

Using Google Docs with Seesaw

Many teachers want to be able to assign Google Docs to their students through Seesaw. There are a few options for how to do this.

- Option A: Upload the document as a link. Students will access this link and save as a new document to share their response.
- Option B: Upload the document as a template. Students will use the Seesaw tools to interact with the document.

Instructions for each option are described below.

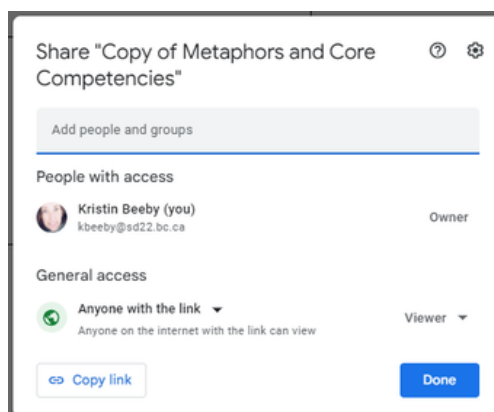
Option A: Upload a Link

These instructions outline how to prepare your Google document for sharing and then how to add the link to your Seesaw activity.

To Share the Google Document

1. From your Google Drive, go to the file you want to share.
2. Select the "Share" button in the top, right corner.
3. Using the drop down menu under General Access, change the settings to "Anyone with the link can view".

This is so students will have to save the document to their own Google Drive before adding their response. Otherwise, all of the students would be collaborating on the same document.

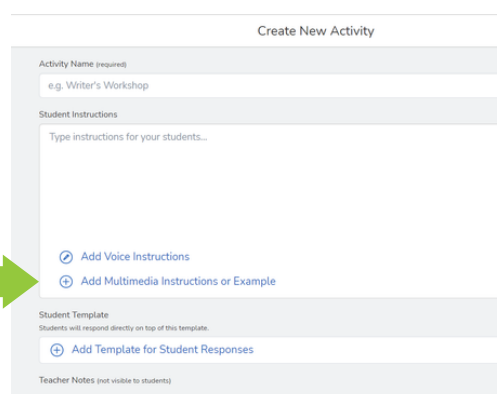


4. Click "Copy Link" so that you can add this to your Seesaw activity.

To Add the Link to the Seesaw Activity

Instructions on how to create an activity in Seesaw can be found at SD22learns.ca/seesaw.

1. In your Seesaw activity, click "add multimedia instructions".
2. Select "Link" and then paste the URL you copied from your Google document. Then Save.



Option B: Upload the Document as a Template

The following will outline how to upload the Google document to the template of your activity.

NOTE: Seesaw's Window is landscape and so Google documents look better in Seesaw if the page setting is also set to landscape.

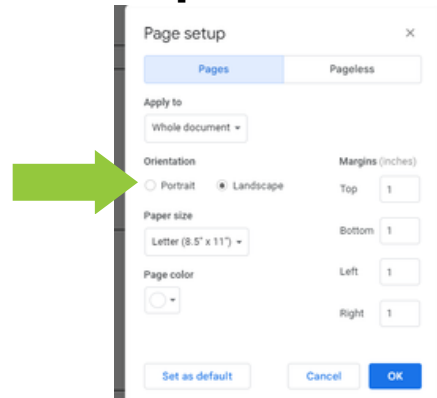
To change a Google Document to Landscape

1. From your Google Drive, select the document you want to upload to Seesaw.

2. Under the top menu, File, select Page Setup.

3. Under Orientation, select Landscape.

NOTE: You can choose to make this setting the default.

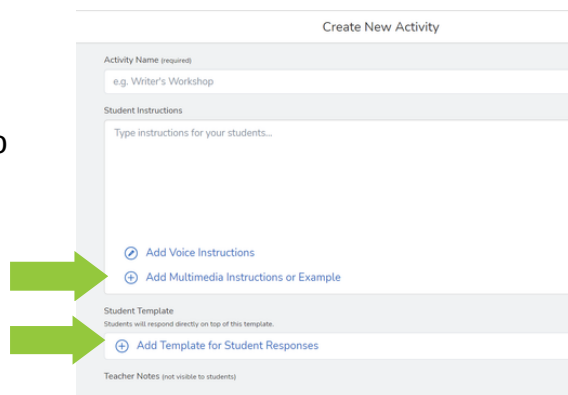


To add the Document to a Seesaw Activity

Instructions on how to create an activity in Seesaw can be found at SD22learns.ca/seesaw.

1. In your Seesaw activity, choose "Add multimedia instructions" or "Template".

NOTE: If you choose to add the document to the multimedia instructions, it will prompt students to open the document in their Google Drive. If you choose to add the document as a template, students will need to use Seesaw tools, (for example, text boxes) to complete the task.



2. Select "Upload" and then select the file from your Google Drive. Then Save.