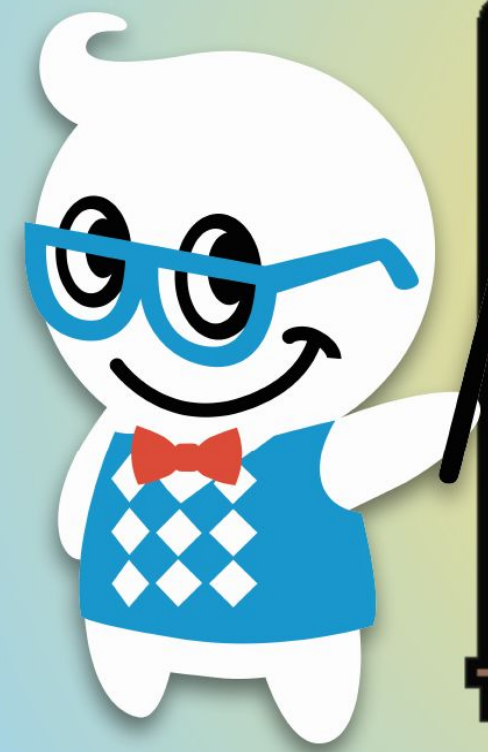
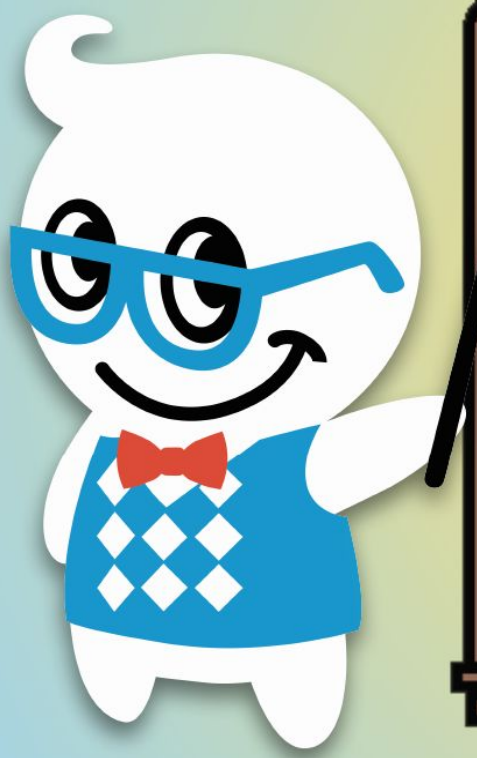


GOORU CLASSROOM CARDS

EASY FLASHCARDS FOR USING GOOGLE CLASSROOM

BY DAVID WOLFORD

Logging In



Choose your Role

Logging in for the first time

1. Go to classroom.google.com
2. Select your role

Student or Teacher!

By David Wolford

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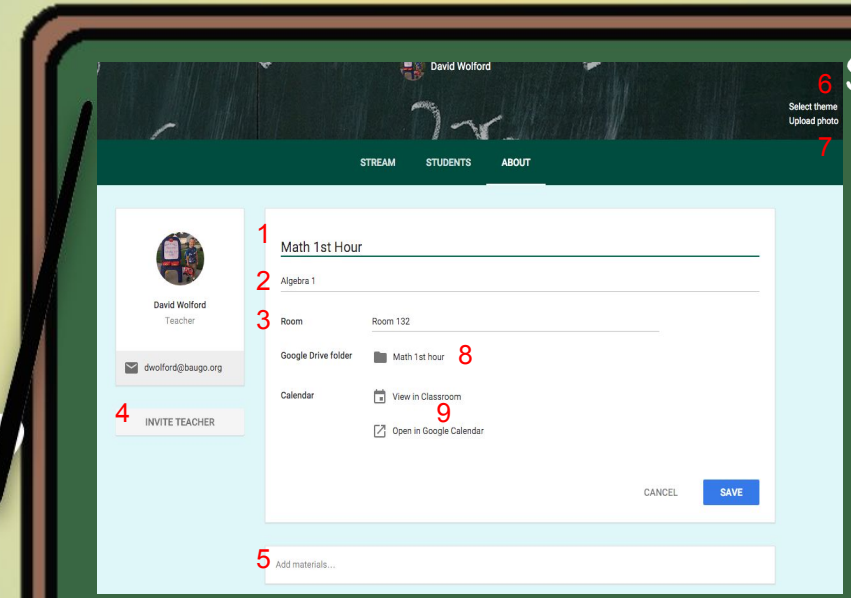
Creating/Joining a Class

[Learn more about Google Classroom at The Gooru]

About Tab



Setting up your class

1. Class Title
2. Class Description
3. Room Location
4. Invite Collaborating Teachers
5. Add extra Resources
6. Change Themes
7. Add your own photo
8. Class Drive Folder
9. Class Calendar

BY DAVID WOLFORD

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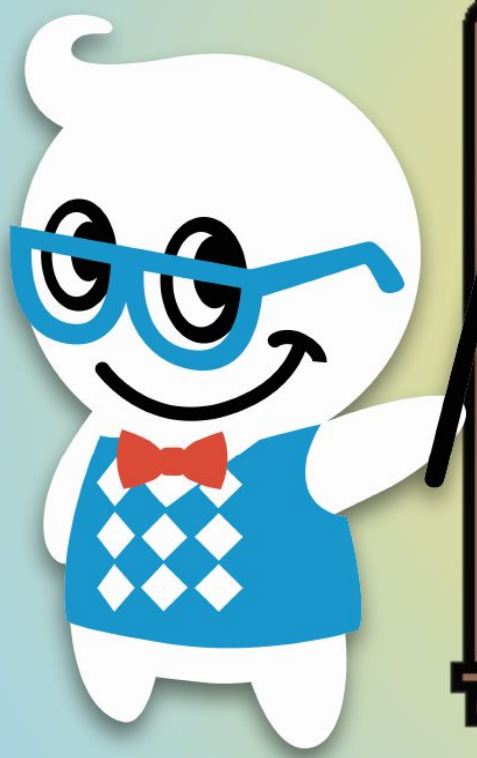
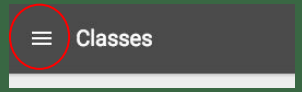
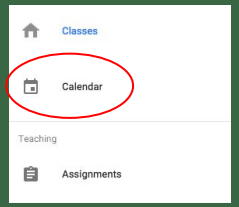
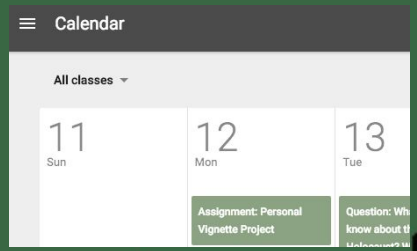
Classroom Calendar



