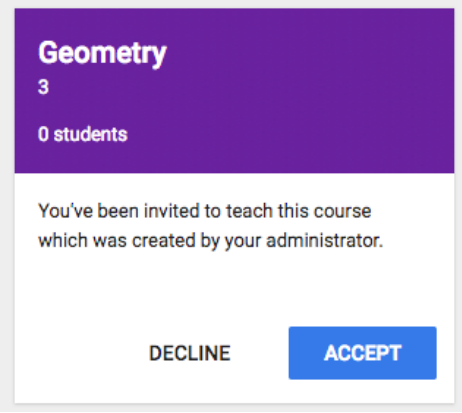
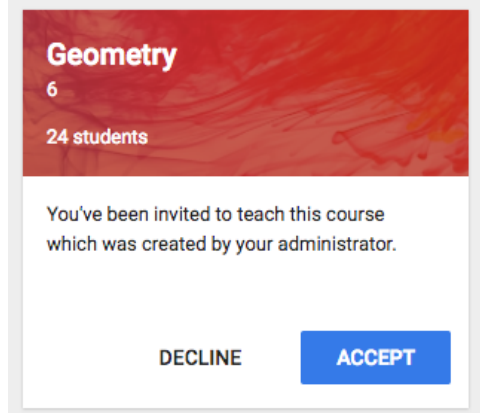


Dear Teachers,

We're excited to announce that we are in the process of setting up a new product that automatically syncs your official class rosters to [Google Classroom](#) classes. This sync process works in a couple of key ways:

1. **Creates new class invites** - invitations will be created for classes for which you don't currently have a Google Classroom class. A class invite is just that -- an invitation! It looks like what you see below. Classes created by the sync **do not become visible to a enrolled students until you "accept" it in Classroom.**

You can see outstanding class invites from <a href="#">classroom.google.com</a>	
	
Sometimes we may decide to provide your classes <b>before</b> we want students to know their schedules. In this case, you should see 0 students. Clicking "Accept" will allow you to start building your content in the class. Once the semester starts, we'll populate your students automatically.	Other times, you may see an invite that already has students enrolled in it. <b>Students do not see this class until you click "Accept."</b>

#### **What happens if I click "Decline" on a class?**

If you decline a class we've created for you, it just means that you will be "on your own" when it comes to managing your student rosters in Google Classroom. ***if you're not sure yet whether you want to use the classes, it's usually better to just leave the invites open so you can have the option later!***

2. **Link to your existing Classroom classes** - If you're already using Google Classroom, and your rosters are very similar to those found on your official class roster, the sync can connect up with a class that's already in use. This means you get all the benefits of having your rosters kept up to date on the classes you've already worked so hard to

populate with kids and content! Your IT department will make the determination on whether or not to link to your existing Classrooms.

### **How will I know if the sync has linked to or made changes to my existing Classroom classes?**

The sync will send you an email any time it makes a change to a Classroom class, the class roster, or when it has been linked to any existing Classroom class.

### **What happens if the sync accidentally removes a student from one of my Classes?**

This is a ***totally recoverable*** situation, and can sometimes happen if we have errors (like the wrong email address) in the student information system, or if you have added students to your classes that are not on the official roster. Adding the student back via the join code will restore all of their work in the class, but you should also notify the **[IT department]** immediately if this happens, since ***it may end up happening every time we sync unless we fix the underlying roster data issue.*** We can also exclude specific users from the sync if you have a good reason for keeping “unofficial” students on your roster. Just let us know!

### **What if I'm using Classroom in a way that's different than the way my SIS classes are organized? (Examples: combined sections, differentiated groups, etc.)**

Presently, we can only sync classes in a way that is matched to the official class list. There's currently no ability to combine or split sections. If the sync sees existing classes that are very different from the official schedule, it will simply exclude them from the sync. This just means you are “on your own” to manage the rosters on customized classes that are different than your official schedule.

- 3. Add and Remove students in Google Classroom** - Once you're using a class created by the sync (or one that has been linked), any changes detected in your official class roster will result in a roster change in Google Classroom. Typically, once things are up and running, these changes will happen on a daily basis. Any time the sync makes a change to your Classroom rosters, you will receive an email notification summarizing all changes.