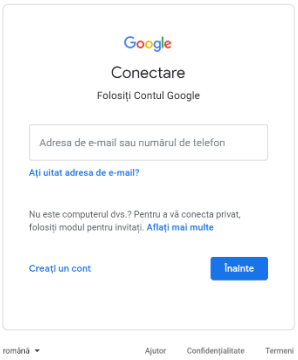
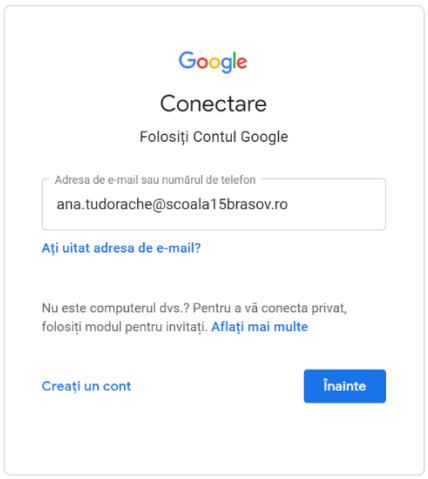
GHID DE UTILIZARE GOOGLE CLASSROOM

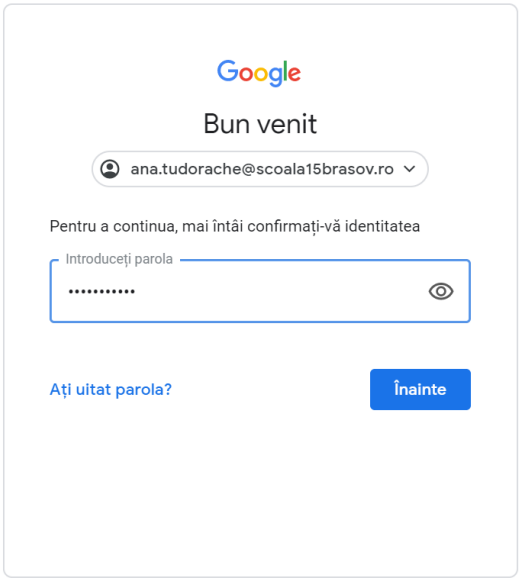
1. Conectarea pe contul Google



2. Introducere mail

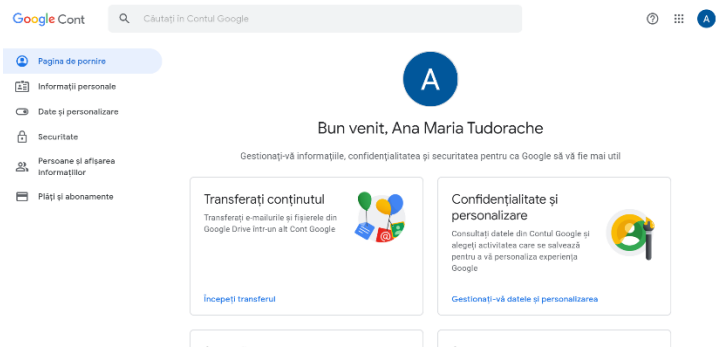


3. Introducerea parolei primite

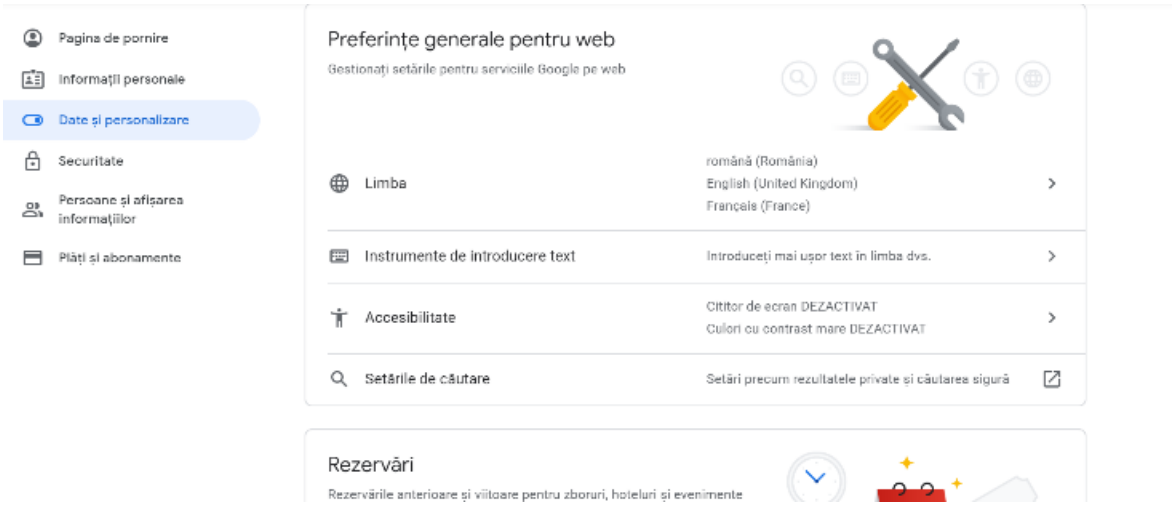


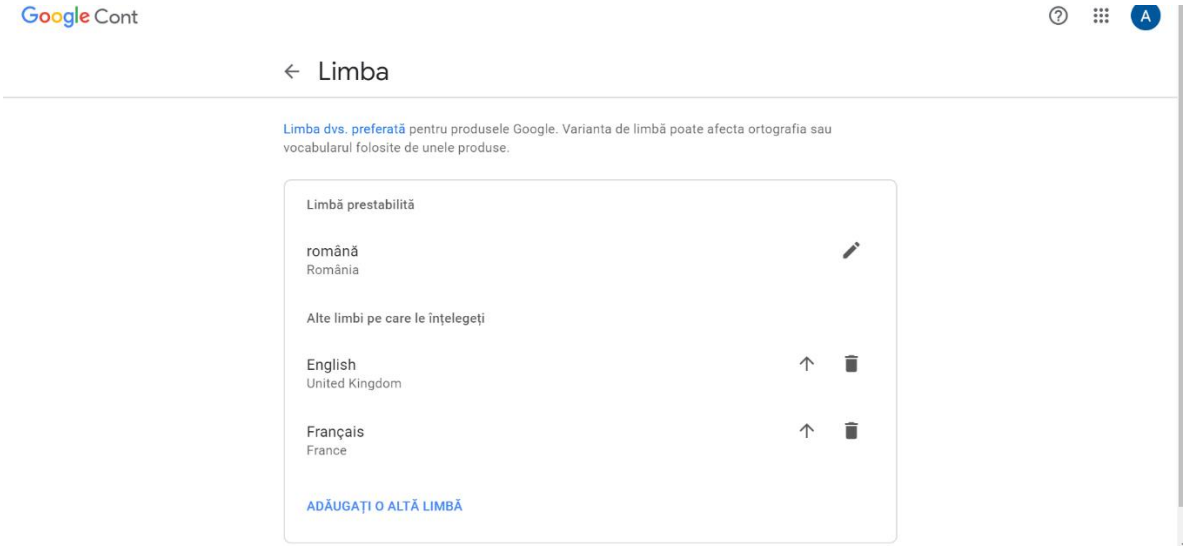
După ce veți introduce parola primită de la administrator/ informatician, vi se va cere să vă schimbați această parolă cu una personală.

3. Pagina de pornire a contului google

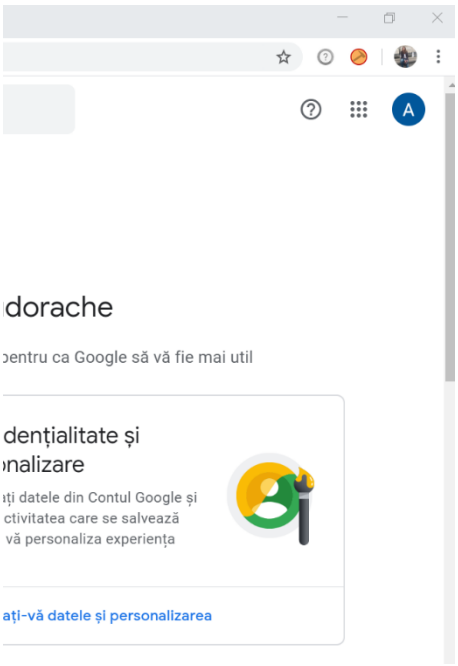


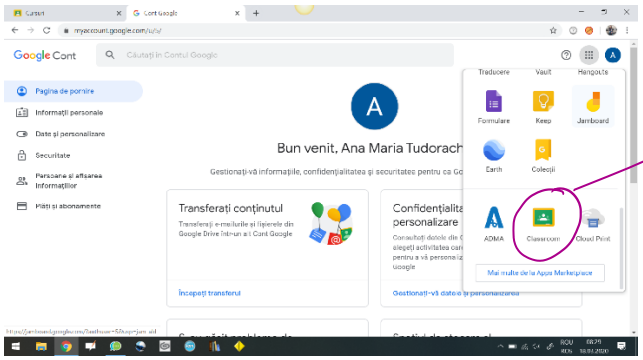
4. Contul probabil va fi în limba engleză . Puteți schimba limba .



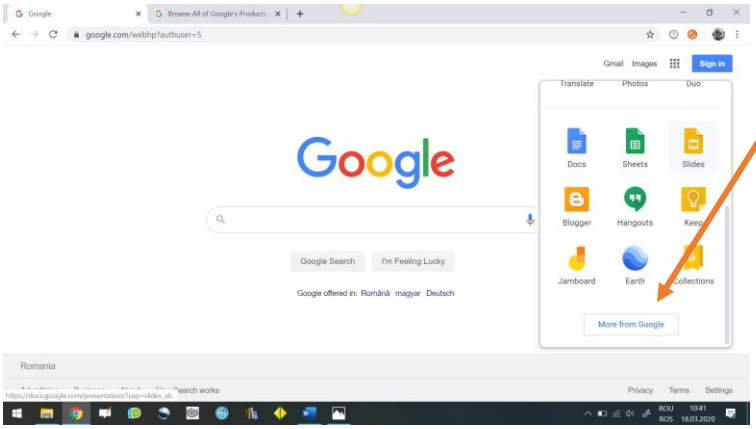


5. Căutați aplicația classroom în APPS

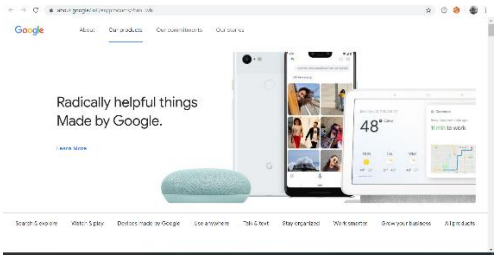




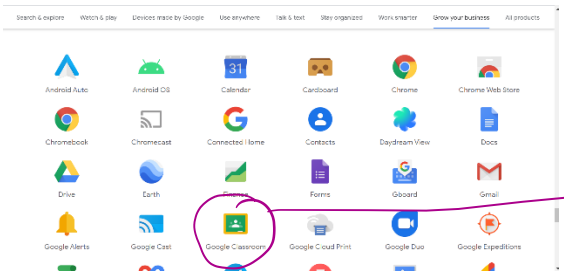
Dacă nu o găsiți așa dați click pe MORE from GOOGLE



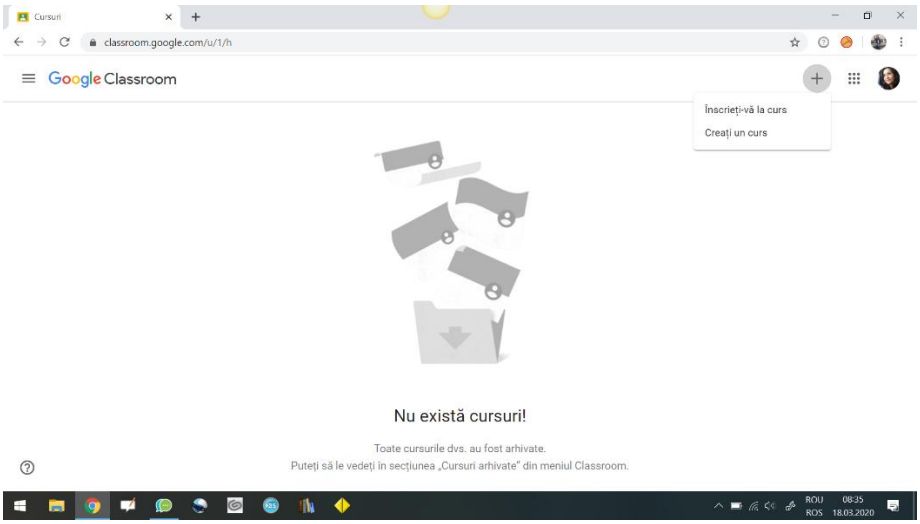
Apare inițial pagina așa .



