



Digital Portfolios with Seesaw

What is Seesaw?

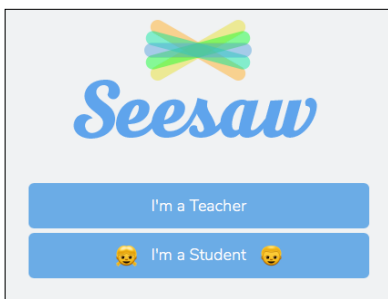
Seesaw is an online tool that allows students to capture their learning through images, sounds, videos and activities. Families can view their student's work through the Seesaw Parent app and can even download any content their child has uploaded throughout the year.

Getting Started: Creating your Teacher Account

1. From a browser: Open **web.seesaw.me**
2. Click "Sign Up Free" if you are a new user
3. Click "I'm a Teacher"
4. Follow the steps to create your teacher account.

Email: _____

PW: _____



Setting Up Your Classroom

1. Once you create your account you will be asked to name your class. Students will see this name once they are in Seesaw, but will not need to type it in.

Adding Students

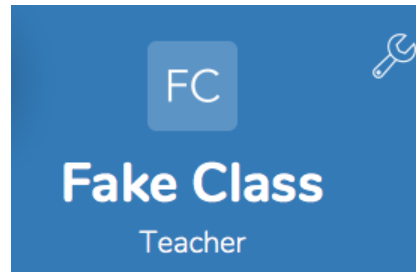
1. Next you will be prompted to add in the names of your students. They will be sorted in alphabetical order. If you would like to return to this step later, you can. (Add in an example student and continue)

Class Settings

Before sharing Seesaw with students and families, it is important to take a quick look at your class settings.

1. Log into Seesaw as a teacher, then click in the top left corner (blue circle/square with name). This will reveal your classes in a sidebar. *If you see classes that are not yours, I'll share how to manage them.*

2. Click the **Class Settings** Wrench in top right sidebar.



3. From **Class Settings** you can adjust everything from the name of your class to how students are able to sign in and upload their work. Here are the settings I recommend for new classes getting started. You can always change them anytime you would like.

Students:

STUDENTS	
Student sign in mode	Class Code - Shared Devices >
Manage students	>
Student likes and comments	>
Students can see each other's work	<input type="checkbox"/>
New items require approval	<input checked="" type="checkbox"/>
Enable item editing	<input checked="" type="checkbox"/>

Families

FAMILIES	
Enable family access	<input checked="" type="checkbox"/>

Folders

FOLDERS	
Manage folders	>
Show add to folder step	Students & Teachers >

OTHER	
Save to camera roll	<input checked="" type="checkbox"/>

Folders

When students upload content to their portfolio, they can select the subject/folder they would like to add it to. Click **Manage Folders** to customize folder names.



Digital Portfolios with Seesaw

Connecting Students

Students will be able to upload their content from computers or iOS Devices using the Seesaw App. If you plan to use iPads, be sure to install the app on student devices.

Print Class Code

1. From Firefox, log into Seesaw as a teacher, select class and click add students in bottom right corner.
2. Click "Print Sign in Poster" from bottom right corner and print page. (You only need page 3) Click "Skip" to see poster option if prompted to add students.
3. Print enough copies for students to share

Uploading Content

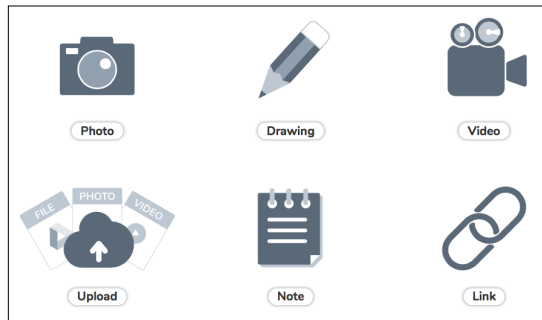
1. Have students open Seesaw App or go to Seesaw.me from their computer (Firefox)
2. If using a computer, click sign in (top right corner) from Firefox.
3. Click I'm a Student



