Seesaw - How Parents and Students Submit Work in Seesaw

This chapter provides instructions for parents or students for sharing student work samples on Seesaw.

If you prefer a video format, this Seesaw for HCOS video provides an overview of how to **sign in to your account using your home learning codes, how to **add your other children**, how to **switch between classes** (Foundations and CC/CC+) and how to **share learning.***

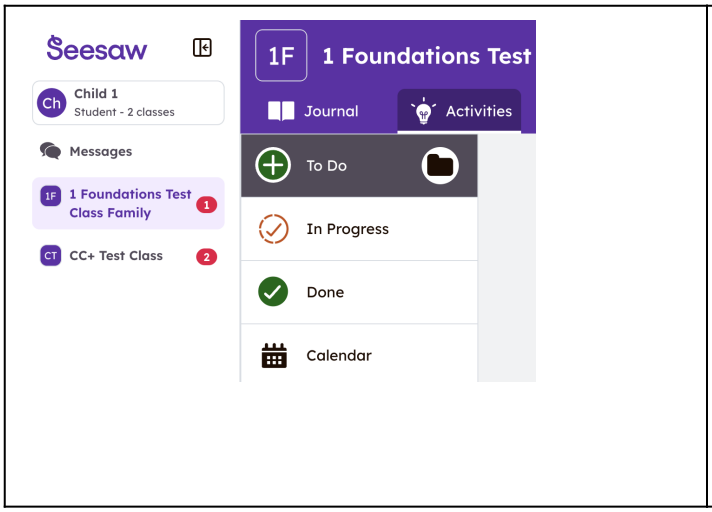
> If a student is adding work samples, the parent should review and supervise until the student understands what to share with their support teacher.

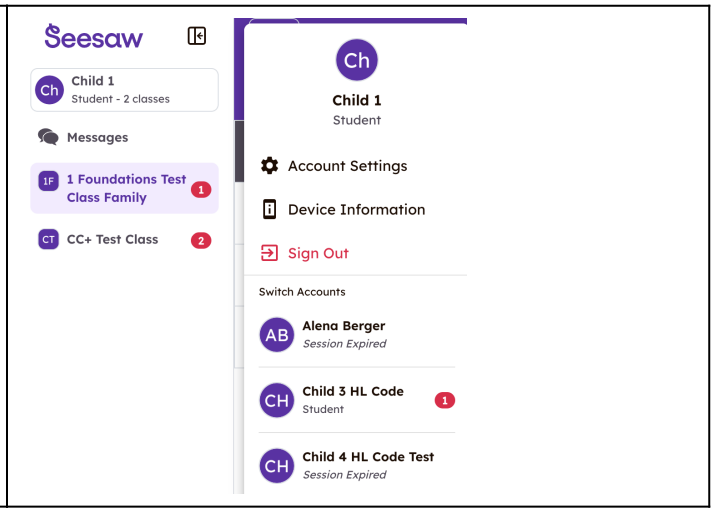
Getting Started

- Open your Seesaw Journal in the **Seesaw Class App** or by accessing app.seesaw.me. If you have logged in before, your family class should open without needing to log in again.

Step One:

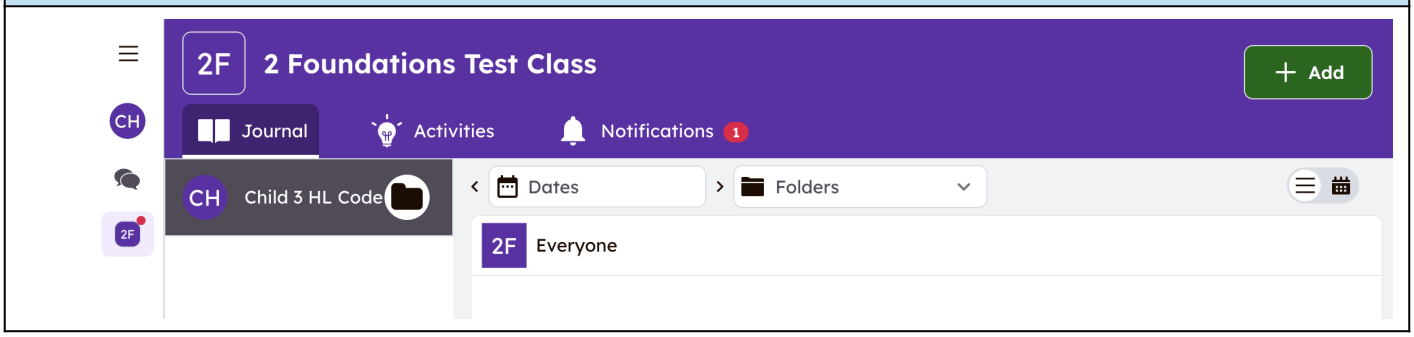
The app will open to the activity tab for the last class you were logged into. • **Tip:** If your child is in CC/CC+, make sure you are in the Foundations Class, not the CC/CC+ class, when you post. • When you **click your child's name** (top-left corner), you can see the other classes they are enrolled in.	Click the student name again to see the other children in your family.





