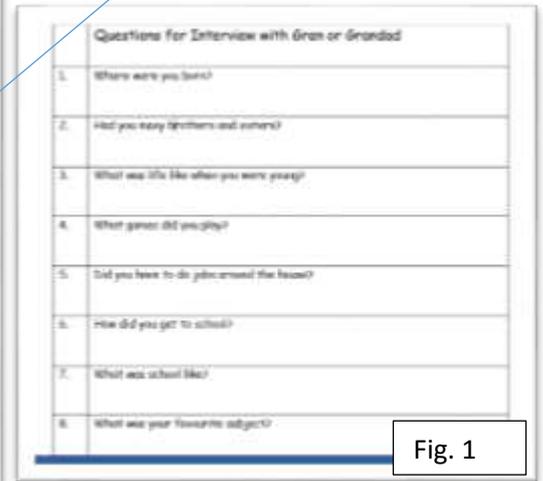
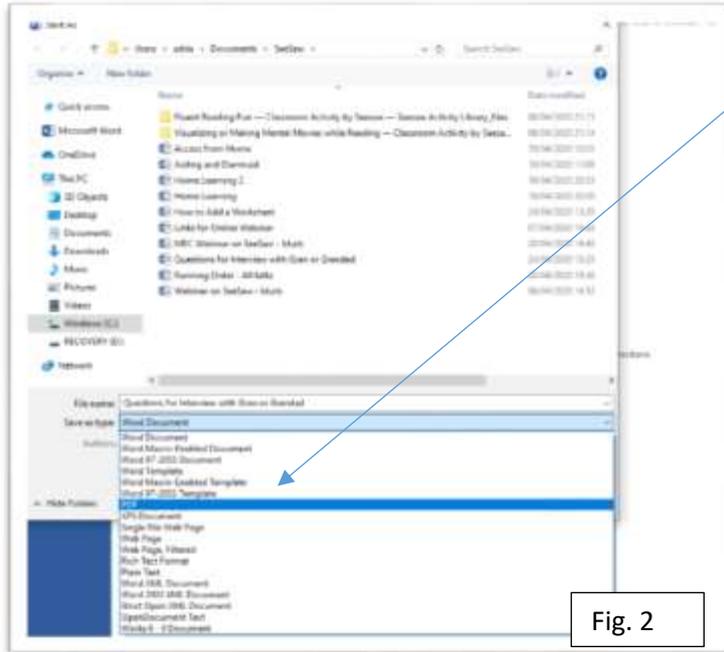
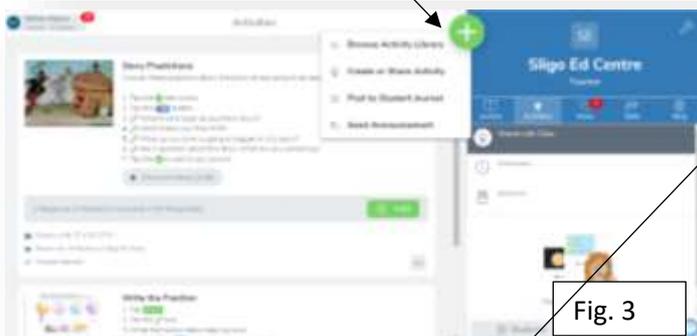


SEESAW – How to add a Worksheet to Seesaw as a Template.

1. There are many ways of adding your worksheet as a template. The first and simplest involves Microsoft Word (Fig. 1)
2. **Method 1** - Firstly, if you have a worksheet already created in Word then just go to File, Save As and select pdf as the file type.



3. Now you will be able to include it in all Seesaw activities as shown below. Log in to Seesaw as a teacher. Click on the Green + button. Select "Assign Activity" and from the "My Library" tab



select "Create New Activity" (Fig. 4)

4. Now this should open the following box:



Fig. 5

Fill in the title, instructions etc in the boxes provided and at the bottom – add template for student responses, click to add your template. This opens the box below (Fig.6) Choose Upload from here.

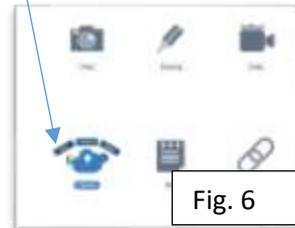


Fig. 6

5. From the next window, we choose – “Select From Computer” at the bottom – blue button



Fig. 7

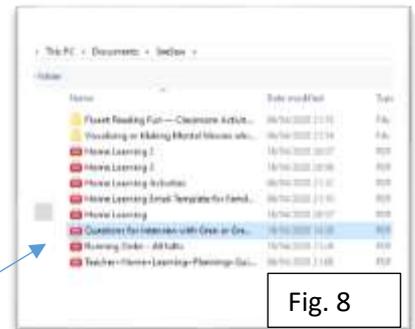


Fig. 8

6. Locate the file on your computer (Fig. 8) and click on it. It will appear with the student tools all around it. For our example the text seems very small (Fig. 9) – this is true, so you would be advised to keep only 5-8 questions on the template. Add another template from Word with questions 9-13. In my case, it wasn't a problem for, when uploaded, pupils can view the full A4 pdf later (as highlighted in webinar), which they could download and complete. BUT, if you wish pupils to add annotations on top of the template keep the number of questions small so that the text size is larger.



Fig. 9

- 7. **Method 2:** If you wish to include a worksheet that is already made by someone else you could take a screen grab of the worksheet and add it to a Word document as an image. To do that open the image or document on your computer. Ensure you can see all you wish to be seen – this is like taking a screengrab with your phone. Click on **PrtSc** button on your keyboard (Fig. 11) (if it's on top of a line, you will probably have to hold down **Shift** while clicking once on **PrtSc**) on the top right corner of your keyboard. This saves the image taken to your clipboard. The image below is taken from senteacher.org (Fig. 10). After pressing **PrtSc**, just open Word and paste the image into a new Word doc (or Google Doc) by **Ctrl+V** or clicking with the right button in the Word doc and selecting **Paste**. By clicking on the image you can now enlarge it (use the grab handles at the sides) to whatever size you wish (as you see in my case I have left it very small Fig.10 below)

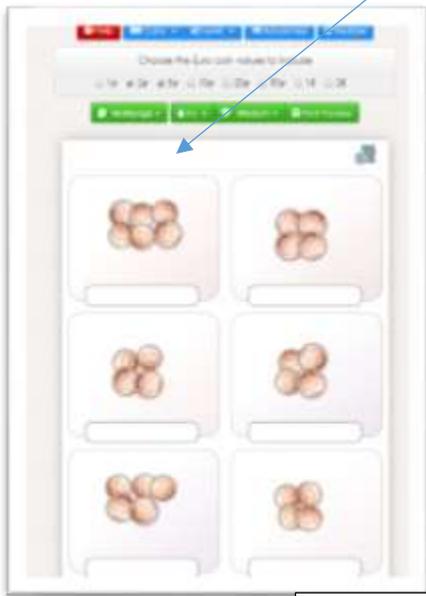


Fig. 10



Fig. 11

- 8. **VERY IMPORTANT – NB –** In order to be able to move the image around the page easily it is strongly recommended that you click on the image (which activates the **Picture toolbar**) and then click on the purple **Picture Tools** at the top in the centre and then you should **WRAP** the text (to **Tight**) allowing you to move the image as you wish and click **CROP** tool to tidy the image if you wish.
- 9. As before you can now **Save As** – and save the document (with the worksheet added and stretched out to a suitable size) as a pdf in a similar fashion to **Method 1** above.