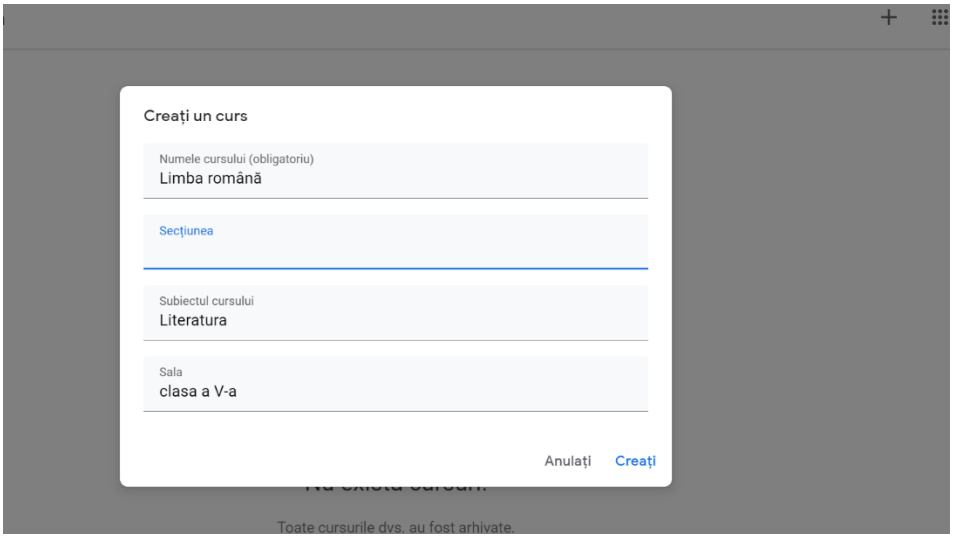
Apoi dați în josul paginii . Veți găsi aplicația.