Step Two:

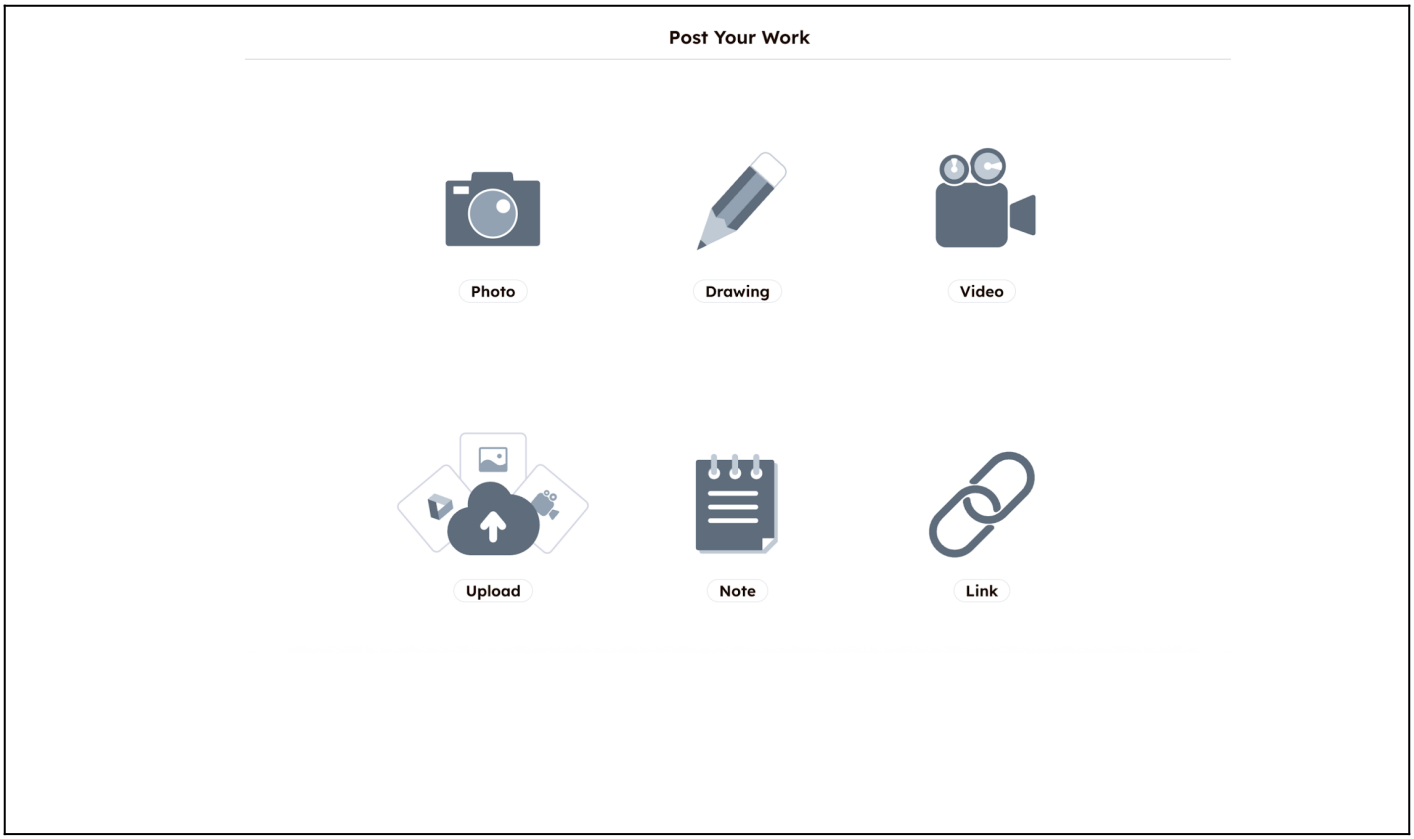
- To post a sample, click on the **Journal** tab. On the page that opens, you'll see any posts that were tagged for that child.
- Click the green + button to add a post.