4. Scan class code: (example code)

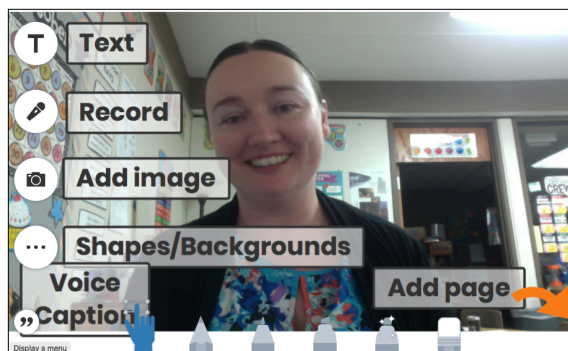


5. Adding items



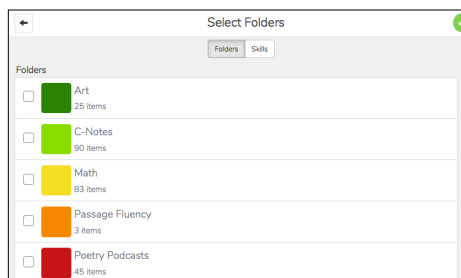
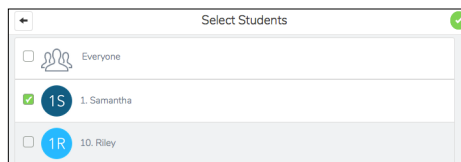
Students can upload photos, videos, drawings and more.

6. Adding Voice Recordings



After adding a photo, students can add labels, captions, drawings and audio.

7. Once they have finished, they can click the green circle with the white check (top right).
8. Next students can select their name and folder



9. After students submit content, you can approve them by logging into seesaw and clicking "approve items".



Digital Portfolios with Seesaw

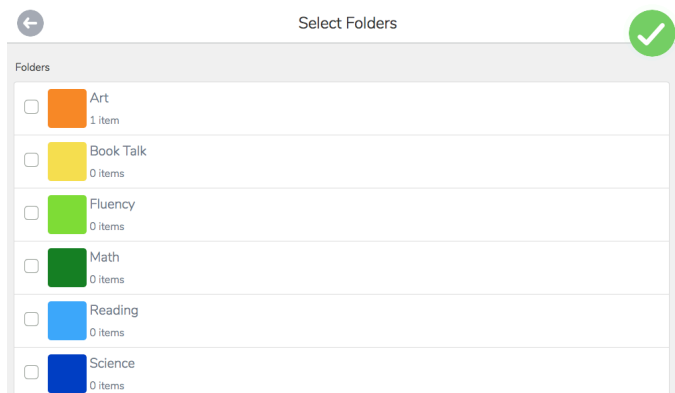
Printing From Folders

One wonderful feature of Seesaw is printing a digital copy of any project students have uploaded to a folder. You can print all of your students projects at one time using the folder feature. It will even generate a QR code for each student, allowing you to link to drawings, videos and student recordings.

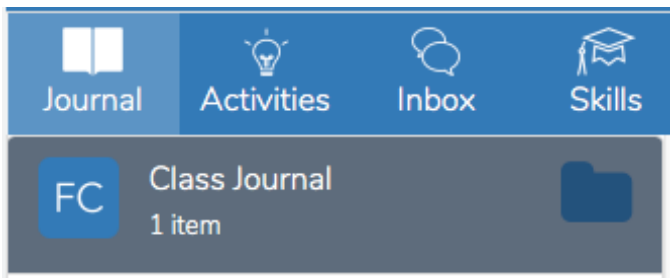
1. To print from folders, be sure you have enabled folders and created a folder for your students' project.

Example: Student Portraits

2. Ask students to select the folder name when uploading their image or file.



3. Once students have uploaded, log into SeeSaw as a teacher and select your class.
4. Select the Journal Tab (right sidebar) and click on the blue folder icon below.



5. Select the folder name from the list and click **Print**.



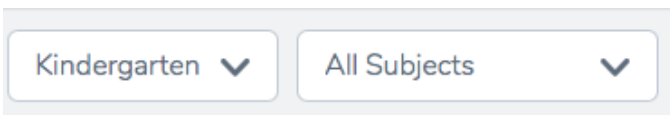
6. Select **View and Print PDF**

Assigning Activities

Activities is a new feature in Seesaw that allows you to create and assign activities to support learning in your classroom. They can be simple games or practice, or a digital exit ticket that students share at the end of a lesson. You can share activities to all students or just a few to customize the practice they receive.



1. Click the **Activities** tab in the right sidebar to explore
2. Choose **Browse Activity Library** to begin and use the filter options to narrow your results.

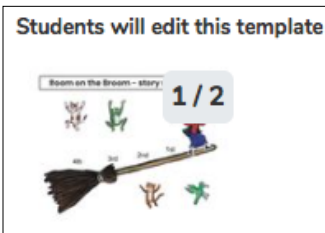


You can also search for specific topics with search tool

Popular This Week in



3. Click the **Heart Icon** to save activities as favorites in **My Library** to return to later. You can even create collections of activities that go together.



4. To **Preview** Activities: Click on an activity and the small window below to show what students will see. (Audio/video)

5. Click Assign to send activity to your students. You can select the class, and then edit which students to share to if you choose (in paid version).
6. Once assigned, click the **Activities Tab** to see assigned activities and see student progress.

