

Teacher Expectations

Weekly

* share classroom activities (photos or videos) with families

Ongoing

* assign learning activities for students

* upload ALL assessments & marking guides

* provide regular feedback (tickled pink, green for growth)

* check students' profiles and posts for appropriateness

* use folders to manage posts e.g. Maths, Reading, Writing, Science, HASS (Schoolwork & Evidence of Learning)

* encourage learning partnerships by inviting new families to join Seesaw

* use EQ email for all issues or concerns about individual students (do not communicate with parents via Seesaw)

Student Expectations

Weekly

* complete assigned activities

* upload work they are proud of

* have an appropriate profile image / avatar

* not changing any account settings (names, etc.)

Family Expectations

Weekly





* view their child's portfolio using the family app

* provide feedback on their child's learning

* read and respond to communication from teachers

* raise concerns or issues regarding their child via email

Class Set Up

	Students See Each Other's Work	Families Enabled	Approval – Posts & Comments
S Schoolwork - Students complete learning activities and post photo/video of their work	Optional	Optional	ON
E Evidence of Learning - Teachers and students post ALL assessments, marking guides and samples of work that are used to make A-E judgements.	OFF	ON	ON
N News & Notices - Teachers post class photos, videos, newsletters, reminders, etc.	OFF	ON	ON
Specialists    	Optional	Optional	ON

Teacher To Do List

Update class settings for each class – refer 'Class Set Up' above	Reset student passwords to birthdate, where necessary
Change each class icon to the school created icon image above	Invite families to their child's Evidence of Learning portfolio
Consider adding folders to Schoolwork and Evidence of Learning e.g. English, Maths, Science, HASS, MyConnections	
Choose each students Seesaw Profile Icon or allow students to create their own avatar	Review your class list for students that need to be added or removed (add surname initial to any duplicate student names)
Add surname initial to any duplicate student names in your class e.g. Tim L, Tim S (check the student MIS ID to help)	

Seesaw Administration (not for teachers)

New Classes - will be created at the beginning of each year by a Seesaw Administrator

Passwords - students' passwords will be set to their birthdate — DDMMYYYY (Prep students passwords will be set to 'prep')

Archiving Classes - classes will be archived at the end of each year by a Seesaw Administrator (please do not unarchive any classes. If you need to access examples of previous students work, please discuss with a Seesaw Administrator)

New Students - will be added to relevant classes by a Seesaw Administrator

Left Students - will be made inactive by a Seesaw Administrator one week after notification of a left student

Portfolio - Teachers can access current students' prior years portfolios when logging into Seesaw on a computer