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International

SEESAW PARENT'S GUIDE

**Seesaw - A digital student portfolio
to share the students' learning
amongst their classes.**

We advise that you access your **child's student email & password** (used for both Microsoft Teams and Seesaw) regularly to ensure that you receive learning notifications from these platforms in your child's student mailbox consistently.



INTRODUCTION

For AY 2021 - 2022, AHI is going to use **Seesaw** (a digital student portfolio) to share the students' learning amongst their classes. "Seesaw App" is available on iOS & Android (for smartphones & tablets). You can also use it on a laptop via the "Seesaw Web Browser".

Seesaw App

There are 02 different versions to download.

1. "**Seesaw Class**" App is for students' use with intuitive tools to demonstrate learning in a portfolio.
2. "**Seesaw Parent & Family**" App is for parents' use only. This helps families connect to their child's Seesaw journal to participate in their learning. They can view their child's work and celebrate progress by leaving comments and encouragement.

Seesaw Web Browser

There are 02 types of accounts that parents will find when they log in to <https://app.seesaw.me/#/login> the first time.

1. "**I'm a student**": AHI students must use their student's email to log in and register.
2. "**I'm a Family Member**": AHI parents can use their private emails to log in and register. Connecting families to their child's journal helps to keep families in the loop and engaged in their child's learning through personalized, easy to use, safe, and visual updates.

INSTALLATION & LOGIN GUIDANCE

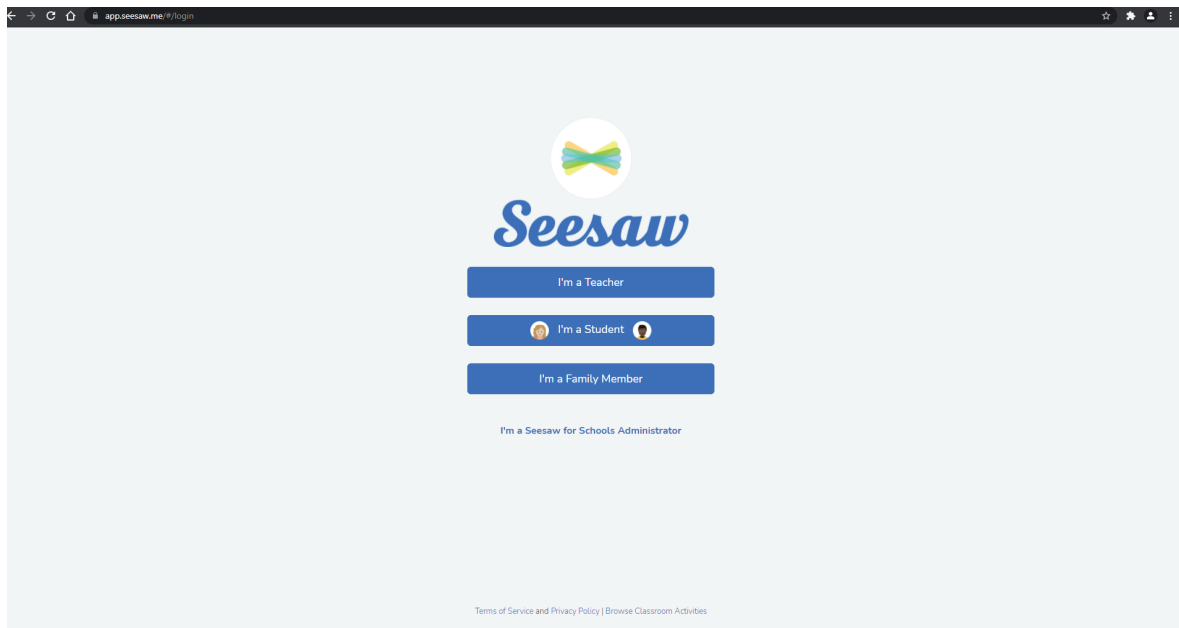
The class teacher will send an instruction email to you via your email (referent parent's email). Kindly check your junk folder should you be unable to see her/his emails in your inbox.

1. SEESAW REGISTRATION FOR STUDENT (1ST TIME USING SEESAW)

If you're using Seesaw for the first time, you need to register your child by using their **student email** that the school/class teacher provided you.