Access the Calendar in the home screen

1 

2 

3 

1. Click on the "pancake stack" icon in your home screen.
2. Click on Calendar.
3. You now have a classroom calendar! All posts with a due date will automatically populate here.
*** Teacher can add to the calendar manually as well ***
*** Great opportunity here to make public, share with parents and now they are also aware of class info ***

By David Wolford

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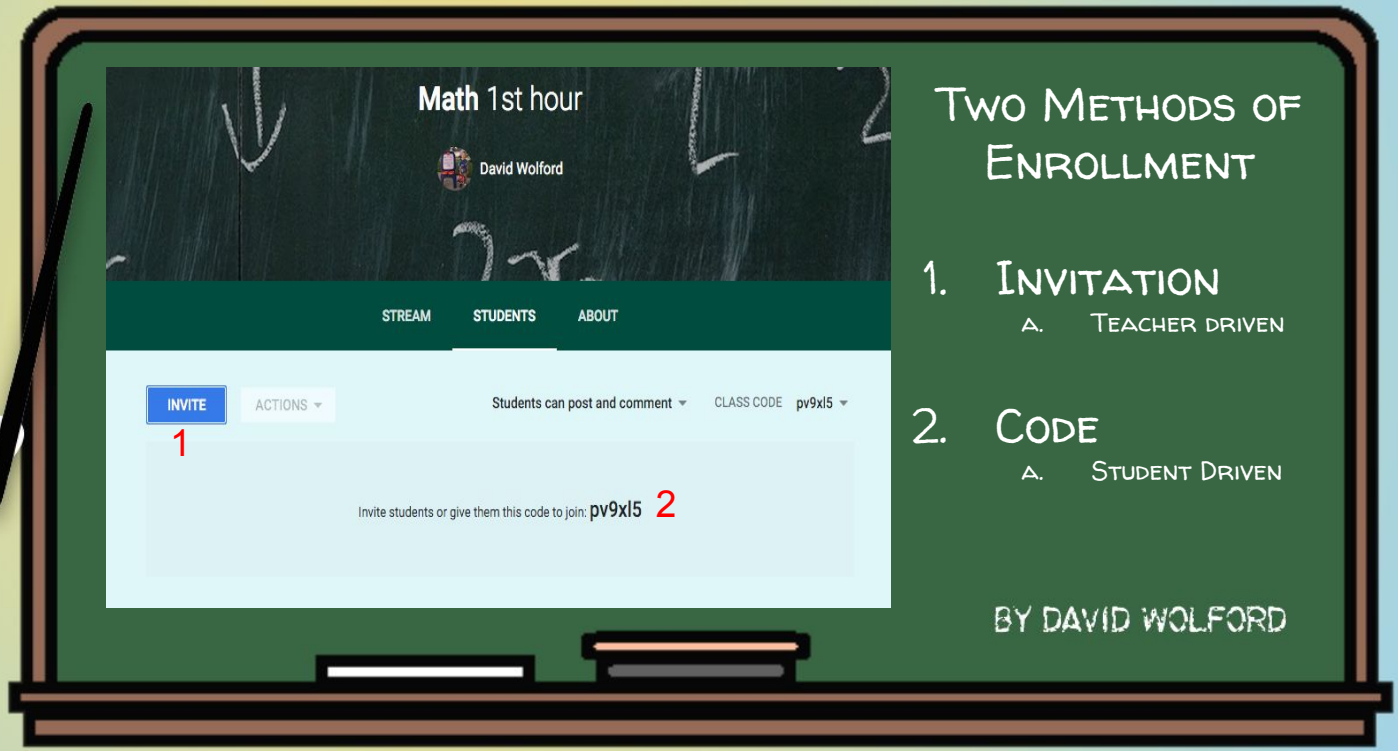
Enrolling Students



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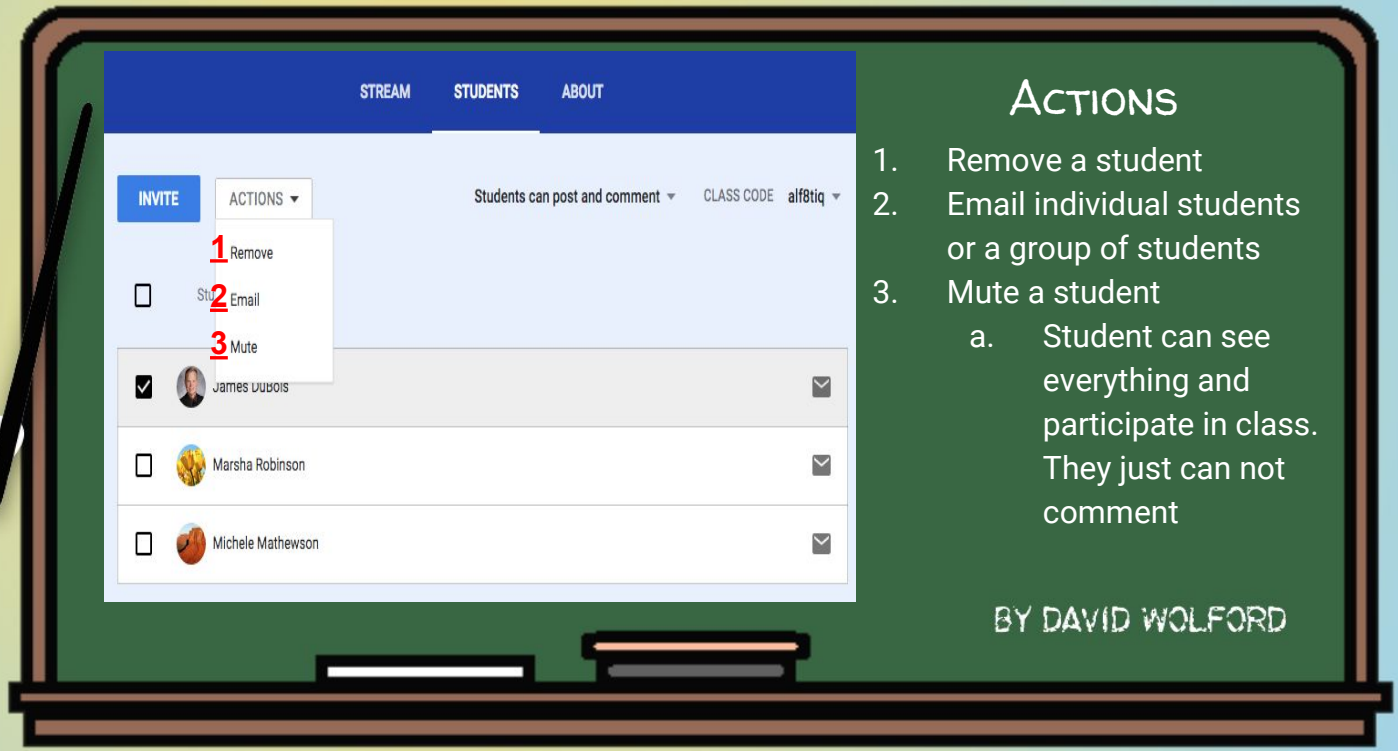
Student Tab



