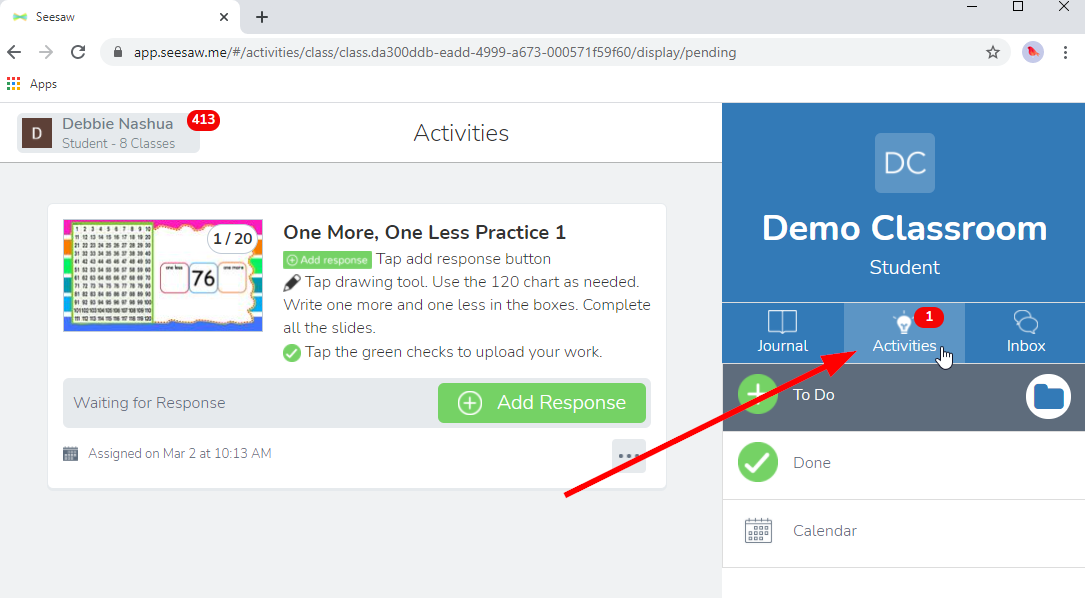
Completing Activities in Seesaw

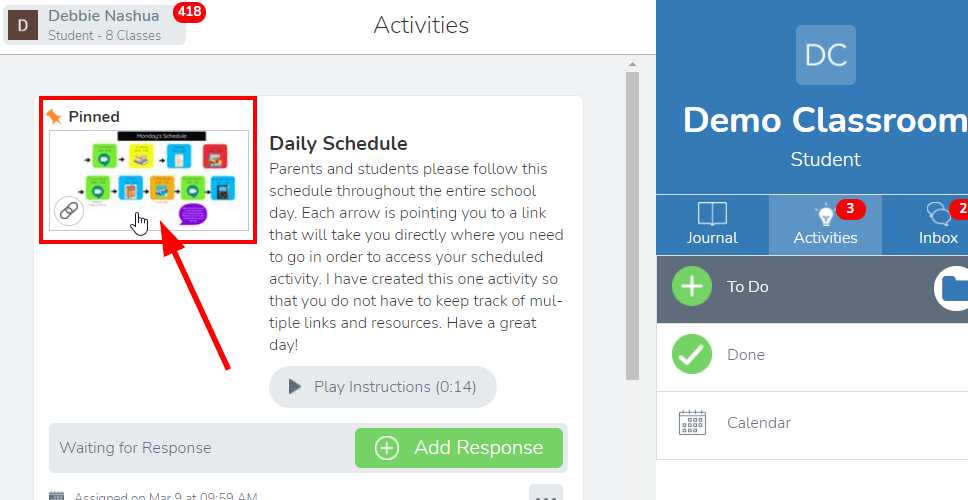
1. **Login to Seesaw through the Clever portal.**

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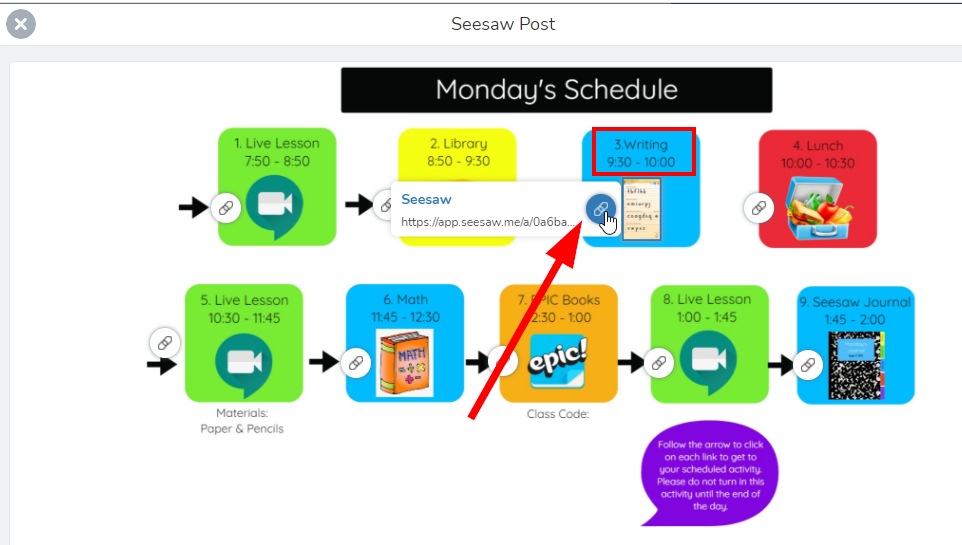
1. **You will be brought to the class set up by your teacher. Click on “Activities” to view assignments.**

