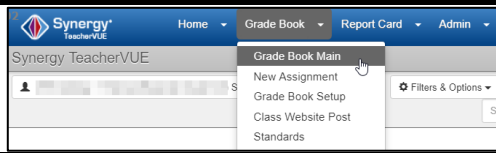
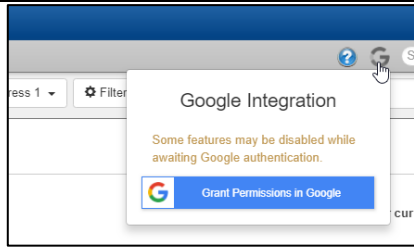
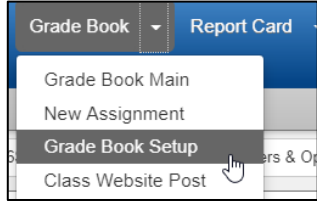
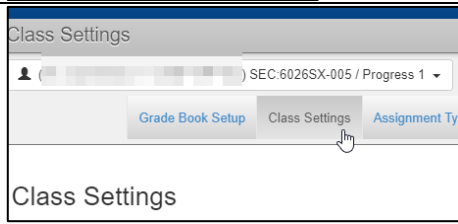

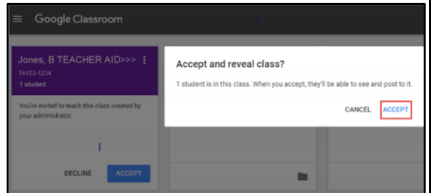


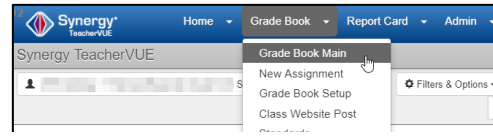
Google Permissions		
<b>Step 1</b>	Click on the <b>Grade Book</b> menu, then click on <b>Grade Book Main</b>	
<b>Step 2</b>	Click on the “G” (it will be grey until you Grant Permissions in Google)  Once the additional screen pops up, click <b>Allow</b>	
Enabling Google Classroom		
<b>Step 1</b>	Click on the <b>Grade Book</b> menu, then click on <b>Grade Book Setup</b>	
<b>Step 2</b>	Click on the <b>Class Settings</b> tab	
<b>Step 3</b>	Click <b>Edit</b>	
<b>Step 4</b>	Select the settings: <ul style="list-style-type: none"> <li>• Google Classroom               <ul style="list-style-type: none"> <li>○ Toggle to <b>Enabled</b></li> <li>○ Click <b>Advanced Options</b></li> <li>○ <b>Class Code</b> <ul style="list-style-type: none"> <li>▪ If a class is setup in Google Classroom, enter the <b>Class Code</b>.</li> <li>▪ If the class is not set up in Google Classroom, the <b>Class Code</b> automatically populates after you create the class.</li> </ul> </li> <li>○ Click <b>Accept</b> to allow students in the class to view the assignment. The default synchronization setting for adding students to an assignment.</li> </ul> </li> </ul> Note: All students enrolled in a class with email addresses that match those set up within Google Classroom when Sync Student Roster is set to ON.	

FOR ASSISTANCE PLEASE SUBMIT A TICKET OR CONTACT TIS AT 555555, PRESS OPTION 2 FOR SYNERGY SUPPORT

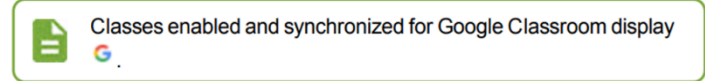
## Viewing Google Classroom from Grade Book Main

### Step 1

Click on the **Grade Book** menu, then click on **Grade Book Main**



Classes enabled and synchronized for Google Classroom Display



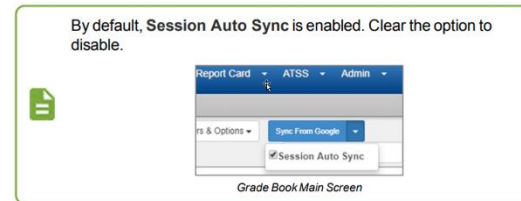
### Example:

Terms	Class Focus	School	Periods			
Semester 1 Semester 2	School Year 2017-2018	HOPE HIGH SCHOOL	<ul style="list-style-type: none"> <li>QTR 1 (Grading/Mark Periods)</li> <li>QTR 2 (Grading/Mark Periods)</li> <li>Semester 1 (Grading/Mark Periods)</li> <li>QTR 3 (Grading/Mark Periods)</li> <li>QTR 4 (Grading/Mark Periods)</li> <li>Semester 2 (Grading/Mark Periods)</li> <li>Final Grade (Grading/Mark Periods)</li> </ul>			
Period	Course	Section ID	Students	Term	Room	Att Taken
Semester 1 (09/23/2017 - 01/12/2018)						
3	SPANISH I	5510-001	26	FY	126A - WORLD LANGUAGE	
4	SPANISH I	5510-003	24	FY	126A - WORLD LANGUAGE	
5	SPANISH II	5520-001	22	FY	126A - WORLD LANGUAGE	
6	SPANISH II	5520-009	23	FY	139 - WORLD LANGUAGE	
7	SPANISH II	5520-002	27	FY	126A - WORLD LANGUAGE	
8	SPANISH I	5510-002	28	FY	126A - WORLD LANGUAGE	

