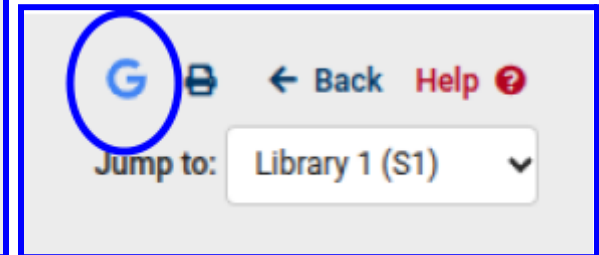
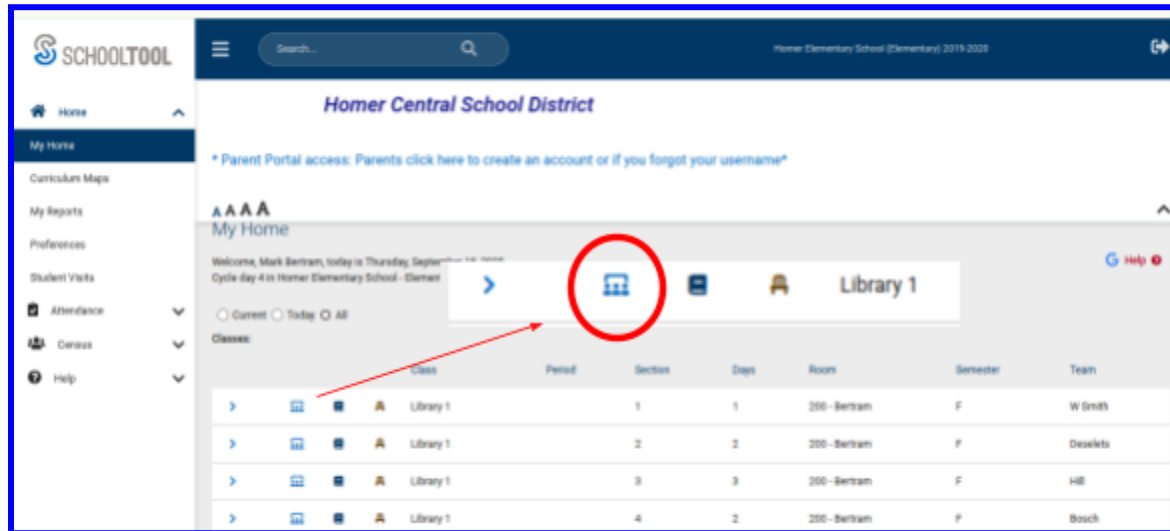


ST & GC Sync

Link your class rosters to Google Classroom

SchoolTool: Click on the roster button for your class. In the top right corner there will be a blue **G**. Click this **G**.



You'll be prompted to **“Create a new Google Classroom”** or **“Sync to an existing”** (be aware that if you sync to an existing Classroom all students currently enrolled **will be removed**). **If you're getting an error message, try to unlink your class and then **“Create New”***

The screenshot shows the 'Google Classroom Sync' dialog box. It contains a dropdown menu labeled 'GOOGLE CLASSROOM:' with the text 'Select One' and a downward arrow. Below the dropdown is a blue button labeled 'SYNC'.

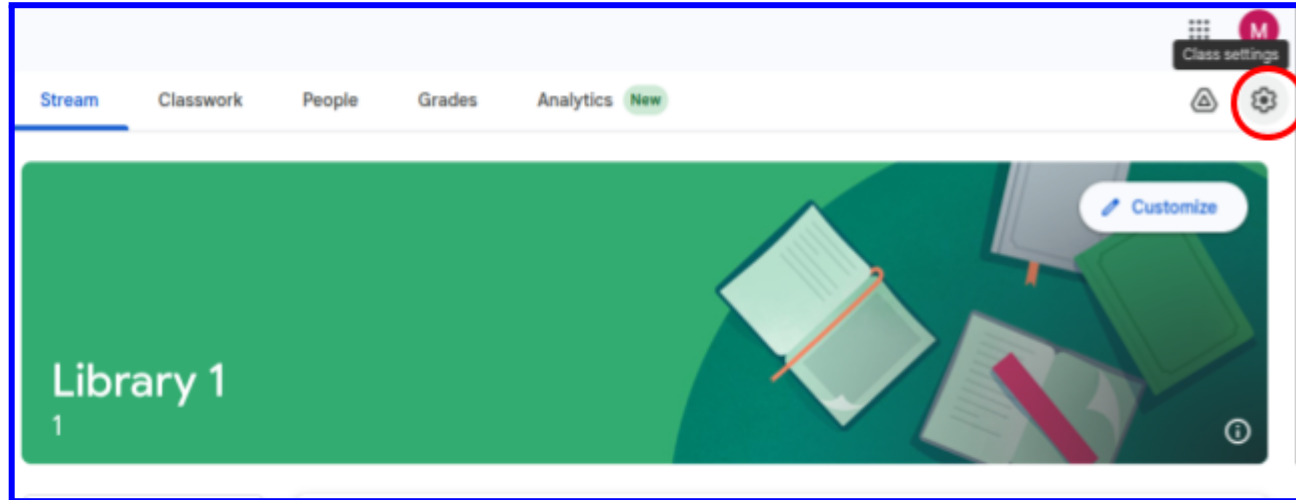
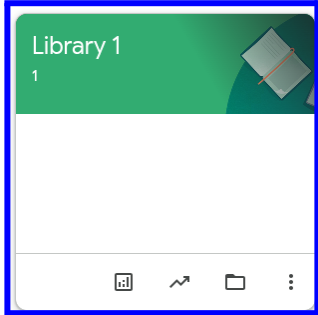
You will receive a confirmation box telling you how many students were added (and if applicable, how many failed to sync).

