

# User Handbook

2021

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## Getting Started

### Introduction to Navigator by Role:

What is Navigator for Learners? [▶ What is Navigator for Learners](#)

What is Navigator for Instructors? [▶ What is Navigator for Instructors](#)

What is Navigator for Guardians? [▶ What is Navigator for Guardians?](#)

### Welcome Letter for Parents

English [☰ What is Navigator? \(Parent/Guardian Letter\)](#)

Spanish [☰ Gooru Navigator - Introducción](#)

### Research Opt-Out

Research Consent Form [☰ Parent/Guardian - Opt Out Consent](#)

### Accessibility Integrations

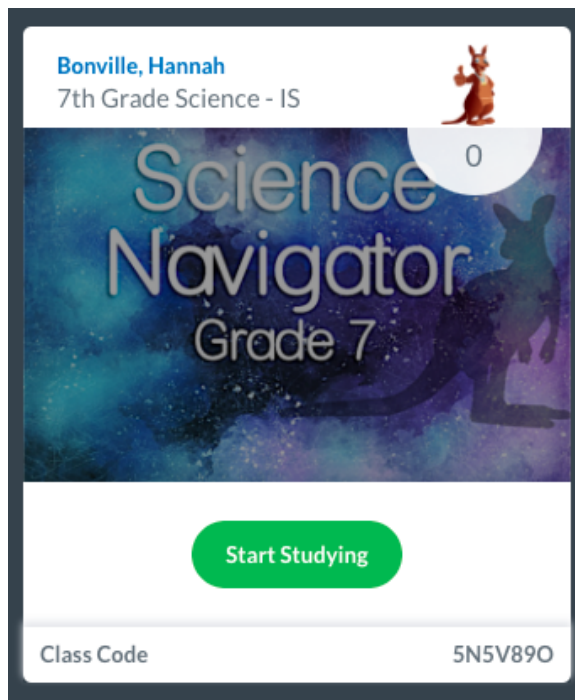
Text-to-Speech Extension [Video: Installing and Using TTS](#)

Translation Extension [Video: Installing a Translation Extension](#)

## Logging In

### Logging into Navigator with Email

1. Go to [gooru.org](https://www.gooru.org).
2. Type in your school email address. Click the green “Submit” button.
3. Then, click the blue **Sign-In with Google** button. You might need to enter your school email address one more time, along with your email password.
4. Click on your Class Card to get started.

A screenshot of the Gooru login interface. It features a back arrow, the text 'Sign in with Username to continue to Gooru', and the Gooru logo. Below the logo are input fields for 'Username or Email' (containing 'student@school.edu') and 'Password'. A link for 'Forgot your password?' is next to the password field. A green 'SUBMIT' button is below the inputs. A 'Sign in with Google' button with the Google logo is also present. At the bottom, it asks 'Are you using a tenant URL?' with a link to 'Enter URL'.



## Logging into Navigator with Username


1. Go to [gooru.org](https://gooru.org).
2. On the page that appears, type in your username. Make sure you are only using *lowercase* letters for your username.
3. Then, type in your password.
4. Click on your Class Card to get started.

### Classrooms

5001, Teacher

Sample Class - Sylvan C



6

Performance	35%
Time Spent	21h 35m
Progress	5%

Class Code

SOSZHX6

## JOIN A CLASS

Enter your classroom code below.

SIGN IN

Enter a classroom code

Ask your teacher for the code

[JOIN CLASSROOM](#)

## Logging into Navigator

Some of Gooru's N Labs districts have their own unique log-in flow.

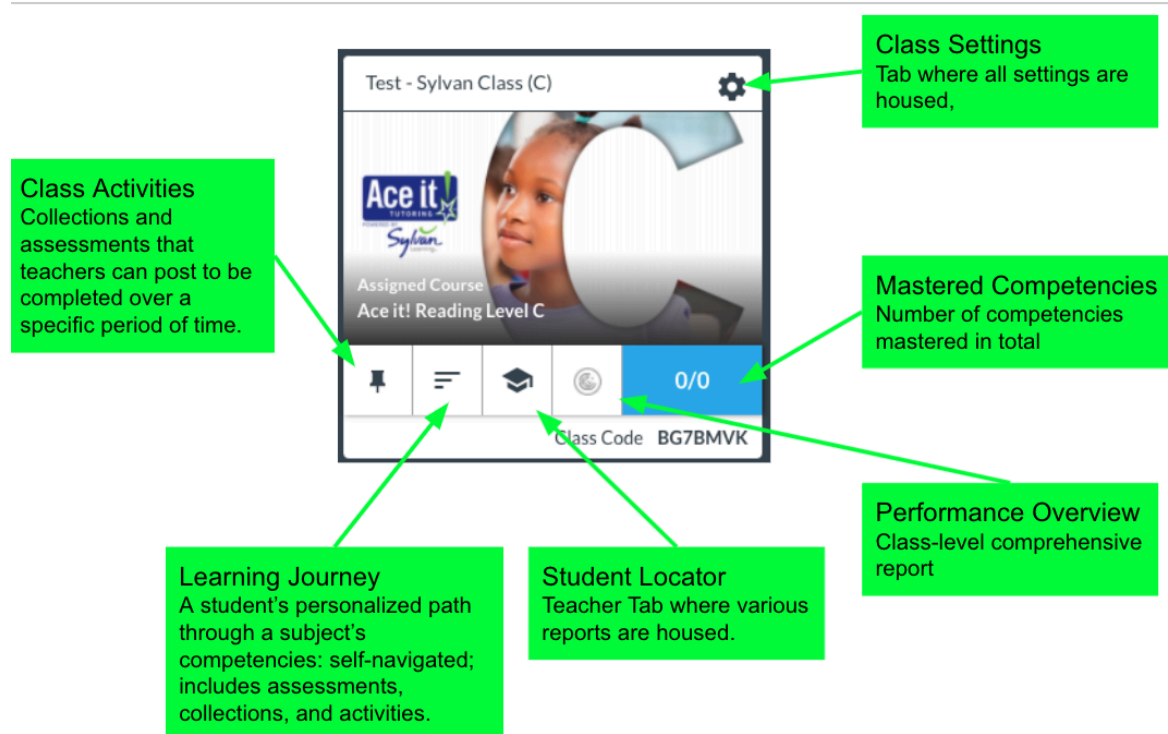
- [Val Verde Unified School District - ClassLink](#)

## Accessing Your Classes

### Teachers

#### Class Card Icons

Class cards have a variety of icons that, when clicked, will take you to different parts of your Navigator classroom:

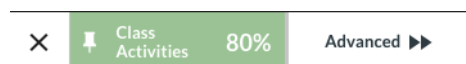


### Tabs

After clicking into any of the tabs from the class card, you can navigate between tabs by using the menu at the top of the page.