Important Notes:

- It is important to use the student email given by the school to register their account. By doing so, all students can proactively follow up and upload their works by themselves.
- The code is the confidential key to the class. For classroom use at school only. If you have this code, you can access everything in this class. Do not post codes on social media or in any publicly accessible places on the Internet!
- If the code expires, please email the class teacher, or contact our Hotline so we can assist you in getting a new code from the teacher. This new code would be valid for **one hour** only.



1. Go to <https://app.seesaw.me/#/login> (Seesaw Web Browser) or open the "Seesaw Class" App (smart devices).

2. Choose "I'm a Student".

Student Sign In

Email

Password

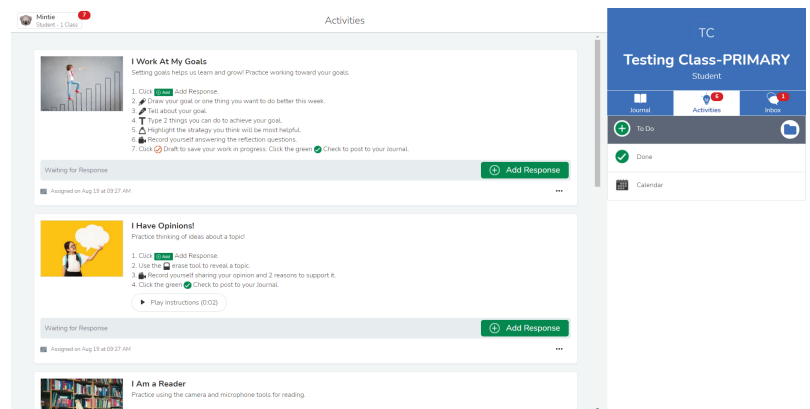
Forgot Password? Student Sign In

Sign In with Google

Seesaw for Schools Clever Sign In

GKIQ TRIQ EVEQ SQEP Go

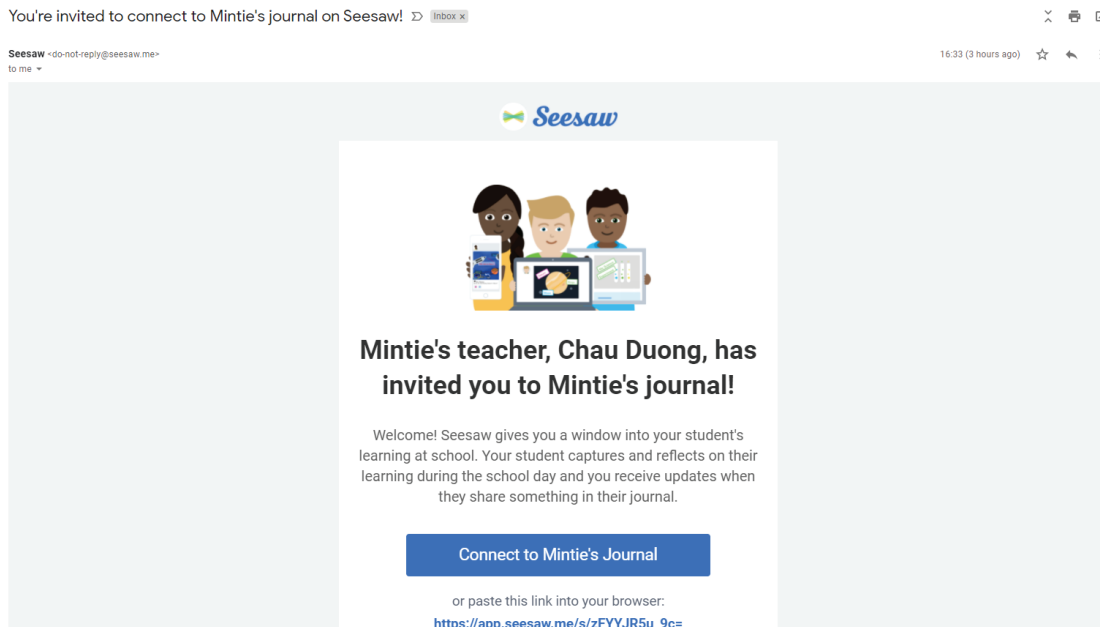
Scan Code



3. Type in the **code** that the class teacher gave you in the instruction email.

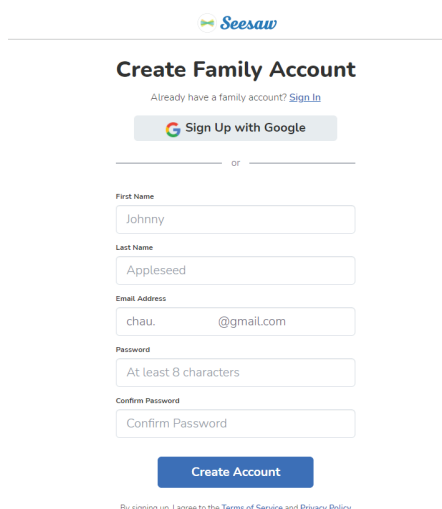
4. Finish creating your child's Seesaw student account using your child's student email (for example 123456student@annehill.school). **Parents will set their own password for the student account.** Kindly save the password somewhere (or write it down) so you can conveniently retrieve them later.

3. SEESAW REGISTRATION FOR PARENTS/FAMILY MEMBERS

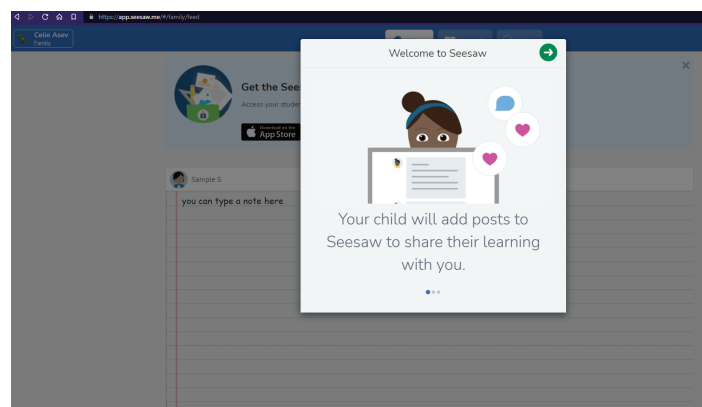


