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| 1. Web address- web.seesaw.me  or Google Seesaw | 2. Log in using QR code to scan or written log in that has been provided |
| 3. You will access you child’s journal. Here you can see their work. | 4. To post work that you have taken a picture of/recorded, click on the green plus sign. |
| 5. To take a picture of work, select photo or you can upload from you camera roll if you have taken the picture already by selecting upload. | 6. To access activities set by the teacher, click activities. |
| 7. Instructions should be provided. Follow carefully as they will guide you through the task. To complete click ‘Add Response’ | 8. Once in the task, you can get a reminder of instructions by clicking ‘View Instructions’ |
| 9. When task is complete, click the tick to submit work. You may need select a folder e.g Literacy, Numeracy | 10. Voice instructions may also have been recorded by the teacher. |
| 11. Your teacher may also send messages with instructions. You can check these by clicking ‘Messages’. | 12. To log out, click your child’s name on the top left of the screen. Then click sign out. |
| 13. Once activites are complete the teacher must approve them. You may receive a comment back. If an errors needs fixed you can select the 3 dots. | 14. To edit an activity you have already submitted, select ‘Edit Item’. Once complete, select the green tick. |