

STUDYSYNC FEATURE:

# GOOGLE INTEGRATION FOR TEACHERS

StudySync’s recently enhanced Google integration provides opportunities for teachers to utilize both Google Drive and Google Classroom in conjunction with StudySync to leverage both platforms to enhance teaching and learning.

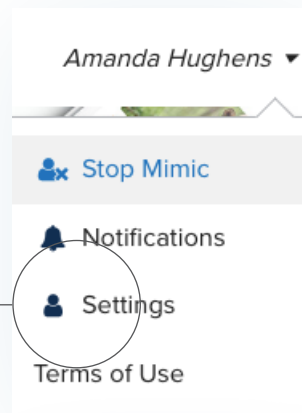
Teacher Benefits Include:	Student Benefits Include:
<ul style="list-style-type: none"> <li>✓ Automated Google file structure creation allowing for simple access to assignments</li> <li>✓ On-demand editing and commenting access with real-time synchronization</li> <li>✓ Instant access to student work</li> <li>✓ Ability to access student writing assignments in either StudySync or Google</li> </ul>	<ul style="list-style-type: none"> <li>✓ Powerful editing and formatting capabilities</li> <li>✓ Unlimited revision opportunities and saved editing history</li> <li>✓ Ability to work anywhere Google Docs is available (including Google apps)</li> <li>✓ Easy multimedia upload into written responses</li> <li>✓ Easy access through the Google Classroom interface to access new and ongoing assignments</li> </ul>



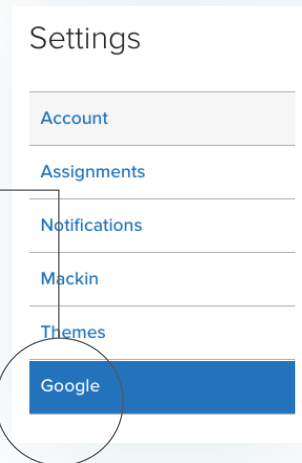
# Here is How you Connect StudySync and Google

## GETTING STARTED - TEACHER

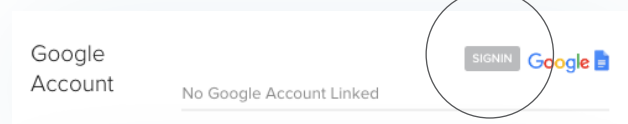
1. Log in to StudySync.
2. Click on the drop-down menu next to your username at the top right.
3. Click "Settings."



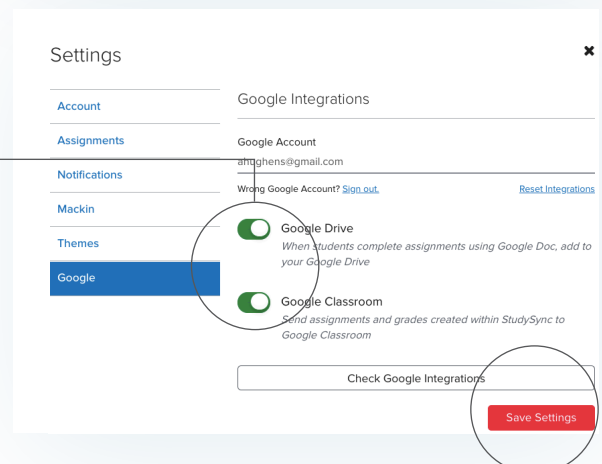
4. Choose the "Google" blade to modify your Google Integrations settings.