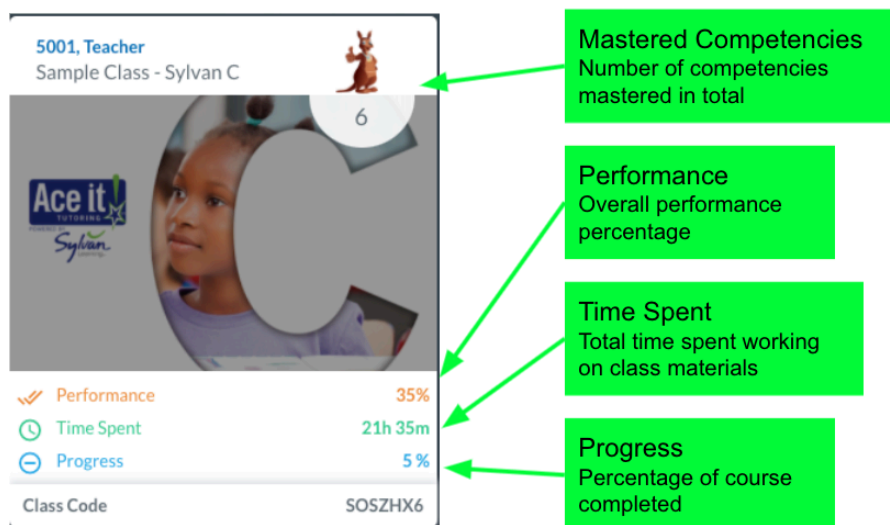
Click "Advanced" to expand the menu.



## Students

### Class Card Icons

Class cards showcase a plethora of data at a glance.



Class Card Update for Students [▶ Class Card Updates for Students](#)

### Student Navigation Updates

Student Dashboard [▶ Student Dashboard](#)

Study Player [▶ Study Player](#)

### Tabs

After clicking into any of the tabs from the class card, you can navigate between tabs by using the menu at the top of the page. The tabs for student accounts function the same as the teachers' but have a different presentation.



## Class Settings

Class Settings, Co-Teacher, Add Students

▶ Gooru Navigator Class Settings - Adding Students and Co Teachers

## Rosters

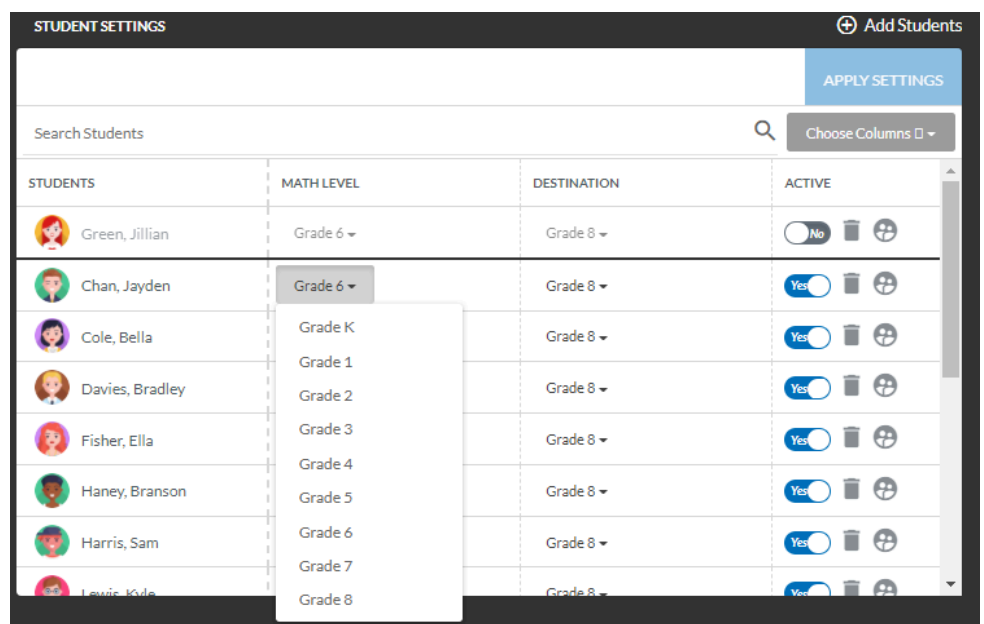
Class rosters are viewable through the class settings page. If you are a member of one of our NLabs school districts, then your students will be rostered for you but the Gooru team. If you are an independent teacher, then you will need to manually add students to your classes.

## Student Settings

Teachers have access to a variety of student settings. They can adjust the level and destination of their students. They can also impersonate their student's accounts and alter the active status.

- Level is the student's starting point. It might be set using data from benchmarks or diagnostics.

It can be a grade level, partial grade level, or domain. In some cases, when diagnostics are used, this column will be hidden in your Student Settings.



STUDENT SETTINGS			
Search Students			APPLY SETTINGS
STUDENTS	MATH LEVEL	DESTINATION	ACTIVE
Green, Jillian	Grade 6 ▼	Grade 8 ▼	No
Chan, Jayden	Grade 6 ▼	Grade 8 ▼	Yes
Cole, Bella	Grade 6 ▼	Grade 8 ▼	Yes
Davies, Bradley	Grade 6 ▼	Grade 8 ▼	Yes
Fisher, Ella	Grade 6 ▼	Grade 8 ▼	Yes
Haney, Branson	Grade 6 ▼	Grade 8 ▼	Yes
Harris, Sam	Grade 6 ▼	Grade 8 ▼	Yes
Lewis, Kyle	Grade 6 ▼	Grade 8 ▼	Yes

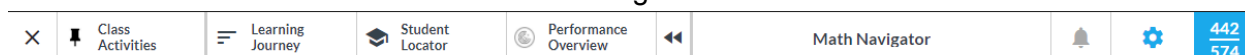
- A student's destination tells you what they are working towards. Most of the time, this is grade-level proficiency, so the destination will be equal to the grade-level of the class. However, a student's destination can be extended to offer them more content.
- All students that are current members of your class should have their active status set to "YES". If a student leaves your class, school, or district, you can toggle to "NO". This removes the student from your reports.

## Add Students

### Teacher-Directed Approach

Before adding a student to your class, make sure they have a student account on Gooru.  
To add a student that has an existing Gooru account:

1. Click on the wheel icon to access Class Settings.



2. Under Student Settings, click “Add Students”.

3. Type in the student’s **school** email address and then click the magnifying glass to search.



4. Click on the student’s name and then the blue “Add” button. This will add the student to your roster.



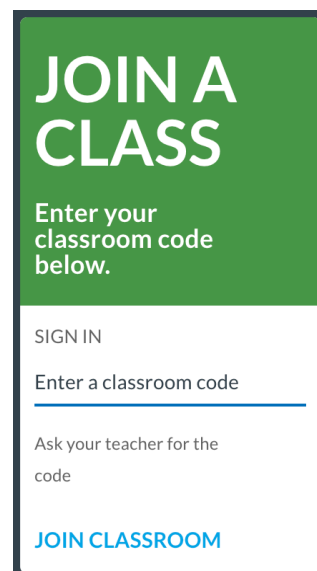
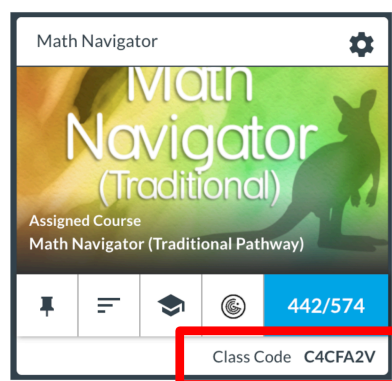
5. Set the student’s level and destination, and then click the blue “Apply Settings” button. Note that “level” is the student’s starting point. In many cases, this is just an approximation that will be narrowed down through system-introduced diagnostics.

