
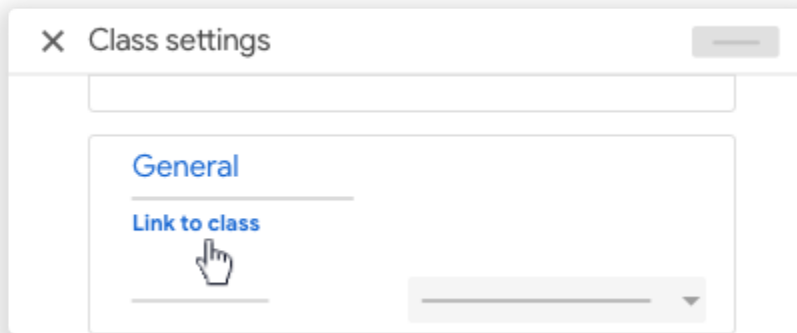


To transfer assignments and grades from Google classroom to Infinite Campus

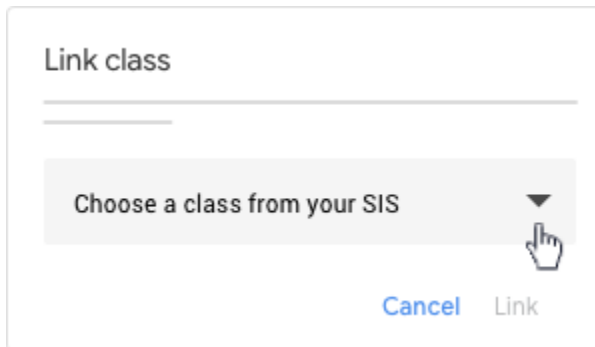
Before you can export grades for the first time, you have to link your class to the SIS. You only have to link a class once. Only the primary teacher can link a class to the SIS. You can link a new or existing class.

Link an existing class

1. Go to classroom.google.com.
2. Click the class > Settings 
3. Under General, click Link to class.



4. Under Link class, click the Down arrow  and choose your class from the menu.



Note: Only classes that list you as the primary teacher in the SIS show in the menu.

5. Click Link.

From the pull down menu, find the section you want to link in Google Classroom. For example You have 3 section of Human Geography each section if this Google Classroom is for Period 2 you would need to link to the appropriate section in Campus

11003 -1 17 Journalism and Yearbook

11033-2 27 Journalism & Yearbook

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You can now export returned grades to your SIS.

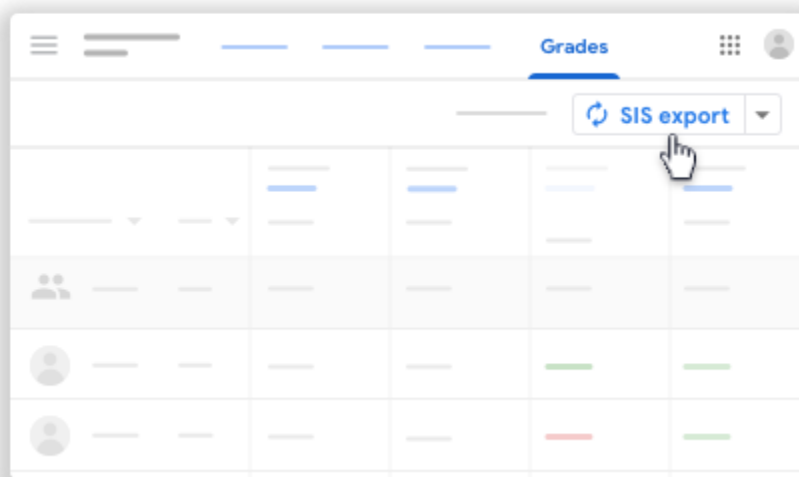
Go back to your classroom and click on Grades, you will now see SIS Export

After you link your class to the SIS, you can export grades. **You can only export returned grades. Draft grades don't export to your SIS.**

Note: To export successfully, classwork needs a **due date** in the current SIS grading period. To change a due date, go to [Edit an assignment](#).

Student emails must match in Campus and in Google Classroom. All students email addresses in Campus are their @clearcreek.school accounts.

1. Go to classroom.google.com.
2. Click the class > the Grades page.
3. At the right, click SIS export.



4. Grades export for any classwork with a checked box. For any grades you don't want to export, uncheck the box. Classwork you don't export this time shows under Previously

excluded on your next export.

Export grades

All

Pending

Previously excluded

Cancel SIS export

Tip: Under Grade updates, you see the number of returned grades since your last export.

5. Click SIS export.

If any grades fail to export, check the export status, or go to [Troubleshoot SIS grade export](#).

Go to Infinite Campus and open your Gradebook. ** you may need to refresh your gradebook to uncategorized assignments

Term S1 (10/13/20 - 12/18/20) Section 2) 04151-14 American Government (All Clz Task Semester 01 **Uncategorized Assignments** 1

+ Add Library Sort Filter

Click on the Uncategorized Assignments. You will now need to align it to the appropriate grading task ie. Quarter 1, Trimester 2, Semester 1. Then choose the correct category for your gradebook. You can do multiple assignments at once.

| | Standard/Grading Task | Category | Assigned | Due |
|-------------------------------------|------------------------------|---------------------|------------|------------|
| <input type="checkbox"/> | Select Standard/Grading Task | | | |
| <input checked="" type="checkbox"/> | Semester 01 | Class Participation | 09/17/2020 | 09/18/2020 |

Click on Save and then you will see that the assignment has been aligned and you can close this window.

Done

1 assignment has been aligned

OK

Your assignment will now be in your gradebook. Campus creates an abbreviation using the 1st letters of your Google Classroom Assignment. Attendance Sept 18 becomes AS18

Today

**Attendance
Sept 18**



AS18 ⏪ ⏩
Seq: 1.00
Due: 09/18
Class Participation
Points: 10

Here is a link to the Google Support site for SIS Export.

<https://support.google.com/edu/classroom/answer/9356369>