The screenshot shows the 'Google Classroom Sync' confirmation dialog box. It displays the message: 'Roster sent to Google Classroom for Library 1 (Library 1 S:1). 21 students added; 0 students failed.'

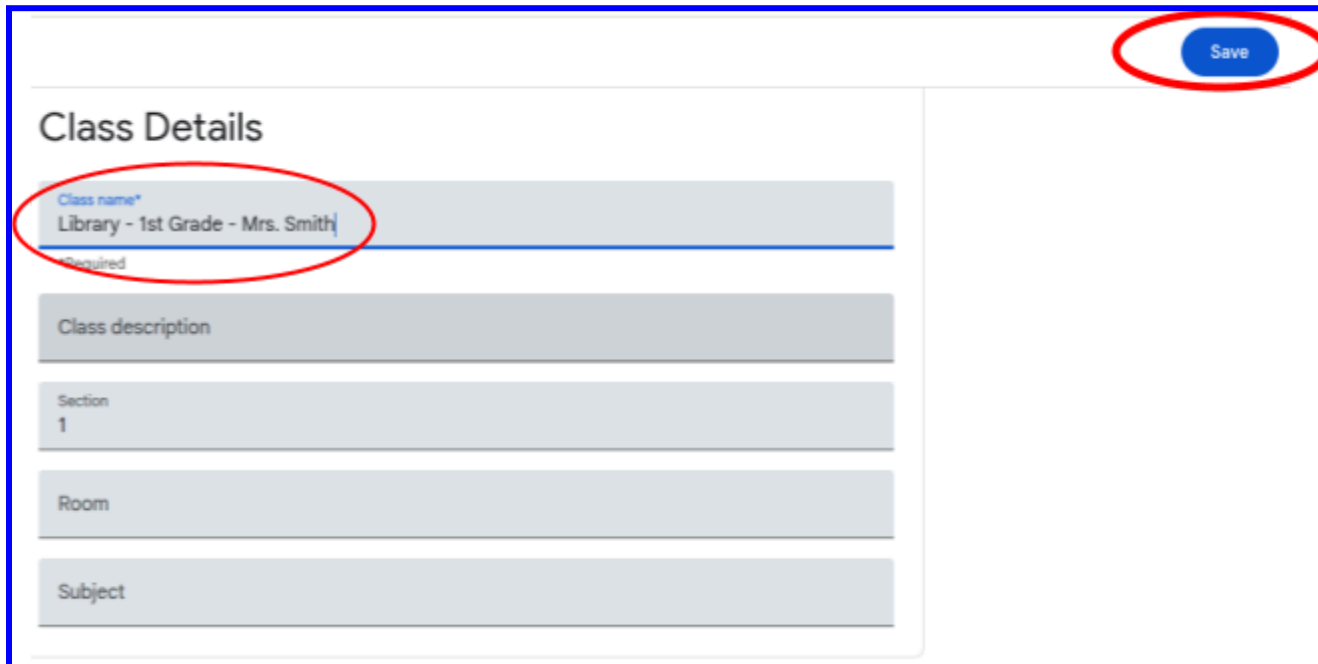
Edit GC Name & Info

Edit Your Synced Google Classroom

Google Classroom: Open your Google Classroom you created with the SchoolTool Sync. In the top right corner you'll see the Settings "Cog." Click that gear icon.



Change the "Class Name" and any other relevant details. Make sure to hit **Save**.

A screenshot of the 'Class Details' form in Google Classroom. The form has several input fields: 'Class name*' (with the text 'Library - 1st Grade - Mrs. Smith' and a red circle around it), 'Class description', 'Section 1', 'Room', and 'Subject'. In the top right corner, there is a blue 'Save' button, also circled in red.

