

SAPS Specialist Seesaw Expectations 2020-21

Expectations for SAPS Teachers K-5

Seesaw is a student-driven digital portfolio that will be used in kindergarten to grade 5. All K-5 teachers in Stillwater will be using Seesaw as a tool that empowers students to create, reflect, share, and collaborate. Seesaw will be used to show student learning and growth.


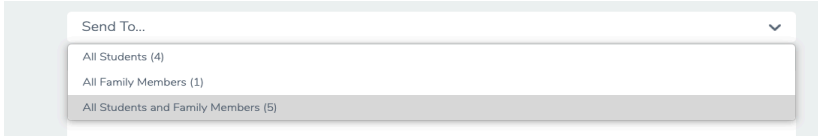
General Set-Up

- ☐ Classes and Students will be uploaded into Seesaw using Clever. Classroom teachers should not create other classes. Specialists will have their own classes. *EL, Interventionists, and Special Ed may have their own classes in Seesaw.*
- ☐ Students will access Seesaw through Clever. *(Using student school email username and "6-digit other ID" password found in Skyward alleviates some single sign-on problems)*

Use of Seesaw Tools

The following Seesaw features can be used for:

- ☐ Journals *(class setting sharing should be turned off so students cannot see each other's work):*
 - ☐ Evidence of student learning (i.e. pictures, videos, drawings, texts)
 - ☐ Communication and feedback between teacher and student (there is no messaging or inbox feature for students to communicate to teachers 1-on-1), NOT for parent communication
- ☐ Announcements:
 - ☐ Important class information
 - ☐ Newsletters, etc
 - ☐ Zoom links
- ☐ Blogs: (Highly recommended to use)
 - ☐ Student-to-student communication,
 - ☐ Building community
 - ☐ Pictures
 - ☐ Sharing of learning with the class
 - ☐ Questions and comments

	<ul style="list-style-type: none"> ❑ <u>Activities:</u> <ul style="list-style-type: none"> ❑ Assignments for students to complete ❑ Pushed out on the day of introduction with a timeline for completion ❑ <u>Calendar:</u> <ul style="list-style-type: none"> ❑ Students/families/caregivers can see what activities have been assigned and which have been completed on a given day ❑ Teachers can see the assignments they have scheduled ahead of time
Communication with students, families and caregivers	<ul style="list-style-type: none"> ❑ When starting a new cycle: Send out a message to families prior to the first day of lessons via Seesaw. The message should include: <ul style="list-style-type: none"> ❑ A personal introduction ❑ Subject the student will now be participating in ❑ Communication information: email and phone ❑ Indicate students and families should look for lessons starting...(day and date) ❑ Notifications through Seesaw should be kept to a minimum - Introduction, lessons and important notices of change or events. ❑ Information for all students and families should be sent to "All students and families" <p>+ADD  button:</p> <p>Announcement: Inbox: select All students and families" from the "Send to" menu</p>  <p>OR Student Announcement: Send Student Announcement: select All students and families" from the Send to menu)</p>

Activities	<ul style="list-style-type: none"> ❑ Must be posted on the day they are introduced before 9:00 am (Activities can be scheduled ahead of time via the “Schedule” button at the bottom of the “Assign Activity” page) ❑ If the lesson includes an attachment, the attachment needs to be accessible by the family <ul style="list-style-type: none"> ❑ If it is a published Google item - turn on “PUBLIC ANYONE WITH THE LINK CAN VIEW” ❑ If you are attaching a non-google item it must be as a PDF. ❑ Include the learning target in student language ❑ Special directions or information for caregivers to be able to support the student. ❑ Materials needed for the lesson/assignment ❑ Information that may be included: <ul style="list-style-type: none"> ❑ Time suggestions ❑ Audio recording of directions
Managing Activities / Assignments	<p>Activities will be archived at the end of the first semester. This will be reviewed at that time.</p>
Feedback	<p>Feedback on submissions will be provided weekly.</p>