If you get a “no student found” result, it is likely that the student does not yet have an account associated with your school. Please email your IT department or [support@gooru.org](mailto:support@gooru.org) with the student’s name and email address.

One-Page Resource: [Adding Students to Your Class \(Teacher-Directed Approach \) – Gooru](#)

## Student-Directed Approach

There are a couple different ways to add students to your class. Whichever method you choose, once the student is enrolled, you will need to set their Level and Destination before they can begin to study. If there are diagnostics associated with your course, these will be used to set the student's starting level after they log in.

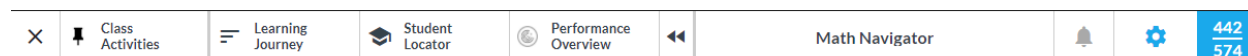


1. Identify your class code. This can be found in multiple locations, including on your homepage and in Class Settings.
2. Provide the code to your students. When they log into their Gooru accounts, direct students to enter your class code and click "Join Classroom."

## Add Co-Teachers

Note: A co-teacher must have a Teacher account on Gooru. Co-teachers can perform class management tasks, post activities, and view progress reports.

Click the wheel icon to access your Class Settings.

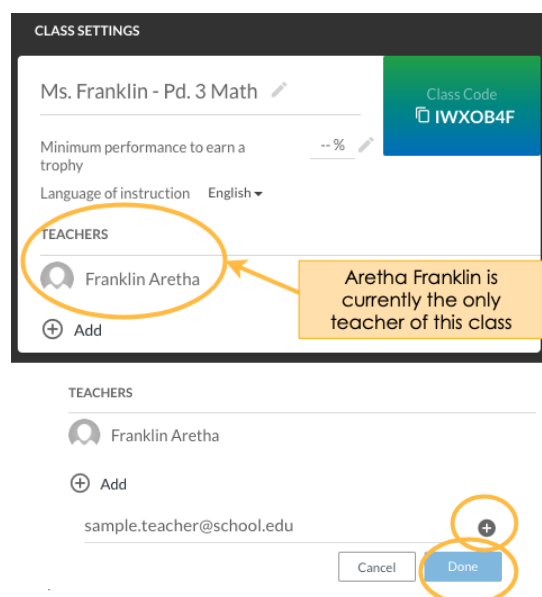


The course's teachers are listed in the Class Settings box. To add a co-teacher, click the + sign next to Add.

Type in the email address of the co-teacher. This must be the email address they used to create their Gooru account.

Then, click the + symbol. The co-teacher's name will appear in gray. Click Done.

You can add multiple co-teachers to a course.  
One-Page Resource: [Adding a Co-Teacher – Gooru](#)



# Navigator in Your Classroom

## Learning Journey

### Class View and Monitoring

The Learning Journey shows your course's content broken down by units and lessons.

SHOW COURSE MAP		SHOW LESSON PLAN
Math - Grade 2	88% 16	
Operations and Algebraic Thinking Add/Subtract within 100 to Solve Word Problems	94% 4	
Operations and Algebraic Thinking Add/Subtract within 20 Using Mental Math	83% 5	
Operations and Algebraic Thinking Odd and Even Numbers	83% 4	
Operations and Algebraic Thinking Repeated Addition with Arrays	84% 5	
Number and Operations in Base Ten Understanding 100	73% 3	
Number and Operations in Base Ten Understanding Hundreds	70% 4	

You can click on a unit to expand it. By doing this, you will be able to see how much time students have spent on a given lesson in Navigator.

In the example above, students have spent 1 hour and 32 minutes so far in Lesson 1. You can also click on any lesson's name to preview it.

Interpreting Learning Journey Data [Gooru Navigator - Interpreting Learning Journey Data](#)  
One-Page Resource: [Understanding Students' Learning Journeys – Gooru](#)

### Student View and Monitoring

To monitor the progress of individual students, hover over the avatars shown on the left side of the screen. This will expand to show your students' names. Click on any student's name to view their progress.

STUDENTS

Abebe, Simon

Show Complete Course ☐

90%

SHOW COURSE MAP

SHOW LESSON PLAN

Milestone 1 - Grade 7 (12% Completed)

88%

Milestone 2 - Grade 8 (22% Completed)

