

# Seesaw Getting Started Checklist



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## Account

- [Log in to Seesaw through Clever](#) with your E number and password. Find the purple Seesaw icon to launch Seesaw
  - Students also log in to Seesaw via Clever or by scanning their [Clever Badge](#)
  - If you are unable to log into Clever, or you do not see the Seesaw button in your Clever dashboard, please submit a [Service Ticket](#)
- Navigate to your [teacher account settings](#) to access and edit your teacher profile
- Access and adjust your [notification settings](#)

## Class Management

### Classes & Organization

- Locate your classes along the left side of your teacher home page
  - Avoid creating new classes, as these can be overridden and deleted during data syncs. If you need a class added to your Seesaw Dashboard, please submit a [Service Ticket](#)
- Edit your class name, icon, student interaction preferences, and class theme in [Class Settings](#)
- Use [folders](#) to organize student work
- Capture students' best work using the [Highlights](#) portfolio
- Add [posts](#) to the class journal
- [Approve student posts](#) individually or in bulk
- [Add a co-teacher](#) to a Seesaw class. Be mindful that any co-teachers added will have full access to course materials, student work, etc.
  - Note that co-teachers in Infinite Campus classes are automatically added to the associated Seesaw class and will not need to be added manually. Talk to your school's clerk to add a co-teacher in Campus.

### Seesaw Activities

- Use the [Seesaw Creative Canvas](#) to build interactive activities for students
- Use Seesaw tools and features to create robust learning experiences:
  - Add [audio](#) instructions to guide students when completing activities. For word-by-word highlighting during audio instructions, use the [Read With Me](#) tool!
  - Leverage high impact features like [flex cards](#), [infinite clone](#), [focus mode](#), and [frames](#)
  - Add [formative assessments](#) to gauge student understanding
- [Edit and Assign activities](#) to students when there is a task for students to complete and submit
- [Schedule activities](#) or build recurring activities to stay organized and save time lesson planning
- Test or model activities using the [Sample Student](#)
- Use [Present to Class](#) to facilitate a Seesaw activity as a whole-class learning experience

## Monitor Progress

- [Grade activities](#) using a numeric scale or star rating
- Access the [Seesaw gradebook](#) to view student progress
- [Tag standards](#) to activities to monitor student progress towards standards
- Filter the gradebook by activity or [standard](#) for a targeted view of student progress

## Seesaw Libraries

- Access the [Seesaw Library](#) for curated, standards-aligned activities and collections
- Search for and [assign activities from the Seesaw Library](#)
- Access the “[My Library](#)” tab to save and organize activities
- Contribute to or search for SPPS created activities in the [School and District Library](#)

## Accessibility

- [Create differentiated activities using Seesaw tools](#)
- Include [audio](#) and/or [video](#) on posts and activity pages
- Use the [Read With Me](#) tool to add word-by-word highlighting to audio recordings
- Add [alternative text](#) to images in Seesaw activities
- Add [Closed Captions](#) or [Descriptive Audio](#) on Seesaw videos
- Include external videos using [Seesaw's Youtube Player](#), as it provides auto-captioning
- Ensure [high contrast](#) between text and backgrounds.

## Communication

- [Invite families to join your Seesaw class](#) using the printed QR code method
  - Families can only view and comment on their own child's work and teacher created posts and messages
- [Create a welcome post](#) to introduce yourself to your class and their family members
- [Pin posts](#) containing key information to keep them at the top of the journal feed
- [Send an announcement](#) as a one-way communication for things like all-class updates, newsletters, or information about upcoming events
- [Start a conversation](#) to initiate back and forth messaging with a family or small group
  - Direct messaging in Seesaw is teacher-initiated only; family members cannot start a conversation with the teacher

## Seesaw Support

- For SPPS support and troubleshooting, submit a [Seesaw Service Ticket](#)
- Review the [SPPS Seesaw Design Guidelines](#) for general guidance about using Seesaw
- Register for [asynchronous courses](#) to learn more about Seesaw and earn clock hours:
- Access short [step-by-step teacher tutorial videos](#) on Seesaw's YouTube channel
- Explore [Seesaw's Teacher Help Center](#) for helpful information and answers to common questions