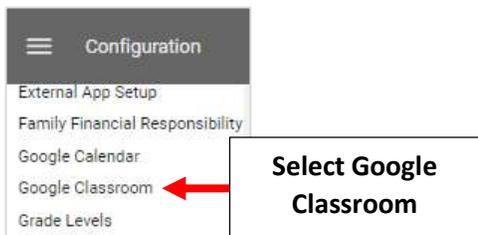


Update Google Classroom for New School Year

Once logged into FACTS please select **System > Configuration**



Select **Google Classroom**



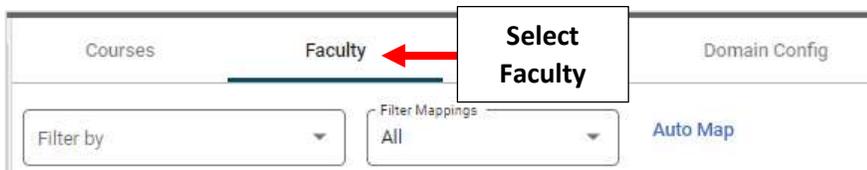
Step 1: Update Faculty

New teachers will have **“Search by name”** displayed in the Google Account Field. There are two ways to Update Google accounts for Faculty **Auto Map** and **Manual**

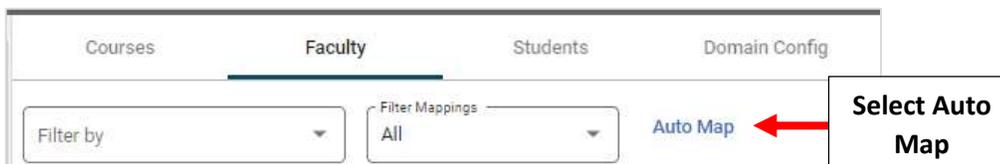
1. Auto Map – A Batch Update of all Accounts

****Please Note: Email addresses for faculty and students must match the email in G Suite****

Select **Faculty Tab**



Select **Auto Map**



Select **Email** - Maps based on a match of FACTS Email 1 and google Primary Email than Select **Map**

Auto Map

Maps all unmapped active staff. Duplicate matches will be ingored and will need to be manually resolved.

Email
Maps based on a match of FACTS Email 1 and Google primary email

Email 2
Maps based on a match of FACTS Email 2 and Google primary email

Name
Maps based on match of FACTS "FirstName LastName" to Google "FirstName LastName"

Cancel Map

Select Email

Select Map

You will receive Confirmation when Process has Completed

*****Please Note: FACTS Emails Must Match Email Listed in Google Classroom*****



2. Manual Map – Update Selected Accounts Only

Select **Faculty** Tab

Courses
Faculty
Domain Config

Filter by ▼

Filter Mappings
All ▼

Auto Map

Select Faculty

Copy and Paste Teacher Email listed in FACTS SIS into the **Google Account Field**.