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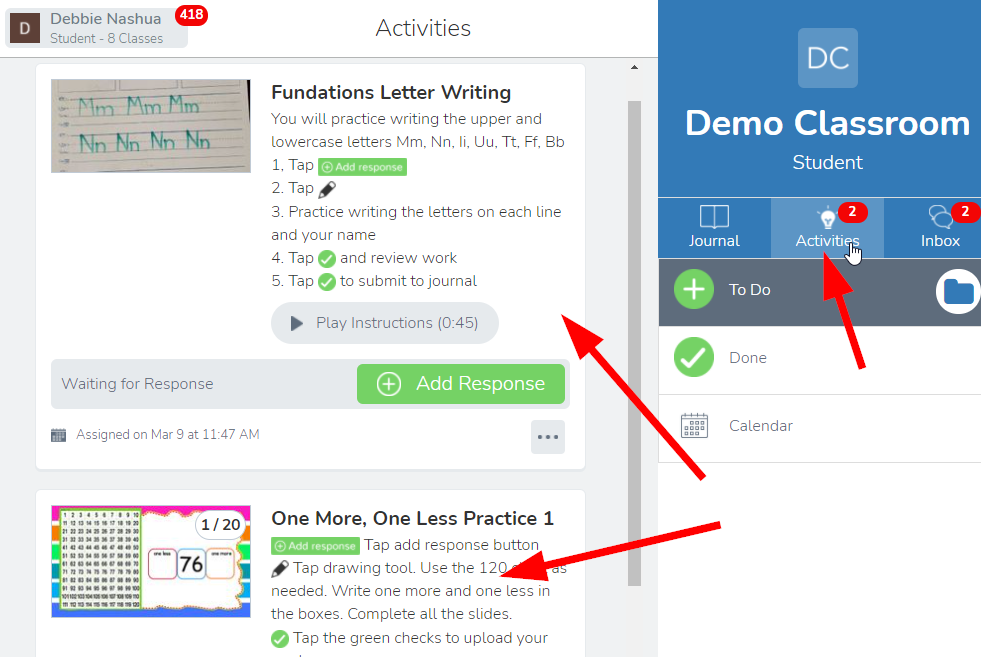
1. **Some teachers will keep a daily schedule at the top of the activities page. Click the image to open the schedule.**

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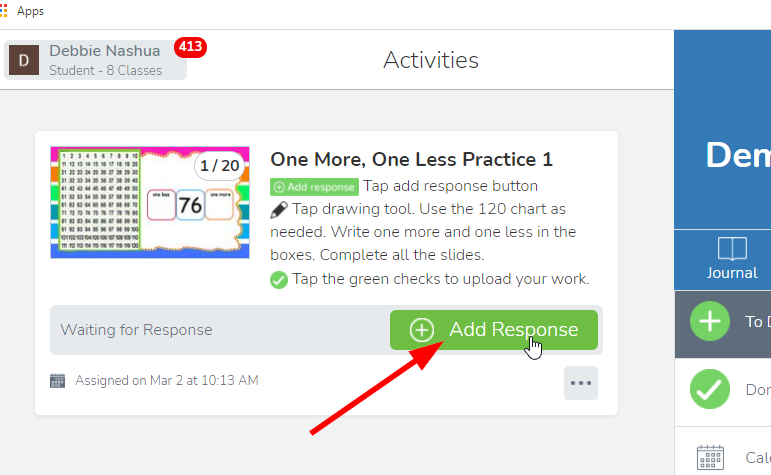
1. **The daily schedule will have links to each of the activities you need to complete. Click each link at the assigned time to be brought to the assigned activity.**