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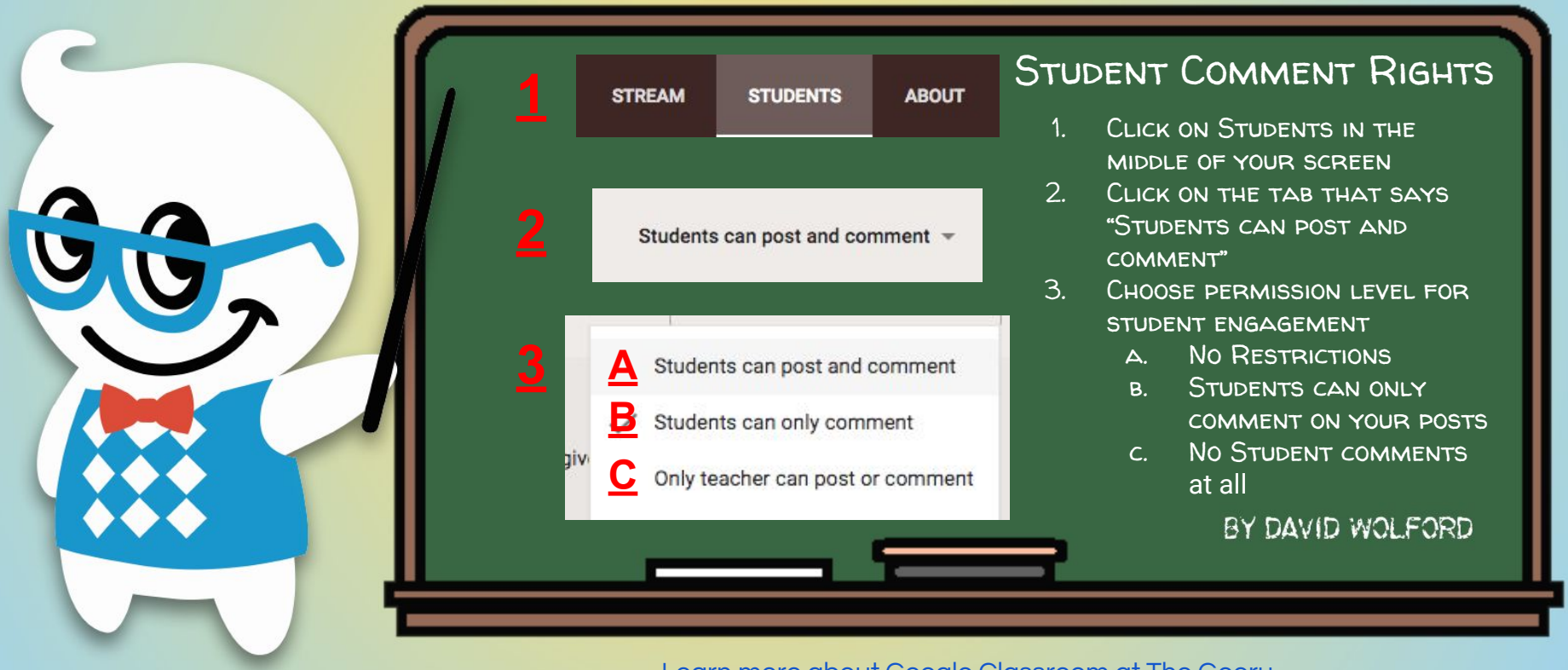
Student Comments



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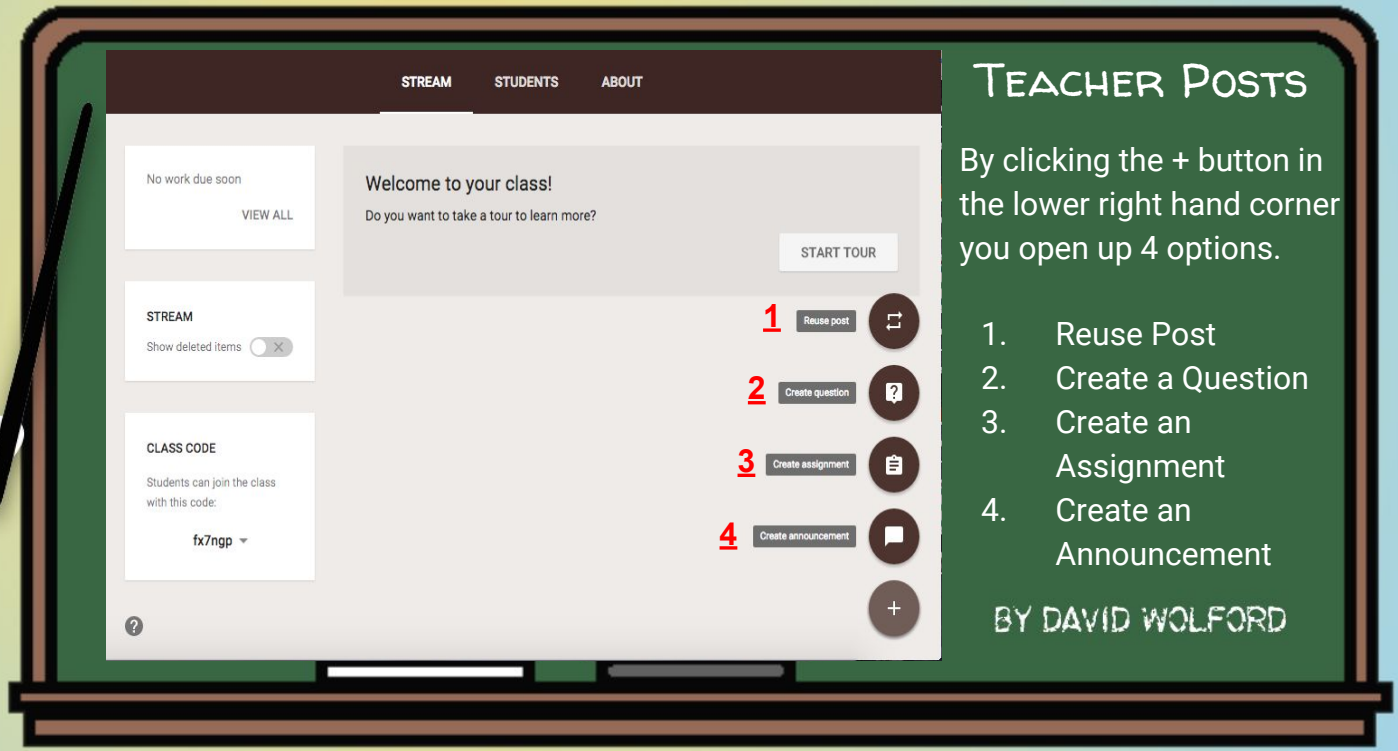
Stream Tab