6. Click pe classroom și creați cursuri



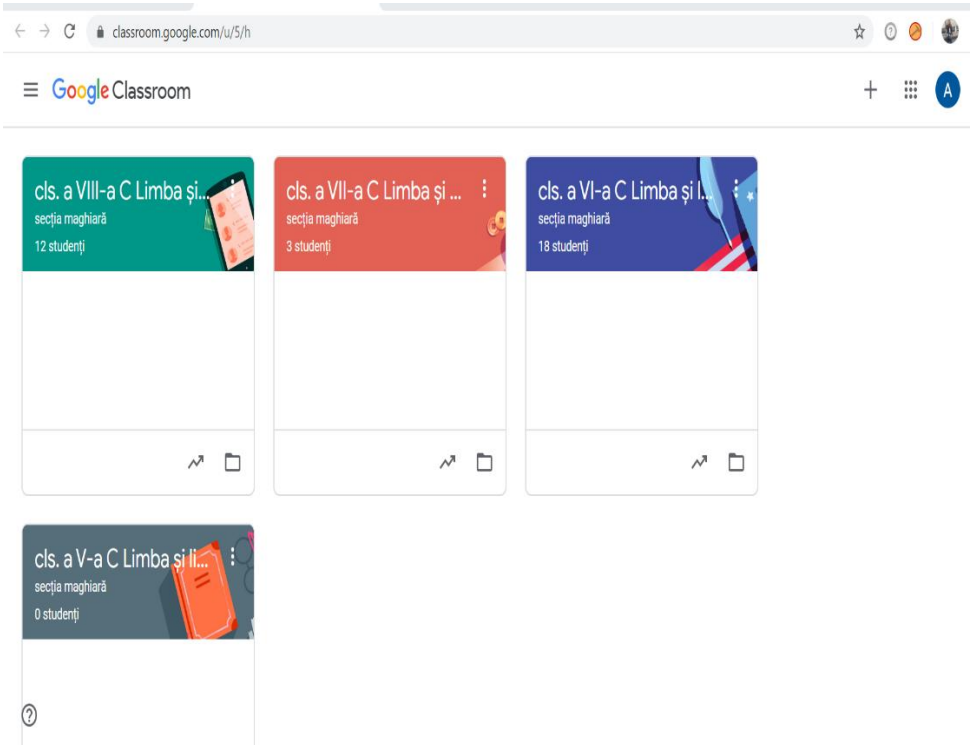
Apăsați **+** și **Creați un curs**



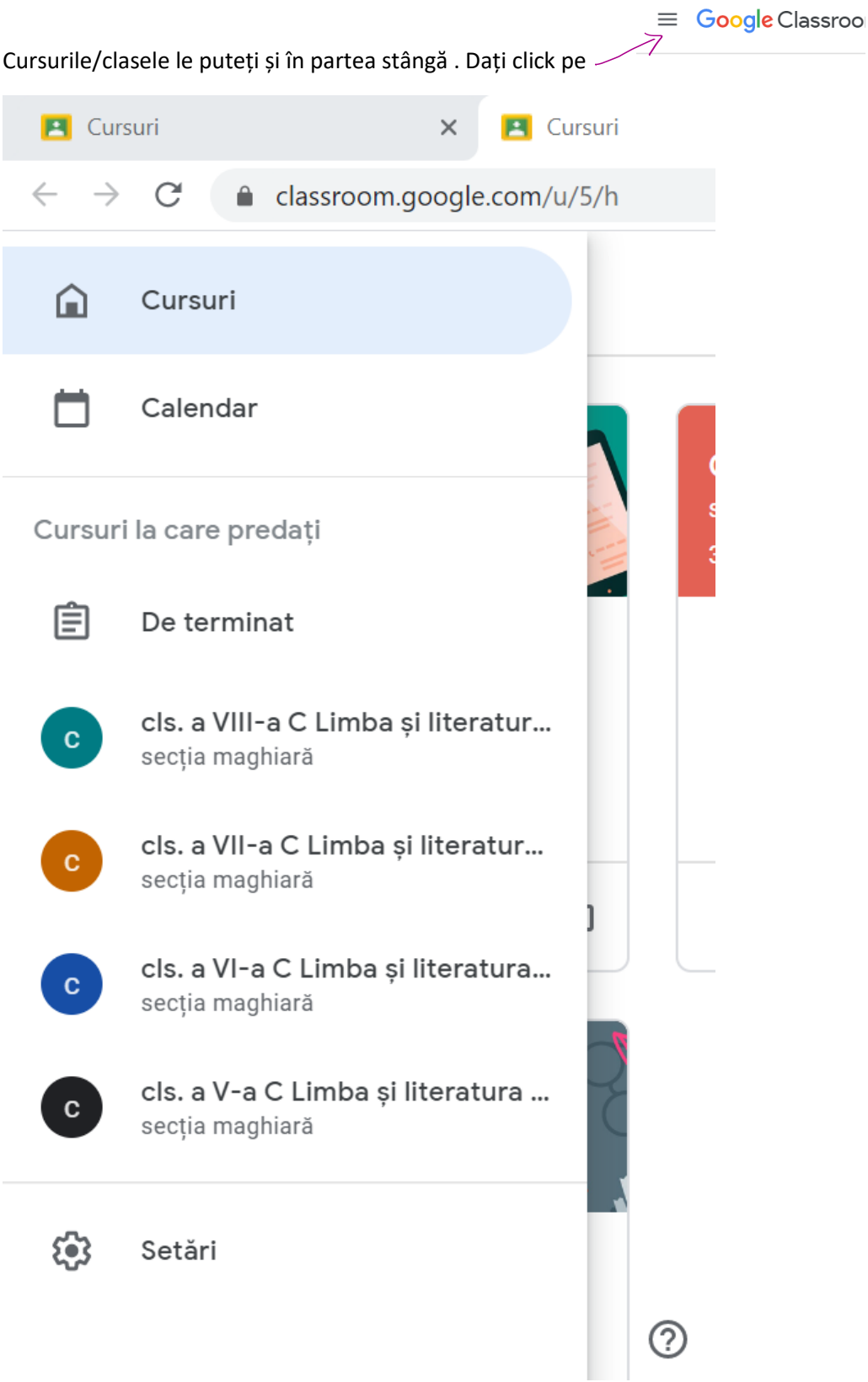
Introduceți numele cursului

și alte detalii

7. Creați cursuri / clase

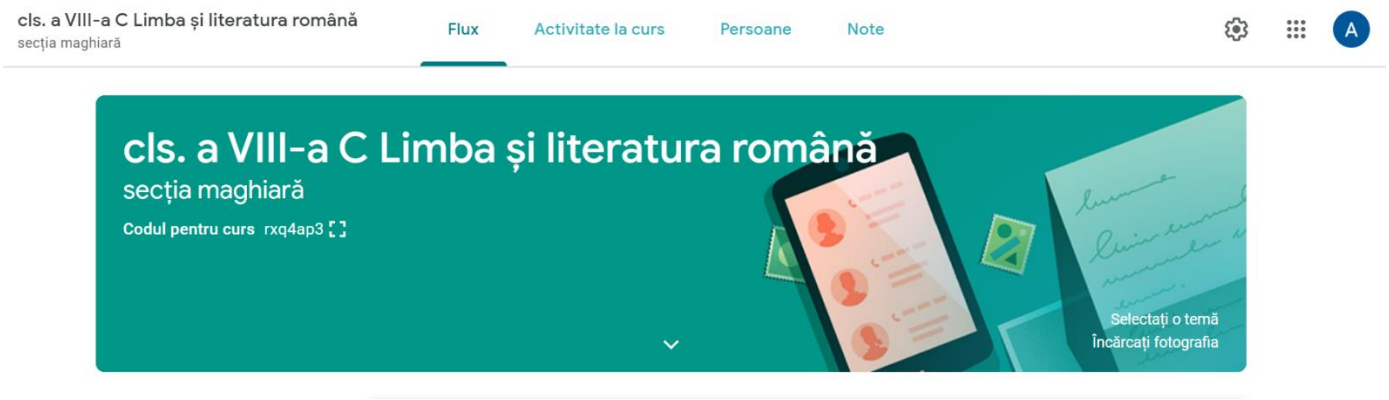


Cursurile/clasele le puteți și în partea stângă . Dați click pe



8. Introducerea elevilor

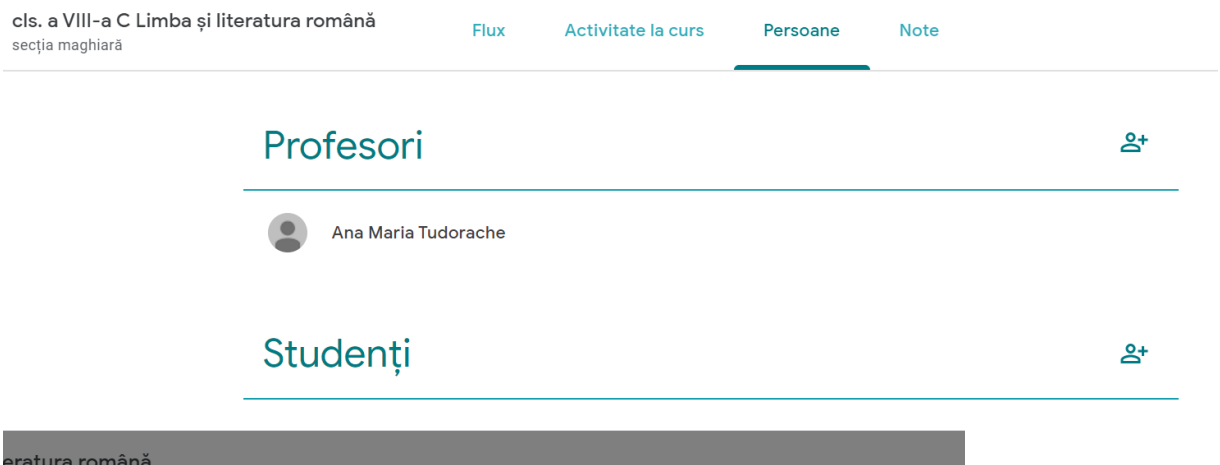
Intrați în curs/clasă

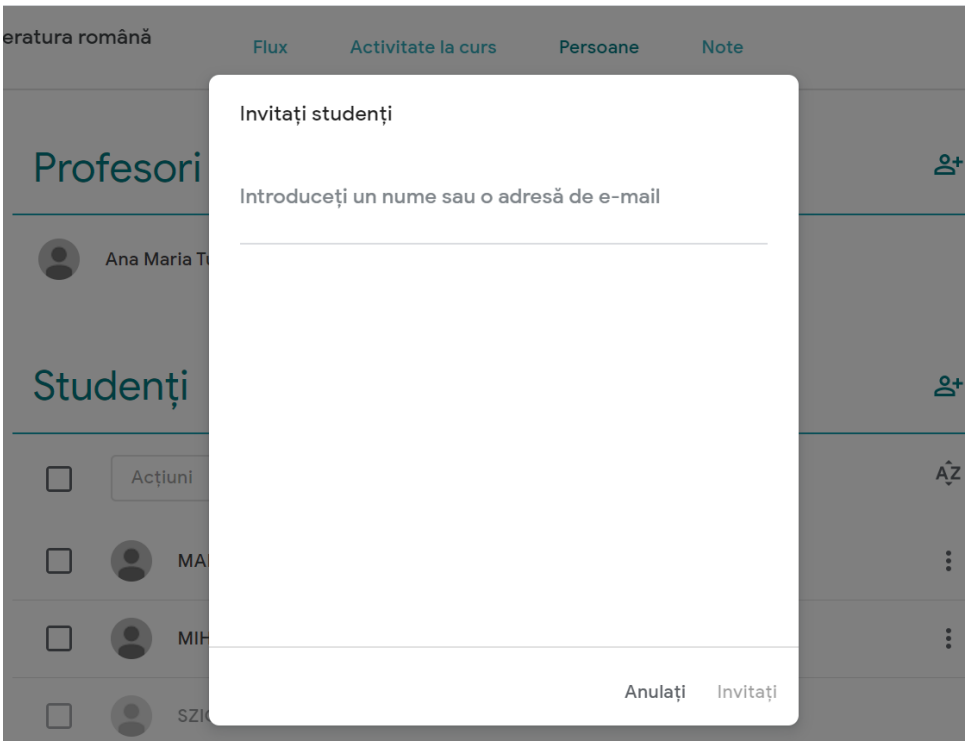


Aici aveți 2 opțiuni

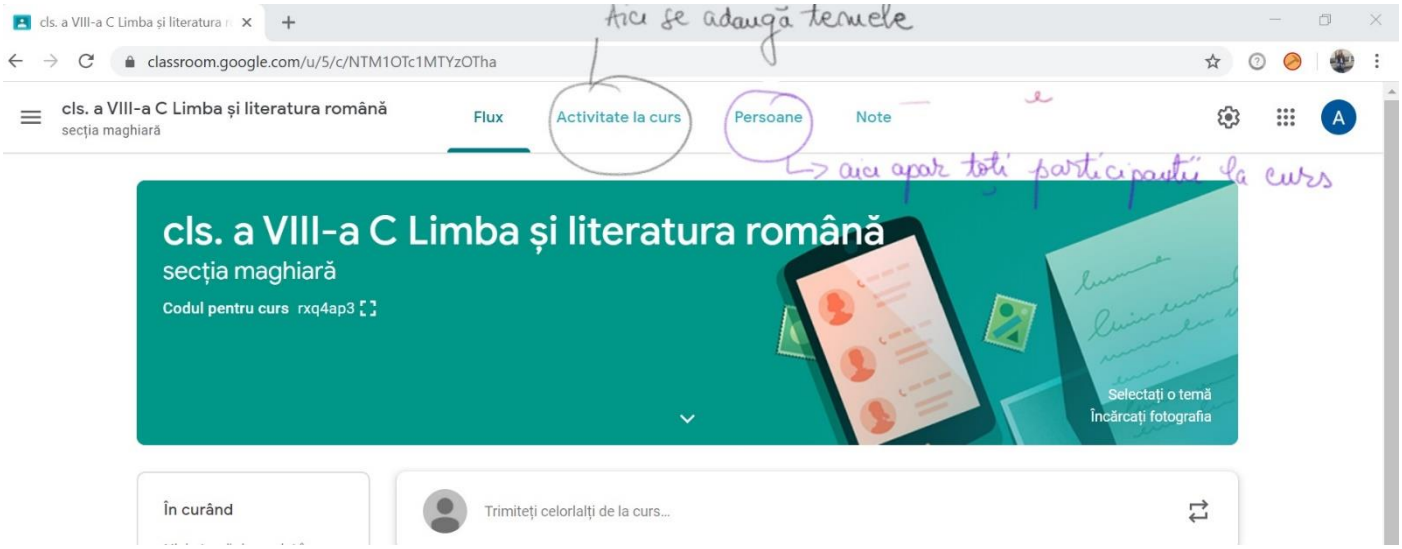
1. Trimiteți elevilor codul pentru curs

2. Îi introduceți dvs. Pentru etapa a doua aveți detalii mai jos.

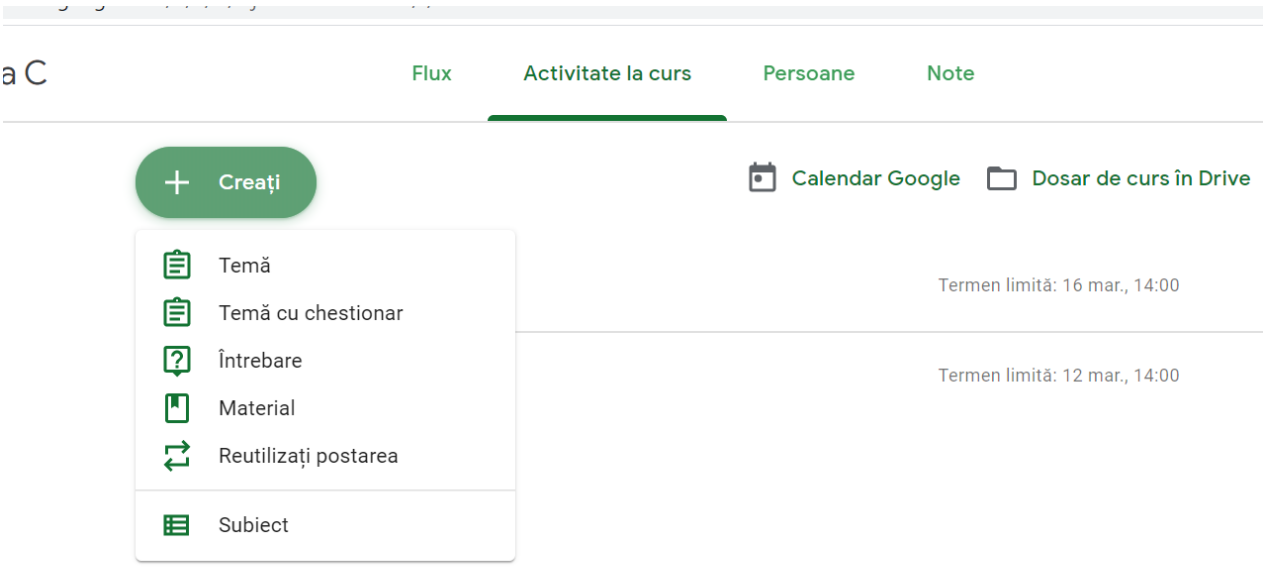




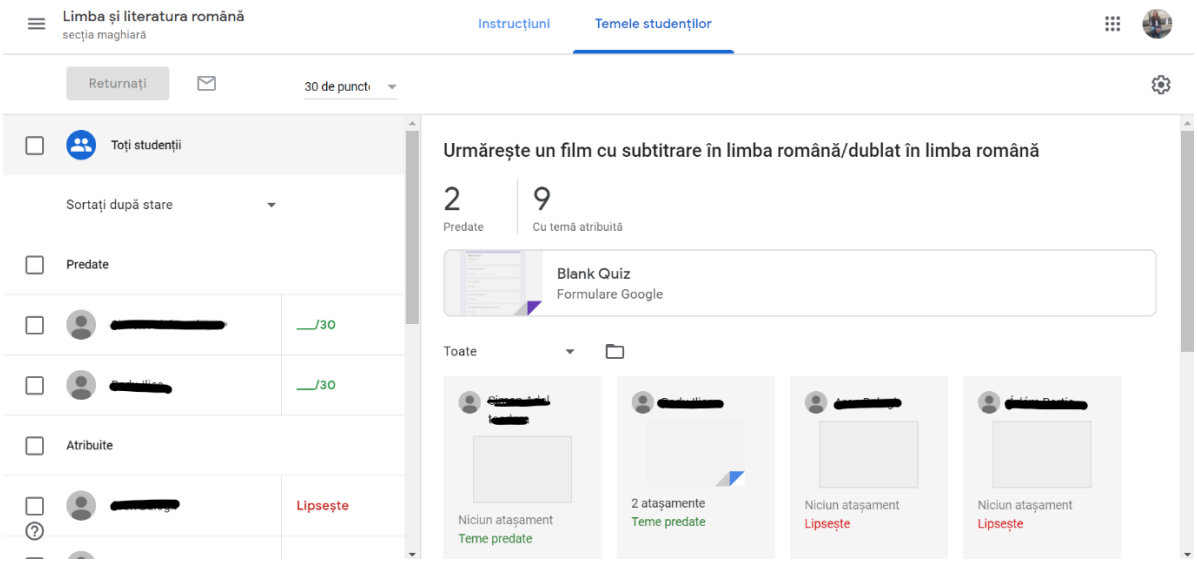
9. Folosirea classroom



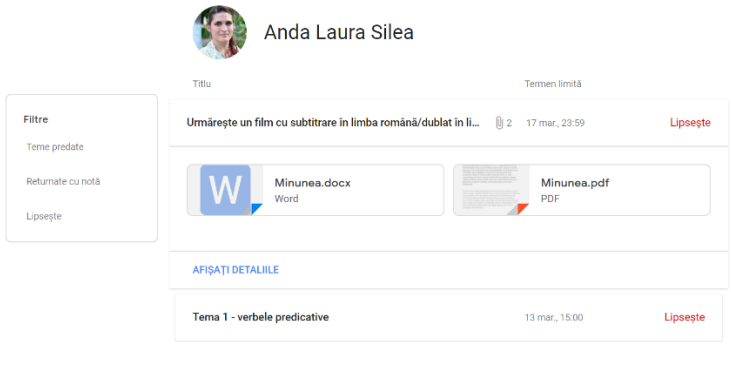
10. Adăugare materiale/teme / chestionare etc.



