



## **A guide for parents and children**

Seesaw is the main communication app that we use at The Dove Federation for home learning. Your child's teacher can send you photographs, videos, notes, links to websites, and can upload documents. This can be to show you the work your child has done or to set work and share important information. There are two different ways to access Seesaw both as a parent and as a child, either using a laptop/ desktop computer, or through a phone or tablet by downloading the app. Seesaw can be accessed by parents or by children, and each option looks rather different. All comments, photos, videos and notes added by parents or children will need to be approved by the class teacher before they are published. This is to ensure that safe and appropriate content is published for others to view.

### **Parents Seesaw**

You child's teacher will have set up a class account with your child's name. You will have received a seesaw invitation which will have had a code or a QR code for you to access. The invitation will have directed you to access Seesaw through laptop/ desktop, or by downloading the Seesaw family app. Laptop/ desktop access – You will go on to the Seesaw website and there will be three choices. You are directed to click on the third choice which is family member. Here your computer will ask to access the camera so that you can scan the QR code. After that, your child's class teacher will approve your access and you will be able to view your child's journal and the messages sent to your inbox by the class teacher. Phone/ tablet – Parents will need to download the seesaw app 'Seesaw family', you will be asked to scan the QR code and enter an email address and password when creating your account.

### **What can parents do?**

The Seesaw parents app does not allow as much freedom as the child account does. Parents can view their child's journal, which will be photos, videos, notes or documents that the teacher, or your child, have added. Parents can 'like' and add comments to the journals, but parents can not upload or add to the pupils journals. It is important to check before commenting, as some items added by teachers are sent to multiple/ whole class journals. This means that any comments made will be viewed by all other parents and children. Items added to just your child's journal mean only your child, the teacher and the parent can see the comments. Parents can also access the inbox. This is where your child's teacher can send messages that can only be viewed by parents, and not the children. If you reply to the inbox message, only the parent and the teacher will see that message. This is the best way for parents to communicate with the teacher, rather than adding comments to

the journal to communicate. Parents can upload photos and videos to the inbox, but teachers cannot then add these to the pupil journal.

### **Student Seesaw**

The children can access Seesaw and have a lot more options to upload and comment. They can access in the same as parents, using computers or phones/ tablets. Your child's teacher can provide you with a student log in if you do not have one. Please message your child's teacher for this. They can then put the invitation on your child's journal for you to access. Computers – Children will go to the seesaw website and select the second option to log in as a student. Here they can enter the 12 letter code that was on their invitation. The children can then use Seesaw to share and upload work, photos, videos and notes. Much like the teacher does. Phone/ tablet – The children will be directed on their invitation to download the 'Seesaw class' app, not the 'family' app like parents. The children can then scan the QR code from their invitation and can then access their journal.

### **What can children do?**

The children can click on the green + sign, this will give them choices to take live photos or videos, or to upload photos and videos from their device (computer, phone, tablet). Children can also add 'notes' if they want to communicate with the class teacher. When children upload to their journal, only the child, the class teacher and the child's family members using Seesaw can access the journal. No other pupils can see your child's journal. Any comments made on the journal by your child or family members will need to be approved by the class teacher before they are published.

If you want to be able to upload your child's work, photos and videos during the home learning time, I would recommend downloading the Seesaw family app and the Seesaw class app, and being logged in on both accounts, so to have more access. This will be particularly helpful for parents of younger pupils. Older pupils should be able to access Seesaw themselves. If you have any questions, please message your child's teacher.

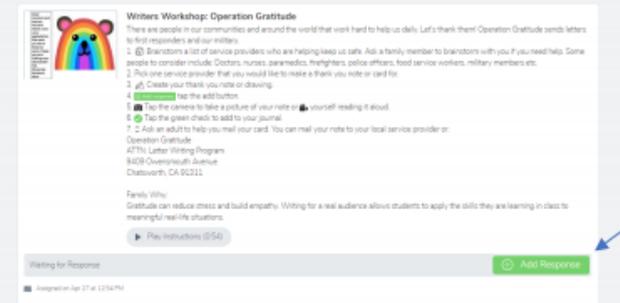
## Seesaw Getting Started- Parent's Guide

### What does the Seesaw Interface look like?

The 3 main areas of the Seesaw interface are the Journal, Activities and Inbox tabs.

	Journal	Activities	Inbox
Journal	The Journal is record of children's learning over the academic year. It is also an area which children can use to share learning which has taken place outside of school.		
Activities	This is an area where teachers post new learning activities.		
Inbox	Teachers will post whole class and individual messages directly to children via the inbox tab.		