Teacher Posts

By clicking the + button in the lower right hand corner you open up 4 options.

1. Reuse Post
2. Create a Question
3. Create an Assignment
4. Create an Announcement

BY DAVID WOLFORD

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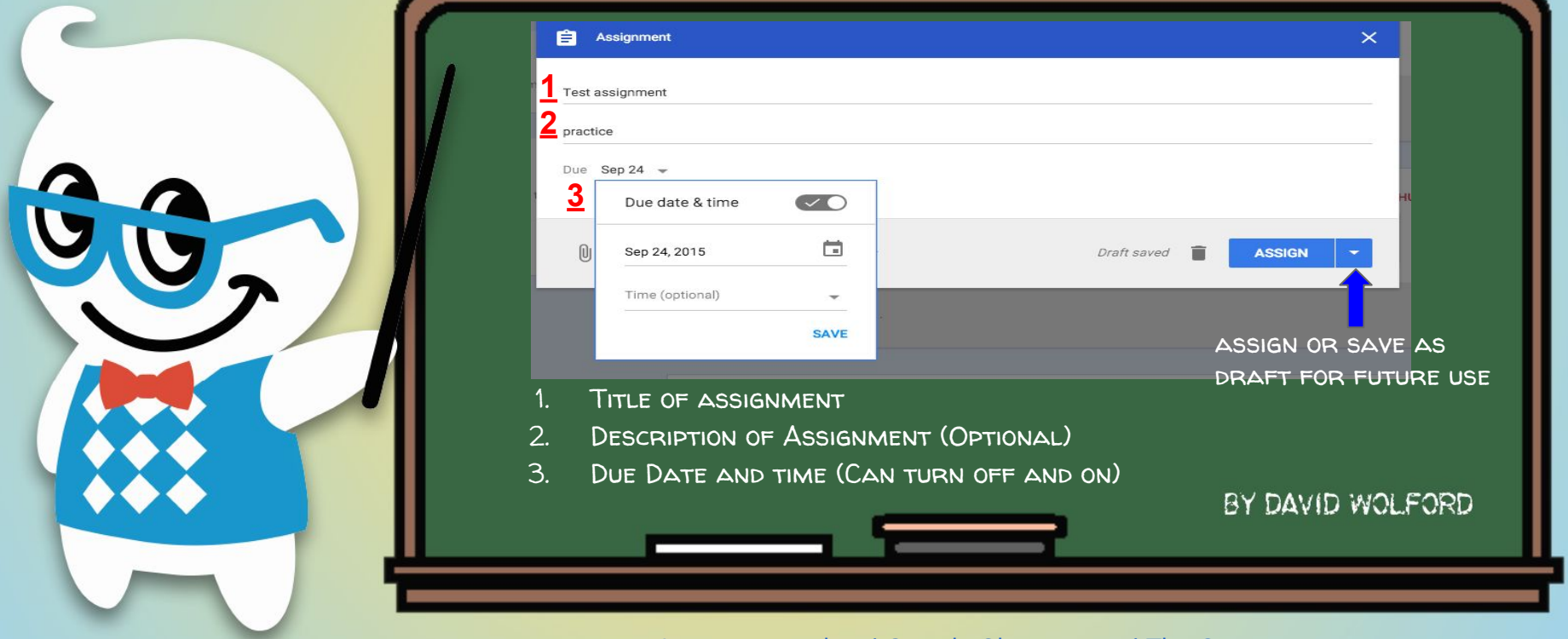
Create Assignment



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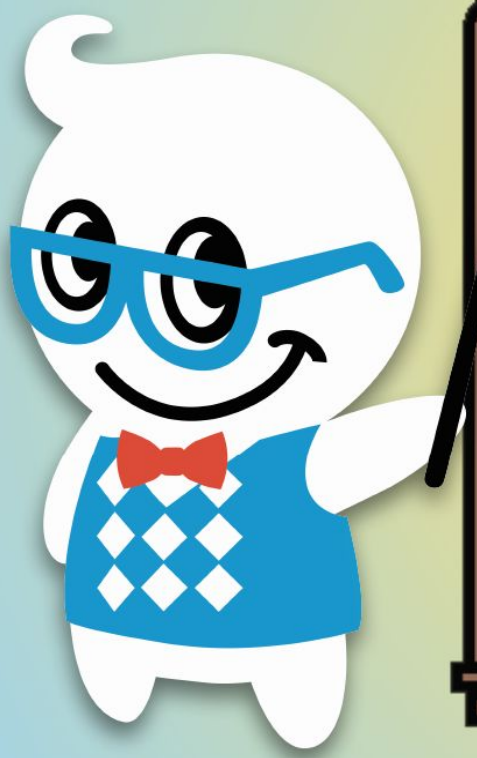
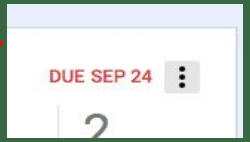
Editing Assignment

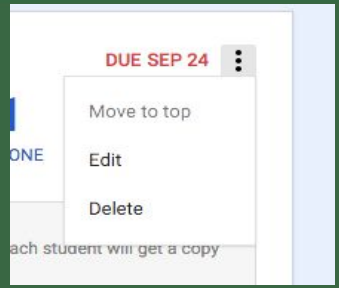


1



Click on the 3 stacked dots next to the due date on the assignment post.