5. Click the "Sign In" button and complete steps on the screen to link your Google account to your StudySync account.

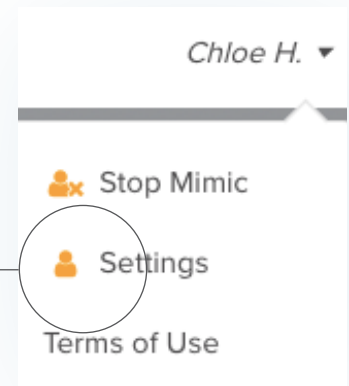


6. Enable Google Integrations - you can choose either Google Drive or Google Classroom Integrations or BOTH.

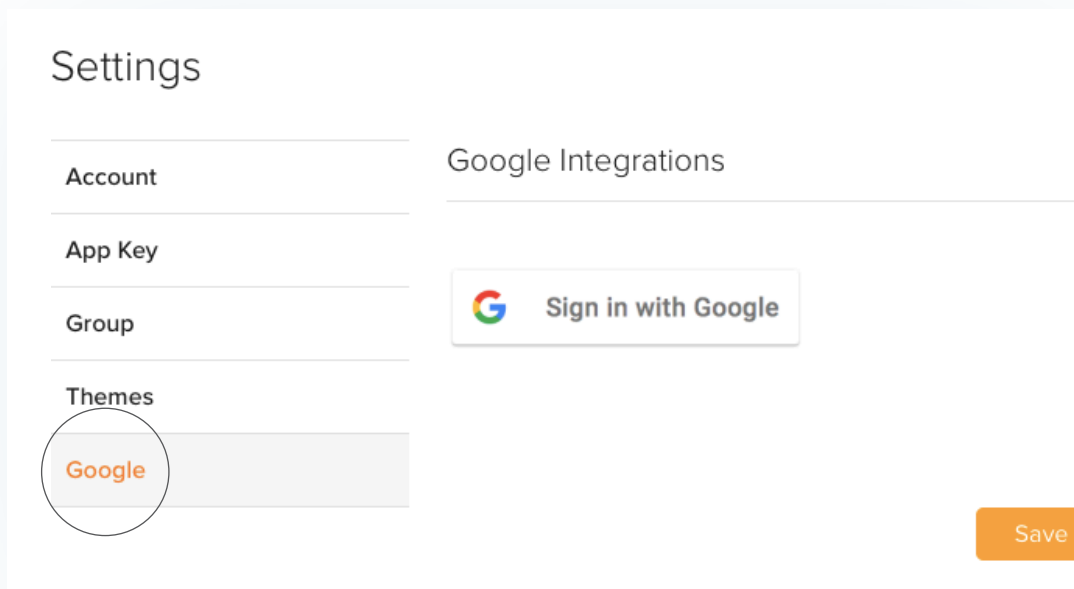


# GETTING STARTED - STUDENTS

1. Log in to StudySync.
2. Click on the drop-down menu next to your username at the top right.
3. Click "Settings."



4. Choose the Google Blade and sign in to your Google account to link Google and StudySync



# VERIFYING THE LINK BETWEEN YOUR GOOGLE CLASSROOM AND STUDYSYNC

1. If the student's names in your Google Classroom account and StudySync are identical, the programs should automatically sync. To verify, visit the Users tab and select the class. View the Classroom column. If it says "In Sync," you are ready to start assigning.

studysync

USERS ASSIGNMENTS LIBRARY ASSESS CORE ELA/ELD

STUDENTS GR

## Groups

Groups are collections of students. Provide the Group Key to an existing student to join a Group or to a new student to create an account and join a Group.

Q Search Options Viewing 1 - 1 out of 1 results

NAME ▲	STUDENTS	GROUP KEY	MODIFIED	CLASSROOM
Amanda's Class	2	drm316507	6/24/19	In Sync

2. If your class is "Out of Sync," click on the red "Out of Sync" link. Your class list will identify students without Google Classroom and/or students who need to manually link to the class. (Students can use a class code in Google Classroom or you can manually add students through their Google Classroom account.)

Status ↻

Sync Status  
Out Of Sync

Students without Google Classroom  
Jay King

CLASSROOM

G Out Of Sync

**NOTE:** Students may have to follow the "Getting Started" steps again.

Districts with Managed Google Classrooms may need to work with their IT departments for privilege permissions.

# ASSIGNING STUDYSYNC WORK IN GOOGLE

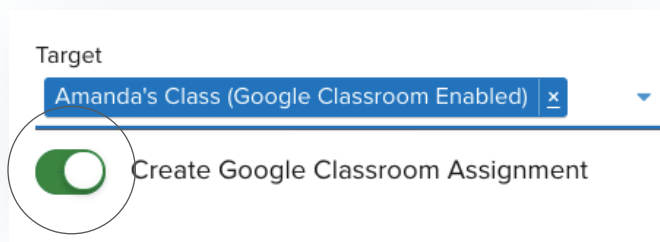
You may want to decide in advance where you want students to do their Write assignments and where you want to do your grading.

## Option 1 - Have Students Elect to do Write Assignments in Google Docs

If you enable Google, students will automatically be able to choose to do “Write” assignments in Google Docs by clicking on the Google icon found next to the Write assignment text box.

## Option 2 - Assign Student Work via Google Classroom

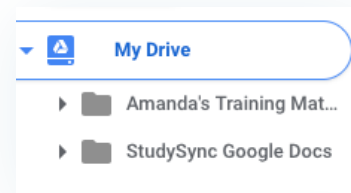
You can also choose to assign directly in Google Classroom when creating assignments once Google integrations are established through the Assignment’s Target dropdown menu.