91%

## Performance Overview

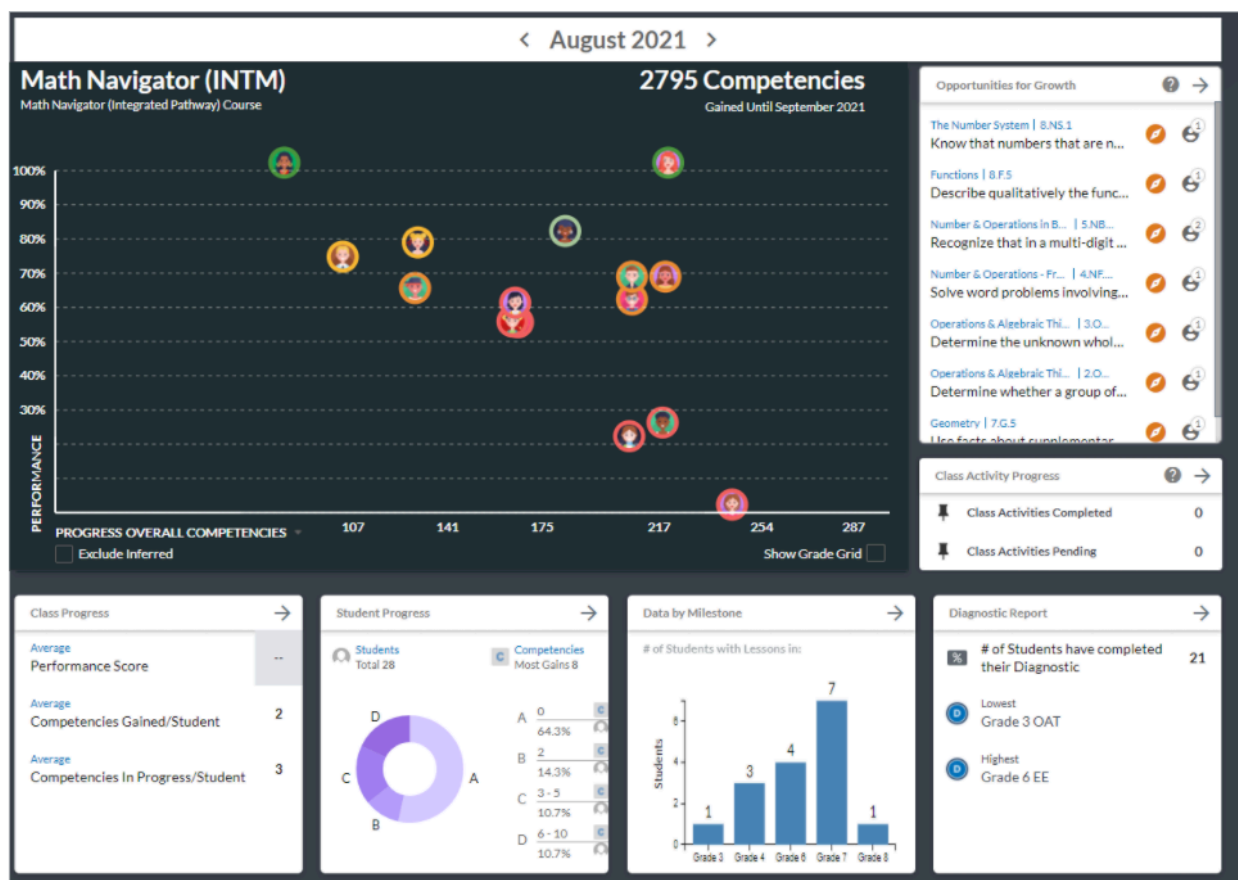
### Tour

The Performance Overview shows the monthly progress and performance of each student.



The Class Progress Report, Student Progress Reports, Data by Milestone, and Diagnostic Report pages are accessible from the Performance Overview page. Additionally, Opportunities for Growth (areas where students are struggling) and Class Activities are shown on the right-hand side.

### Performance Overview ▶ Performance Overview and Reports



## Class Progress Report

The Class Progress card directs you to the Class Progress Report page. This page showcases the comprehensive progress of each student over the last day, the last week, the last month, since the beginning of the course, or during a custom date range.

Data includes competencies gained (mastered), competencies in progress, time spent, and average score.

CLASS PROGRESS REPORT

02 July 2019 to 12 January 2021

NAME	COMPETENCIES			TIME SPENT			AVERAGE SCORE	DIAGNOSTIC STATUS	BADGES EARNED	SUGGESTIONS TAKEN
	GAINED	INFERRED	IN PROGRESS	COLLECTIONS	ASSESSMENTS	TOTAL				
Abebe, Simon	34	5	3	13h 10m	4h 17m	17h 28m	83	Completed	1	2
Apte, Peter	37	11	11	30h 34m	7h 3m	37h 37m	81	Completed	4	7
Ballantine, Monica	26	5	3	11h 6m	1h 54m	13h 1m	86	Completed	1	2
Bell, Dominico	8	12	21	8h 8m	4h 5m	12h 14m	53	Completed	--	2
Bustamonte, Phillip	12	1	24	16h 28m	4h 12m	20h 40m	53	Completed	--	7

You can click on a student's name to see which lessons have been mastered and which are in progress.

Ballantine Monica

02 July 2019 to 12 January 2021

NAME	GAINED	INFERRED	IN PROGRESS
Abebe, Simon	34	5	3
Apte, Peter	37	11	11
Ballantine, Monica	26	5	3
Bell, Dominico	8	12	21
Bustamonte, Phillip	12	1	24
Chen, Justin	19	1	9
Daimler, Dennis	14	5	70
Egleton, Anna	5		15

08 Jan 2021 8m 24s

5.NF.7.c CFU - Solve real world problem by divi... 21s 100%

8.G.3 Describe the effect of dilations, translations, rotations, and refl... 6m 27s --

Effects of Dilation 1m 36s 80%

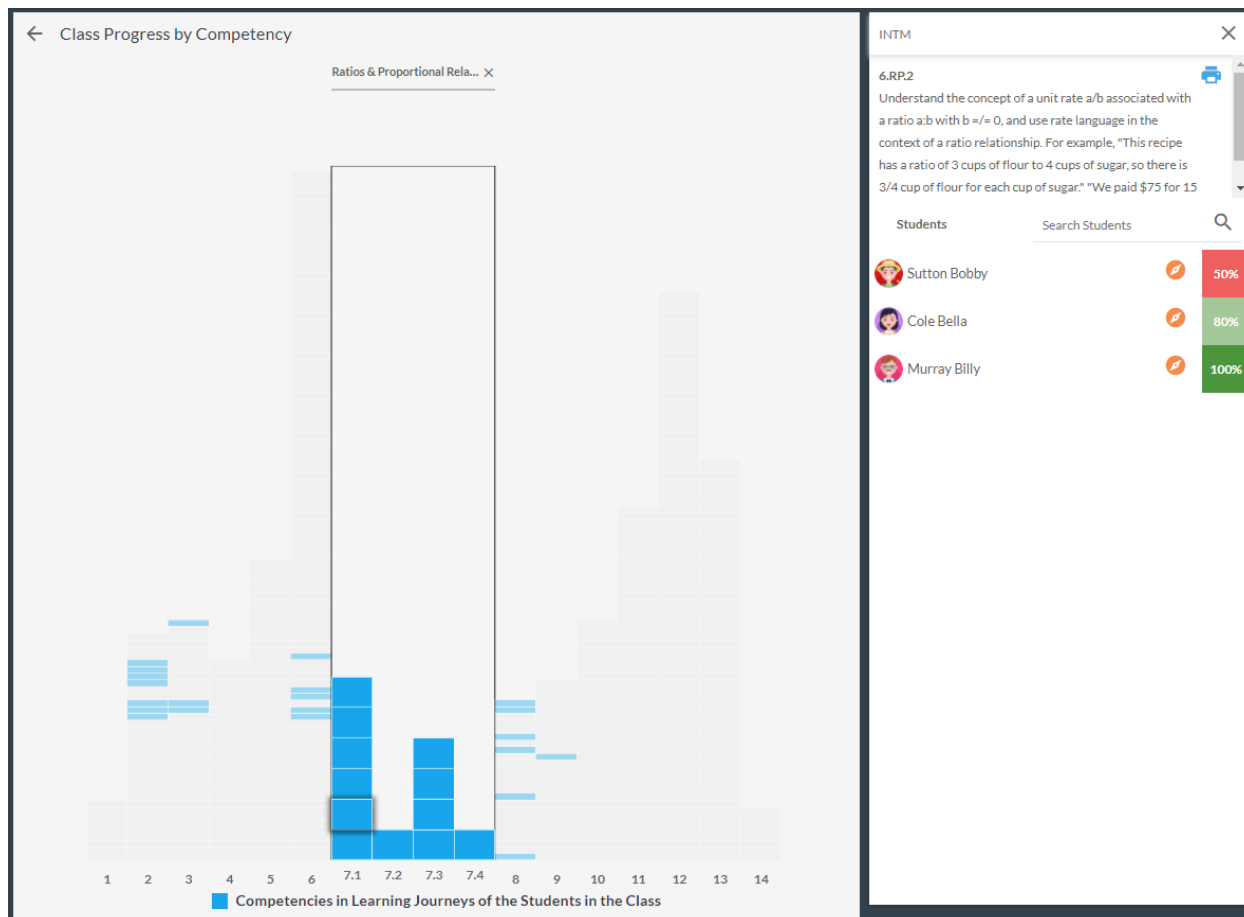
CFU - Describe effects of dilation/tran... 1m 36s 80%