1. Check your mailbox (and junk box) for an invitation letter sent by Seesaw (do-no-reply@seesaw.me). The subject would be "You're invited to connect to (your child nickname)'s journal on Seesaw!". The invitation letter will be sent to the referent parent's email by default.

2. Click the button "**Connect to (your child nickname)'s Journal**" or paste the given link into your browser. By clicking on the link, you would be directed to the parent's registration site under your child's class.



The screenshot shows the "Create Family Account" page on the Seesaw website. It includes a "Sign Up with Google" button, a "or" separator, and input fields for "First Name" (Johnny), "Last Name" (Appleseed), "Email Address" (chau. @gmail.com), "Password" (At least 8 characters), and "Confirm Password" (Confirm Password). A blue "Create Account" button is at the bottom. Below the button, it says "By signing up, I agree to the [Terms of Service](#) and [Privacy Policy](#)".



3. Input your last name, first name and password in the boxes. Then click "Create Account". Now you are successfully in.

FREQUENTLY ASKED QUESTIONS (FAQS)

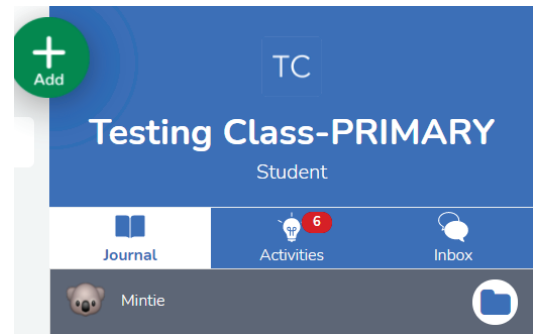
Q: What can students do in the Seesaw Class App?

Students can complete several tasks on the Seesaw platform under three main categories: Journal, Activities, and Inbox.

- **Journal:** Students can choose to add a journal entry for their own feed, with a choice of how to respond (take a photo, do a drawing, record a video, upload a file, make a note, add a link).