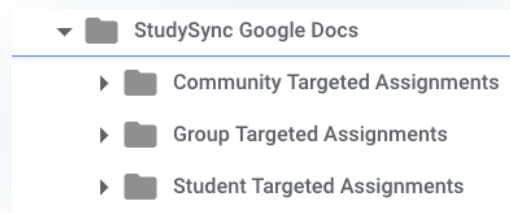
**NOTE:** Assignments created in Google classroom can be graded in StudySync or in Google Classroom. If you wish to grade written work in Google Classroom, students must be directed to attach their work to the assignment. (see below)

# ACCESSING STUDYSYNC WORK - GOOGLE DRIVE

1. Once a Google account is linked with StudySync, a folder called StudySync Google Docs is created in your Google Drive under “My Drive.”



2. In the StudySync Google Docs folder, you will find three subfolders that match the types of Targets available for StudySync assignments:



3. When student-created Google Docs are used to complete writing assignments in StudySync, you can view these within the proper Target folder (based on which Target group you assigned).

# ACCESSING STUDYSYNC WORK - GOOGLE CLASSROOM

## Auto-graded Assignments

Auto-graded Assignments including Reading Comprehension Questions, Skills assignments, and scores received via peer review or rubrics can be exported directly from StudySync into your Google Classroom by choosing “Export Grades to Classroom” from the Assignment list after the Assignment is completed by students.

The screenshot shows the 'ASSIGNMENTS > REPORT' section for an assignment titled 'Textual Evidence - The Tell-Tale Heart'. At the top right, there are tabs for 'RUBRICS' and 'TESTS'. Below the title, there are three buttons: 'Edit Assignment', 'Add Students (1)', and 'Export Grades to Classroom'. The 'Export Grades to Classroom' button is circled in red. Below the buttons is a table with the following data:

Target	Group	Start	6/24/19 6:00 AM	Max Score	2	# of Students	3
Target Name	Amanda's Class	End	7/1/19 11:59 PM			# Submitted	2
Type	Skill	Rev. End	7/4/19 11:59 PM				

Below the table, there is a search bar and a 'View' dropdown menu. The text 'Viewing 1 - 2 out of 2 results' is displayed. Below this is a table with the following data:

FIRST NAME	LAST NAME	POSTED
Chloe	Hughens	<a href="#">6/25/19 1:32 PM</a>
Hannah	Hughens	<a href="#">6/25/19 9:51 AM</a>

## Where do I Find Exported Grades?

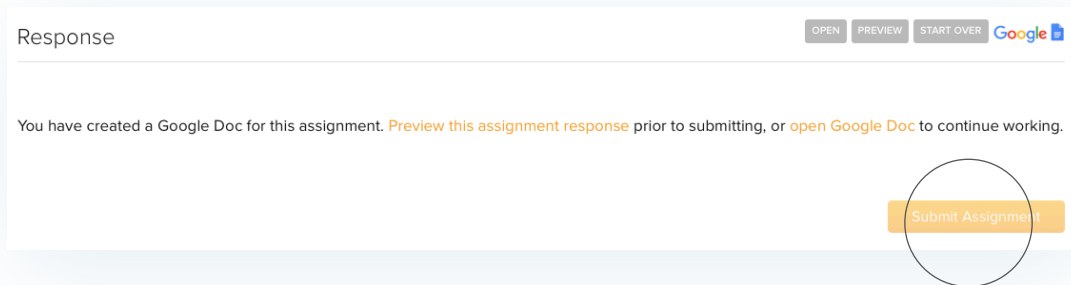
Exported grades can be accessed directly through StudySync or, after imported, can be found in your Google Classroom account under the Classwork tab.

The screenshot shows the Google Classroom interface with the 'Classwork' tab selected. At the top, there are tabs for 'Stream', 'Classwork', 'People', and 'Grades'. Below the tabs, there is a '+ Create' button and links to 'Google Calendar' and 'Class Drive for...'. Below this is a list of assignments with the following data:

	Close Read: Invictus	Due Jul 14, 11:59 PM
	Close Read: The Diary of Anne Frank	Due Jul 5, 11:59 PM
	First Read: Ten Days in a Mad-House (Chapt...	Due Jul 5, 11:59 PM
	Close Read: Annabel Lee	Due Jul 2, 11:59 PM
	Close Read: The Tell-Tale Heart	Due Jul 1, 11:59 PM

