

Once the assignments have been transferred, they display on the **Class Dashboard** of the class to which the student was transferred.

8. The teacher of the class from which the student transferred should hide that student in the class roster. See [“Group Classes Together.”](#)

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## Google Classroom™ Assignments and Marks

If your district has configured Google™ services integration, you can use Google Classroom Sync to import your assignments and marks from Google Classroom into ProgressBook.

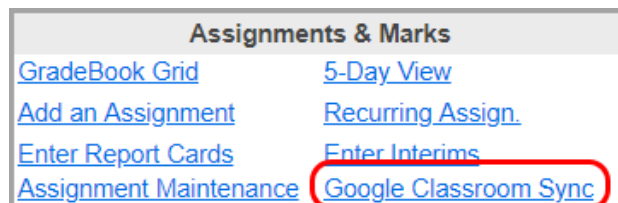
To be able to sync assignments and marks from Google Classroom, you must have students in Google Classroom that match your students in GradeBook. The system matches first by student email address and then by student name; the matching process is not case sensitive. You cannot use this feature with class groups.

The following circumstances must also be true:

- Your system manager has assigned the correct format, known as numeric textbox, to the mark types you are using. This format indicates that you can enter a number into a field as the mark for an assignment. Mark type formats that let you select an item from a drop-down list or enter a checkmark cannot be used with Google Classroom Sync.
- On the **Assignment Types** screen, you have selected a **Mark Type** (e.g., **Points**) with the previously mentioned numeric textbox format for each assignment type you want to use when importing Google Classroom marks. This screen does not indicate whether the mark types you have selected use numeric textboxes, so if you are not sure, check with a system manager. If you are using traditional (Custom Setup 1) grading, you likely have the proper setup. If you are using standards-based (Custom Setup 2) grading, you may need more assistance in setup.
- If you are using standards-based (Custom Setup 2) grading, you are importing only assignments that do not have a default/overall assessment that needs its points divided among multiple assessments. Google Classroom provides only one overall score for each assignment.

## Signing in to Google Classroom from GradeBook

1. On the desired class’s **Class Dashboard**, below **Assignments and Marks**, click **Google Classroom Sync**.



The **Sign in – Google Accounts** window opens.

**Note:** You must have all pop-up blockers disabled for ProgressBook so that the window can open.

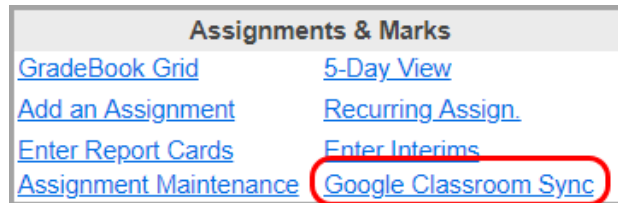
2. On the **Sign in – Google Accounts** window, select or enter the desired account information and log in to Google.

**Note:** The first time you log in, you may also have to confirm that you want ProgressBook to be able to access your Google information.

You are now logged in to your Google account in GradeBook and you can sync assignments and marks.

## Syncing Assignments and Marks for Default or Custom Setup 1

1. On the **Class Dashboard** for the desired traditional class, below **Assignments and Marks**, click **Google Classroom Sync**.



The **Google Classroom Sync** screen displays.

2. In the **Assignment Types** column, select the GradeBook assignment type to which you want to categorize one or more Google Classroom assignments.

In the **Google Classroom** area, a **Google Classes** drop-down list displays containing your available Google Classroom classes, including section information.

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

Assignments you have created in Google Classroom display below the drop-down list.

4. (Optional) Click an assignment to display an expanded box that indicates the following:
  - the date on which the assignment was posted in Google Classroom
  - the number of students who have turned it in
  - the number of students to whom it was assigned
  - the number of submissions that have been graded

**Note:** You must return the assignment to your students in Google Classroom before marks display in ProgressBook.

5. Beside the assignment(s) whose marks you want to sync, select the checkbox(es).

- Click **Next**.

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

- (Optional) Deselect the checkbox beside each student whose marks you do not want to import. All students are selected by default. Use the checkbox at the top of the grid to toggle between selecting and deselecting all students.

**Note:** Students who are not selected do not have marks imported regardless of whether the **Overwrite existing marks** toggle is enabled.

- (Optional) Enable the **Overwrite existing marks** toggle to overwrite the GradeBook marks with Google marks for all selected students.

