

How to Guide for Seesaw Family App

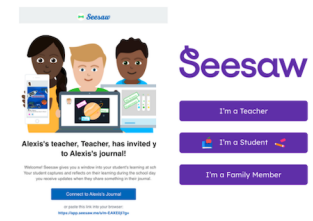
What is Seesaw?

Seesaw is a digital student portfolio that gives students an audience for their work! It gives families a window into what's going on every day in their child's classroom. Families get notified when there are new posts in their student's journal. They can view posts and add likes and comments. Seesaw requires an invite from your child's teacher in order to sign up. If you do not have an invite QR code or link, contact your child's teacher. Up to 10 family members can connect to one child's journal.



iOS and Android Devices

From your iOS or Android device, look for an email from your child's teacher. Choose to connect to your child's journal. If you already have a Seesaw account you can sign in using your existing credentials. If you do not have an account, you will be prompted to download the Seesaw App from the Apple App Store or Google Play Store. Download 'Seesaw' in the Apple App Store or Google Play Store and choose 'I'm a Family Member.' Finish creating your account using your email address or Google account to view your child's journal.



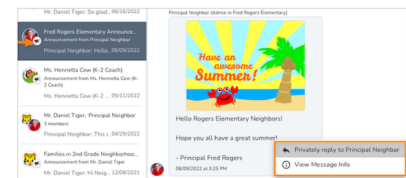
Commenting on your child's work

Family members can add voice comments to student work, text comments to student work, or attachments to messages, but cannot add posts to the journal. To leave a comment for your student, tap 'Comment' on the bottom of the post. To add a voice comment please tap 'Comment', then the microphone icon, and then tap record. All comments will be approved by the class teacher.



Replying to Announcements

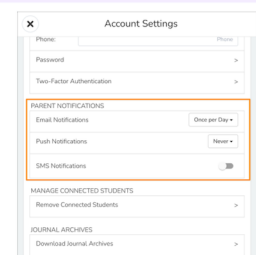
Announcements will have a megaphone symbol next to it. To reply to an Announcement, tap on the ... in the bottom right of the Announcement (or "press and hold" on mobile) and type your reply. Note: If you reply to an Announcement, your reply will be private to the Teacher or Admin who sent the Announcement.



Notification Settings

You're in control of how often you're notified about new information in Seesaw. Here are your options in the Seesaw Family account:

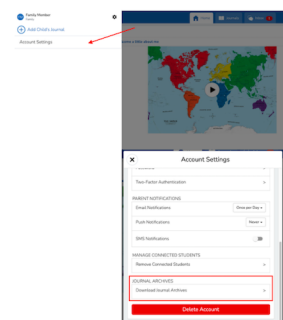
1. Tap your profile icon in the upper left corner.
2. Tap Account Settings.
3. Tap the dropdown box to select your preferred notification frequency:
 - a. All
 - b. Once Per Day
 - c. Never



Downloading an Archived Journal

You can download a .zip archive of a Seesaw journal, including images, videos, audio recordings, and text notes or captions. Please use a computer and a Chrome or Firefox browser only, the .zip file will not download on a mobile or tablet device.

1. Sign into your Family or Student account at <https://app.seesaw.me>.
2. Tap your Profile Icon on the top left corner.
3. Tap Account Settings.
4. Scroll down and tap Download Journal Archives.
5. Tap the Download Journal button for the journal you want to download. This might take a while depending on your Internet speed and how many posts your child has in Seesaw.



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