

Rostering Google Classroom

IM&T is **creating and rostering grade K-12 Google Classroom classes** as an option for teachers to make it easier for teachers by automatically syncing your PowerSchool class rosters to [Google Classroom](#) classes.



[Lightspeed](#) also uses Google Classroom classes for rostering.

Below are FAQs to help you navigate or click for more information.

Teachers/Co-teachers/Support Personnel

- 📁 The sync with PowerSchool creates new class invites for the Lead teacher.
- 📁 Lead teachers [can accept the invite](#) to create the class in Google Classroom.
- 📁 Google classroom rosters will show the next day in [Lightspeed](#).
- 📁 Teachers must [create their own Google classroom](#) if they want to [combine PowerSchool classes in one class](#).
- 📁 [Teachers can add co-teachers](#)
- 📁 [An elementary teacher doesn't need to accept all the class invites](#)

Students

- 🗉 [Each night students in synced GC are synced with PowerSchool](#) *NEW - Teachers can't add or remove students in their synced Google classroom as it will revert back to PowerSchool roster.
- 🗉 [Students are added 24-48 hours after being added to the class in PowerSchool](#)
- 🗉 [What do students see? Students will see the classes that their teacher accepted on their Google Classroom home page.](#) They are already enrolled. Students cannot unenroll.

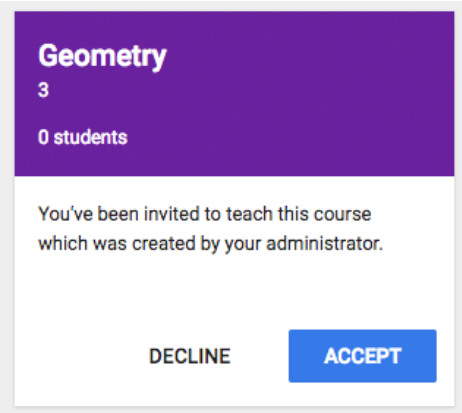
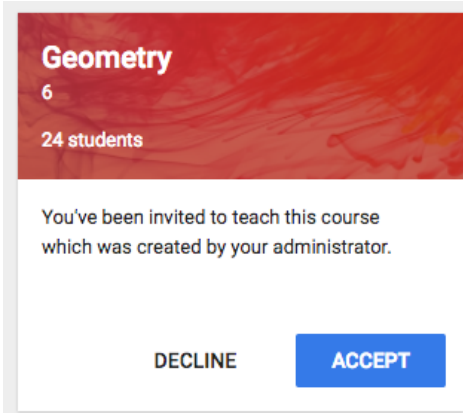
More information

- 😊 [How do I get help?](#)
- 😊 [You can remove other teachers that aren't with your class](#)
- 😊 [When the Lead teacher changes in Powerschool, they are added to GC.](#)

1. How does it work?

The sync with PowerSchool creates new class invites for the Lead teacher - invitations will be created for the lead teacher of classes as they are listed in PowerSchool. A class invite is just that -- an invitation! See below. Classes created by the sync ***do not become visible to enrolled students until you “accept” it in Classroom.***

* If you do not accept a class, it will be deleted in the end of December.

You can see class invites from classroom.google.com	
	
Sometimes you will see classes <i>before</i> there are students enrolled. In this case, you should see 0 students. Clicking “Accept” will allow you to start building your content in the class. Once the sync starts, your students automatically appear.	Other times, you may see an invite that already has students enrolled in it. Students do not see this class until you click “Accept.”

What happens if I click “Decline” on a class?

If you decline a class we’ve created for you, it just means that you don’t need the class or can create the Google Classroom and invite students yourself. Declined classes can be re-provisioned by us later, by submitting a helpdesk ticket.

Do I need to accept the district Google Classroom invites?

- If you have already started building your Google Classroom or if the district created Google Classroom doesn’t work for you, you don’t have to accept the invite. You can create a class and then invite your students with a code or add them by 890#.

What about Co-teachers? How do they get added to the Google Classroom?

- **Lead Teacher/Co-teacher-** The Google classroom invitations go **only to the Lead teacher** of a class. Once the Lead teacher accepts the class invitation, they can add their co-teacher to the class.

