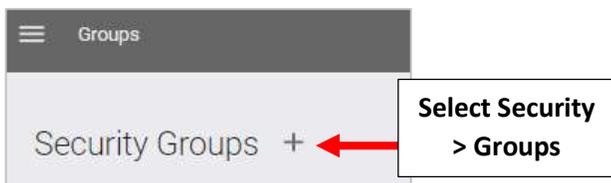


Create a Google Classroom Security Group

Once logged into FACTS please select **Security > Groups**



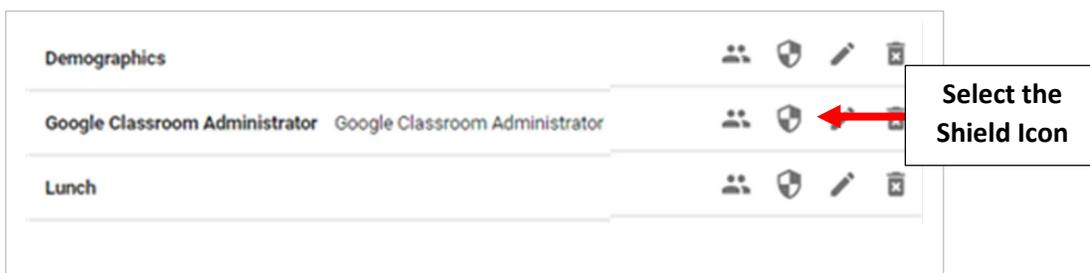
Select the **Plus Sign (+)** to **Add a Security Group**



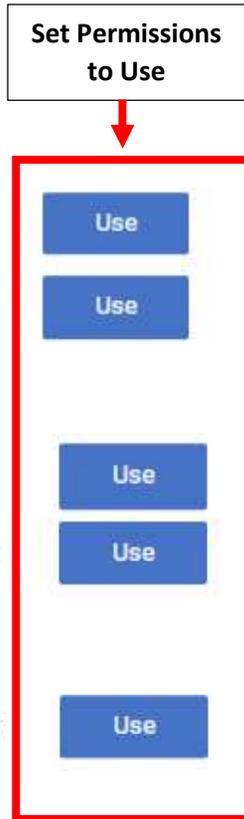
Enter the **Name** and **Description** for your Group (i.e. Google Classroom Administrator) then Select **Add**

A screenshot of the 'Add Security Group' form. The form has two input fields: 'Group Name*' and 'Description'. Both fields contain the text 'Google Classroom Administrator'. A red arrow points from a callout box to both fields. The callout box contains the text 'Enter the Name and Description'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Add'. A red arrow points from a callout box to the 'Add' button. The callout box contains the text 'Select Add'.

Select the **Shield Icon** for the Google Classroom Security Group



Set the Following Permissions to "Use". Permissions will Save Automatically



Configuration

Google Calendar Integration

Allows user access to Google Calendar Integration Feature.

None

Google Classroom

Allows the user to access the Google Classroom configuration page.

None

Courses

Class List

Allows the user to see the entire list of classes.

None

Courses - General

Provides access to the Courses General screen.

None

View

Students

Demographics

Provides access to the Student Demographics screen.

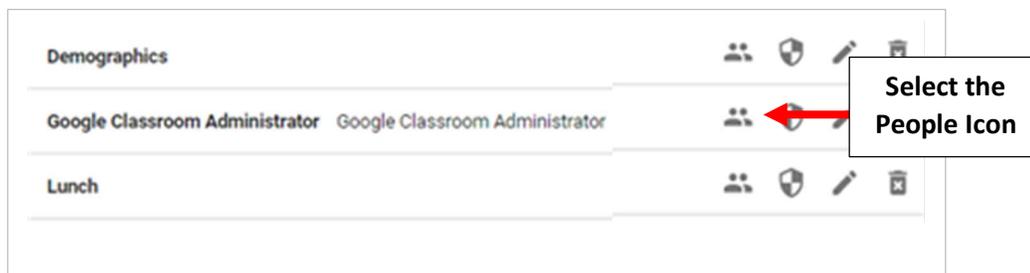
None

View

Select the **Back Arrow** to return to Security Group Main Screen



Select the **People Icon** for the Google Classroom Security Group



Select **Staff Member** to Add and Select the **Single Add Arrow**. Changes will **Save** Automatically

****Please Note: User will Need to Log Out and Back Into FACTS for the Change to Take Effect****

The screenshot displays a software interface with two main panels: "Staff" on the left and "Group Members" on the right. In the "Staff" panel, the name "Doe, John" is listed with a checked checkbox. A red arrow points from a text box labeled "Select Staff Member" to this checkbox. In the "Group Members" panel, three names are listed with unchecked checkboxes: "Smith, Joe", "Jones, Emma", and "White, Melissa". Below the "Group Members" panel, there are four circular buttons with arrow symbols: a single right-pointing arrow (>), a double right-pointing arrow (>>), a single left-pointing arrow (<), and a double left-pointing arrow (<<). A red arrow points from a text box labeled "Select the Single Add Arrow" to the first button (>).