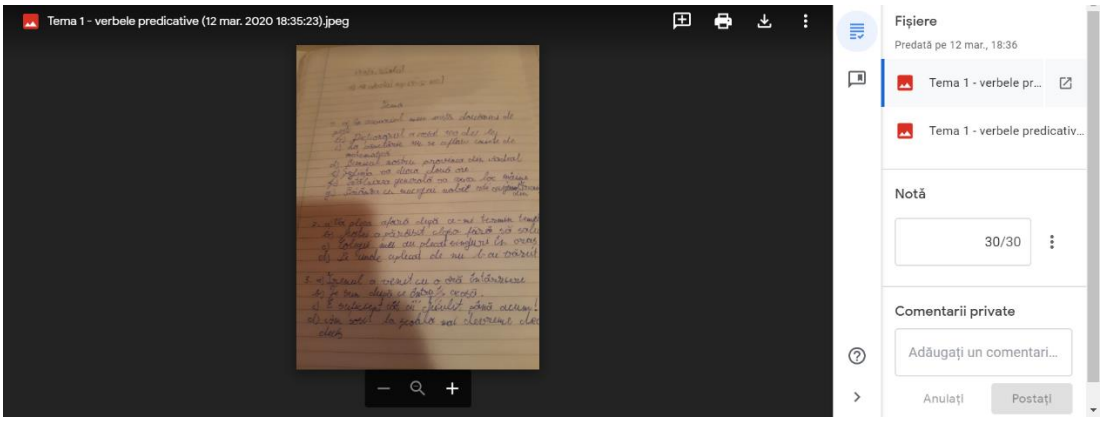
11. Temele elevilor



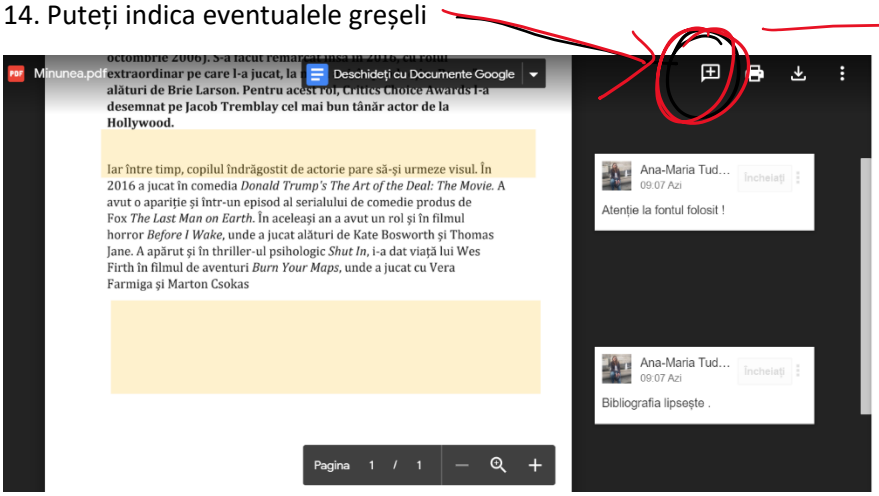
12. Cum vedeți tema fiecărui elev



13. Cum corectați tema și cum o puteți nota

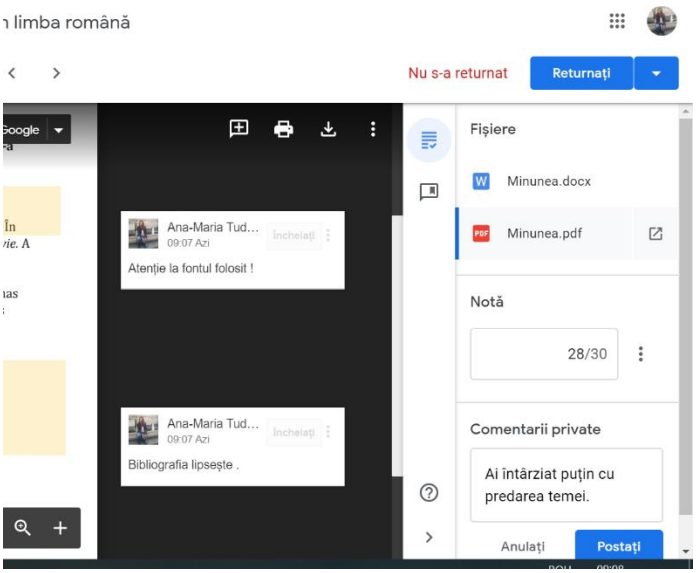


14. Puteți indica eventualele greșeli



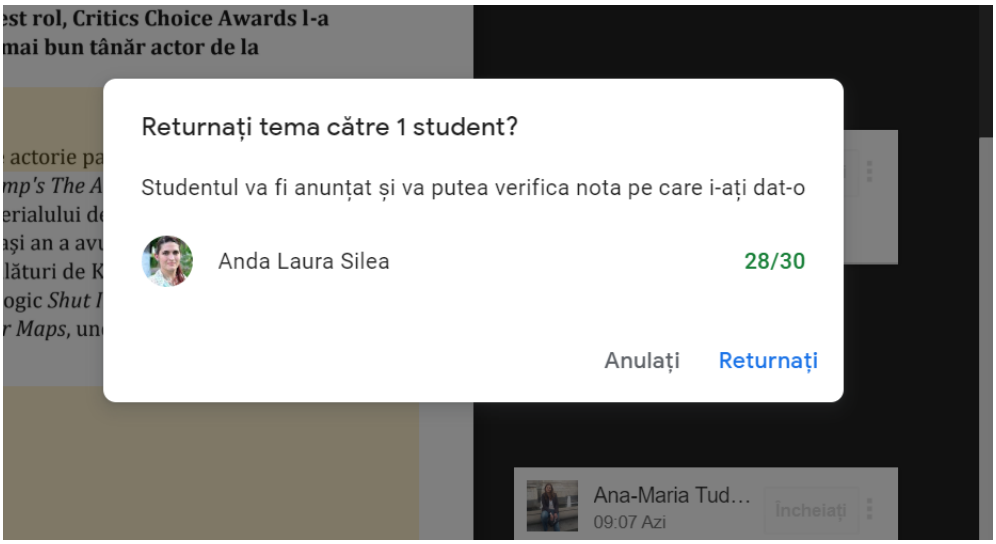
Dați click și veți introduce comentariile dvs.

15. Trimiterea notei elevului și a temei

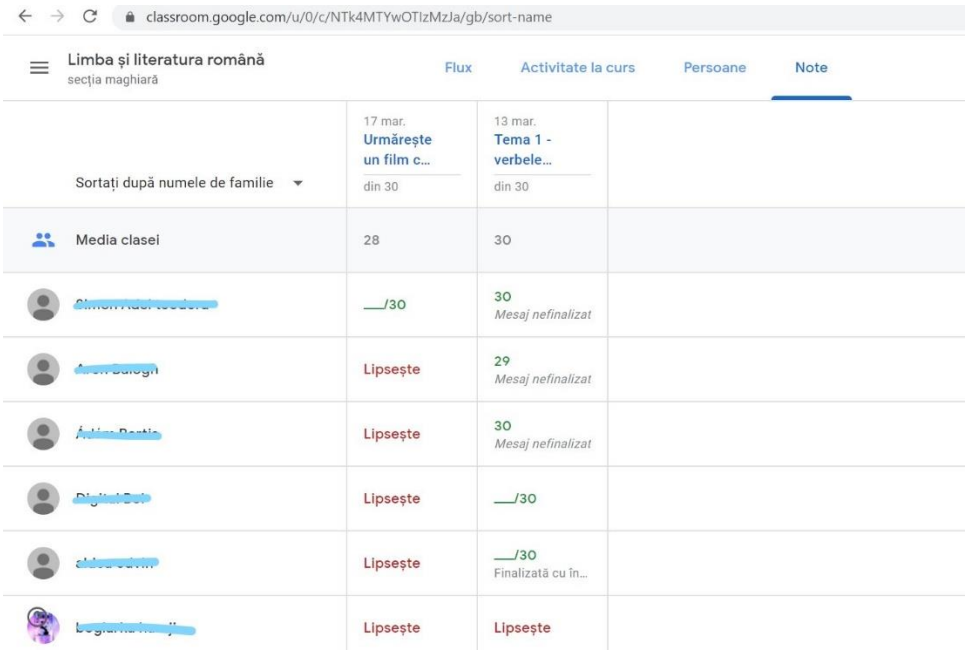


Nota o adăugați dvs.

De asemenea, puteți introduce comentarii private.