Step Three:

On the page that opens:

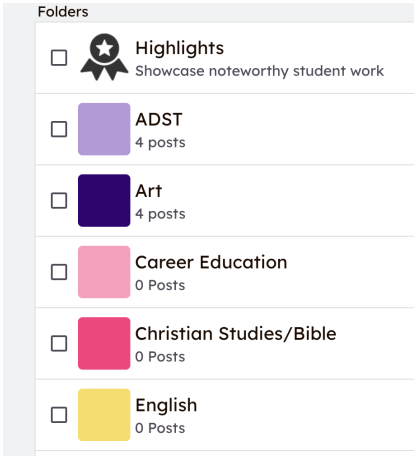
- **Select a creative too**l that best fits the work to be uploaded:
  - Use the **'upload'** feature to add photos from their phone camera roll, computer, or Google Drive.
  - Take a **photo or video** right in the app.
  - Click the **pencil** to make a drawing, write notes, etc.
  - Use the "**note**" pad for a written post.
  - Click the **"link"** button to share a link (e.g., to a video, other document, etc.)
- Follow the prompts for the Creative Tool you are using to upload the samples.



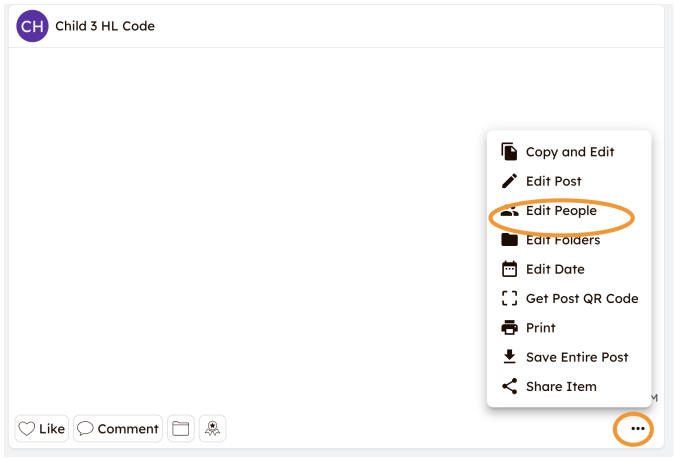
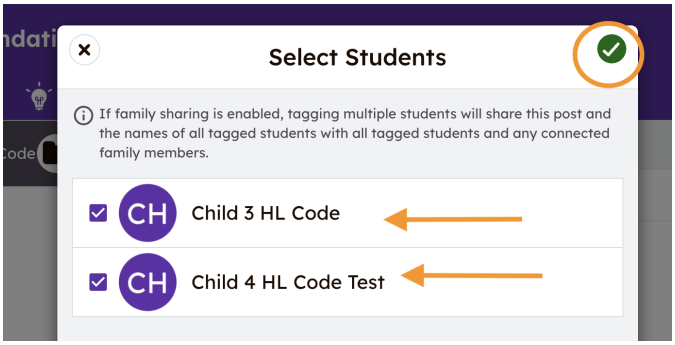
Step Four:

You can **edit the post** by adding voice recordings, drawings, text labels, or captions by clicking the icons to the left of your screen.	You can also click the **quotation mark button** at the bottom left of the page to record a voice message or upload an audio file to accompany the work sample.
	

Step Five:

Tap the **green 'check mark'** at the top right to complete your post	**Optional:** select a folder or folders to tag your work sample. It will appear in your journal with subject tags.
	

Step Six:

Once it's posted, click the t**hree dots in the bottom-right** corner of the post, then select "edit people" to add other students to that sample.	In the window that opens, **select the students** the post applies to, and click the **green checkmark** to add it to each portfolio.
	

Step Seven:

- To add a comment or additional details about the post, click the 'Comment' box under the posted work sample and write your comment. You can also add a voice comment by clicking the microphone. If the comment applies to all students, simply add that to the note.

Additional Support

How to use Multipage to post up to 20 pages

How to add multiple photos to a post

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