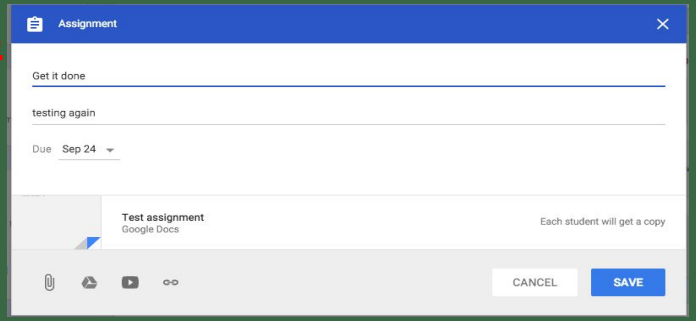
2



Click on edit

***Make sure and also notice Move to top option!! ***

3



Change any details of the assignment

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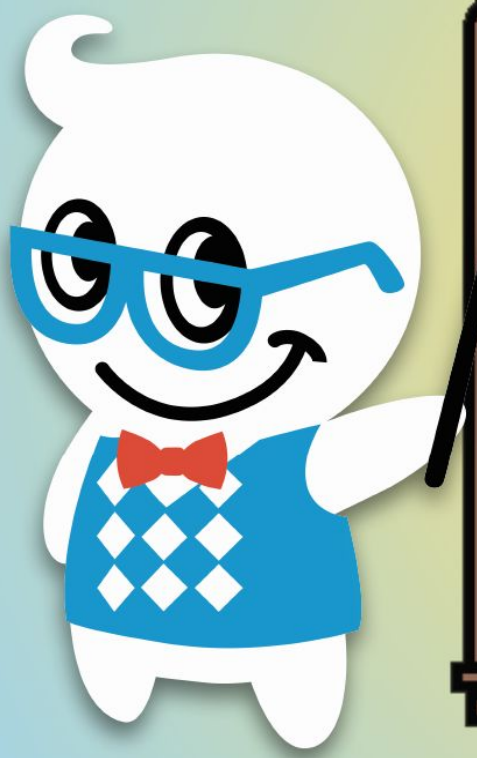
Attachments



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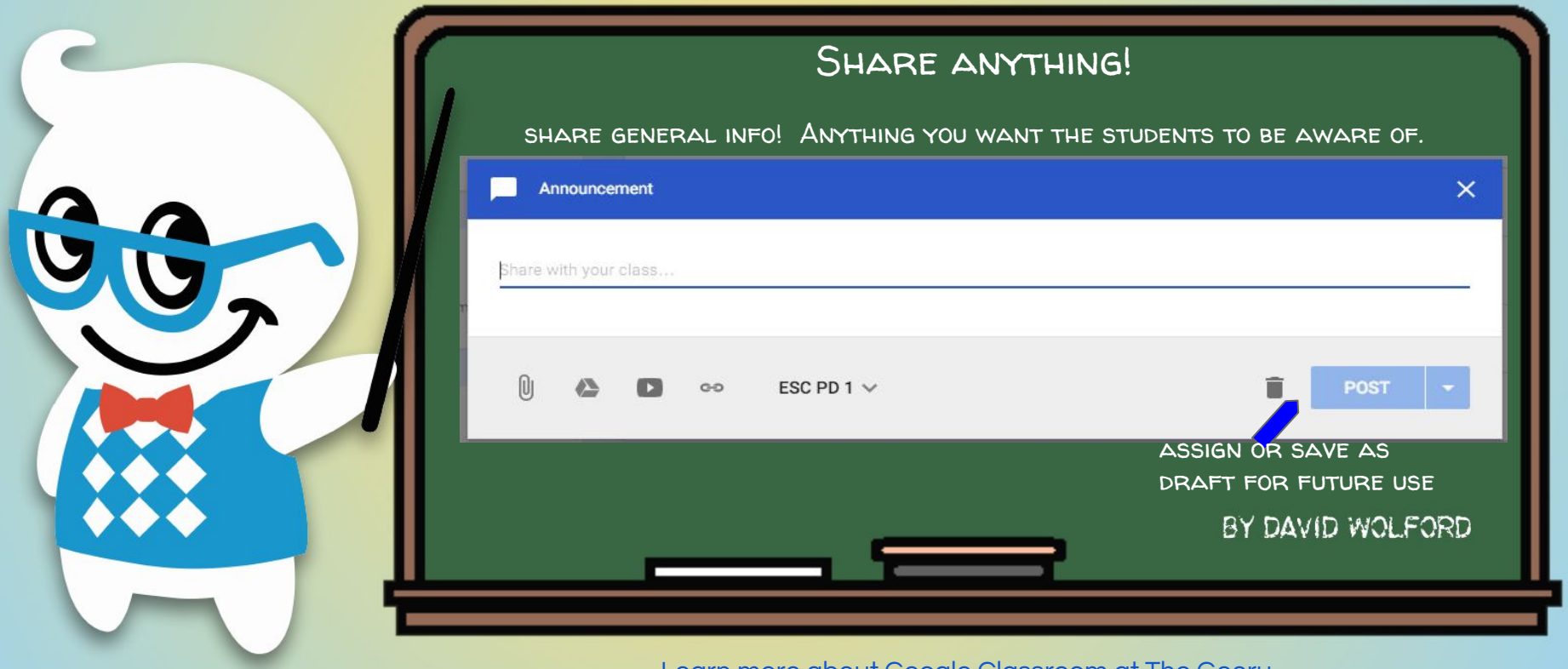
Announcements