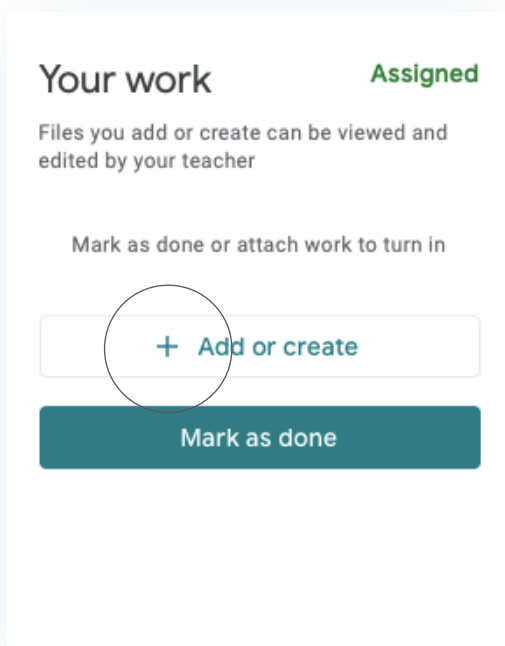
## Accessing Student Writing Assignments

To access written assignments done by students who have selected Google for their StudySync writing process, you will find their assignments both in their Google Drive folder and in their StudySync account only IF students return to their StudySync assignment, Preview, and then click submit.

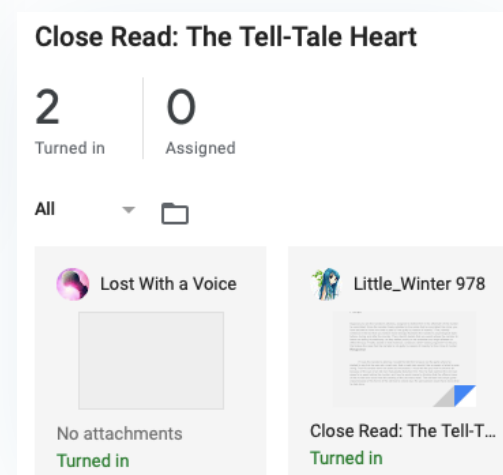


## Grading Written Assignments in Google Classroom

If you want to grade written assignments in Google Classroom, students must attach the Google Doc version of the assignment in Google Classroom by clicking on the “Add or Create” button and selecting the assignment from their Google Docs.



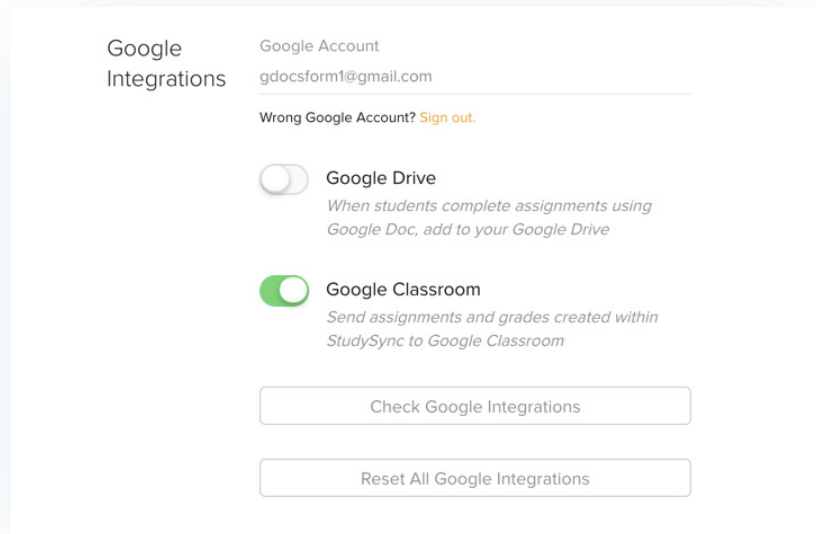
**NOTE:** See screenshot below, one student attached the file, the other only submitted it in StudySync. Make sure students both submit in StudySync and attach in Google Classroom so you don't have to access these separately through StudySync's platform and Google Drive



## KEEPING THINGS CONNECTED

Here is a picture of what your Profile screen will look like once Google Classroom integration has been activated.

There are several ways to update or edit your Google Classroom Integration. Using any of the following buttons will not impact your Google Classroom integration or your assignment information.



## THE “SIGN OUT” LINK

Once set up, StudySync displays the Google account attached to your StudySync account on your profile screen. Next to “Wrong Google account?” the “Sign out” link allows you to unlink the currently selected Google account.

This button is especially useful if multiple teachers are using a shared computer or if you have multiple active Google accounts. Note that any existing assignments are NOT affected by clicking this button.

## CHECK GOOGLE INTEGRATIONS

Are you ready to go? You can check with the “Check Google Integrations” button. This button checks to make sure that all of the correct permissions have been granted to the current Google account.

## RESET ALL GOOGLE INTEGRATIONS

The “Reset All Google Integrations” button unlinks your current Google Classroom account from the StudySync account and revokes all permissions granted in the integration process. This button allows you to disconnect the Google Integration link at any time and is helpful if you need to “reset” your account, for any reason.