*****Please Note: Email Address Must Match Primary Email (Email #1) in Teacher's Profile*****

Courses
Faculty
Students
Domain Config
Activity Log

Filter by ▼

Filter Mappings
All ▼

Auto Map

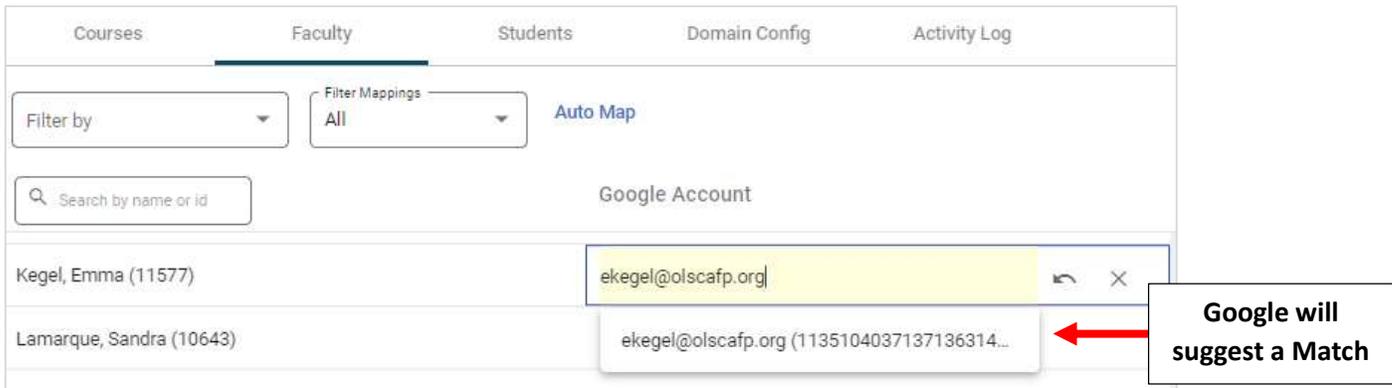
🔍 Search by name or id

Google Account

Kegel, Emma (11577)	Search by name
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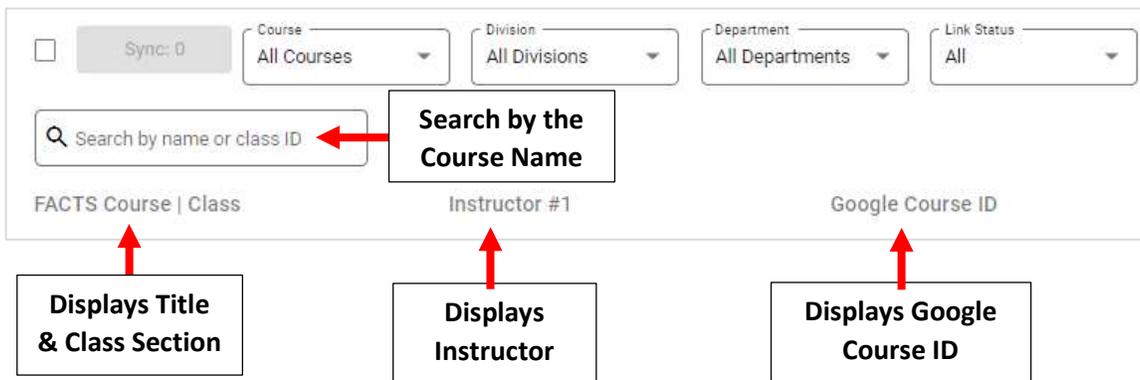
Copy and Paste Teacher Email

Google will suggest a Match for the user. **Click on Match to Select Account.** Changes will **Save** Automatically. Repeat process as needed



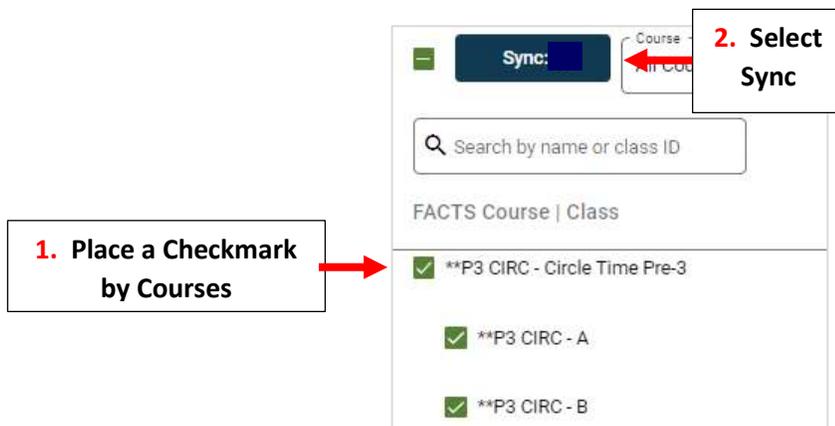
Step 2: Sync Courses

- Courses display with their title and class sections underneath, one entry for each class section
 - Any course without class sections will display, but will not be able to be mapped to any Google Classroom class
- **Class Sections** display with their **Title** and **Assigned Instructors**
- Filter options across the top of the Courses tab allows for filtering the displayed results by course type (include homeroom, elective, and activity), school division, department, or mapping status with Google Classroom
- A **Search Field** allows you to search by the **Course Name** or class ID



There are two ways to Update Google Courses - **Auto Sync** and **Manual**

1. Auto Sync – A Batch Update of all Accounts. Place a Checkmark by Courses to Sync > Select Sync



2. Manual Sync – Sync Selected Courses Only

Locate the class section to link to Google and click the **Google Course drop-down field**. The classes displayed have been previously assigned in Google Classroom to the listed Instructor

<input type="checkbox"/> **P3 CIRC - Circle Time Pre-3		
<input type="checkbox"/> **P3 CIRC - A	Banes, Margaret	Google Course
<input type="checkbox"/> **P3 CIRC - B	Banes, Margaret	Google Course

Click the Google Course drop-down

Select the correct Google Classroom class to link to the FACTS SIS class section.

<input type="checkbox"/> **P3 CIRC - Circle Time Pre-3		
<input type="checkbox"/> **P3 CIRC - A	Banes, Margaret	Google Course Search by name
<input type="checkbox"/> **P3 CIRC - B	Banes, Margaret	**PK HR/OLS Prescho...

Click the Google Course drop-down

A dialog window displays, **Click Link**. This automatically overwrites the class name, section, instructor, course description, and any student roster in Google Classroom with the information from FACTS SIS

Link?

Linking a FACTS class to an existing google course will automatically overwrite class name, section, instructor, and student roster.

Cancel **Link**

Click Link

A Green Chain Link displays next to FACTS SIS class sections with successful Google Classroom mapping and sync. Repeat process as needed

Successfully Mapped Courses Display with Green Chain Link

<input type="checkbox"/> **P3 HR - Homeroom Pre-3	
 <input type="checkbox"/> **P3 HR - A	
 <input type="checkbox"/> **P3 HR - B	
 <input type="checkbox"/> **P3 HR - C	