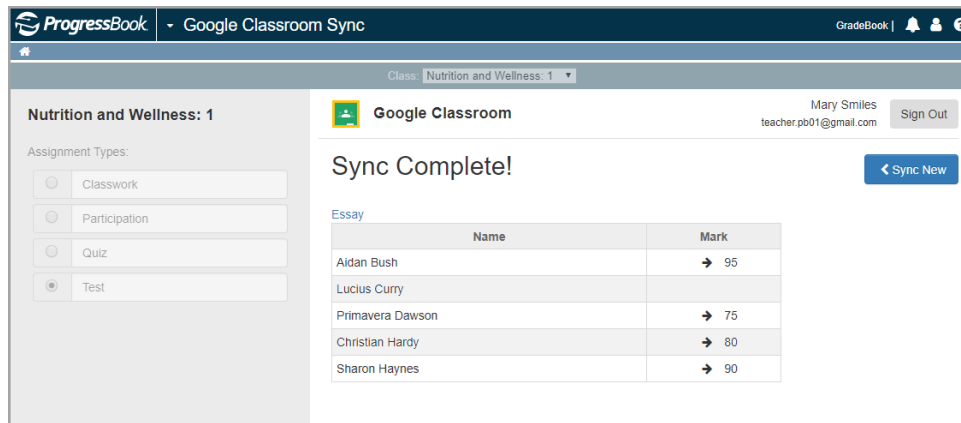
**Note:** Google marks for selected students who do not have existing marks in GradeBook are still imported when the toggle is disabled.

- Review all marks for accuracy, and then click **Sync**.

	Name	GradeBook	Google	Message
<input checked="" type="checkbox"/>	Aidan Bush		95	Overwrite - Student mark will be changed to '95'
<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"/>	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'

**Note:** In the row of any students in GradeBook who do not match students in Google Classroom, a message displays to indicate that they could not be matched by email address or name. Therefore, no marks can be imported for these students.

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

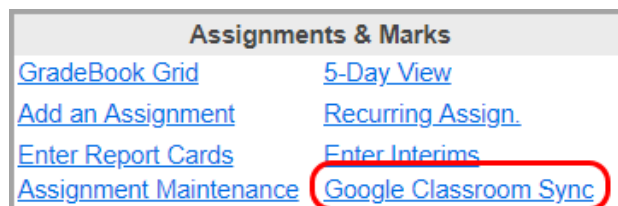


10. (Optional) Click **Sync New** to import more marks for other assignments.
11. (Optional) Above the grid, click the assignment name link to view the Assignment Marks screen for the GradeBook assignment created for the Google Classroom classwork.

## Syncing Assignments and Marks for Custom Setup 2

**Note:** Refer to the beginning of the “[Google Classroom™ Assignments and Marks](#)” section for more information about the necessary setup for Google Classroom Sync.

1. On the **Class Dashboard** for the desired standards-based class, below **Assignments and Marks**, click **Google Classroom Sync**.



The **Google Classroom Sync** screen displays.

2. In the **Assignment Types** area, select the GradeBook assignment type to which you want to categorize one or more Google Classroom assignments.

**Note:** If some or all of your assignment types do not display, those missing assignment types do not have a mark type format of numeric textbox, and therefore, no marks can be imported for them. See a system manager for assistance.

3. In the **Assessments** area, below the desired report card, select the checkbox beside each assessment you want to associate with the imported assignment.

In the **Google Classroom** area, a **Google Classes** drop-down list displays containing your available Google Classroom classes, including section information.

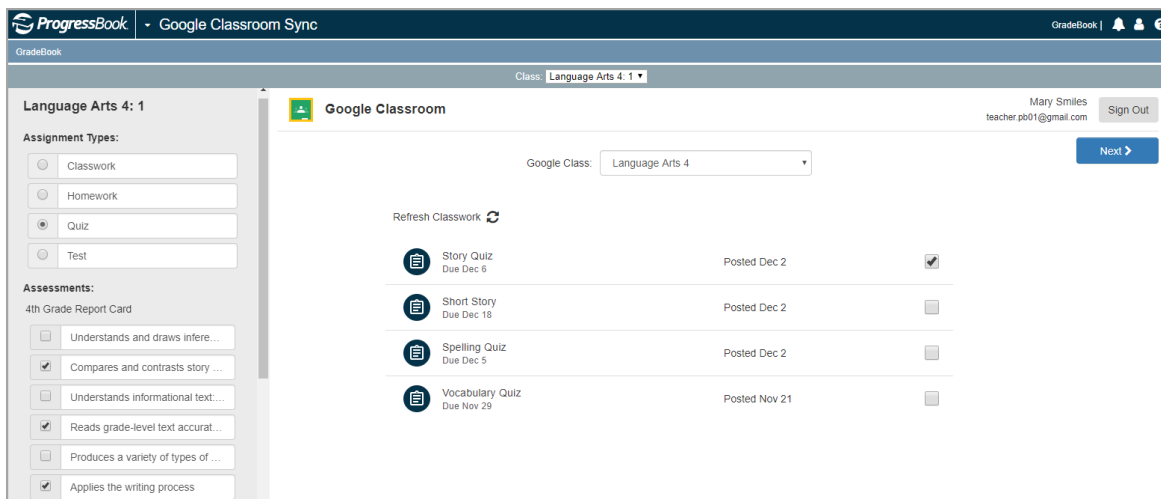
4. In the **Google Classroom** drop-down list, select the desired class.