17 Dec 2020 46m 20s

25 Nov 2020 12m 38s

One-Page Resource: [Class Progress Report – Gooru](#)

## Competency Progress Report



The Competency Progress Report shows class-level progress on your course's competencies or learning standards. The report's main page shows a class Skyline. Each block in the graph is one competency. All competencies that your students have studied so far appear in light blue. Competencies that no students have yet attempted appear in gray. As your students encounter more content and move through their Learning Journeys, more of the graph will turn blue.

Clicking into any block in the Skyline will zoom in to the graph. If the block is blue, you will be able to view the scores of the students who have studied that competency.

Along the right side of the page, you can search for a specific competency by keyword or competency code. From there, you can see lesson scores for all students that have worked on that competency so far.

## Data by Milestone

← Data By Milestone

Milestones

Milestone 1 - Grade 2

...

Milestone 2 - Grade 3

Marshall Amelie

Milestone 3 - Grade 4

Davies Bradley, Parker Alicia

& 1 Others

Milestone 4 - Grade 5

...

Milestone 5 - Grade 6

Cole Bella, Sutton Bobby

& 2 Others

Milestone 6 - Grade 7

Lewis Kyle, Davies Bradley

& 5 Others

Milestone 7 - Grade 8

May Megan

Milestone 8 - Integrated Math 1

...

Milestone 9 - Integrated Math 2

...

Milestone 10 - Integrated Math 3

...

Class Journey Report










All Milestones

×

Class Journey Report

45 Domains | 201 Topics | 469 Competencies

Search

Student		Highest Competency Mastered	Competencies Mastered	Avg.CFU Score
 Marshall Amelie	≡	3.OA.7	3/33	100%
 Davies Bradley	≡	4.OA.2	3/71	80%
 Parker Alicia	≡	4.NBT.2	2/34	90%
 Harris Sam	≡	4.NBT.2	1/34	80%
 Cole Bella	≡	6.RP.2	1/42	80%
 Sutton Bobby	≡		--/42	--
 Murray Billy	≡	6.RP.3.a	3/42	87%
 Sharp Abbie	≡	6.RP.3.c	3/42	80%
 Lewis Kyle	≡	7.RP.2.a	1/37	80%

The Data by Milestone report shows each student's progress by Milestone. In courses that cover multiple grades, like math and ELA, Milestones are usually grade levels. By clicking on a Milestone on the left side of the page, you can see the most challenging competency each student has mastered in the Milestone, the total number of competencies they have mastered in the Milestone, and their average score on assessments.

By clicking on "Class Journey Report" at the bottom of the menu on the left side of the page, you can see course-level data, including the most challenging competency each student has mastered across the course, total number of competencies mastered, and overall average assessment score.

## Diagnostic Report

**Data By Diagnostic**

**Milestones**

- OAT Operations and Algebraic Thinking
- NOBT Number and Operations in Base Ten
- NOF Number and Operations - Fractions
- MD Measurement and Data
- G Geometry
- RPS Ratios and Proportional Relationships
- TNS The Number System
- EE Expressions and Equations

**OAT Operations and Algebraic Thinking**

Search...

Student	Result	Student will Begin at	
Popeye	Below Grade Level	2.OA.1	<a href="#">See Responses</a>
Duck Donald	Below Grade Level	2.OA.4	<a href="#">See Responses</a>
Duck Daffy	Below Grade Level	2.OA.1	<a href="#">See Responses</a>
Brown Charlie	Below Grade Level	4.OA.3	<a href="#">See Responses</a>
Oyl Olive	Below Grade Level	2.OA.1	<a href="#">See Responses</a>
Snoopy	Below Grade Level	4.OA.4	<a href="#">See Responses</a>

The Diagnostic Report shows instructors how individual students perform on each domain's diagnostic. The data is available by domain and includes the student name, result, starting point, and diagnostic responses.

Instructors can quickly check if a student's diagnostic results indicate that they begin work at, above, or below grade level. They can also see the specific competency on which each student will begin in the given domain.

**Assessment Report**

3.MD.6 + 3

Time Spent: 1m 6s

1. Question

3.MD.5.b

How do we know which rectangle has the greatest area?

**Student Answer**

☐ It covers the most space.  
☐ It has the most squares in each column.  
☒ It is the widest.  
☐ It has the fewest corners

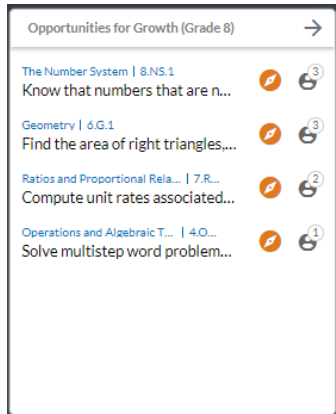
**Correct Answer**

☒ It covers the most space.  
☐ It has the most squares in each column.  
☐ It is the widest.  
☐ It has the fewest corners

They may also view the specific answer choices that each student selected while taking the diagnostic.

## Opportunities for Growth

The opportunities for growth card highlights areas in which students require additional support. Teachers have the ability to make suggestions from this card.

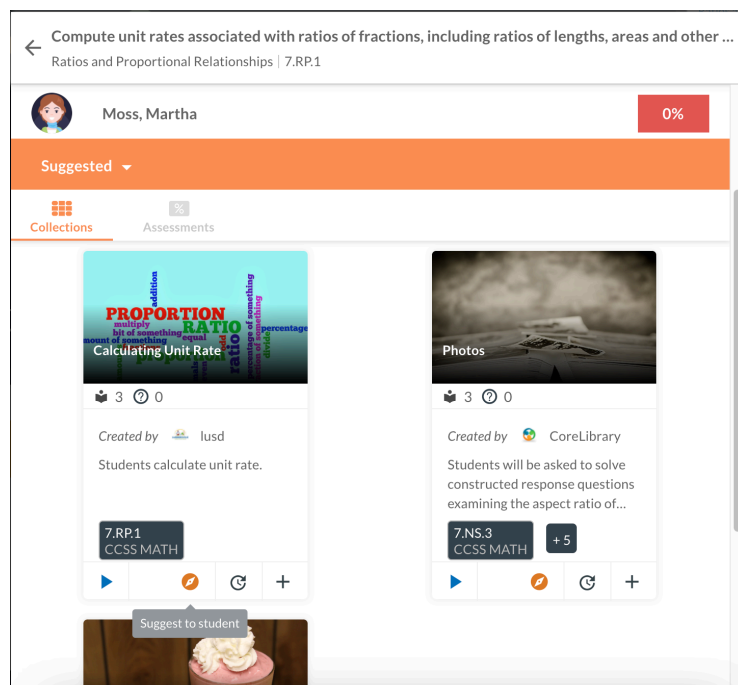


The system automatically offers suggested collections when struggle is demonstrated.