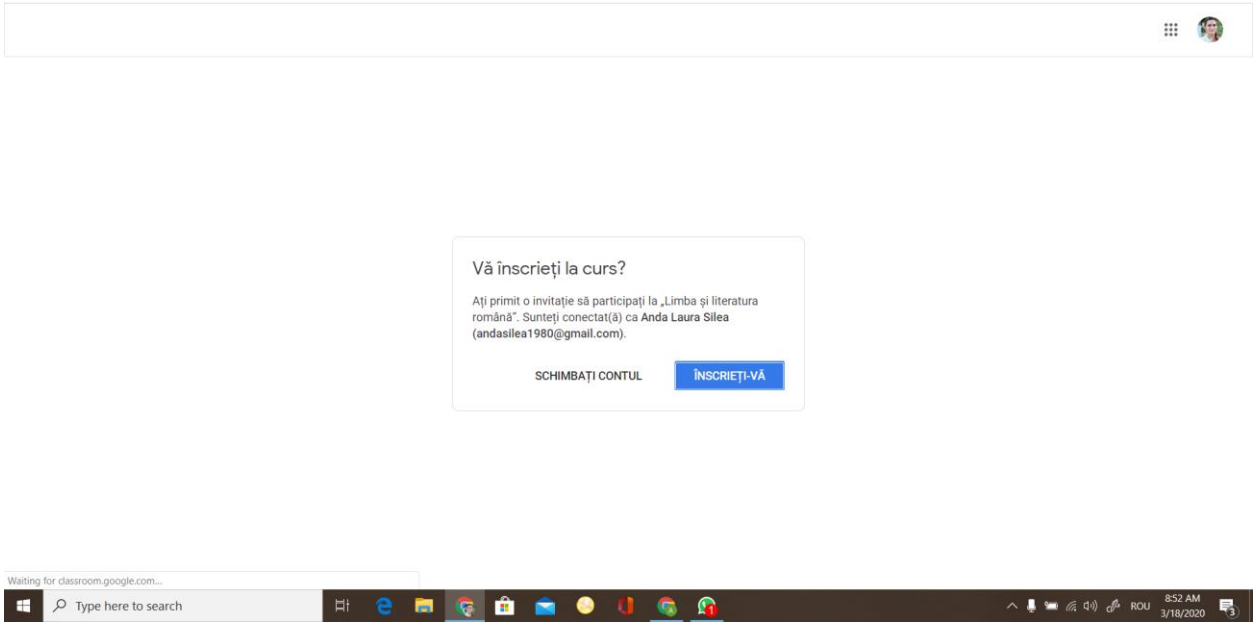


16. Notele elevilor



Versiunea elevului

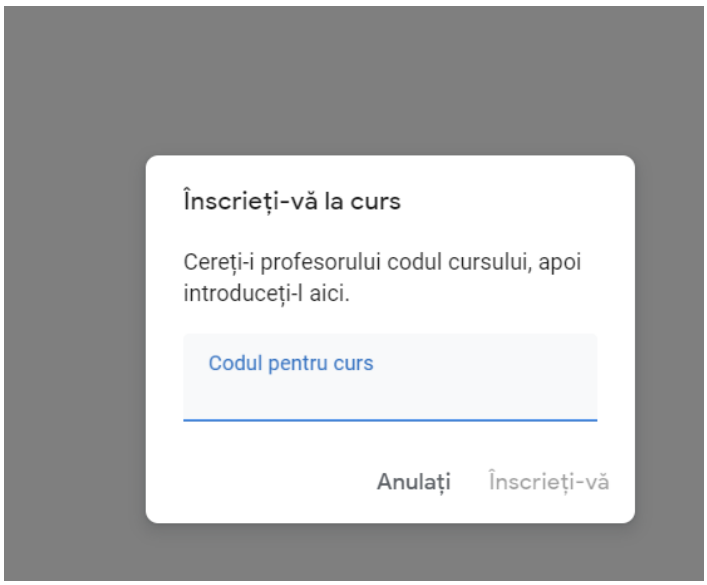
a. Dacă ați primit email cu invitație :



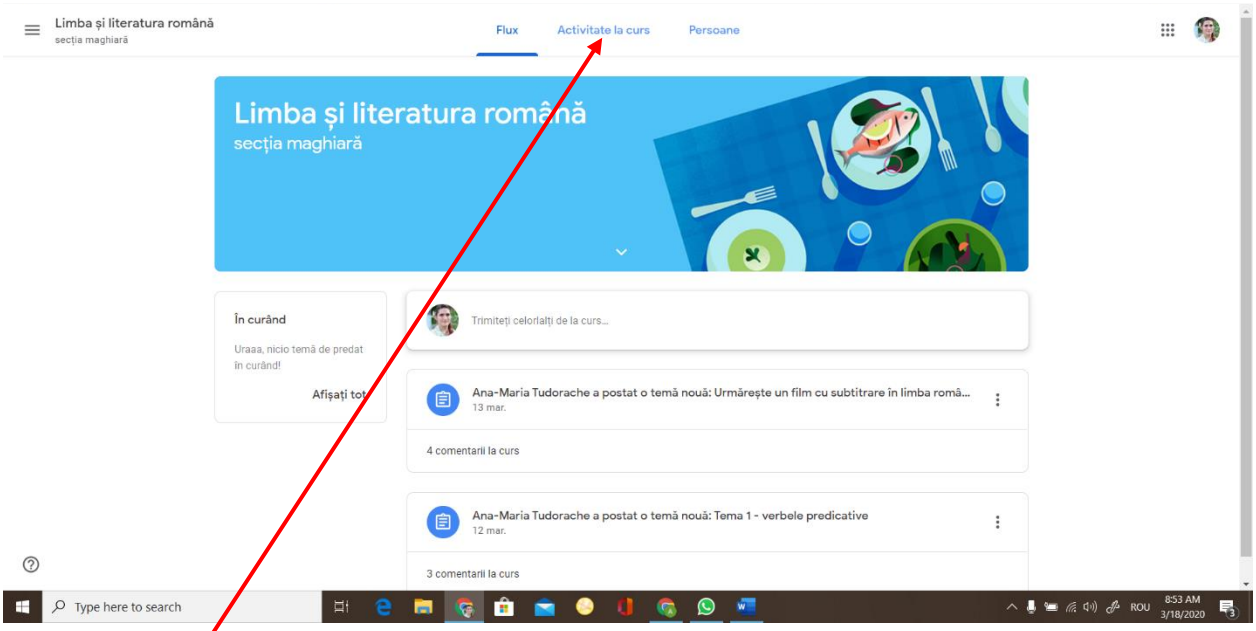
b. Dacă ați primit cod de accesare, accesați aplicația Google Classroom, conectați-vă contul (dacă nu sunteți deja conectați) și apăsați „Înscrieți-vă la un curs”



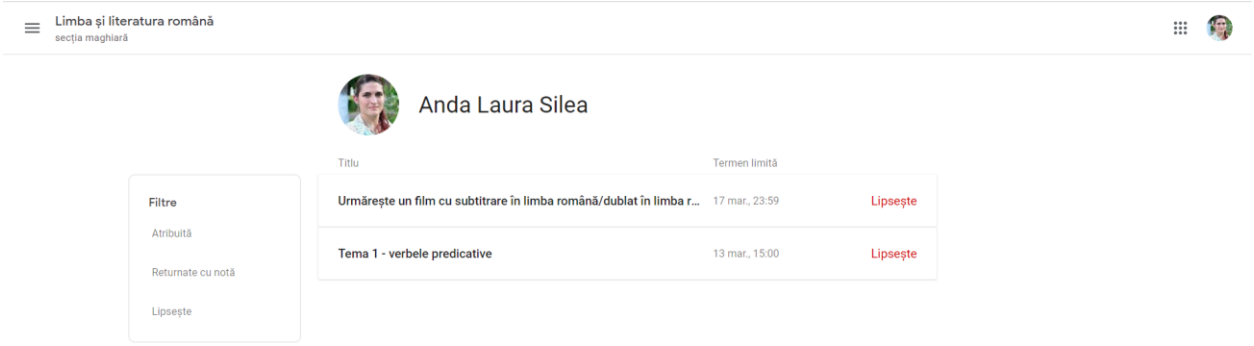
Introduceți codul oferit de profesor



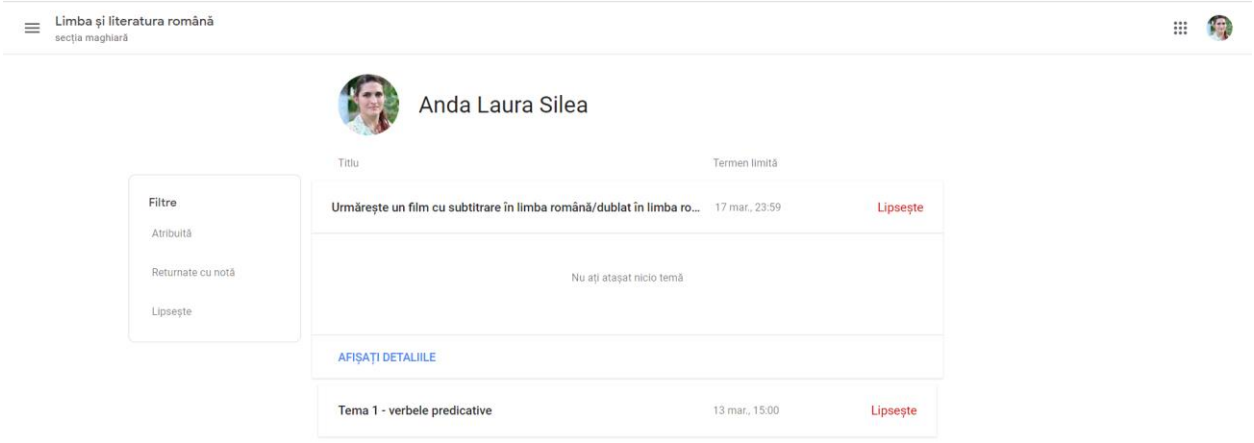
Am accesat clasa.



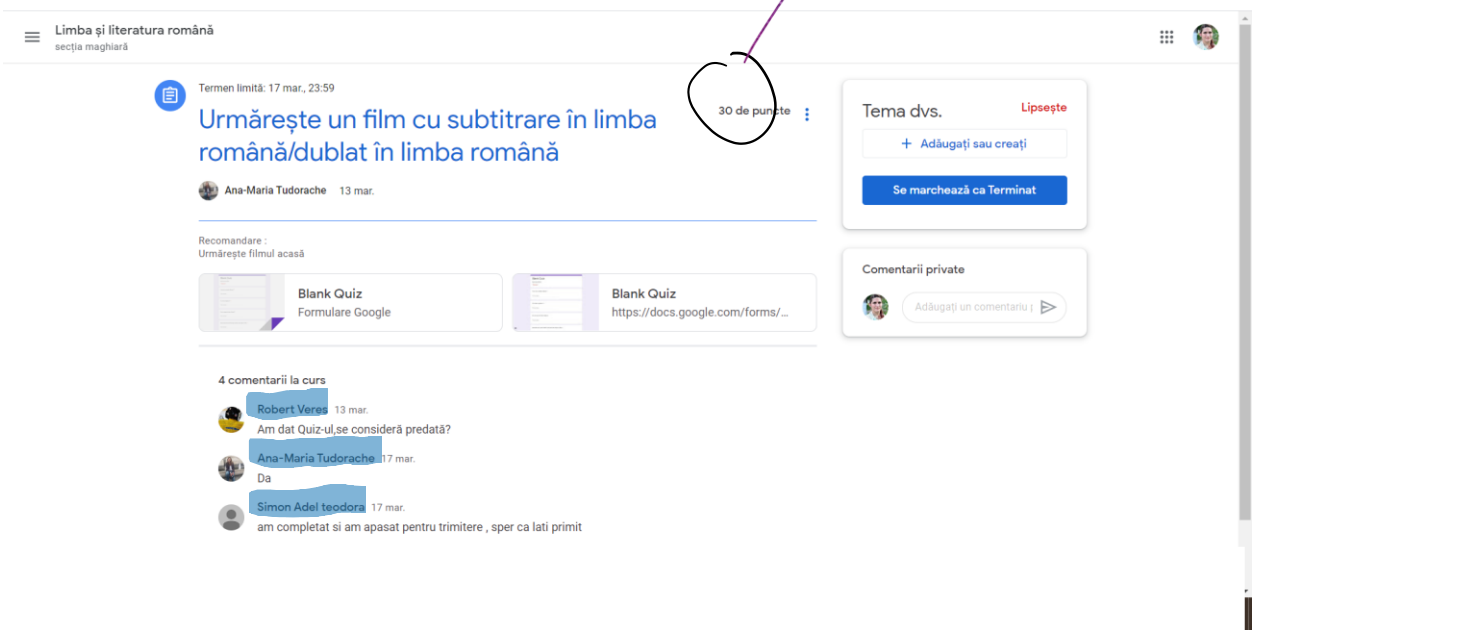
Selectând am intrat în clasa dorită pentru a vedea temele încărcate de profesor.