Sync Grades

Syncing Grades

Full Disclosure: I do not have a class and have only been able to play with this minimally. We will be learning as we go. PLEASE let me know of any kinks you come across so I can keep this updated!

Import Assignments and Grades: Categories

To import assignments from Google Classroom, you must first have at least one **CATEGORY** in your gradebook. If you do not have the blue **G** to import assignments, this is the most likely reason. You will also see this notification on your screen (**right**). To add categories, see **below**.

No categories exist. Go to Grade Book Setup to create a category.



SCHOOLTOOL

Grading ▾ **Grade Book Setup ▾** GLOBAL STUDIES 9 HONORS Period 8, Days 1,2,3,4,5,6 (Section 1) ▾ > Global 9 Honors Period 8

Global 9 Honors Period 8

SETUP **CATEGORIES** ATTRIBUTES SCALES SCORE COLORS

To Add Categories:
Make sure you are in Grade Book Setup
Click the CATEGORIES Tab under class name
Create your Category and make it default

Create your first category.

Name:

Weighting:

Default: X

Drop lowest assignment(s) for this category

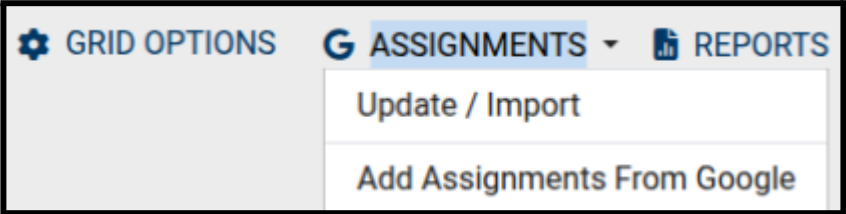
Color:

☒ ☐ ☐ ☐

ADD CATEGORY

Sync Your Assignments

Once you have at least one Category, the blue G ASSIGNMENTS drop-down should appear. You have two options: Update/Import or Add Assignments From Google.



To import assignments AND add grades from Google Classroom to the imported assignments, use the Update/Import option. Notice the choices (including “Overwrite Scores”

Update / Import from Google?

☒ Update Scores ☐ Import Assignments

⚠

Gradebook needs a default category to successfully update assignments

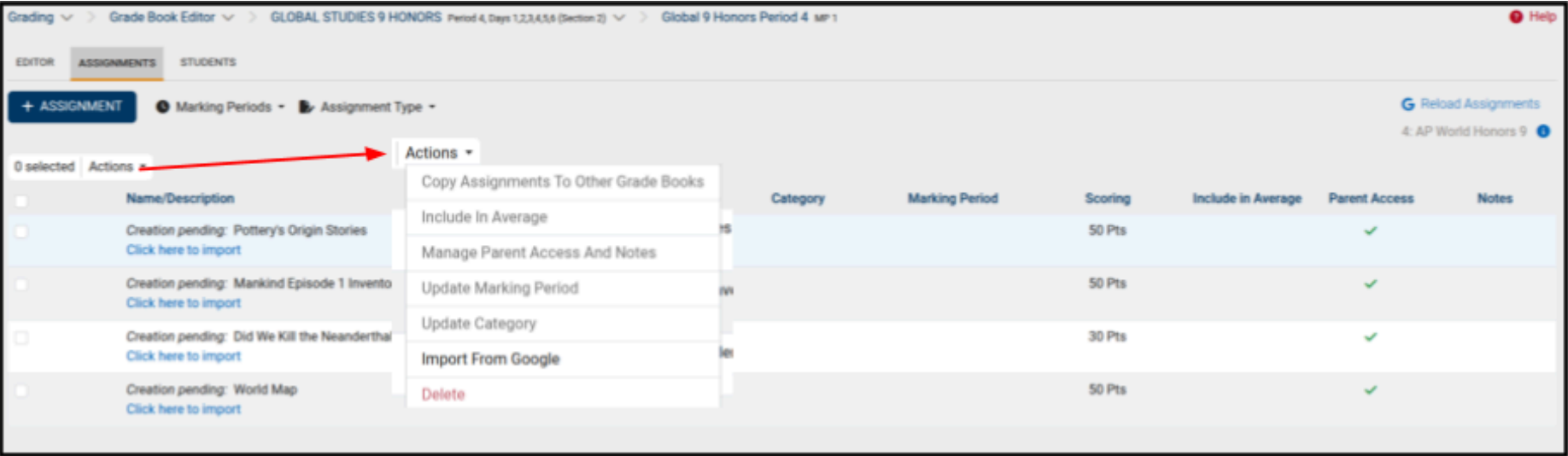
☐ Overwrite scores [Learn More](#)

Scores and/or Assignments will be updated for GLOBAL STUDIES 9 REGENTS. This process could take a while.