Suggested assessments are offered when students prove evidence of mastery.

Students have the agency to decline all suggestions made from the system.

All suggestions can be found under the orange compass icon.



Alternatively, suggestions can be made from other places in Gooru.

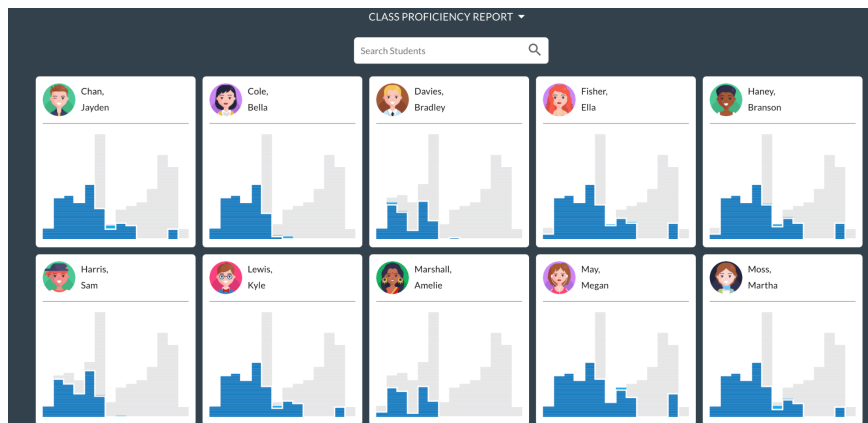
One page resource: [Making Suggestions – Gooru](#)

## Student Locator

Student Locator Reports [▶ Student Locator Reports](#)

## Class Proficiency Report

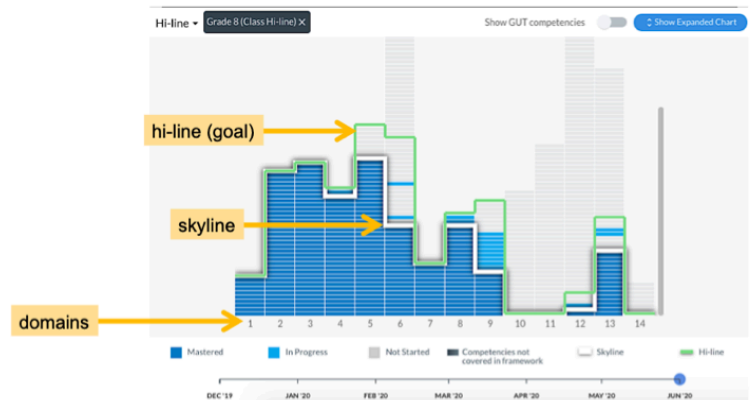
The Class Proficiency report showcases the Proficiency Reports of all students in your class.



In each student's **Proficiency Chart**, there are two important lines:

1. **Skyline** (white) – “Where is the student now?”

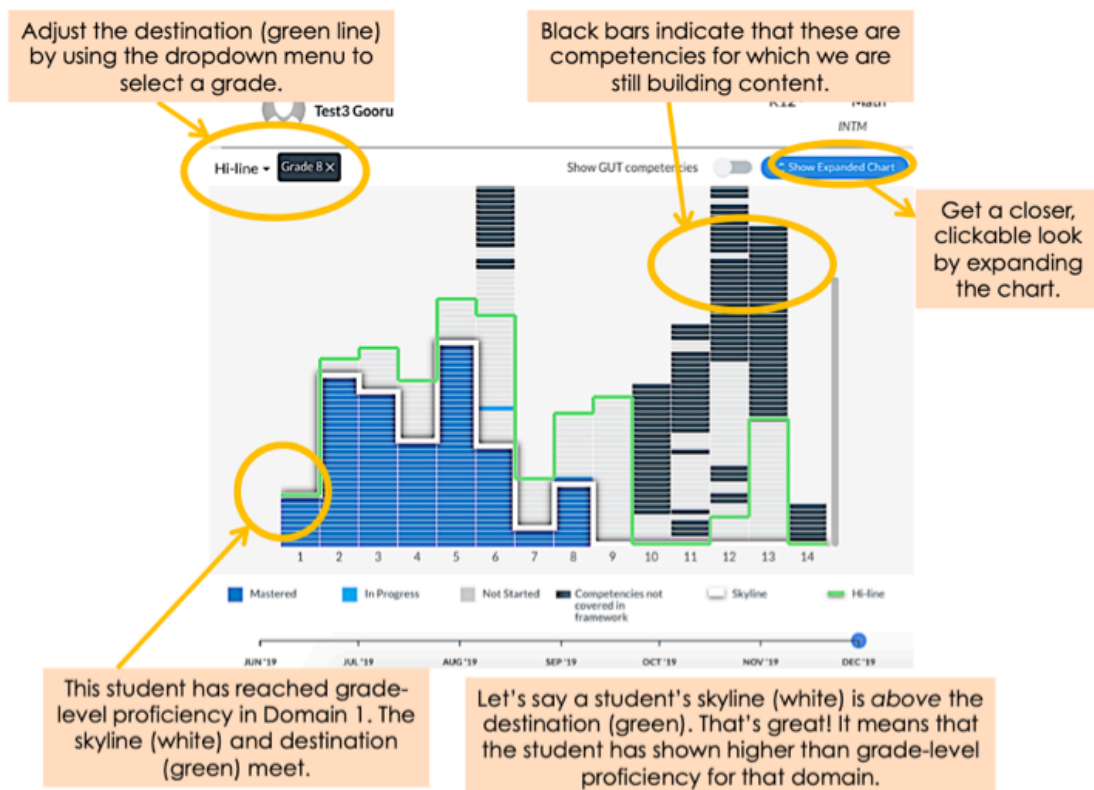
- Initially set using each individual student's benchmark scores or diagnostic data
- Shows the highest (most challenging) standard a student has mastered in each domain
- Moves upward, block by block, as the student masters assessments tagged to each standard ( $\geq 80\%$ )
- Travels with the student year-to-year



2. **Hi-Line** (green) – “What is the student aiming for?”

