

Getting Started with Seesaw

Guidance for CMA and C3 partner staff

(updated March 2021)



Signing up as a Seesaw Teacher

1. Go to: https://app.seesaw.me/#/login?force_login=signup and click **I'm a Teacher**
2. Use your CMA (@croydon.gov.uk) or organisation email address, not your personal one
3. CMA staff use your first initial and last name (eg. G. Smith), C3 practitioners use your first name and C3 partner organisation name for last name (eg. Sally Theatrebiz)
4. For school, choose Croydon Music and Arts
5. Account settings can be accessed by clicking > your profile icon (top left) > Gear Icon > Account Settings. Make sure your account remains part of the CMA school directory, that your name is visible in the CMA school directory and that notification by email is enabled.
6. CMA will keep a central record of Seesaw login usernames and passwords. **Send your username and password to your line manager** (Ciara Brennan for C3 partners).

Creating a Class

CMA teachers, please create just ONE combined class for all your instrumental teaching. (Your co-teacher/ line manager only has capacity for 25 classes in total.) The Development Team will set up classes for CYM centres and remain as co-teachers.

1. Set up the class using the appropriate class name:
 - <Teacher Name> <Instrument(s) taught> (e.g. G. Smith Violin / Viola)
 - CYM <Day> <Group and Section Name> (e.g. CYM Saturday Star Workshop Strings: Violins)
 - C3 <Centre Name> <Group Name> (e.g. C3 South Norwood Dance)
 - <School Name> <Whole Class Programme Name> (e.g. Croydon Primary Whole Class Strings)
2. Select "other" for grade level
3. Set the class for **Email / Google sign in**
4. Set the class so that students **cannot** see each other's posts: click on class settings (spanner icon on top right) > scroll down to button
5. Enable all other student settings, including *Enable sample student*
6. *Enable family access* and enable all Family Likes, Comments & Sharing buttons: click on class settings (spanner icon on top right) > scroll down to *Enable family access* > scroll further and click on Family Likes, Comments & Sharing > enable all buttons
7. Add a co-teacher (Ciara Brennan for C3, your line manager for an instrumental teaching class, a class teacher for school Whole Class Music programmes using Seesaw): click on class settings (spanner icon on top right) > manage teachers (DAs to manage CYM classes in consultation with heads of centres).

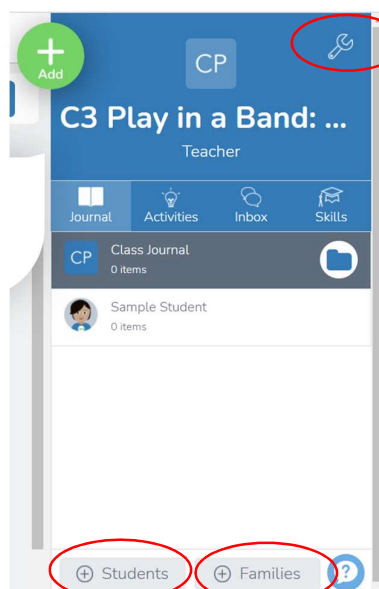
NB Where a class has more than two staff a Seesaw Plus member of staff will need to add additional staff to the class. This will include:

- Leaders of Instrumental Development being class moderators for their specialism
 - CYM and C3 Studio centre classes with more than one staff member
 - Two teacher Whole Class programmes and the school class teacher
8. Wait for the second teacher to sign into your class before inviting students to join. This is for safeguarding purposes.

Once a class has at least two teachers (check under: **spanner** – manage teachers):

9. **Add Students:** Select the **+ Students** button to generate a Class Code.

Then select the **Email Students with Instructions** button and copy the text into an email.



NB the Class Code will expire after 7 days so you will need to repeat this process for new students.

- When copying the email to parents / carers delete this text both times it occurs “using your school Google account or email address” and replace with “using your school (not private) email address or your parent / carer email address”.

- For Whole Class Music programmes in school send the email to the class teacher to forward to parents / carers

- For new Virtual Classes send the Join Code email by forwarding the application acknowledgement email to parent / carer

10. Once a student has logged in, send the Family App code to parents / carers

- Where we have the parent / carer email address click on *How do I invite families to my class by email* and follow instructions
- Where we do not have parent / carer email but we do have phone number, click on *How do I invite families to my class by SMS messaging* and follow instructions

GDPR and Safeguarding

All CMA and C3 Partner staff must follow these protocols to ensure we are GDPR compliant and meet council safeguarding standards. Any failure to do so may result in disciplinary action.

- All direct communications with children and young people (outside of scheduled activity) must be via Seesaw. Any other communications with children and young people must go through their parent / carer.
- All Seesaw classes use the child’s first name only, with first letter of the last name where young artists have the same first name.
- Other than the child’s first name, school email address and parent / carer email address, no other personal data or confidential information should be stored on Seesaw. No information or posts on Seesaw can be copied or shared without permission of the parent / carer and young artist, except for sharing work with that student’s school teachers.
- All Seesaw classes must be set with no child able to see another child’s posts unless additional written permission has been given by all parents and carers and all young artists in that class.
- All Seesaw classes must include more than one member of staff: A Seesaw Plus teacher (Jon Regan, Dee Elliot, Ciara Brennan, Cornelius Bruinsma, Tamsin Bird), a DA for CYM Centres, or the school class teacher for Whole Class Music in school.

Seesaw is a communication platform for young people and their assigned CMA staff. All posts to be visible to parents / carers using the Seesaw Family App. Guest teachers from a CMA partner organisation can be admitted temporarily to view and approve posts at agreed times.

Further Information

Students must use their school email address, not a personal one.

School email accounts may block messages from external users, including Seesaw. This does not prevent the student using their email address to create a Seesaw account. The only time you need to receive an email from Seesaw would be to reset a password but that can be done by the teacher, see below.

Resetting passwords. When a student changes schools they will lose access to their school email address. If they need to reset a password the teacher can change their password for them:

1. Click on the spanner
2. Select the student, then click on "Student Password"
3. Enter a new password and click "change password" to confirm
4. Tell the student what their new password is

For more detail on Seesaw go to the Help Centre: <https://help.seesaw.me/hc/en-us>