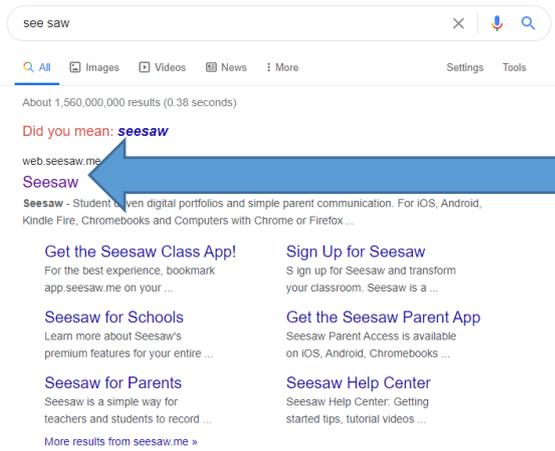
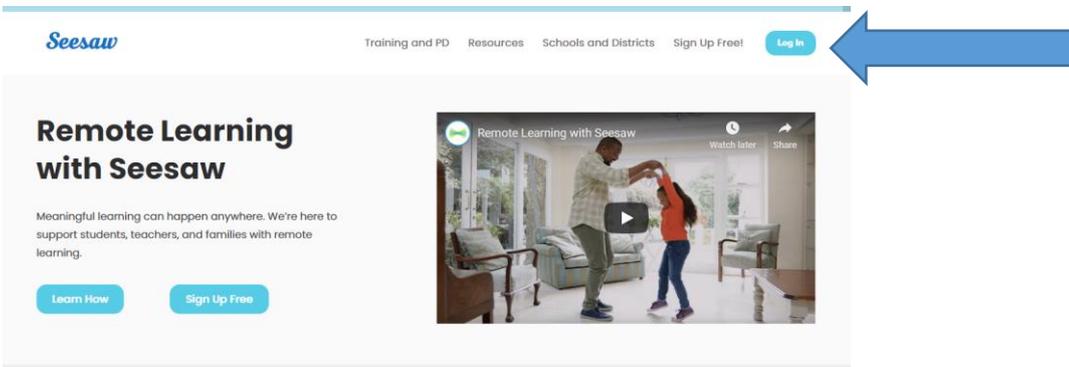


## Using See Saw on a Laptop or Computer

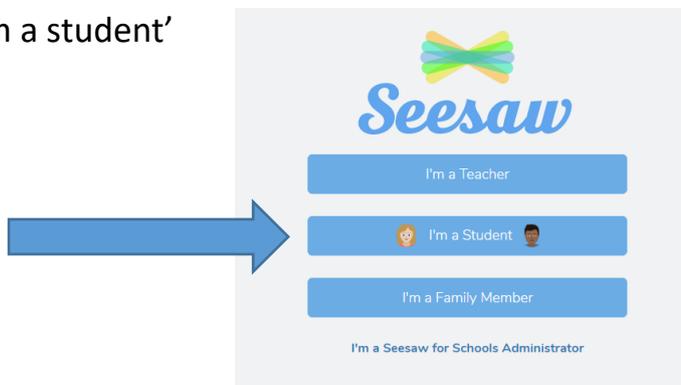
1. Search Google for Seesaw. Click on the heading 'Seesaw'



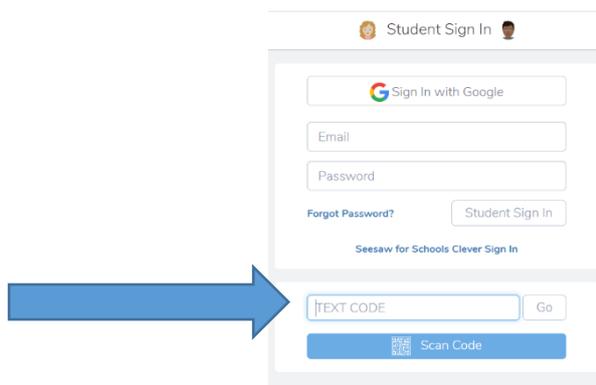
2. Click on the blue 'Log in' button



3. Click 'I am a student'



4. Send an email to the new Year 5 email address [crowleesyear5@gmail.com](mailto:crowleesyear5@gmail.com) so that your teacher can send your unique code for SEESAW.
5. Once you have your unique code, type it into where it says 'TEXT CODE' & then 'Go'



