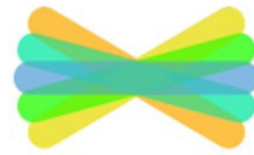# LE CATEAU SCHOOL

Seesaw
USER GUIDE

What is Seesaw?

Seesaw is a digital student portfolio that gives students an audience for their work. It gives families a window into what's going on everyday in their child's classroom. At Le Cateau we use Seesaw to share your child's progress.
It also provides a professional platform to teach and learn remotely.

Follow the link to take a look inside the Seesaw Family App
https://www.youtube.com/watch?v=fztA8m_4U5A

Why do families use Seesaw?

Families can use Seesaw to communicate with the class teacher through the private inbox.
Families are notified when there are new posts to the student's journal. Families can view posts and add likes or comments. Seesaw requires an invite from your child's teacher in order to sign up. Use the QR code invite to connect. Up to 10 family members can be connected to one child's journal.

How is Seesaw beneficial to Le Cateau Primary School?

As a school we use Seesaw to gather evidence of the learning taking place in different subjects. Subject leaders use Seesaw to see how lessons are delivered in other year groups.
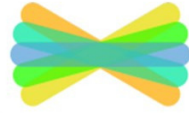
How do I give consent for my child to use Seesaw?

When you enroll your child at Le Cateau you will be asked to sign a declaration to confirm that your give parental / guardian consent. Your child will then be added to our school account and you will recieve a QR code to log-in from your class teacher.

What is the difference between the family and class app?

There are two Seesaw Apps:
Seesaw Family
Seesaw Class

The Seesaw family app is used by families to see posts from students and teachers.

The Class app is used by teachers and students to post work and to set and respond to 'activites'.

Can I look back at previous year's posts?

Yes, Le Cateau school pays for a subscription to Seesaw, consequently families have the added benefit of looking back at their child's journal from previous years.

In order to do this click 'journals' in your app then choose the child's journal you want to access. You can then choose which previous year's journal you want to browse.

Le Cateau
Community Primary School

Seesaw
USER GUIDE

How do I log in to Seesaw for the first time?

1. You will be given a QR code from your child's class teacher
2. Download *Seesaw Family* App
3. Choose 'I'm a family member'
4. Scan QR code (you may need to allow camera access in settings)
5. Create a Seesaw account using your email address.

Keep your password safe so that you can stay signed in to your child's account.

How does my child log in to Seesaw for the first time?

1. You will be given a QR code from your child's class teacher
2. Download *Seesaw Class* App
3. Choose 'I'm a family member'
4. Scan QR code (you may need to allow camera access in settings)

Keep your password safe so that you can stay signed in to your child's account.

Why isn't my QR code working?

- Check you have the correct QR code document for your child.
- Make sure you are using the Seesaw Family app not the Seesaw Class app
- The QR code may be damaged and needs replacing by the class teacher.
- Hold the QR code far enough away for it to register

You can also access your child's account by typing the URL code found on the bottom of the sheet into your web browser.

What do I do if I want to sign in on another device?

Keep your log-in details to hand, you can sign in on multiple devices using the QR code and your personal log-in details.

How do I change my notification settings?

1. Click the profile icon in the top left
2. Tap the 'gear' icon
3. Account settings
4. Scroll down to 'Parent Notifications'
5. Change your email, push and SMS notifications to suit your needs.

How do I message the class teacher?

1. Log in to the Seesaw family app
2. Select inbox
3. Select a message from your teacher and write your message in the box at the bottom of the screen
4. To add an attachment tap the blue 'add' button
5. Once you have finished adding your attachment click the green tick button
6. Attachments will appear below your text
7. To send the message tap send

Please note: You can the child's teacher once they have activated the inbox feature by sending you a message first. Parents are not currently able to send the first correspondence.

LE CATEAU SCHOOL

Seesaw

How do I add another student to my family app?

The Seesaw Family app allows you to access more than one child's journal.

To add another child follow these steps...
1. Click on the profile icon on the top left
2. Click the + Add Child's Journal tab
3. Scan QR code provided by your child's class teacher

How do I view my child's portfolio?

1. Open and sign in to your account on the Seesaw app or web browser.
2. Click the 'journal' tab
3. Here you will have access to browse your child's journal and see what they have been doing in school.

It is useful to note that you can look back at previous year's journals and look at their progress!

Why can only one of my children be signed in to the class app when I have both signed into my family app?

It is not currently possible for more than one child to stay signed into their home learning account on the Seesaw Class app.

Can other family members see my child's work?

As a family member you will see all posts that your child is tagged in.
If a number of children are tagged in the same post all family members of the children tagged will see the same post.

Please note any likes or comments when multiple children are tagged will be seen by other family members.

However, any inbox messages are private and are not seen by other teachers or families.

How do I like and comment on posts?

When you are scrolling through the journal you can tap the heart icon to 'like' posts and the speech bubble icon to 'comment' on posts . We encourage parents to engage with posts as often as they can. It gives children an audience for their work and in our experience they love to share their academic achievements with you!

How long will I have access to my child's portfolio?

As Le Cateau has a paid for subscription to Seesaw for schools families will be able to see previous year's journals as long as your child is still enrolled with us. Once pupils leave us their accounts are archived but you will still have 60 days to download your child's journal as a zip archive. You will automatically be notified of how to do this via email.

LE CATEAU SCHOOL

How does my child respond to activities for remote learning?

Once your child has logged on to their Seesaw account using the Seesaw Class app follow these steps to see the activites set by your class teacher:

1. Click the 'Activites' tab
2. Under the 'to do' tab you will see activities that have been set by your class teacher and need to be completed.
3. Read / Listen to the instructions
4. Respond to the activity by clicking the green Add button
5. You will then be taken a template for you to complete your assigned activity.

Will I be notified when my child has an activity set?

IMPORTANT**

- Parents will _not_ be notified when activities are set.
- Children need to log in to their class app to be notified and respond to set activities.
- Parent's will be notified when the child has completed the activity and it has been approved by the class teacher and has been posted onto the child's journal.

**If you have any further questions regarding Seesaw do not hesitate to ask the class teacher.
There are also lots of useful videos on the following link.**

https://help.seesaw.me/hc/en-us