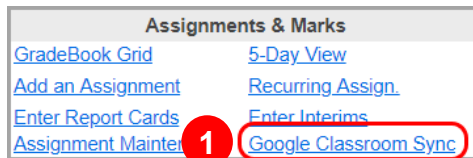


Importing Google Classroom™ Marks (Standards-Based/Elementary Classes)

The **Google Classroom Sync** screen can be used to import marks from Google Classroom. 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. Your assignment types must be associated with mark types that have a numeric or point value; if no assignment types display on the **Google Classroom Sync** screen, you may need to contact an administrator for assistance.

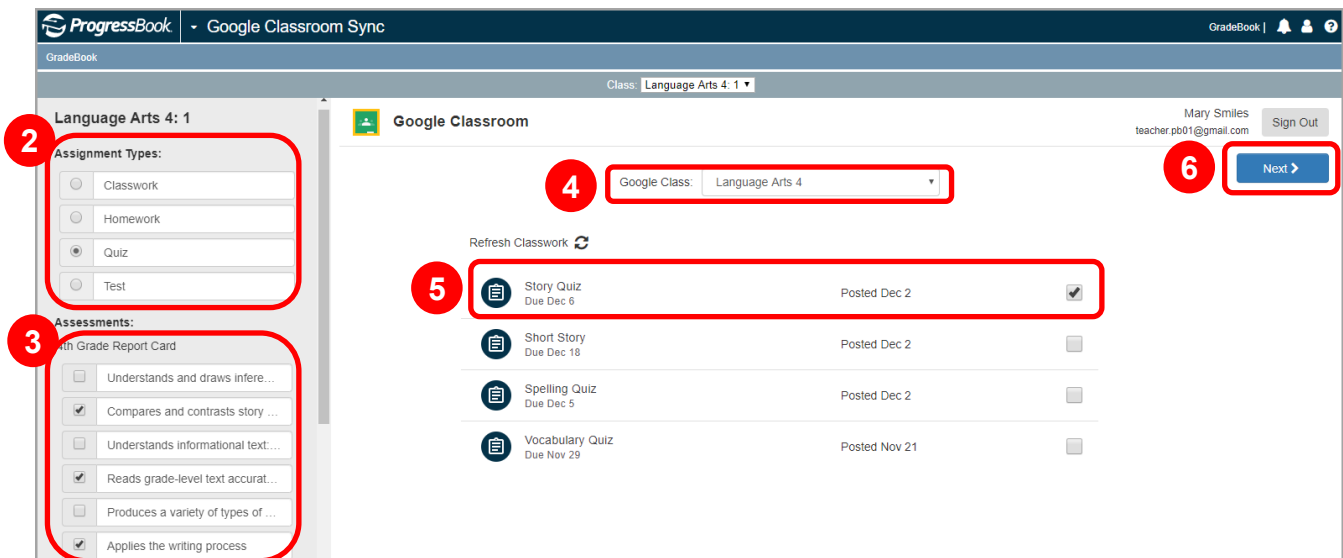
- 1 On the desired class's **Class Dashboard**, below **Assignments & Marks**, click **Google Classroom Sync**.



- 2 On the **Google Classroom Sync** screen, in the **Assignment Types** area, select the GradeBook assignment type to which you want to categorize one or more of your Google Classroom assignments.
- 3 In the **Assessments** area, select one or more report card assessments to which you want to associate imported points.
- 4 In the **Google Classroom** area, in the **Google Classes** drop-down list, select the desired Google Classroom class.
- 5 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.

- 6 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) Enable the **Overwrite existing marks** toggle to overwrite the GradeBook marks with Google marks for all selected students.
- 8 Review all marks for accuracy, and then click **Sync**. The same mark is imported for all report card assessments. You cannot divide the overall mark among the assessments.

The screenshot shows the 'Google Classroom Sync' interface in ProgressBook. On the left, there are filters for 'Assignment Types' (Classwork, Homework, Quiz, Test) and 'Assessments' (4th Grade Report Card items). The main area is a table titled 'Story Quiz' with columns for Student, Assessment, GradeBook, Google, and a message. The table lists two students: Leslie Hanson and Carter Greeves, each with three assessments. A red box labeled '6' highlights the checkboxes in the 'Student' column. Another red box labeled '7' highlights the 'Overwrite existing marks' toggle, which is currently turned on. A third red box labeled '8' highlights the 'Sync' button in the top right corner.

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

Overwrite Existing Marks Toggle

- The **Overwrite existing marks** toggle is disabled by default.
- 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.

The screenshot shows the 'Sync Complete!' screen in ProgressBook. The main area displays a table with columns for Name, Assessment, and Mark. The table lists the same two students and their assessments as the previous screenshot. A yellow callout box on the left points to the 'Assignment Marks' screen for the assignment created for the Google Classroom classwork. Another yellow callout box on the right points to the 'Sync New' button, indicating that marks can be imported for other assignment types.