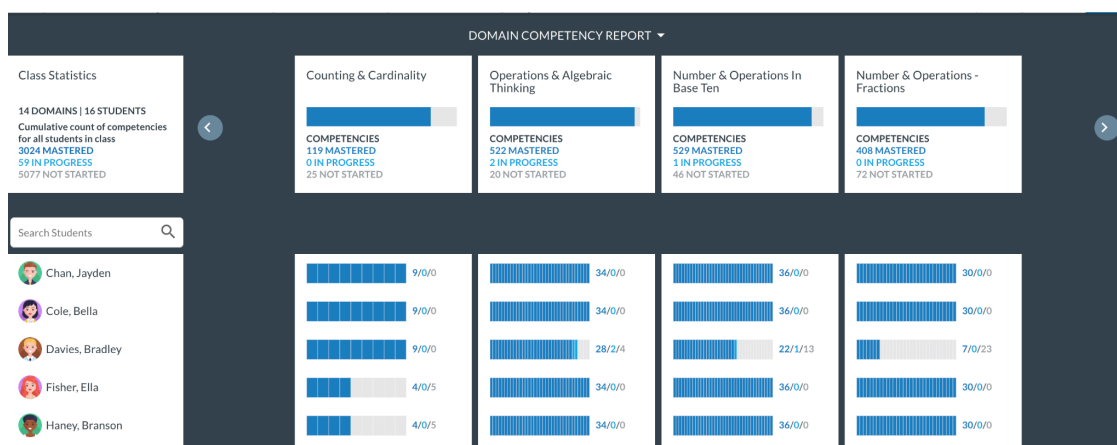
- Student's grade-level goal based (i.e., what content each student needs to master in order to show grade-level proficiency)

The overall goal is for the student's Skyline (white) to meet or surpass the hi-line (green).



## Domain Competency Report

The Domain Competency Report breaks class and individual data down by domain. These are the same domains listed across the bottom of each student's Skyline.



## Class Activities

### Overview

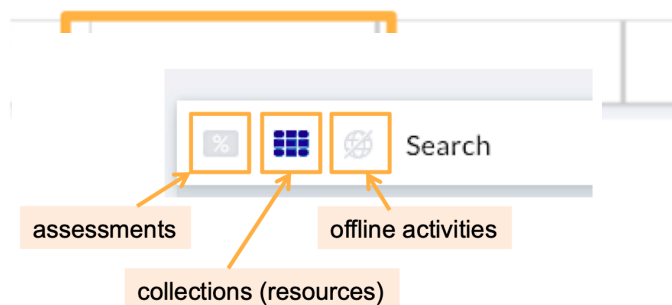
Class Activities are additional collections, assessments, or offline activities that you can post for some or all of your students. Note that you can operate your Navigator class without using Class Activities. It simply creates the space for you to assign additional activities either for support or enrichment.

Class Activities [▶ Gooru Navigator](#) [Supplementing with Class Activities](#)

### Search and Assign

#### Starting Your Search:

1. Click on the Class Activities tab at the top of the page.
2. Select the type of activity you are interested in posting by clicking on its icon (see right).
3. From here, you have a few options for your search. However, Steps 1 and 2 (above) remain the same.

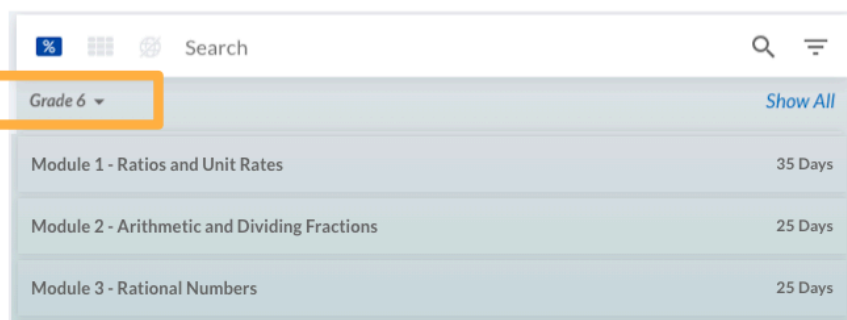


#### Searching within Your Scope and Sequence:

If you want to search for activities that come directly from your curriculum's scope and sequence, select a grade using the dropdown menu. You can then click on a module and a standard.

Clicking on a module and standard will list all items available to use as a Class Activity. Click on an activity to preview it.

You can click into any of these modules.



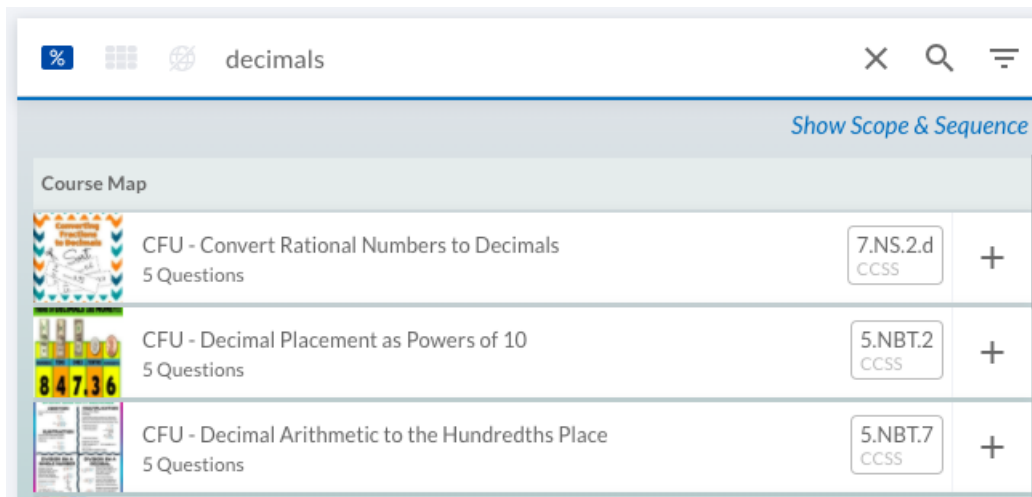
Searching from Gooru's Catalog:

If you want to do a more general search for activities, type key terms into the search bar. In the example below, we searched for assessments containing the term "decimals".

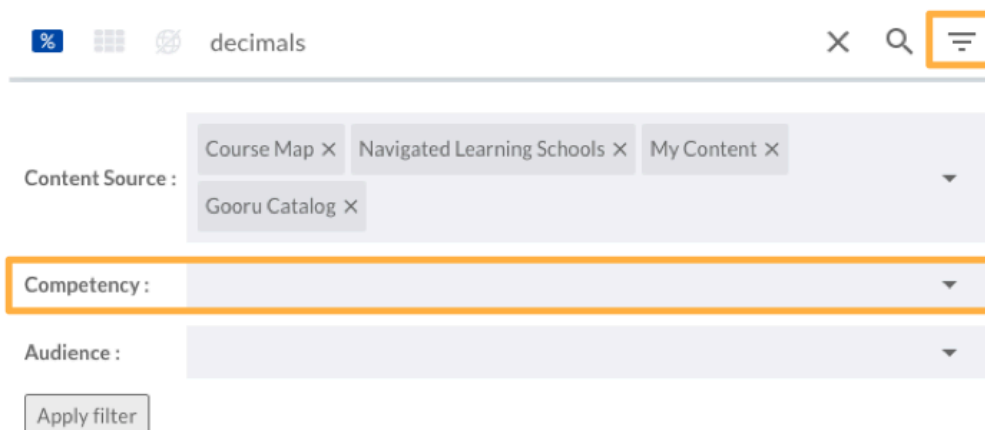
Scroll through to see the items available to post.