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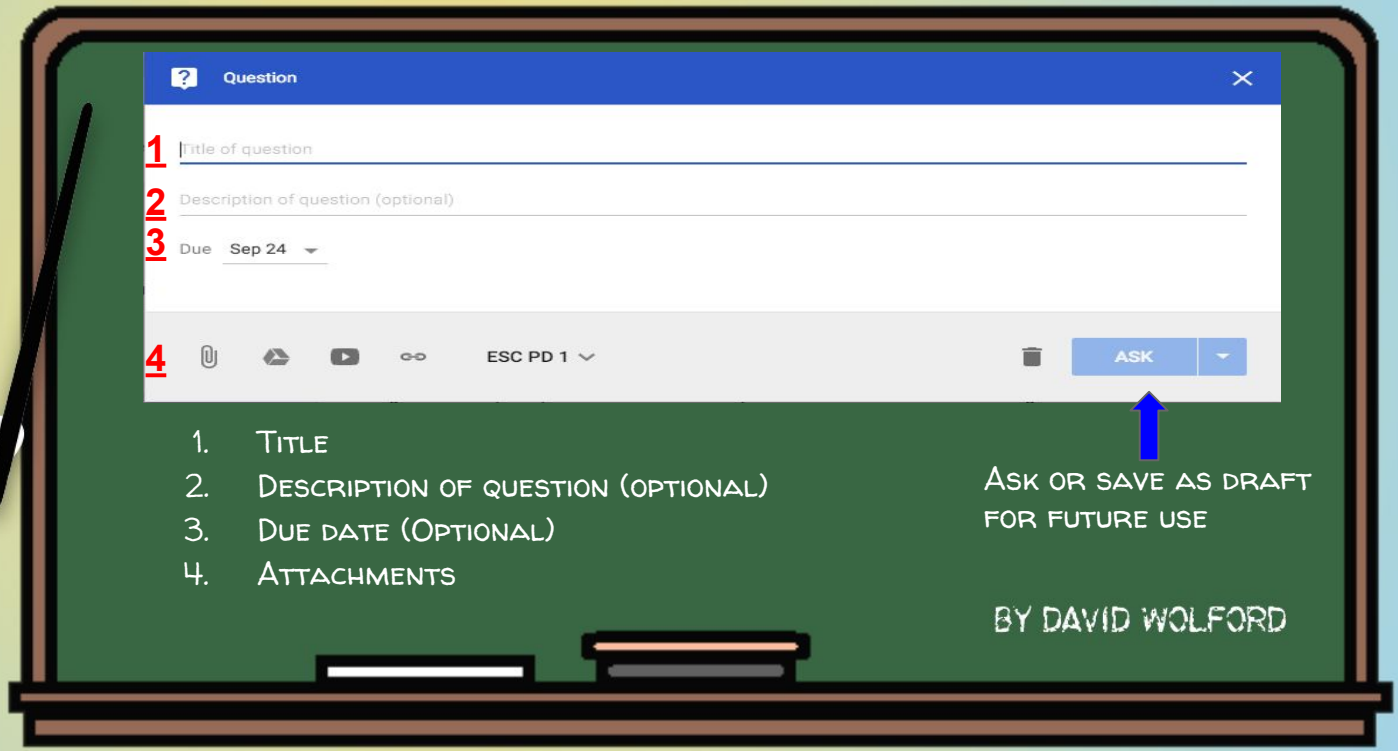
Create Question



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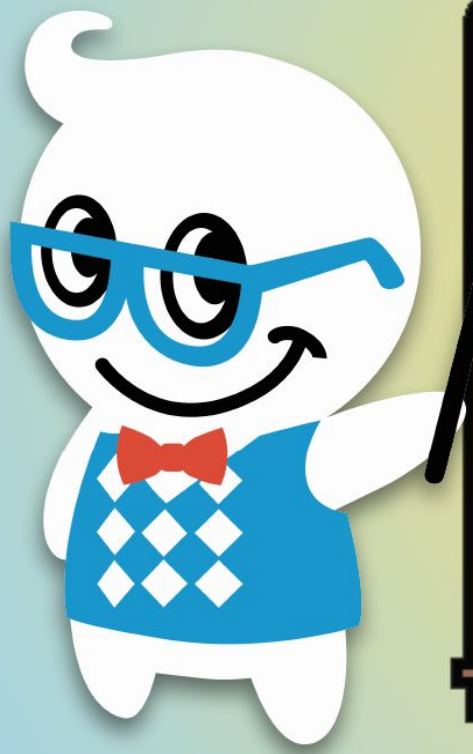
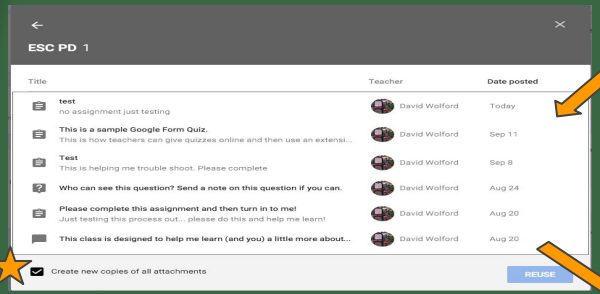
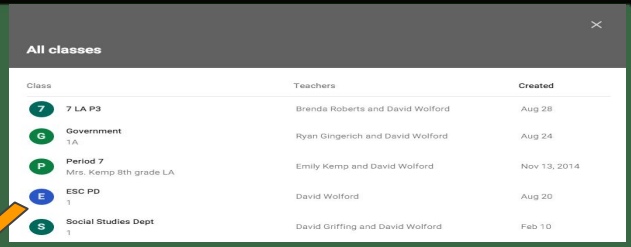
Reuse Post

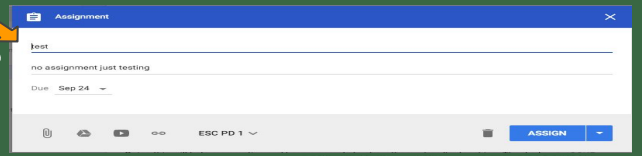


1. Choose the class the post is from that you want to reuse.





2. Choose the exact post you want to use. Make sure you select "Create new copies of all attachments" if needed in the lower left corner.



3. The assignment icon is then populated with all the original information. You can then edit all the other information such as due date, attachments etc.

By David Wolford

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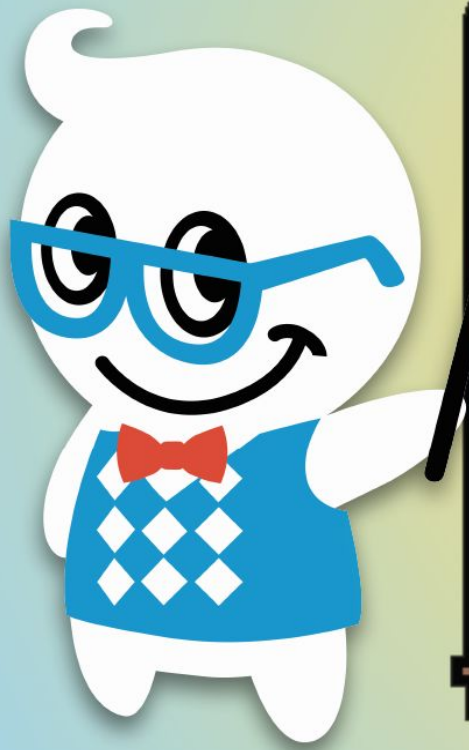
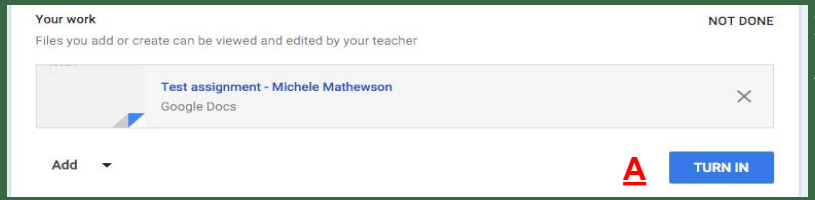
Student's View