CONFIRM

CANCEL

To add assignments from Google, click the box(es) to the left of the Name/Description to add one or more. Then choose **Import From Google**. This will not add grades, only import the assignments.

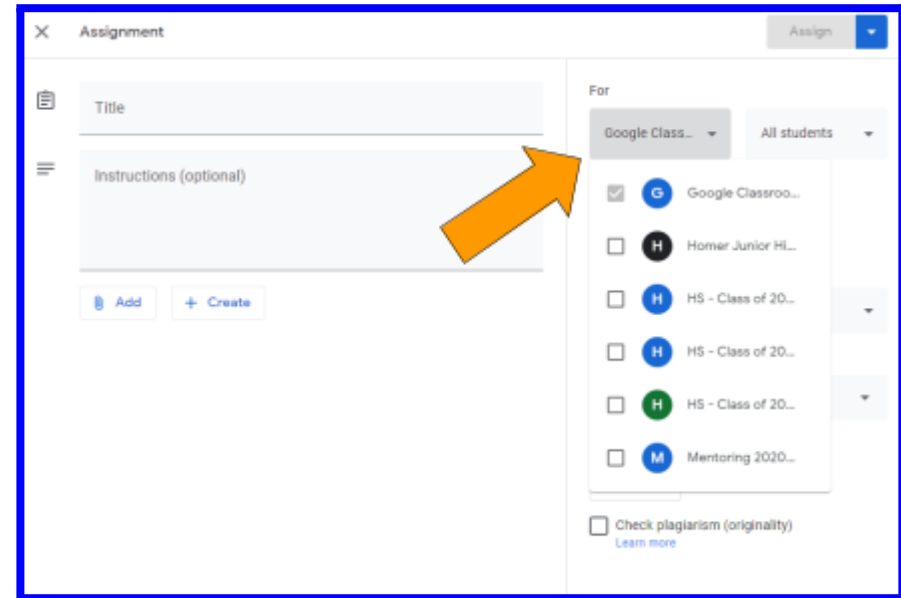


Troubleshooting

Troubleshooting Roster Sync

I have multiple Rosters for one class in SchoolTool. Can I add multiple rosters into one Google Classroom?

Unfortunately, you cannot. BUT, you can **post to multiple classrooms** at once. Look at the image to the right. Click the pulldown menu and click the box next to the classes you want to post to. It is a couple of extra clicks, but it works great.



Why can't I schedule posts for multiple classes? NEW: YOU CAN!

New: Schedule assignments across multiple classes

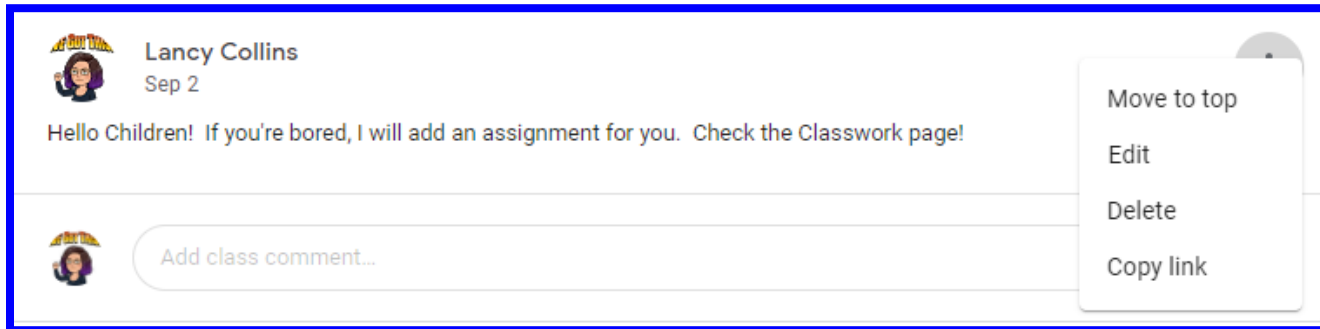
March 2022

Teachers and co-teachers can now schedule assignments, materials, questions, and announcements across multiple classes. This helps teachers more easily organize work and timelines when managing more than one class.

This feature is available on the computer version of Classroom.

But if I have multiple Google Classrooms, how do I share the same Google Meet link across classrooms?

You can use a Google Meet link from one classroom across all classrooms by enabling it in one and then sharing it across similar classes via an announcement on the Stream. You can post an announcement to multiple classrooms the same way you post assignments across multiple classrooms. Once you create the link in Classroom, it doesn't change from day-to-day, so you only have to post this once! If you put it on the stream and you want to make sure it's at the top, just make sure to click the three little dots on the Meet link and choose, "Move to the top."



My Google Classroom isn't syncing correctly. Is there something I can do to fix it?

You can try to unlink and sync again. That has worked for a lot of people. Also, give it time. Sometimes it takes a bit to work!

