

Families Saving Work from Seesaw (21-22)

[Click here for a video that was created showing the steps below.](#)

Here are directions on how to save any work from your journal that you would like to keep!

These directions are for using the Google Chrome web browser on a computer.

1. Go to clever.com/in/rvc on a COMPUTER.
2. Sign in with your username and password.
3. Click on Seesaw.
4. Go to the class that has the work you want to download.
5. Make sure you are in the Journal
6. At the bottom of the work you want to save, click the three dots....Save.
7. The work should be saved to your Downloads folder. (Unless you have changed that default.)
8. Click on the tab that appears at the bottom of the screen.
9. You will either see a file or a folder if the work has more than one file associated.
10. Move the file(s) into a logical location.
11. Repeat for any other classes you may have.