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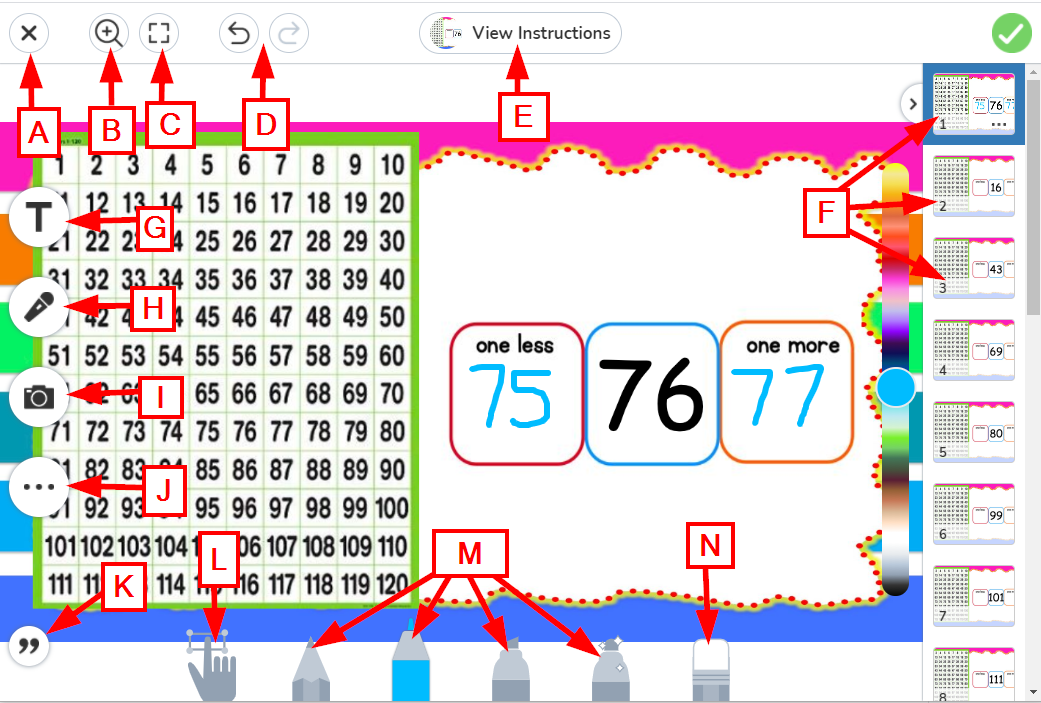
1. **If your teacher does not have a pinned schedule, your assignments will be in the activity tab.**

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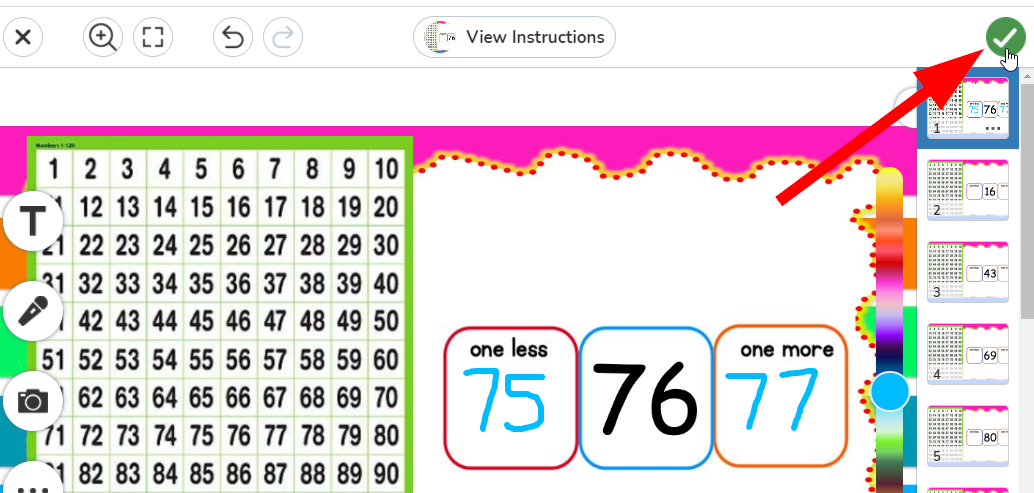
1. **Read or listen to the instructions (if recorded instructions provided) and then click “Add Response” to begin the activity.**

