

July 19 2021

Dear Parents,

As we begin Distance Learning, the successful use of devices on a number of platforms becomes essential. The following instructions will enable students to access digital Distance Learning activities provided on Seesaw and for families to participate in Zoom sessions with their classroom teacher.

Please ensure you are using the latest version of the Seesaw and Zoom apps.

Seesaw latest version is 7.6.9 or later (for both iOS and Android)

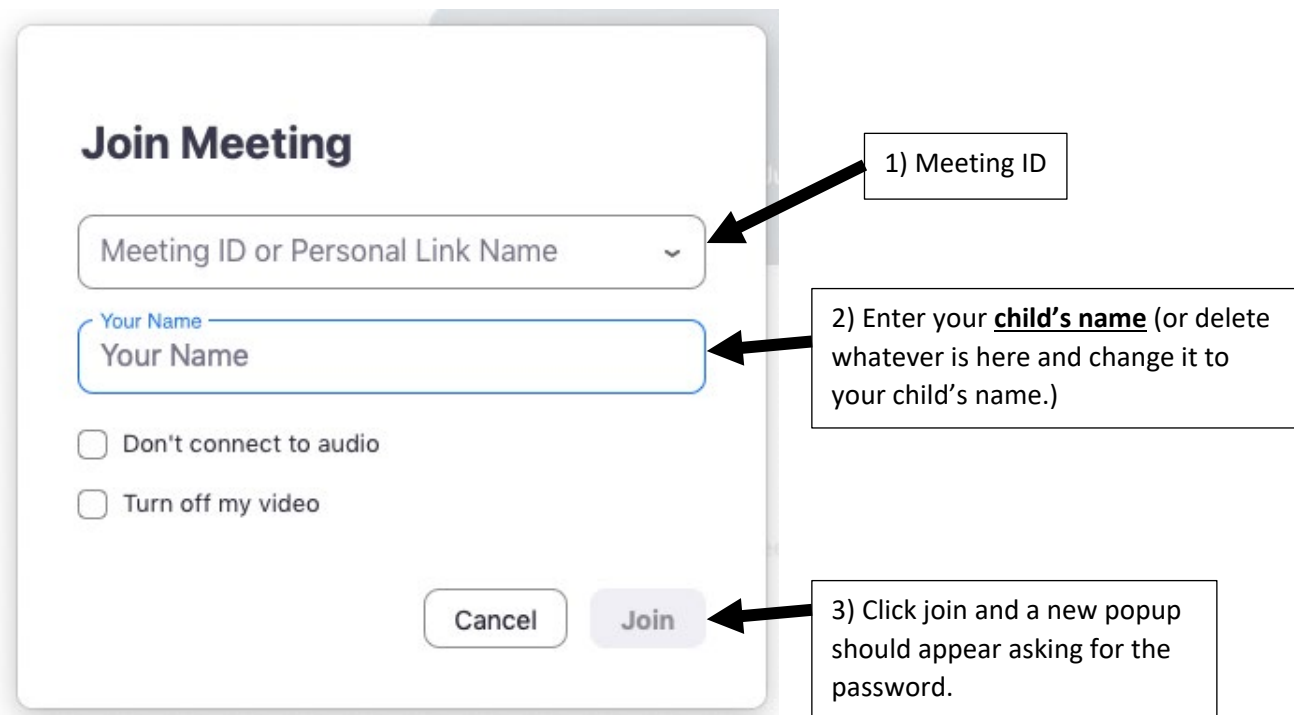
Zoom latest version is 5.7.1 or later (for PC, mac, iOS and Android)

Should you need any technical assistance, Mr Reed can be contacted by emailing [mreed@rjas.nsw.edu.au](mailto:mreed@rjas.nsw.edu.au)  
Assistance with connection issues is also available by emailing [helpdesk@rjas.nsw.edu.au](mailto:helpdesk@rjas.nsw.edu.au)

### Distance Learning Plan – Zoom Classroom Sessions

- To provide a secure environment on Zoom, meetings are password protected and teachers will only admit parents/students who use their **child's name** when joining the meeting.
- Please use the Zoom app and **not the zoom website** to connect to a Zoom session as this will allow you to enter your child's name.
- Classroom teachers will email the meeting ID and password to families.

Below is a screenshot of the "Join a Meeting" screen from the Zoom app. The "Join a Meeting" screen looks slightly different on an iOS or Android device but you will always see the 3 items labelled below...



The screenshot shows the 'Join Meeting' screen in the Zoom app. It features a dropdown menu for 'Meeting ID or Personal Link Name', a text input field for 'Your Name' (currently containing 'Your Name'), and two checkboxes: 'Don't connect to audio' and 'Turn off my video'. At the bottom are 'Cancel' and 'Join' buttons. Three callout boxes with arrows point to these elements:

- 1) Meeting ID (points to the dropdown menu)
- 2) Enter your **child's name** (or delete whatever is here and change it to your child's name.) (points to the 'Your Name' input field)
- 3) Click join and a new popup should appear asking for the password. (points to the 'Join' button)

## Distance Learning Plan – Seesaw Instructions for Students

PC/Mac access use the website [app.seesaw.me](https://app.seesaw.me)

iOS and Android use the Seesaw CLASS app

### Connecting to Seesaw

- Open the Seesaw CLASS app or open an internet browser and go to [app.seesaw.me](https://app.seesaw.me)
- Click on *I'm a Student*
- Enter the *TEXT CODE* in the box

### Where are the activities for the day?

- Click on the *Activities* button on the right side under the class name.
- *To Do* shows activities that have not been attempted yet.
- *In Progress* shows activities that have been started but not yet submitted.
- *Done* shows submitted activities. You can go here to find an activity that you would like to retry.

### How do I complete an activity?

- Each activity will have instructions on how to complete the task.
- Each activity has a green *Add Response* button. Click this button to open the tools to submit the task. You can go back to the instructions by clicking the view instructions link at the top of the page.
- The teacher may have included audio instructions. Click on the *Play Instructions* button to play the instructions. It is important to play the instructions as they are used to explain the task or give extra information.

### How do I print a worksheet from a Seesaw activity?

1. Click on the activity
2. Click on the worksheet
3. Click the *View Original* button below the worksheet
4. The worksheet will open in a new window and can now be printed.
  - To print on a PC/mac, click on the file menu and select *Print*.
  - To print on an iOS device, tap the send button at the top right of the worksheet (a square with an arrow pointing out), scroll down and select *Print*.
  - To print on an Android device, tap the 3 dots button at the top right of the worksheet and select *Print*.

### How do I upload an activity completed outside of Seesaw (such as an artwork or physical activity)?

- Activities can be uploaded by clicking on the green *Add Response* button. This opens the tools to submit the task.
- Handmade tasks (for example writing or an artwork) can be uploaded by taking a photo of the work and uploading the photo.
- Printed student work booklets are returned to school as directed by the Head of Primary School and do not need to be submitted by uploading to Seesaw.

### How do I ask the teacher for help with an activity?

- Parents can email teachers. You can contact any staff member via the RIAS website (Click on *Contact* then select *Staff Directory* to send an email via the website messenger).
- Students can ask for assistance by attempting the task and clicking on the caption button when submitting. The caption button also allows students to record a voice message for the teacher.

### How do I log out of the Seesaw CLASS app (so another child can access Seesaw)?

- If the device is only being used by one child, then there is no need to log out and the app will remain logged in even if the app is closed or the device switched off.
- To log out, click on the student's name in the top right corner and click Sign Out.