Paperless Process – Student's View

1

1. Email notification about teacher's post



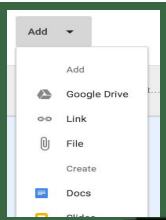
2

2. Student clicks on assignment and completes.

A. Can turn in from here or in work.

*** NOTE ***
Students can unsubmit work until graded or past due date

3



3. Add files in addition to what was assigned.

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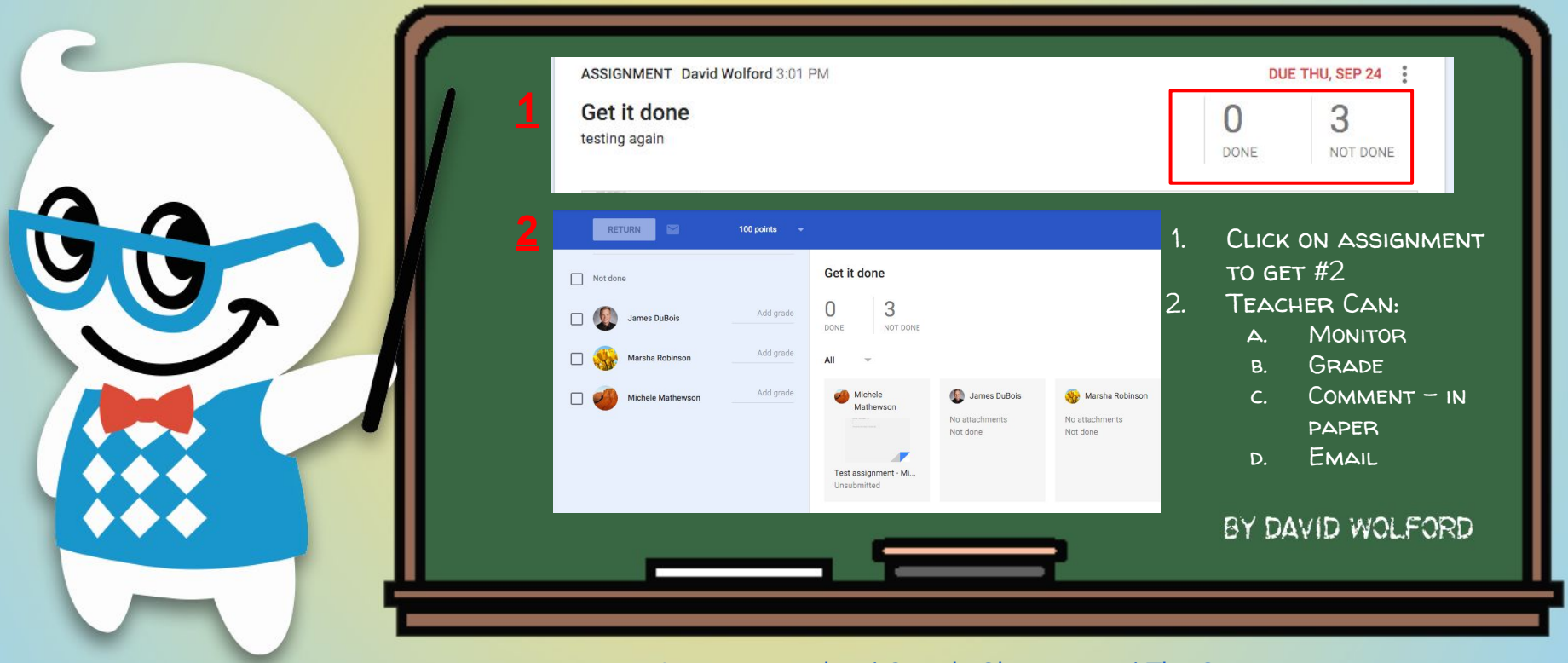
Teacher's View



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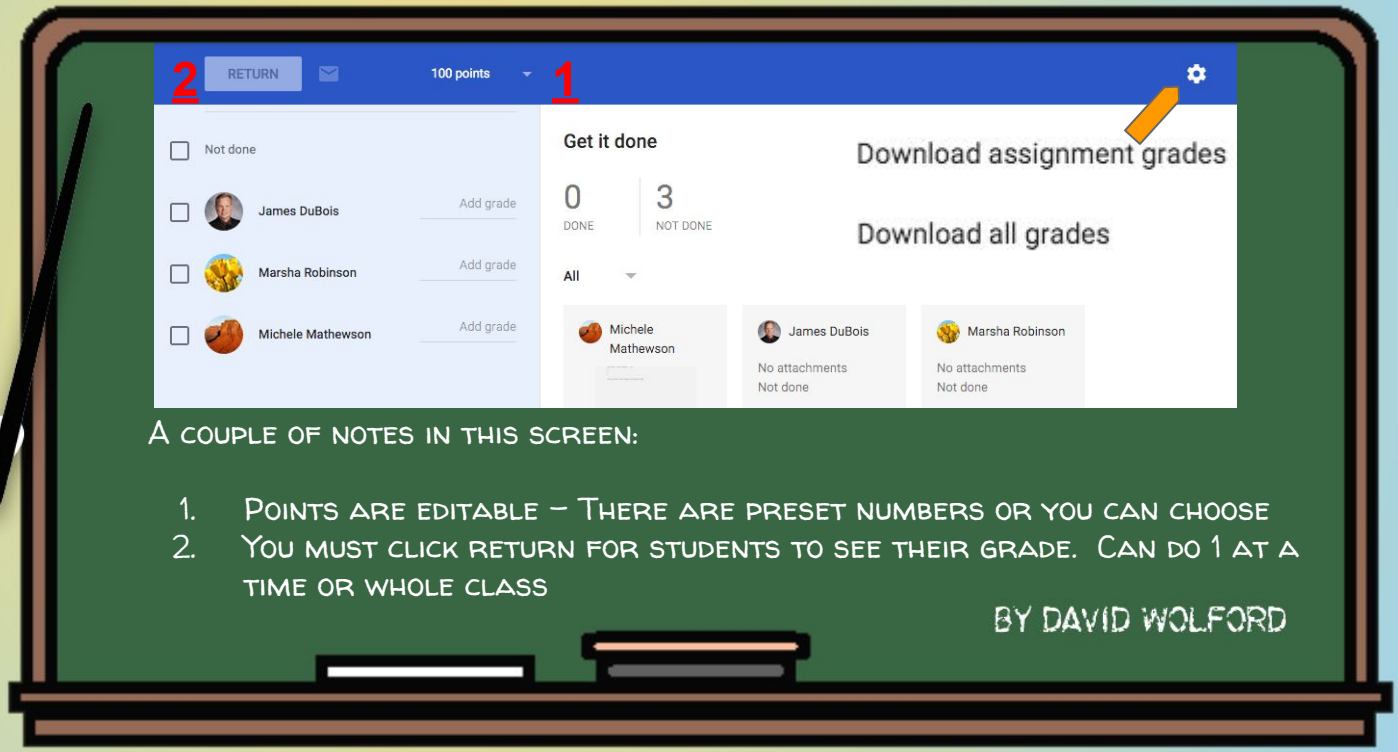
Teacher's View (cont.)