The standards associated with each assessment are listed to the right. You can click on any item to preview it.



You can filter your results by standard by clicking on the funnel icon and selecting the grade and standard (competency) in which you are interested.



## Assigning a Class Activity:

1. To assign a class activity, click on the + icon to the right of its name.
2. Then, select a start and end date for the activity using the calendars. Click "Add Activity."

Start Date

11

AUG 2020  
TUESDAY

End Date

--

< August 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

< August 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

☐ Include Video Conference
 

on

Start Time

05:30 PM

End Time

06:30 PM

ADD ACTIVITY

Course Map

	CFU - Convert Rational Numbers to Decimals 5 Questions	7.NS.2.d CCSS	+
	CFU - Decimal Placement as Powers of 10 5 Questions	5.NBT.2 CCSS	+
	CFU - Decimal Arithmetic to the Hundredths Place 5 Questions	5.NBT.7 CCSS	Schedule

## Frequently Used Terms

<b>Assessment</b>	A set of scored questions tagged to a particular competency; used to judge mastery and build the Skyline. Also called a “CFU” (check for understanding).
<b>CFU</b>	Check for understanding; same as “Assessment”.
<b>Class Activities (CAs)</b>	Collections and assessments that teachers can post to be completed over a specific period of time. Data populate in real-time.
<b>Class Card</b>	Viewable upon log-in, one per Gooru class. Shows class name, icons for tabs (Learning Journey, Class Activities, etc.), and wheel icon for Class Settings.
<b>Classroom</b>	Virtual space managed by teachers in which students work through content from a given competency framework.
<b>Classroom Code</b>	Unique code students can use to join a classroom.
<b>Collection</b>	A playlist of resources (videos, website, images, etc.) and sample questions tagged to a competency.
<b>Competency</b>	Learning standard; typically, a Navigator course includes one lesson per competency.
<b>Course Map</b>	View of all content available in an assigned course.
<b>Destination</b>	Found in Class Settings, to the right of each student’s name. Indicates the highest level of material the student has in their Learning Journey; typically set at grade-level, can be adjusted by the teacher.
<b>Diagnostic</b>	Small, adaptive assessments given at the domain-level in some subject areas; used to approximate student’s starting point.
<b>FRQ</b>	Free response question; teacher-graded question type available in some Learning Journeys and in Class Activities.
<b>Gain</b>	Occurs when a student masters ( $\geq 80\%$ ) a competency for the first time.
<b>Gooru Catalog</b>	All published content available in Gooru from any/all Gooru users; searchable by competency.
<b>Go Live</b>	Launches an assessment “live” during class. Student data populate in real-time; teachers can display identified or anonymized results.
<b>Hi-line</b>	Green goal line in each student’s Proficiency Chart. The goal is to build up the Skyline so it reaches the hi-line; typically aligns with a student’s grade level.

<b>Learning Journey</b>	A student's personalized path through a subject's competencies; self-navigated; includes assessments, collections, and activities. Mastery is accrued as the student progresses.
<b>Library</b>	A searchable bank of resources typically grouped by source.
<b>Mastery</b>	Score of $\geq 80\%$ on an assessment tagged to a competency; shades in a block on the Proficiency Chart (builds Skyline).
<b>Offline Activities (OAs)</b>	Activities that can be worked on offline and then submitted online; include projects and enrichment activities.
<b>Proficiency Chart</b>	Chart showing student's Skyline, hi-line, and mastered competencies. Each vertical column represents a domain. Within a domain, each competency is represented by a block. The goal is to close the gap between the Skyline and green hi-line.
<b>Progress Report</b>	Shows a range of student- and class-level data, including competency gains, time spent, and diagnostic status. Printable and downloadable over any date range.
<b>Reinforced Mastery</b>	Occurs when a student re-masters a competency they are already proficient in; useful in review activities, tracked on progress report.
<b>Resource</b>	A video, website, simulation, animation, interactive page, or uploaded file tagged to a competency; organized into collections.
<b>Roster</b>	List of students in your class; viewable in Class Settings by clicking wheel icon.
<b>Scope and Sequence</b>	Order and standards from your curriculum, filled with Gooru-crafted and open education resources. Searchable on your Class Activities tab.
<b>Skyline</b>	A thick white line on the Proficiency Chart that indicates a student's current understanding in each domain; grows vertically as the student gains mastery.
<b>Student Locator</b>	Teacher tab where all data reports are housed.
<b>Study Timer</b>	Viewable on student pages; accrues time spent on collections and assessments as students work.
<b>Suggestion</b>	Automatically offered but can also be assigned by teacher. Suggested collections offered after signs of struggle; suggested assessments offered after evidence of mastery. Students have agency to decline; all suggestions are retrievable under orange compass icon.
<b>Time Spent</b>	Student's active learning time in their Navigator course; includes time in assessments and on resources, does not include time browsing or navigating between pages.



## Troubleshooting

### Support Site

Whether you are just getting started on Gooru or are an experienced user who needs a little extra support, our Support Team is excited to help out however we can!

#### Where to find help:

- **Community support page:** <https://community.gooru.org/>
- **Visit our [YouTube](#) page for how-to videos**
- **Click on any "?" icon for in-product support**

If you're unable to find the support you need here, please feel free to email us at **support@gooru.org**. We will respond within 24 hours during the business week.

When you send us a message, it helps if you can include a link or screenshot to any Gooru page that you are using, and contact us using the email account that you're registered with on Gooru. The more context we have, the easier it is for us to help you!

With the exception of a few holidays, a member of our support team will respond within one business day – usually in under 2 hours during our official business hours (9am-6pm PST) – to ensure that you have the solution you need in a timely manner.

**Introduction to Navigator by Role:**

What is Navigator for Learners?

▶ What is Navigator for Learners

What is Navigator for Instructors?

▶ What is Navigator for Instructors

What is Navigator for Guardians?

▶ What is Navigator for Guardians?

**For Teachers:**

Class Settings, Co-Teacher, Add Students

▶ Gooru Navigator Class Settings - Adding Students and Co Teachers

Class Activities

▶ Gooru Navigator Supplementing with Class Activities

Interpreting Learning Journey Data

▶ Gooru Navigator - Interpreting Learning Journey Data

Student Locator Reports

▶ Student Locator Reports

Performance Overview

▶ Performance Overview and Reports

**For Students:**

Class Card Update for Students

▶ Class Card Updates for Students

Student Dashboard

▶ Student Dashboard

Study Player

▶ Study Player