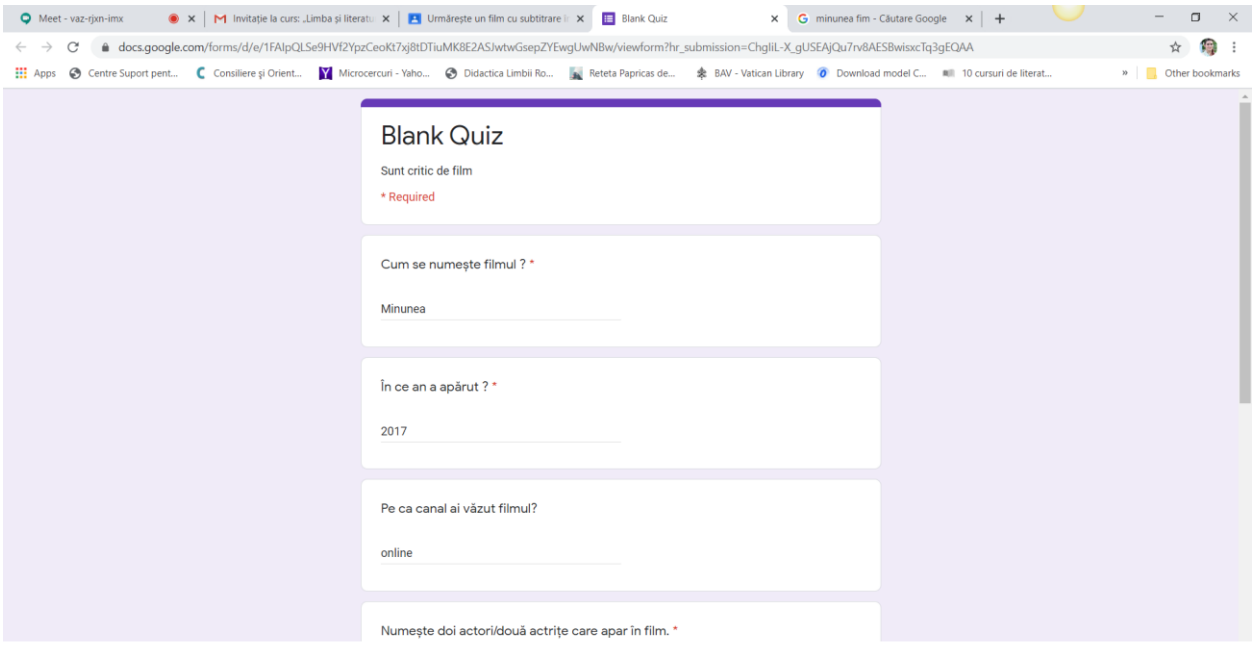
Am accesat tema. Pentru a vedea conținutul, dăm click pe „AFIȘAȚI DETALIILE ”



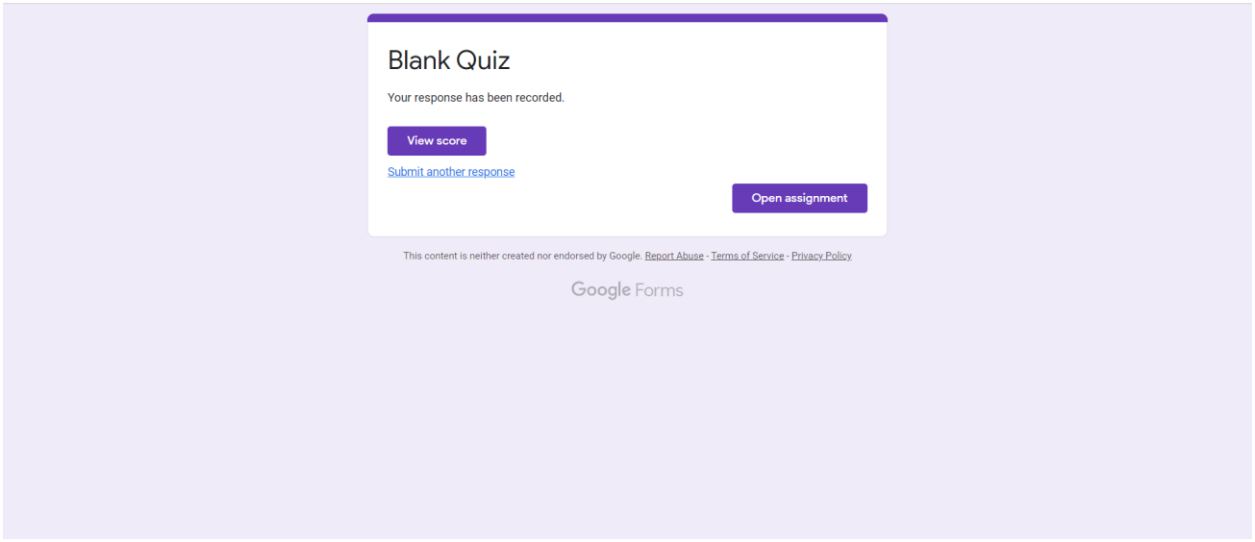
Se permite accesul la temă:



Accesez fișierul încărcat de profesor :



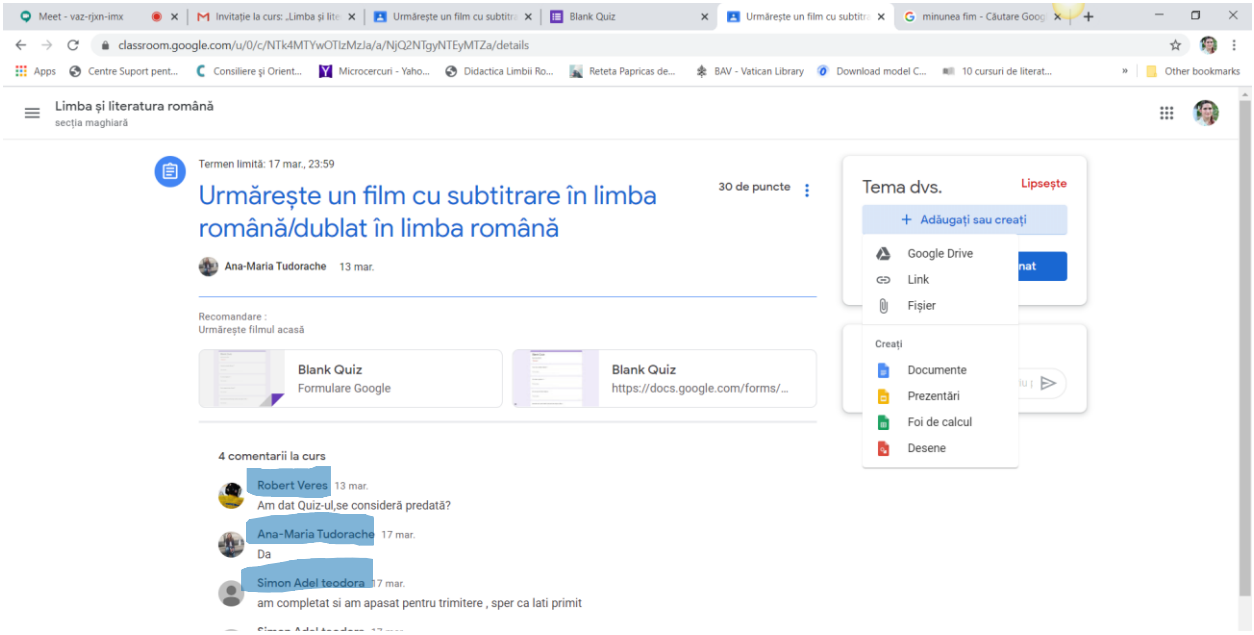
Rezolv cerințele și dau Submit. Apoi Open assignment



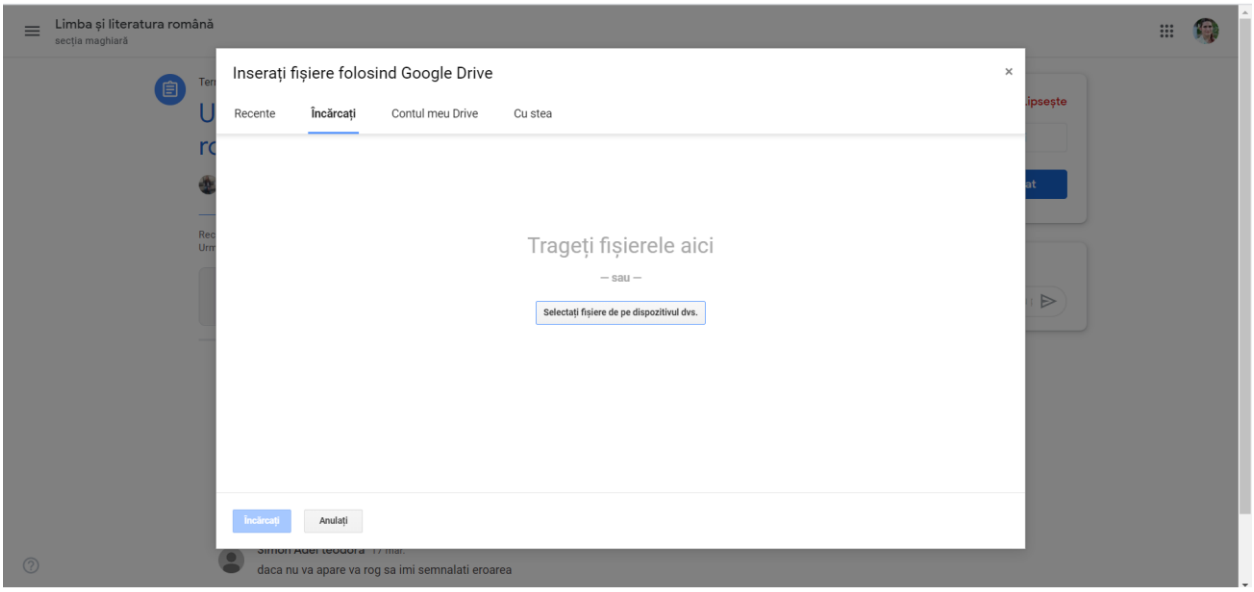
Dând click pe Open assignment revin la sarcinile de lucru (teme).