*Grade Book Focus*

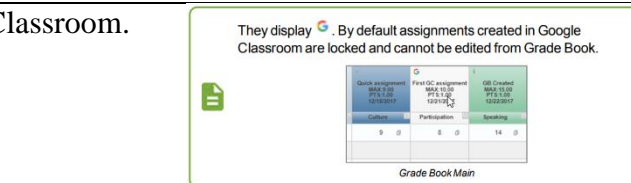
### Step 2

Select a Google enabled class.

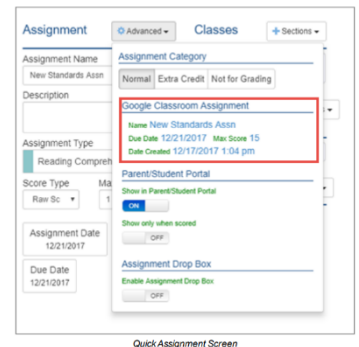
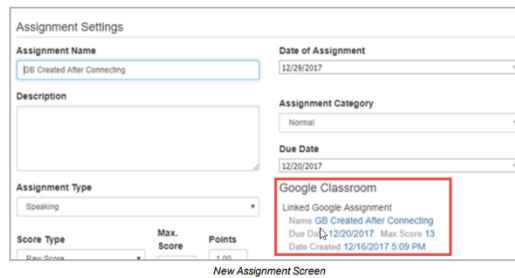


### Step 3

Select an assignment created in Google Classroom.



Once an assignment synchronizes to Google Classroom, this information displays on the Assignment and Quick Assignment screens.

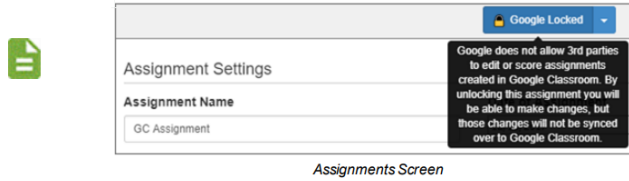


FOR ASSISTANCE PLEASE SUBMIT A TICKET OR CONTACT TIS AT 555555, PRESS OPTION 2 FOR SYNERGY SUPPORT

## Unlocking Google Assignments

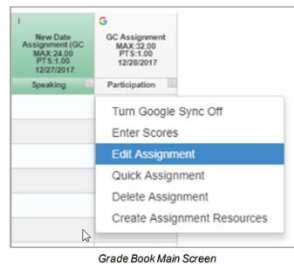
### Note:

Unlocking Google Classroom assignments may cause the assignments to go out-of-sync.

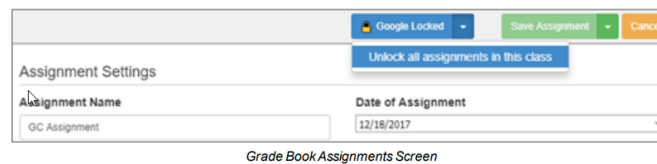
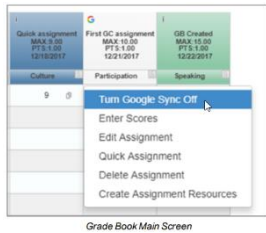


From the Assignment screen:

### 1. Select **Edit Assignment**



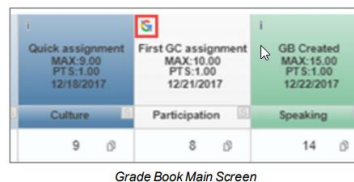
### 2. Select **Unlock all assignments in this class from Google Unlocked.**



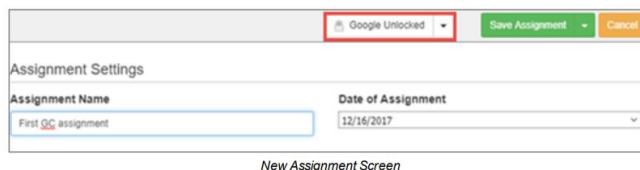
From an assignment in **Grade Book Main**, select **Turn Google Sync Off**.

When assignments are unlocked:

-  displays on Grade Book Main for unlocked Google assignments



-  displays on the New Assignment screen for unlocked assignments.



FOR ASSISTANCE PLEASE SUBMIT A TICKET OR CONTACT TIS AT 555555, PRESS OPTION 2 FOR SYNERGY SUPPORT