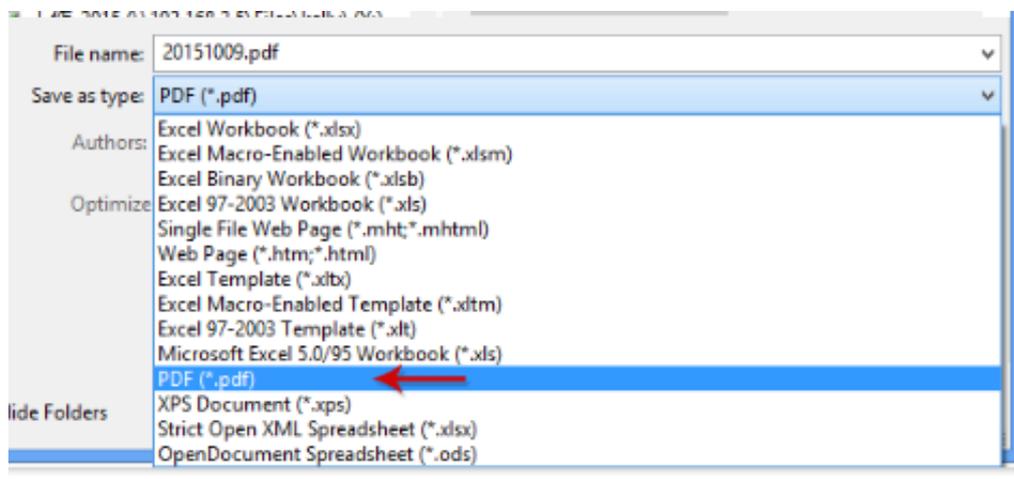
6. You should now be able to see your own Seesaw profile.
7. Have a go at uploading some work that you have done at home (see next section for instructions on how to do this).

### Uploading work to Seesaw from a Laptop or Computer

- Please check with your parent before uploading any photos. Also, you will need to save work in PDF format to be able to upload it.

### Saving your work onto your laptop or computer

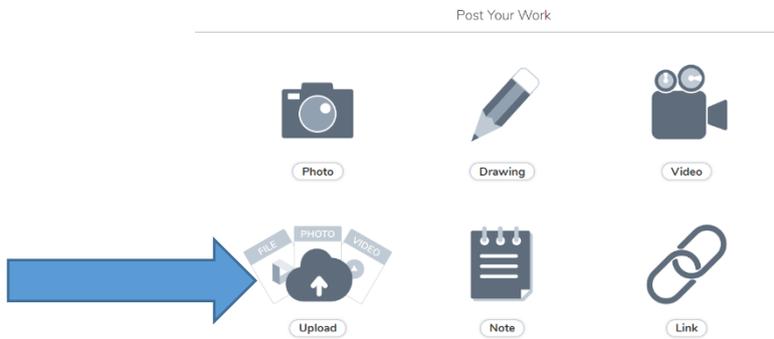
- You need to save any documents that you have created into PDF format.
- So, if you have done your work in a Word or PowerPoint, save it as you normally would with a relevant file name e.g. 'Romans 20<sup>th</sup> April'.
- Then, go into 'File' & 'Save as' AGAIN and then underneath the file name there is the 'Save as type', and from the drop down menu, choose 'PDF'