A couple of notes in this screen:

1. Points are editable – There are preset numbers or you can choose
2. You must click return for students to see their grade. Can do 1 at a time or whole class

By David Wolford

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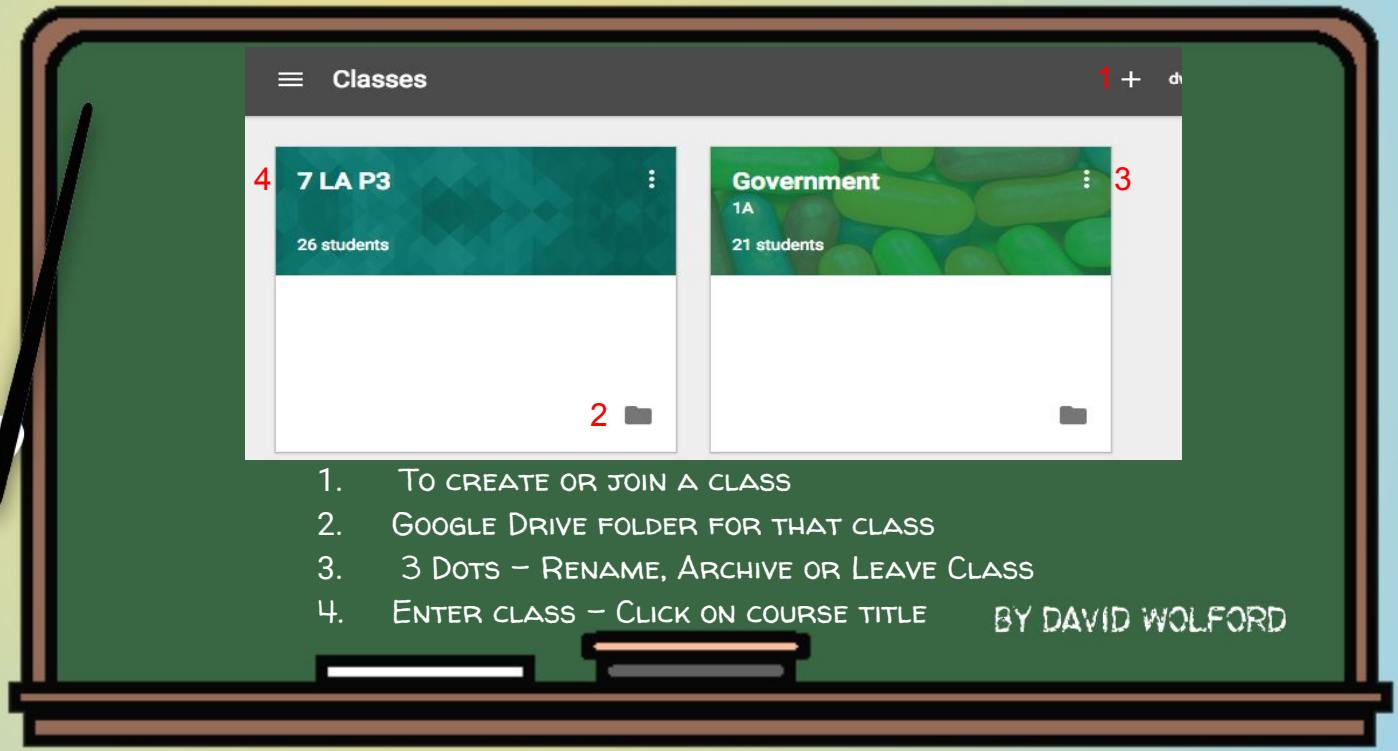
Home Screen



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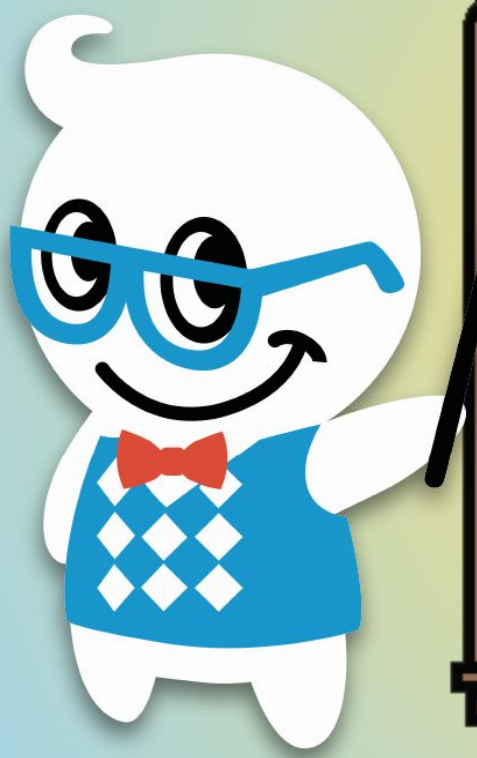
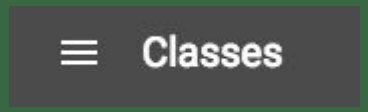
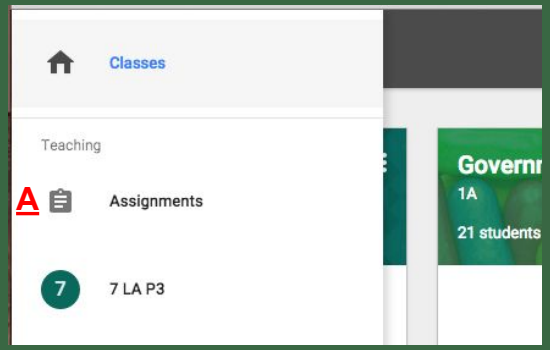
Home Screen (cont.)



1



2



1. Click on this icon in classroom to get to #2

2. Alternate view and way to get to classes
   A. Click this to see all assignments that are pending across all your classes

BY DAVID WOLFORD

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