Dacă doresc să încarc un fișier :

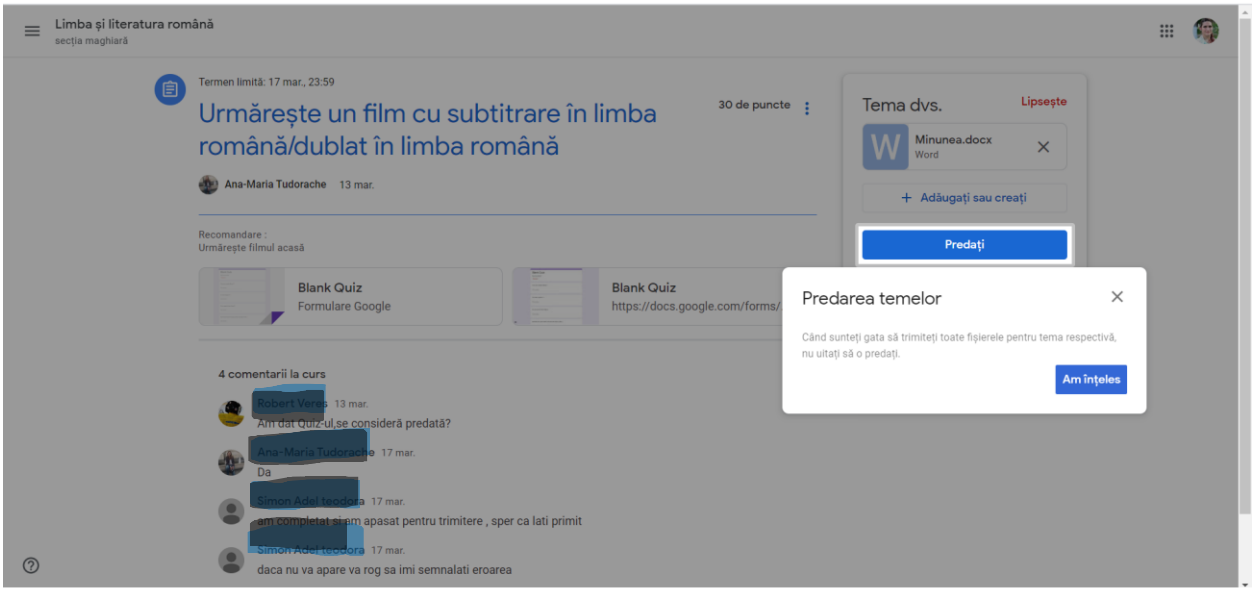
1. Dau click pe +Adăugați sau creați , selectați Fișier (dacă aveți o poză de incărcat sau un document din calculatorul personal)

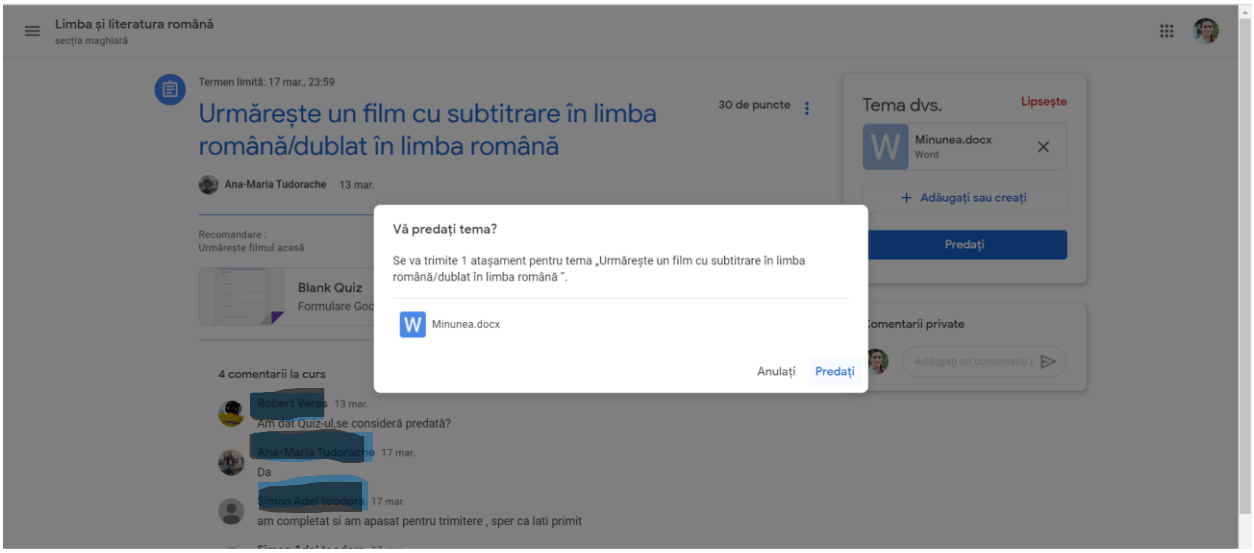


Încărcați fișierul cu tema rezolvată

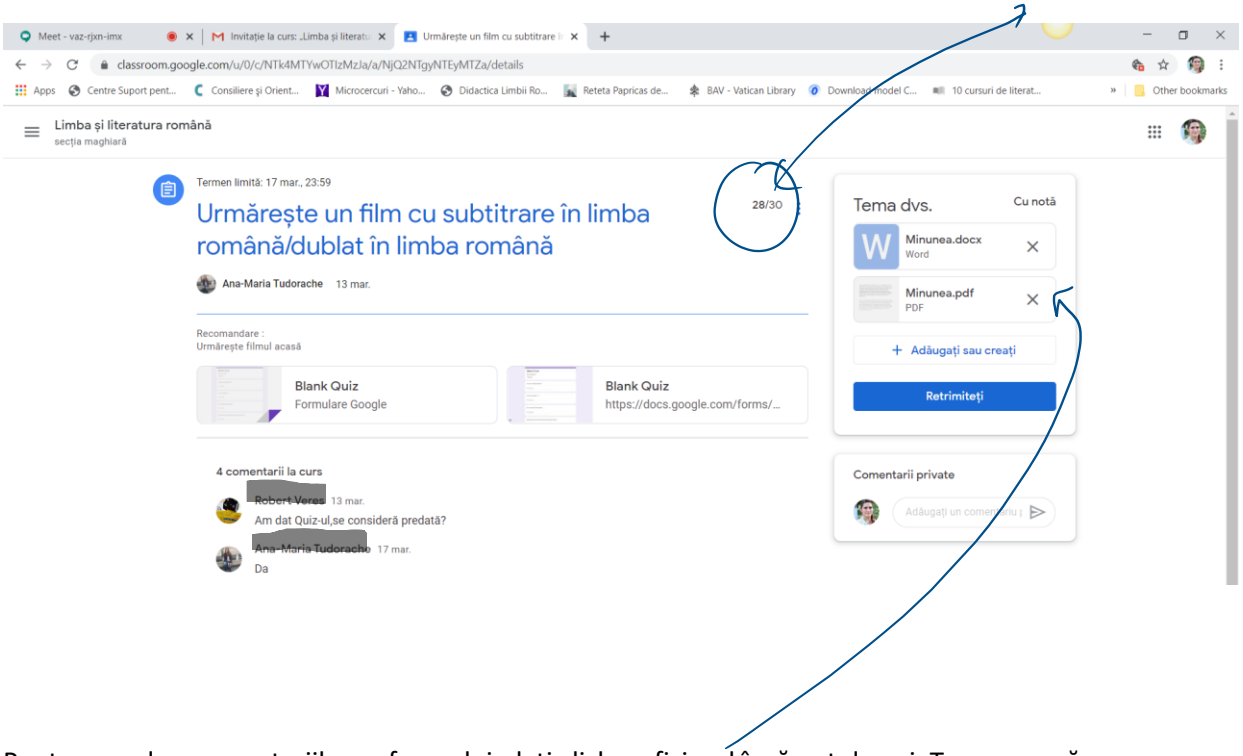


Predați tema

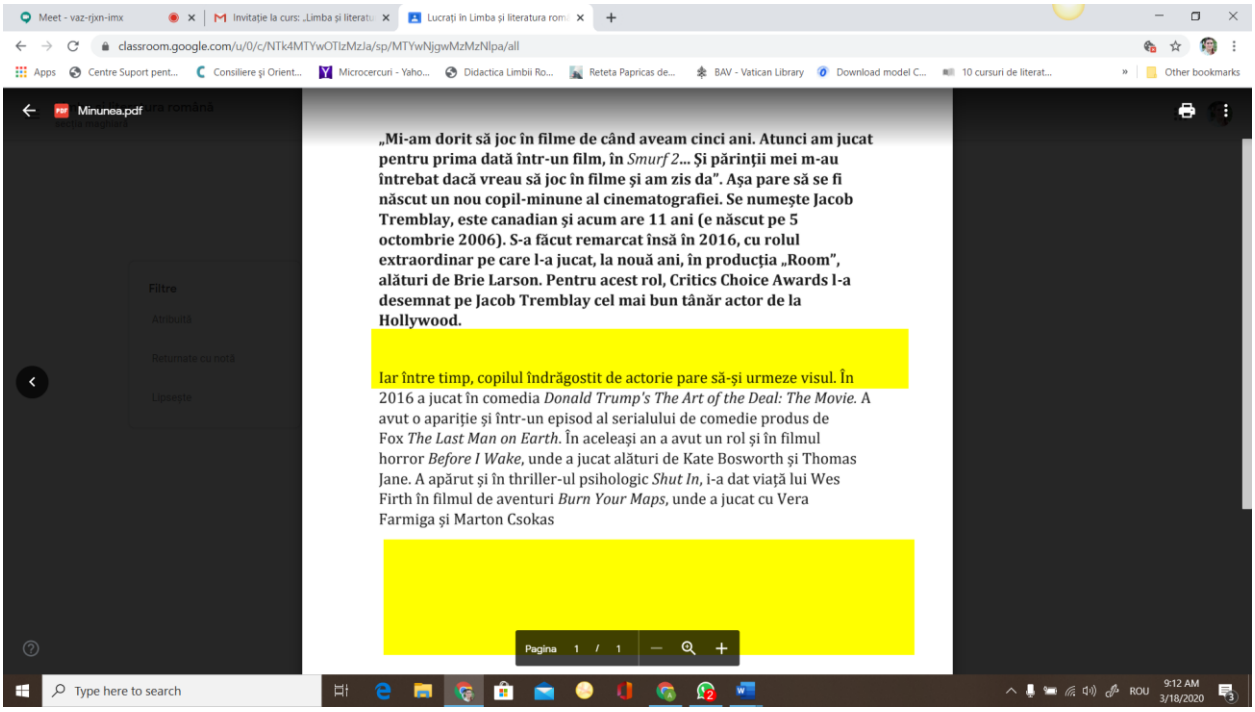




Puteți vedea fișierele încărcate. În momentul în care primiți nota de la profesor, aceasta apare în dreptul activității.