Assignments you have created in Google Classroom for that class display below the drop-down list.

5. (Optional) Click an assignment to display an expanded box that indicates the following:
  - the date on which the assignment was posted in Google Classroom
  - the number of students who have turned it in
  - the number of students to whom it was assigned
  - the number of submissions that have been graded

**Note:** You must return the assignment to your students in Google Classroom before marks display in ProgressBook.

6. Beside the assignment(s) whose marks you want to sync, select the checkbox(es).
7. Click **Next**.



One or more grids display, showing each assignment that you want to sync, then showing each student's name, the assessments included on the assignment (each has its own row), the student's existing mark (if any) for the assignment, and the new mark you are importing from Google Classroom into ProgressBook.

8. (Optional) Deselect the checkbox beside each student whose marks you do not want to import. All students are selected by default. Use the checkbox at the top of the grid to toggle between selecting and deselecting all students.

**Note:** Students who are not selected do not have marks imported regardless of whether the **Overwrite existing marks** toggle is enabled.

9. (Optional) Enable the **Overwrite existing marks** toggle to overwrite the GradeBook marks with Google marks for all selected students.

**Note:** Google marks for selected students who do not have existing marks in GradeBook are still imported when the toggle is disabled.

10. Review all marks for accuracy, and then click **Sync**.

The screenshot shows the ProgressBook Google Classroom Sync interface. On the left, there are filters for Assignment Types (Classwork, Homework, Quiz, Test) and Assessments (4th Grade Report Card). The main area displays a table for the 'Story Quiz' assignment. The table has columns for Student, Assessment, GradeBook, Google, and Message. The data is as follows:

Student	Assessment	GradeBook	Google	Message
Carter Greeves	Compares and contrasts story elements		17	Overwrite - Student mark will be changed to '17'
	Reads grade-level text accurately and fluently to support comprehension		17	Overwrite - Student mark will be changed to '17'
	Applies the writing process		17	Overwrite - Student mark will be changed to '17'
	Capitalizes and punctuates in written work		17	Overwrite - Student mark will be changed to '17'
	Determines and clarifies unknown and multiple-meaning words		17	Overwrite - Student mark will be changed to '17'
Leslie Hanson	Compares and contrasts story elements		13	Overwrite - Student mark will be changed to '13'
	Reads grade-level text accurately and fluently to support comprehension		13	Overwrite - Student mark will be changed to '13'
	Applies the writing process		13	Overwrite - Student mark will be changed to '13'

**Note:** In the row of any students in GradeBook who do not match students in Google Classroom, a message displays to indicate that they could not be matched by email address or name. Therefore, no marks can be imported for these students.

**Note:** The same mark is imported for all report card assessments. You cannot divide the overall mark among the assessments.

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

The screenshot shows the ProgressBook Google Classroom Sync interface after the sync is complete. A 'Sync Complete!' message is displayed at the top. Below the message, there is a table for the 'Story Quiz' assignment. The table has columns for Name, Assessment, and Mark. The data is as follows:

Name	Assessment	Mark
Carter Greeves	Compares and contrasts story elements	→ 17
	Reads grade-level text accurately and fluently to support comprehension	→ 17
	Applies the writing process	→ 17
	Capitalizes and punctuates in written work	→ 17
	Determines and clarifies unknown and multiple-meaning words	→ 17
Leslie Hanson	Compares and contrasts story elements	→ 13
	Reads grade-level text accurately and fluently to support comprehension	→ 13
	Applies the writing process	→ 13
	Capitalizes and punctuates in written work	→ 13

11. (Optional) Click **Sync New** to import more marks for other assignments.

12. (Optional) Above the grid, click the assignment name link to view the **Assignment Marks** screen for the GradeBook assignment created for the Google Classroom classwork.