



The **Google Classroom Sync** screen lets teachers import Google Classroom marks into GradeBook. The following items are required for this sync to function properly:

- 1 ProgressBook must be fully integrated and verified with Google services. Your ITC must follow the instructions on the **Third-Party API Settings** screen **Configure Google Services Integration** tab (see the *Configure Google Services Integration* instructional sheet).
- 2 Students must have their Google email addresses on the **Edit Student Profile** screen **General** tab in StudentInformation. For more information, please see [Student Email Import](#) on the reverse side of this sheet.
- 3 On the **Mark Types** screen, one or more mark types must be associated with a **GUI of Numeric Textbox**.

Name	GUI	Uses List?	Admin Only?	Del?
1-4	Listbox	Y	N	View Marks
A-F (no +/-)	Listbox	Y	Y	View Marks
A-F (with +/-)	Listbox	Y	Y	View Marks
Percent	Numeric Textbox	N	N	n/a
Period Attendance	Click List	Y	Y	View Marks
Points	Numeric Textbox	N	N	n/a

- 4 Assessments must be properly tied to the report card associated with the class whose marks are being imported.
- 5 Teachers must associate one or more assignment types with mark types that have the **GUI of Numeric Textbox**. For more information about mark type setup, see the *GradeBook System Manager Guide*.

Note: Teachers cannot see whether the mark types they select have the **GUI of Numeric Textbox**, so teachers of standards-based classes may require assistance if they want to import Google Classroom marks.

Note: Any assignment types related to mark types that do not have a **GUI of Numeric Textbox** do not display on the **Google Classroom Sync** screen.

Name	Abbr	Mark Type	All	Language Arts 4: 1	Del?	Abbr
Classwork	CW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW
Homework	HW	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
Quiz	QZ	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QZ
Test	TS	Points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TS

(See the reverse side of this sheet for more information.)

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- 6 Teachers of standards-based classes cannot divide points earned among multiple assessments during the sync. This also means a default overall assessment's points cannot be divided among multiple assessments. Google Classroom provides only 1 overall score for each assignment.

Google Classroom does not support the setup pictured to the right. When you import assignments, each assessment selected on the GOOGLE CLASSROOM SYNC screen receives the same amount of points based on the overall score in Google Classroom.

Select one or more assessments on each report card and/or interim:

5th Grade Report Card	Points
<input checked="" type="checkbox"/> Math Grade (total)	20
<input type="checkbox"/> Final	
<input checked="" type="checkbox"/> Reads, writes, compares & rounds decimals	10
<input type="checkbox"/> Multiplies multi-digit whole numbers	
<input type="checkbox"/> Solves long division problems	
<input checked="" type="checkbox"/> Applies the four operations to decimals	10
<input type="checkbox"/> Solves multi-step measurement conversion problems	

Student Email Import

Teachers can import Google Classroom assignment marks only if the marks they are importing match with a student in ProgressBook GradeBook. Districts must ensure that all students have their Google email addresses listed in the **Student Email** field on the **Edit Student Profile** screen **General** tab in StudentInformation so that students in Google Classroom have a match in GradeBook. To ensure this, you can import email addresses using the **Student Email Import** screen (**Navigation: StudentInformation – Management – Import/Export – Student Email Import**). On this screen, you can import a spreadsheet listing the email addresses of multiple students based on their student numbers. The import accepts only comma-separated files (.csv) with the following information:

- Student Number
- Email address (for Google Classroom purposes, this should be the student's Google email address; if necessary, check with your district's Google admin)

- 1 Click **Browse**.
- 2 Locate and select the student email file you want to import. The selected file name displays in the field.
- 3 Click **Upload**.

If the student email file imports successfully, you receive a confirmation message indicating the number of successfully imported email addresses. If errors are found in the import file, a warning message displays with a list of the affected column(s) and row number(s). All records load except for those with errors.

StudentInformation > Management > Import/Export > Student Email Import

Student Email Import

1 3

Student Email Import

Warning! The import was partially successful. Successfully imported 17 student email addresses.

List Of Errors On Import

Line Number	Student Number	Email Address	Message
1	199999	some-email-0@example.org	Invalid Student Number.
9	109008	some-invalid-email	Invalid Email Address Format.
15	109014	www.example.org	Invalid Email Address Format.
18	109017	anotherinvalidemail.something	Invalid Email Address Format.