### How to Respond to an Activity



**Step 1:** Click on the green 'Add Response' button

### Step 2: Choose a Seesaw tool to respond to the activity.

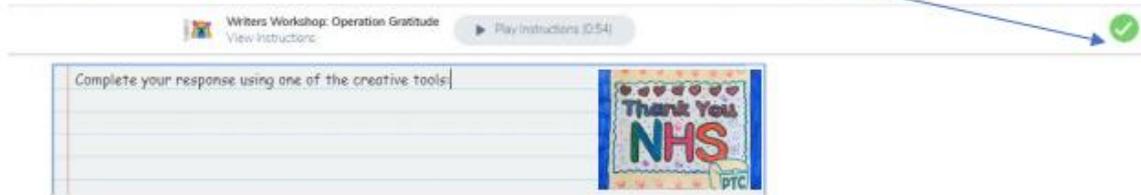
Sometimes teachers will request that children use a specific tool to complete the activity (for example the drawing tool) or provide children with a template to add answers. The tools are used to support children's creativity.



### Step 3: Use the Creative Tools to respond to the activity.

**Step 4: When you are finished click on the green tick.**

**The work is now automatically uploaded to the teacher's folder and awaiting a response.**



**What are the creative tools?**

Tool	Description
 <p>Photo</p>	<p><i>The photo tool allows children to take pictures of their work. When you tap the photo tool you will be able to take a photo using your device to add directly to Seesaw. Make sure you "allow" camera access when prompted!</i></p> <p><i>You can use this tool to:</i></p> <ul style="list-style-type: none"> <li>• Add images of children work</li> <li>• Document experiences</li> <li>• Simultaneously draw and record audio</li> </ul>
 <p>Drawing</p>	<p><i>The drawing tool allows children to create digital artwork. When you tap the drawing tool you will be shown a blank canvas on which to create your work. There are a variety of drawing, photo and labeling tools as well as a full rainbow of colors to choose from.</i></p> <p><i>You can use this tool to:</i></p> <ul style="list-style-type: none"> <li>• Simultaneously draw and record audio</li> <li>• Add a photo collage</li> <li>• Show what you know</li> <li>• Add backgrounds and shapes using the ... tool</li> <li>• Create art with expressive pens</li> </ul>  <p>The screenshot shows the drawing tool interface. At the top left is a 'Undo &amp; redo' button. Below it are several icons with arrows pointing to them: a 'T' icon for 'Use labels to add text', a pencil icon for 'Draw + record to capture learning process', a camera icon for 'Make a collage with multiple photos', a 'Shapes &amp; Background' icon for 'Add shapes &amp; backgrounds', and a speech bubble icon for 'Caption with text or voice'. On the right side, there is a vertical color palette labeled 'Create with colors'. At the bottom, there are several drawing tools including pens and erasers.</p>

 <p>Video</p>	<p><i>The video tool allows children to take videos. When you tap the video tool you will be prompted to "select or drop a file" or "record a video"! This means children can upload an already created video OR record one live to add to their journal.</i></p> <p><i>You can use this tool to:</i></p> <ul style="list-style-type: none"> <li>• <i>record reflections</i></li> <li>• <i>document experiments</i></li> <li>• <i>create tutorials for other children</i></li> <li>• <i>Showcase children's reading skills</i></li> </ul>
 <p>Link</p>	<p><i>The Link Tool allows you to add links. When you tap this tool you will be prompted to paste a link that you have saved to your clipboard.</i></p>
 <p>Note</p>	<p><i>The Note tool allows you to write and publish text notes. When you tap this tool you will be shown a lined page to type your thoughts on.</i></p> <p><i>You can use this tool to:</i></p> <ul style="list-style-type: none"> <li>• <i>write a reflection</i></li> <li>• <i>send an assignment or prompt to students</i></li> <li>• <i>create journal entries</i></li> </ul>
 <p>Upload</p>	<p><i>The upload tool allows you to add files. You can connect Google Drive to easily add files and slides directly from the drive.</i></p> <p><i>You can use this tool to:</i></p> <ul style="list-style-type: none"> <li>• <i>Upload and annotate items from Google Drive</i></li> <li>• <i>Add files to annotate from your computer to Seesaw</i></li> </ul>

Below are some useful websites and tutorials to help you use the app for home learning:

<https://web.seesaw.me/parents>

<https://www.youtube.com/watch?v=W9FyB1SCbeM>