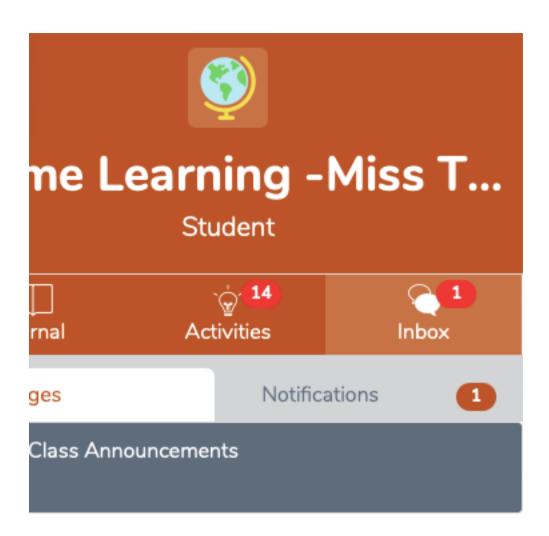
Accessing Announcements (This is where all weekly grids will be placed)

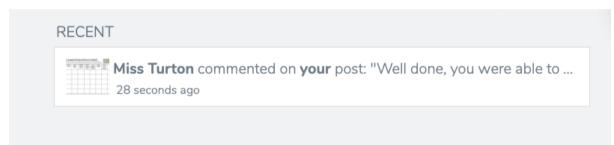


1. Click on the inbox icon – all the class announcements will appear here.

2. If the announcement has the symbol this is a link and will directly take you to a website when clicked.

Accessing notifications (This is where you will have access to comments made by a teacher)

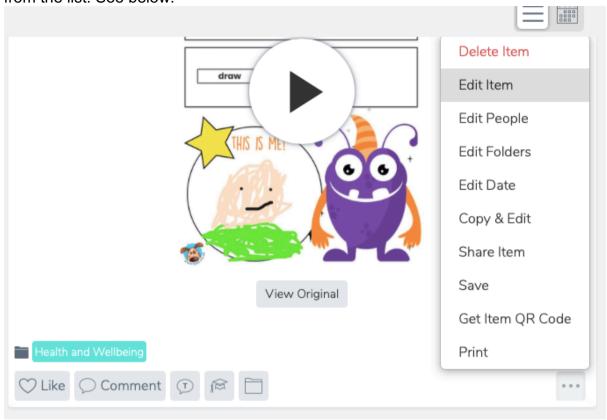




By clicking on the notification tab within inbox you will see the feedback made to you by your teacher. You may respond if you wish or if you have any questions. (Please make sure your comments are **appropriate** as this is still a learning environment)

#### **Editing/deleting work**

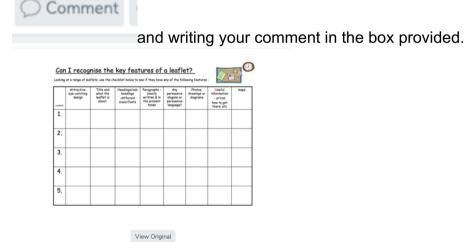
To edit/delete work click on the ... symbol on the righthand side and select option from the list. See below:



## **Adding a comment**

You may add an appropriate comment/question to your work by clicking this symbol

⊕ ×



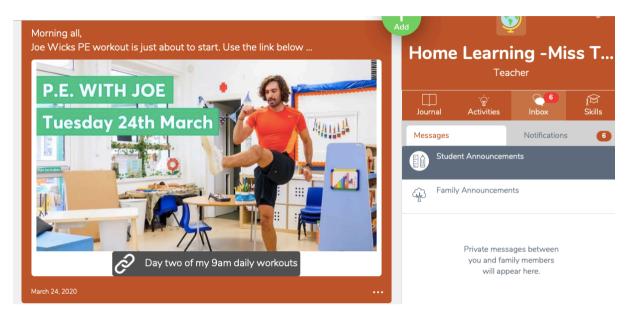
Press enter to send comment.

2 Enter your cor

### **Using links to websites**

Please note the links do not work if you are trying to click on them via the home learning grid.

Some teachers will put links in the announcements like below:



(See above how to access your announcements)

If not, your teacher will have placed the full web address in the home learning grid. To access website:

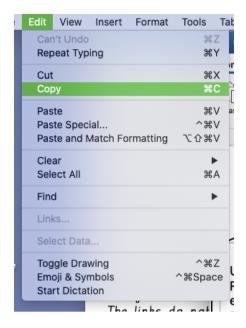
- 1)Highlight like below.
  - Problem solving using money.

To support learning please access the website below:

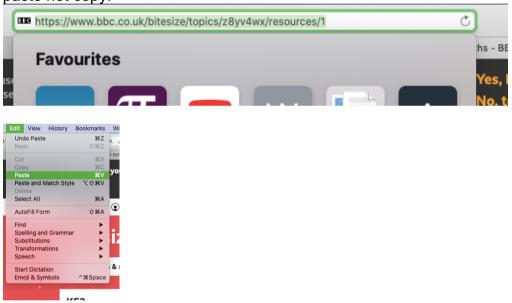
https://www.bbc.co.uk/bitesize/topics/z8yv4wx/resources/1

2. Copy web address.

Right click and select copy on windows PC. Hold down and copy on Apple tablet/phone On Mac device go to edit and select copy



3. Open browser and in top box follow same instructions as above instead selecting paste not copy.

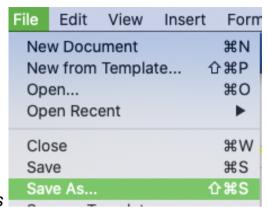


4. Then press enter on your keyboard. This should take you directly to the website.

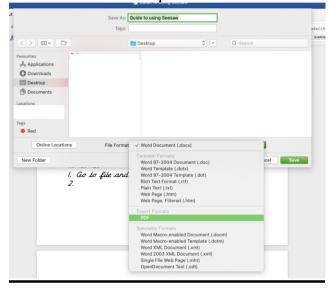
## Converting files to PDF to upload

If you do your work using Microsoft Word or PowerPoint, you cannot upload these to seesaw without converting them to PDF's (This is another version of a file)

To do so:



- 1. Go to file and save as
- 2. Click on the drop-down box at the bottom



3. Then click export

Cancel Export

Your file will now be saved as a pdf and you can upload to Seesaw.

Signing out
To sign out click on your name and then cog in the top lent of