- Click on the “People” tab in the Google classroom, add the co-teacher. They will then see the class on their Google Classroom home page, classroom.google.com. They will “accept” the class.

What happens when the Lead teacher changes in Powerschool?

- When the lead teacher is replaced with a new teacher in PowerSchool, the new teacher will be added to the Google Classroom class.
- The teacher that was removed from the class in PowerSchool, **will stay in the Google classroom as a teacher**. The new teacher can choose to remove them.

How come I have other teachers in my Google Classroom?

- If the class was assigned to another teacher before you in powerschool, they will stay in the accepted Google Classroom.
- The current teacher can remove them. On the “People” tab, click the 3 dots to the right of the old teacher, choose “remove”.

I am an elementary teacher and have so many invites. Do I need to accept them all?

- Gr 3-6 teachers will see Google Classroom invites for all their classes. They can just choose to accept one class, change the name and use it from all your subjects by using topics to organize.
- If you accept a class and later decide that you don’t want to use it. You can archive the class from your Classes home, by clicking on the 3 dots, and selecting “archive”.

I have multiple Google Classrooms for the same period? (Sped/Gen Ed, bilingual, or multi-level classes) Can I combine them?

- No, you can’t combine Google classes that are created for you (NEW Change last year). Google Classroom classes are now exactly how classes appear in PowerSchool. If you have multiple classes for one period in PowerSchool, you will have multiple Google classroom classes. **(You don’t need to accept them.)**
- You can create your own Google Classroom class. See next section.

Teachers can create their own Google Classroom classes

- Click the + create class.
- There are 2 ways to add students to the class:
 - EASIEST - Give students the code that is on the stream. Student click + join class and enter the code.
 - Manually add students to your class in the people tab, best to add with their 890. They will need to join your class by clicking on the join button in Google Classroom.

Can I change the accepted Google classroom class name? How?

- You can change the class name and description lines of the created Google classroom and adjust the settings. This will not affect the sync.

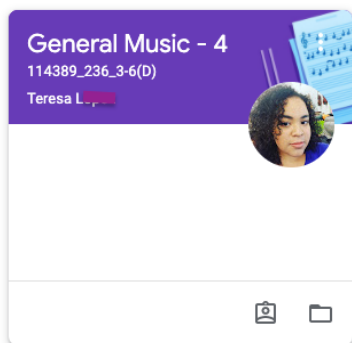
- Click the gear in the upper right corner in your Google Classroom, then change the class details (class name, class description, section). Room is reserved for powerschool info.
- Click “Save” in the upper right corner when you are finished.

Class Details

Class name (required)	ELA - 6	<--shows on class heading - teacher can change
Class description	test	
Section	<--shows on class heading - teacher can change	
[1260--]: Course # 1606: Course ELA - 6: Sec # 224: Room 224: School		
Room	<--can't be change, will repopulate	
[1260--]: Course # 1606: Course ELA - 6: Sec # 224: Room 224: School		

What do students see? Do they need to “accept” the class?

- **Students** will see classes that their teachers have accepted on their Google Classroom home page. They are already enrolled. No need to accept or use a code. Below is what a student will see on their home page.
- Students can not unenroll from a class.



What happens when students are added or removed to my class in Powerschool?

- **The nightly sync will ADD and REMOVE students, meaning powerschool and google classroom rosters will match** - Once you're using a class created by the sync, any additions detected in your official class roster in PowerSchool will result in a roster change in Google Classroom. These changes will take 24-48 hours.
- **When a student is removed from a class in Powerschool, they will now be removed from your Google Classroom class.**

Can I add students to my synced class?

- No, teachers can't add students to their classes. They will be removed by the nightly sync. This is a change from last year.

How do I get help?

- If you do not see all, or any, of your classes in Google Classroom, they may not have been created yet in PowerSchool. Please check to see if the class has been created in PowerSchool.

- If your class has been in PowerSchool for 24-48 hrs, and you are still not seeing it in Google Classroom, please contact the HelpDesk by creating a ticket.
- Some of the questions, an IT TOA.