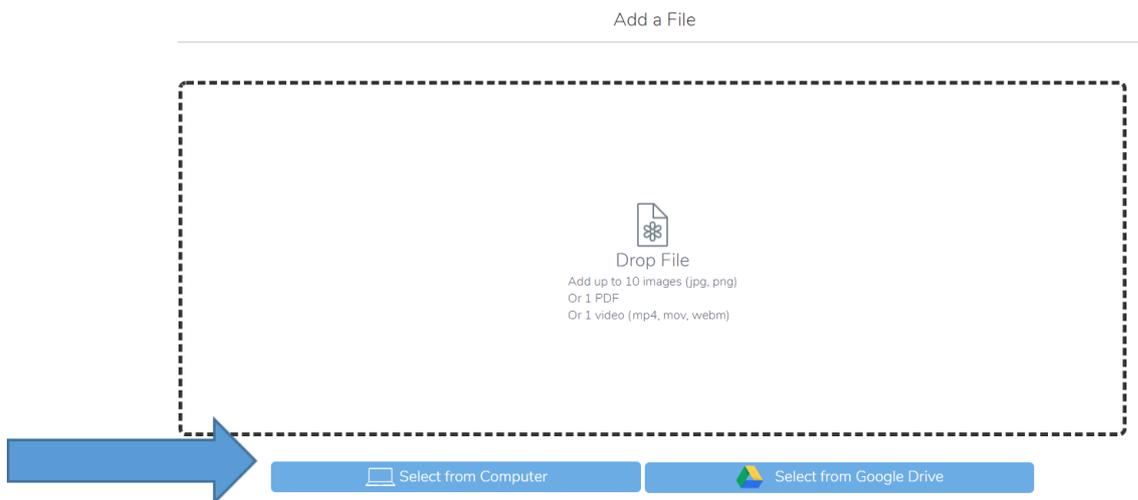
- You will have 2 documents of the same name; one will be your original word or PowerPoint document, that you can continue to edit (should you wish to do so); the other will be a PDF version of your work, that you won't be able to edit – but you will be able to upload to Seesaw.

## Sharing your work to Seesaw

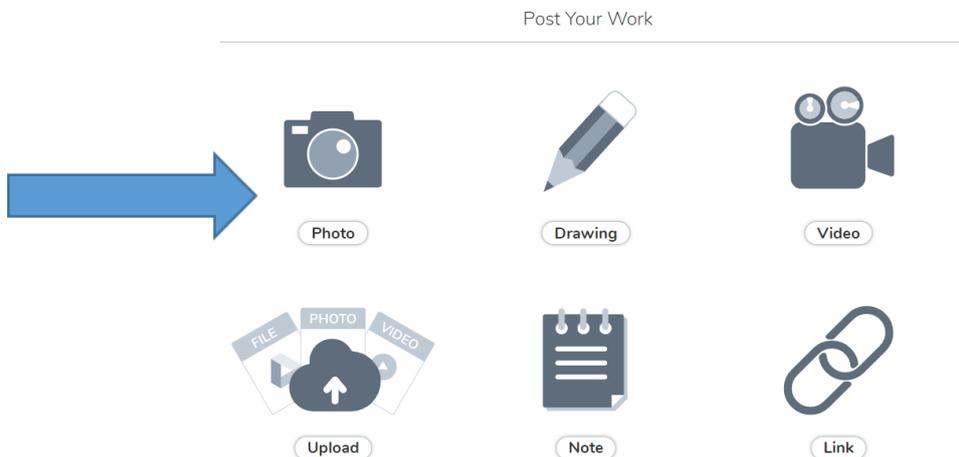
1. Log in to See Saw, using your unique code.
2. Click on the green 'add' button.
3. Click on 'Upload'



4. Click on 'Select from computer' & find the PDF version of the file that you saved. You can also upload photographs from your computer this way. This is easier than trying to take a photograph and uploading an instant photograph to Seesaw (as explained in the next step).



5. Alternatively, you could upload an instant photo to Seesaw, using your webcam on your laptop or computer – the quality of these photographs are not as good as if you were to upload from a photo saved on your laptop or computer.



6. You will see that your work is waiting for teacher approval before it can be posted to your journal. When your teacher logs on to Seesaw, they will be able to see everything that you have uploaded, so please make sure that you are using Seesaw appropriately. If you upload anything that is inappropriate, it will not be approved. We look forward to seeing the work that you have been doing at home.