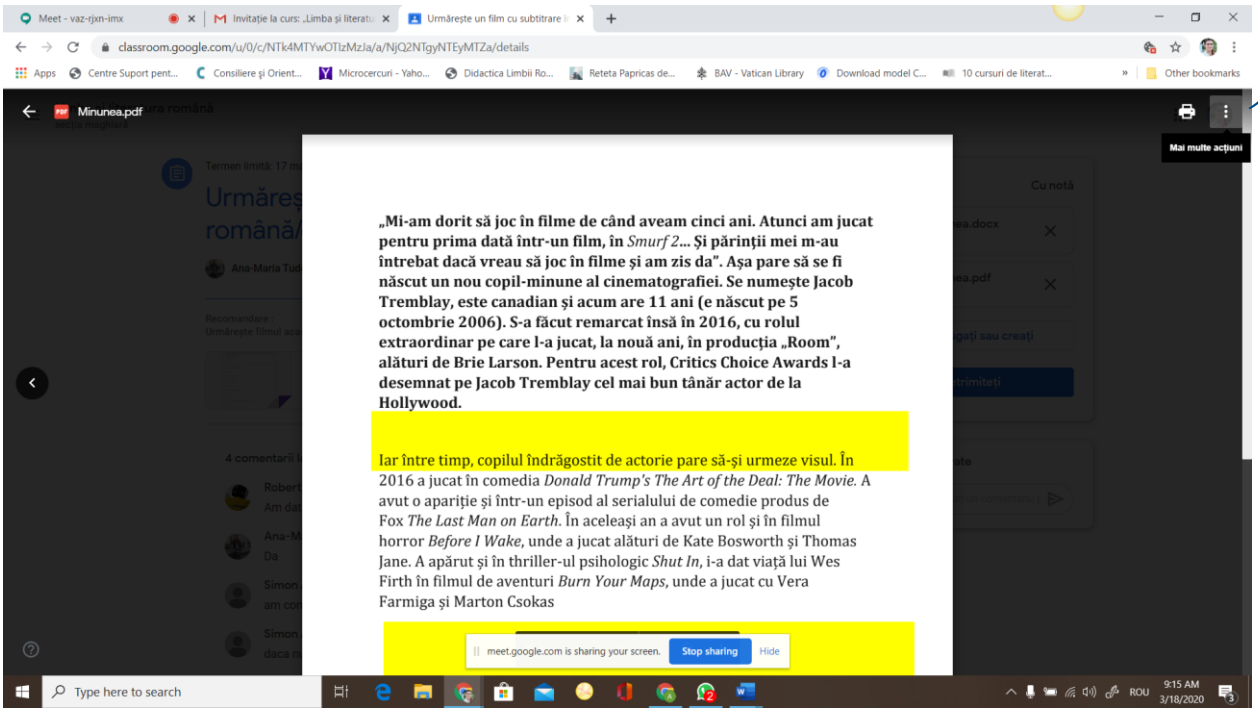


Pentru a vedea comentariile profesorului, dați click pe fișierul încărcat de voi. Tema va apărea așa.

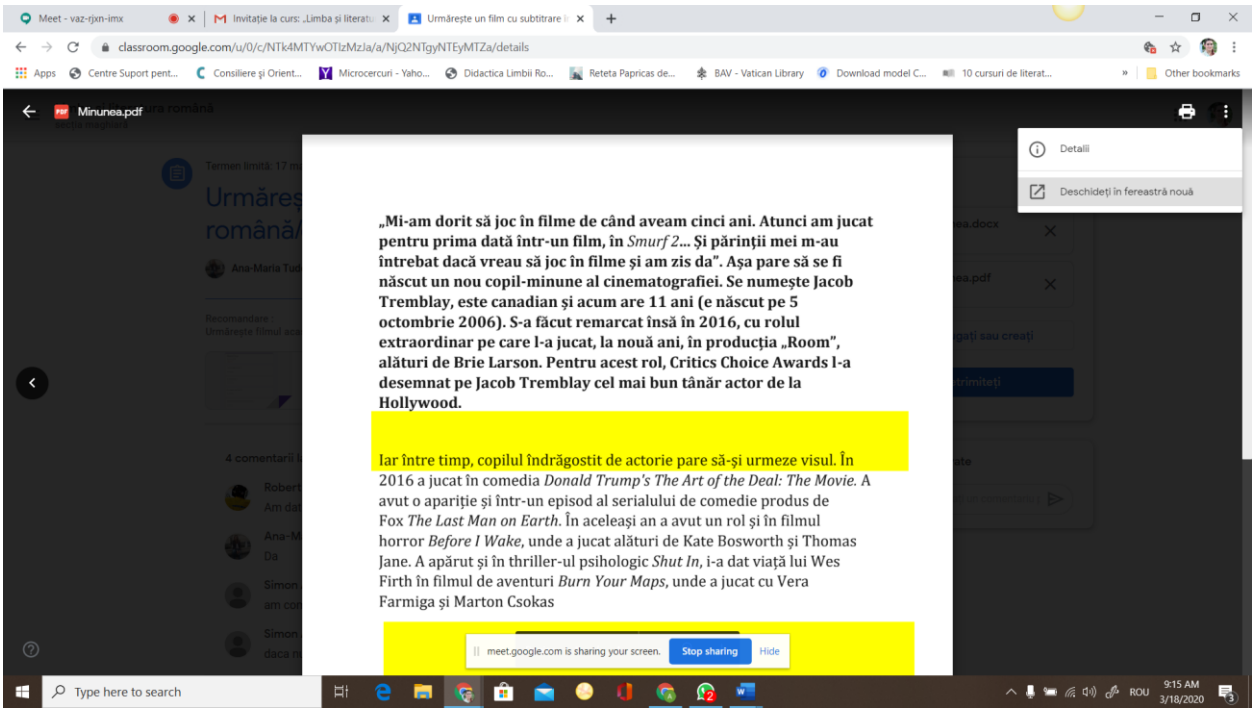


Urmați indicațiile de mai jos:

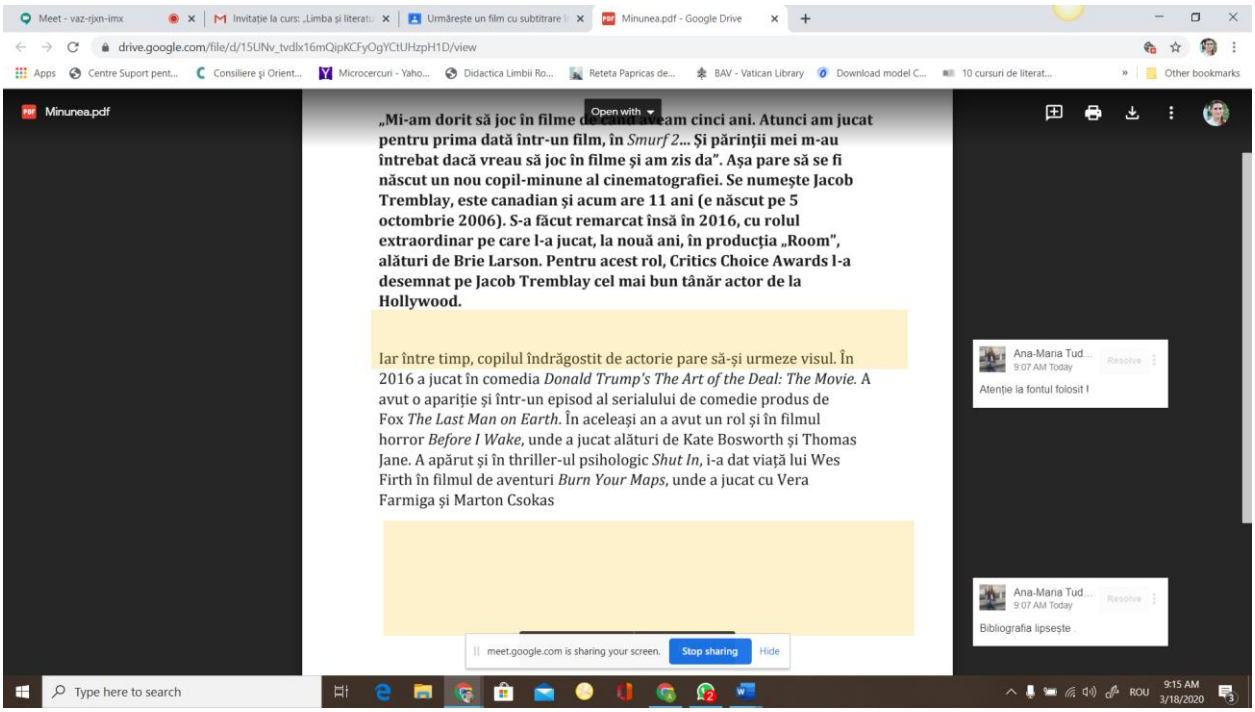
click aici



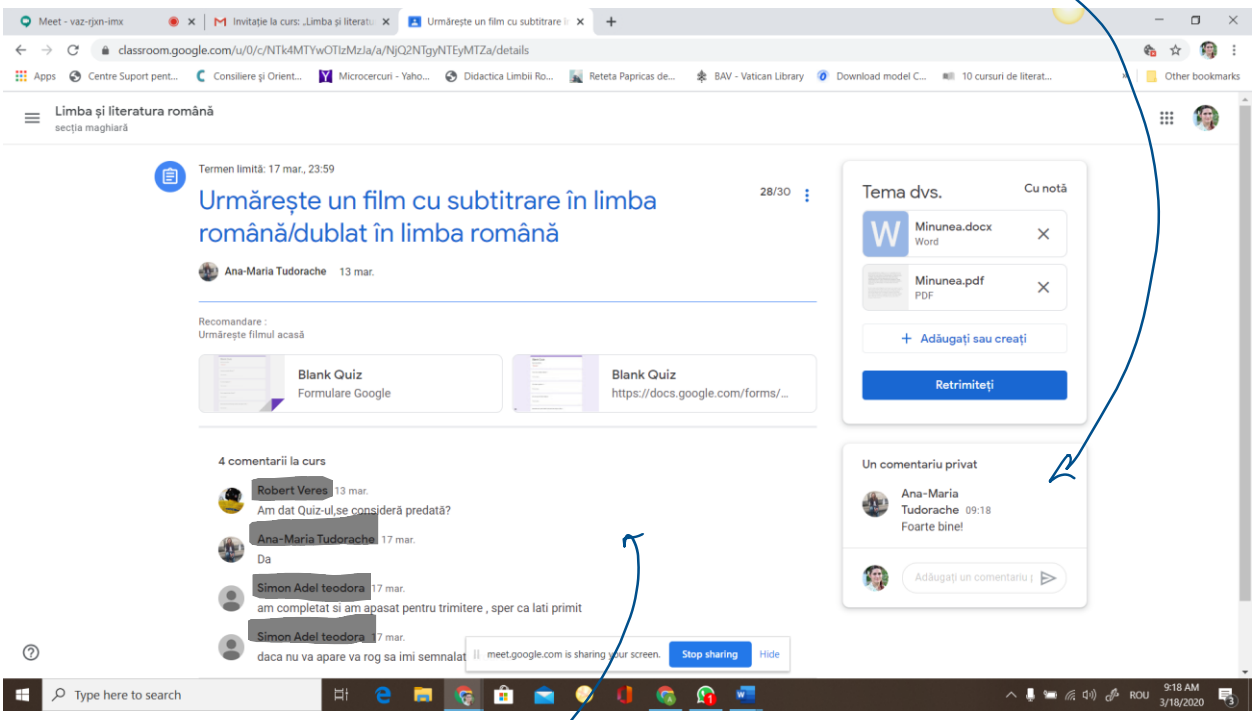
selectați



Apare și tema cu comentarii în fereastră nouă.



Puteți trimite profesorului comentariu privat, ascuns de ochii colegilor.



Sau puteți trimite comentarii publice.

Mult succes în activitatea online !

Autori :
Ana – Maria Tudorache – Școala Gimnazială nr 15. Brașov, jud. Brașov
Anda Laura Silea – Colegiul Tehnic „Dr. Al. Bărbat" Victoria, jud. Brașov