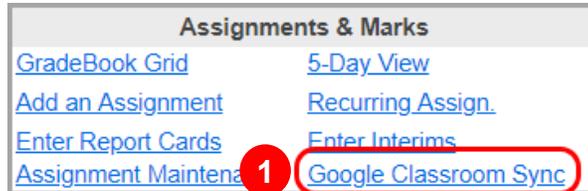


Importing Google Classroom™ Marks (Traditional/Secondary Classes)

The **Google Classroom Sync** screen can be used to import marks for your traditional/secondary classes. The first time you use Google Classroom Sync, you must select or log in to the desired Google account. You may also need to grant ProgressBook permission to use your Google information. You cannot use this feature with class groups.

- 1 On the desired class's **Class Dashboard**, below **Assignments & Marks**, click **Google Classroom Sync**.



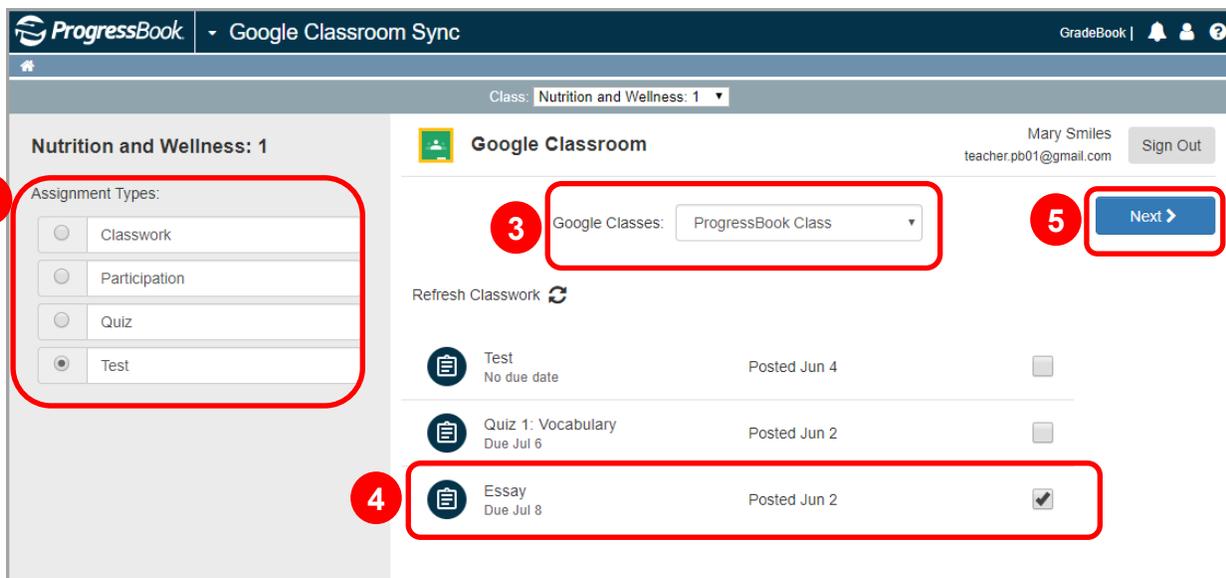
- 2 On the **Google Classroom Sync** screen, in the **Assignment Types** column, select the GradeBook assignment type to which you want to categorize one or more of your Google Classroom assignments.

- 3 In the **Google Classroom** area, in the **Google Classes** drop-down list, select the desired Google Classroom class.

- 4 Beside the assignments whose marks you want to sync, select the checkbox.

Note: You can click an assignment to display an expanded box that indicates when the assignment was posted in Google Classroom, the number of students who have turned in the assignment, the number of students to whom the assignment was given, and the number of submissions that you have graded.

- 5 Click **Next**.



One or more grids display, showing each assignment that you want to sync, then showing each student's name, their existing GradeBook mark (if any) for the assignment, and the new mark you are importing from Google Classroom.

- 6 (Optional) Deselect the checkbox beside all students whose marks you do NOT want to import. All students are selected by default. You can use the checkbox at the top of the grid to toggle between selecting and deselecting all students.
- 7 (Optional) The **Overwrite existing marks** toggle is enabled by default. Disable to prevent overwriting GradeBook marks.
- 8 Review all marks for accuracy, and then click **Sync**.

ProgressBook - Google Classroom Sync

Class: Nutrition and Wellness: 1

Nutrition and Wellness: 1

Assignment Types:

- Classwork
- Participation
- Quiz
- Test

Google Classroom

Mary Smiles
teacher.pb01@gmail.com

Sign Out

Essay

7 **Overwrite existing marks** 8 **Sync**

	Name	GradeBook	Google	Message
<input checked="" type="checkbox"/>	Christian Hardy		80	Overwrite - Student mark will be changed to '80'
<input checked="" type="checkbox"/>	Sharon Haynes		90	Overwrite - Student mark will be changed to '90'
<input type="checkbox"/>	Lucius Curry		86	
<input checked="" type="checkbox"/>	Primavera Dawson		75	Overwrite - Student mark will be changed to '75'
<input checked="" type="checkbox"/>	Aidan Bush		95	Overwrite - Student mark will be changed to '95'

6

Cancel

Sync Complete! and one or more grids of imported marks display.

Overwrite Existing Marks Toggle

- Whether or not the toggle is enabled, students who are not selected do not have marks imported.
- When the toggle is disabled, Google marks for selected students who do not have existing marks in GradeBook are still imported.

ProgressBook - Google Classroom Sync

Class: Nutrition and Wellness: 1

Nutrition and Wellness: 1

Google Classroom

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Sign Out

Sync Complete!

← Sync New

Click to view the **Assignment Marks** screen for the assignment created for the Google Classroom classwork.

Click to import marks for other assignment types.

Name	Mark
Christian Hardy	→ 80
Sharon Haynes	→ 90
Lucius Curry	
Primavera Dawson	→ 75
Aidan Bush	→ 95