- **Activities (Completing assignments):** Students respond to specific assignments under the Activities tab. Depending on the assignment, students may respond with a variety of methods.

- **Inbox (Communicating):** You may receive messages or feedback from the teacher in this inbox. Students can also add comments to their journal entries or assignment responses or respond to comments that their teacher, family member, or peer has added.



Q: What can parents do in Seesaw Parent & Family App?

After registration, you can start viewing your child's activity by exploring three main views for parents.

- **Home:** This feed contains recent posts from all of your children over the past 60 days. You may be able to like and comment on your child's work depending on the options your class teacher has enabled.

- **Journals:** View work in student portfolios through a feed view or calendar view. Parents can sort journal entries by folder, for example: writing, math, etc.

- **Inbox:** Using the Messages option, view messages sent by the teacher. Parents may be able to respond if this feature is enabled by the teacher. Notifications contain recent student submissions and other class announcements.

Q: Why couldn't my child log in Seesaw Class App?

Make sure your child is signing into the CLASS app (Students cannot complete online learning activities on the Family app).

Make sure your child clicks 'I'm a Student'.

Make sure your child enters login credentials as shown with no typos; if scanning a code, make sure to stand far enough away for the entire code to be scanned.

If the problem persists, please directly reach out to our IT Helpdesk Hotline to assist.

Q: My child has accidentally logged out from Seesaw?

By logging out from Seesaw, it does not mean your child has quit the class. Rest assured that the child's Seesaw student account is still linked to his/her class. Please log in again as normal.

You can reset your child's Seesaw password here: https://app.seesaw.me/#/reset_password or by clicking the "Forgot Password" button. The email may take several minutes to arrive in the registered email (in this case, your child's student email). Kindly check the spam folders if you have not received the email.

Q: Does my child student email work as a normal email account?

Yes. The student email works as a normal email account, so parents/students can use it to log in (with the password you already updated) to Microsoft Office to check all related emails from the classes/teachers.

Q: My child is currently using Seesaw on a device. Now I want to install and let her/him use it on one/more devices. Can I do that?

Yes.

1. For student account: If you use your child's student account to log in to Seesaw for the first time, kindly keep using his/her student account (with the password you set) to use it on another device. Your child's student account is linked to the class no matter which device he or she uses.
2. For parent account: Please feel free to log in with your private email & password on other devices as you want.

Q: Can I have more than one email to register to Seesaw Family?

Yes. As only the class teacher is authorised to invite parents in, kindly email the teacher, or contact our hotline so we can assist in inviting you in. The teacher can invite up to 10 family members to connect to each student's journal. Once the teacher has added your email address, you will receive an email invite (in English) to connect to your child's journal.

Q: How can I switch between multiple student accounts? I have 2 children using Seesaw for e-learning. (One of them is studying at another school)

This function is unavailable on Seesaw at the moment. Hopefully, it will be fixed soon. In this case, we would like to suggest using both the "Seesaw Class" app and the "Seesaw Web Browser" to separate your children's accounts.

Q: How can my children do their tasks on Seesaw? Do I need to print the tasks out?

The class teacher will post class worksheets in Seesaw for students to do online. Your child would not need to print them out. However, if you have a printer at home, please feel free to print them out. Then you can take some photos of your child's work before posting in Seesaw so the teacher can view and approve the work done.

Q: How can my children save their work as drafts on Seesaw? Where is the "Save" button?

After completing a piece of work, students can tap/click the green tick in the upper right-hand corner to submit their work to the class teacher. While waiting for teacher approval, students can continue to edit their work by tapping/clicking the "Meatballs Menu".

Once the teacher has approved a piece of work, it will become visible to parents in the Family app and can no longer be modified.

Next to the green tick, there is also the option to save any work in progress as a "draft" and finish it later.

Finally, please be sure that the app is on the latest version of Seesaw.

Q: Who can see my child's post?

Only the teacher, School Leadership, family members who are linked to that child's learning journal and their classmates will see your child's post. Journals are not public and never shared with 3rd parties. You can read more at Seesaw's Privacy Centre. Comments and posts can only be deleted by the teacher or Primary Leadership Team and are irretrievable at this point. However, this will only be done if there is an error to be corrected or a child protection issue.

THANK YOU FOR YOUR TIME !