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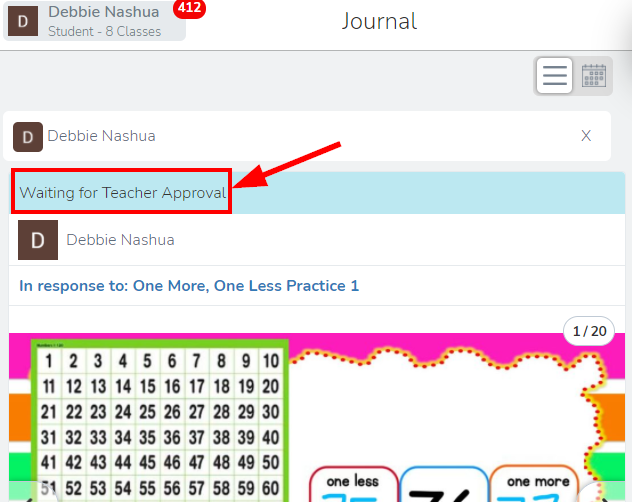
1. **Use these tools to complete the activity:**
   1. **Close out of the activity.**
   2. **Make the activity bigger on your screen.**
   3. **Hide/show the tools around the outside of the window.**
   4. **Undo or redo a step**
   5. **View the instructions for the activity.**
   6. **Navigate through different pages of the activity.**
   7. **Create a text box.**
   8. **Record audio**
   9. **Take a photo or video to add or upload a photo or video.**
   10. **Other items to add to the activity, including shapes, backgrounds, or links.**
   11. **Add a comment.**
   12. **Make the mouse a pointer to select items.**
   13. **Make the mouse a writing tool to write on the activity.**
   14. **Make the mouse an eraser to erase marks on the activity.**



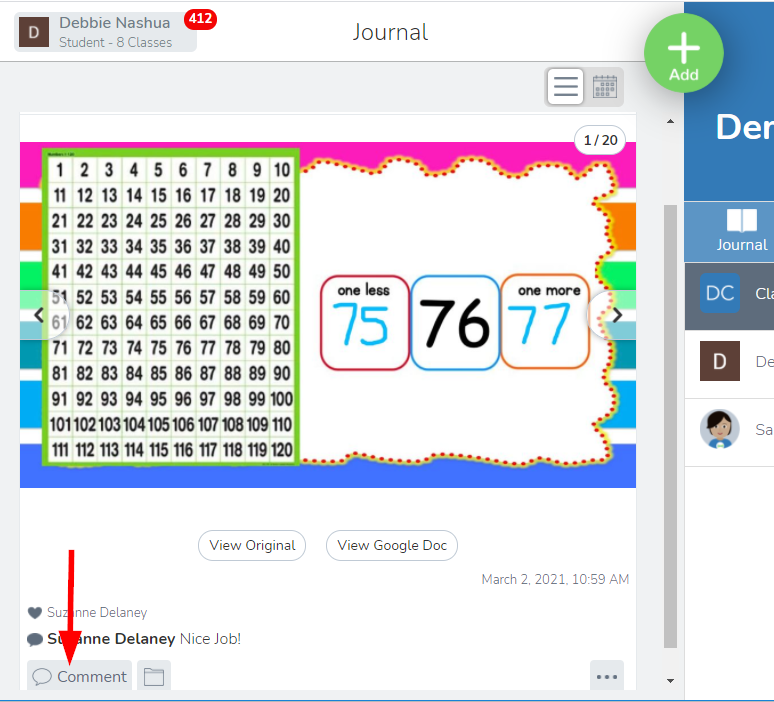
1. **When you have completed the activity, click on the green check mark in the upper right corner.**



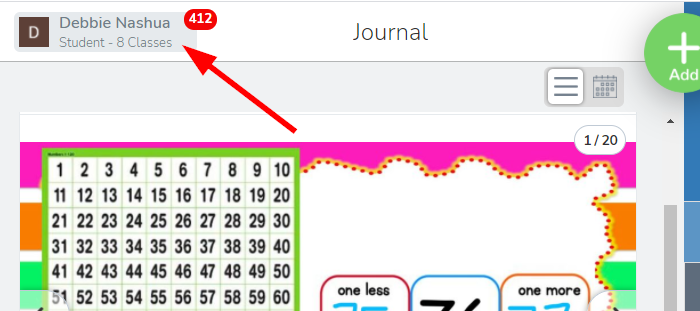
1. **Your response will be sent to the teacher for approval.**



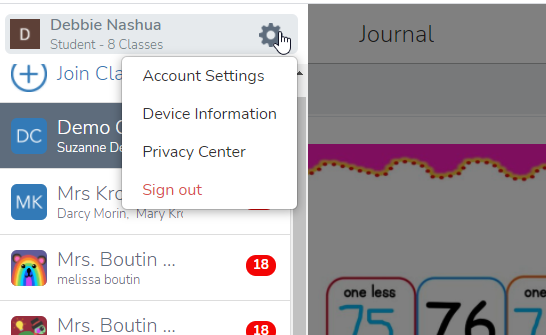
1. **Once your teacher has reviewed and approved your response, it will be posted to the class journal with comments and likes. You can add a comment by clicking the “Comment” button.**



1. **View notifications from all your classes by clicking on your name in the top left of the screen. The number in red indicates how many notifications you have.**



1. **Click on a class in the list to go to that page in Seesaw, or click on the gear wheel to find your account settings or log out of Seesaw.**

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