


MISTAR-Q Grade Book & Google Classroom

Topic Setup

Topics are an option for specific situations where one class section is designated as the Google Classroom and others become Topics under that class. The most common use of Topics Setup is for elementary teachers who are scheduled into a core course (usually a grade level homeroom class for attendance purposes) as well as multiple subject area classes for mark reporting. Topics Setup can be used to define the core section you want to see in Google Classroom, and the subject area classes as topics in the core Google Course. **To use Topics in this way, all Grade Book sections must have the same set of students in each section.**









Sample Setup

We will step through Topic Setup for a Grade 4 class and make subject sections Topics.

 Crs-Sect	Course Title
ELEM-LA04-3	English Language Arts
ELEM-MTH04-3	Mathematics
ELEM-SCI04-3	Science
ELEM-SSC04-3	Social Science
ELEM-ELD04-3	English Language Development
ELEM-PAR04-3	Participation
ELEM-WH04-3	Daily Work Habits
ELM04-1	Grade 4

Once set up, in Google Classroom, the teacher will only see the Grade 4 class. When they create Classwork, they will select one of the topics for each assignment. The Google Import process will import the assignment into the class linked to the selected topic.

On the Topics Setup tab, before we begin, notice the Topic Name / ID columns are blank and the Google Status drop-down is empty.

Assignments	Grade Book Sections Linked to Google Course Topics						
Copy Setup	Seq	Grade Book Section	Section Id	Linked Google Id	Topic Name	Google Topic Id	Google Status
Configuration		1 English Language Arts (TA Per: 1 Sect: 3)	2026481	681282910100			<input type="text"/>
Google Sync		2 Daily Work Habits (TA Per: 7 Sect: 3)	2026490	681282891111			<input type="text"/>
Courses		3 Mathematics (TA Per: 2 Sect: 3)	2026494	701426632702			<input type="text"/>
Course Work		4 Participation (TA Per: 6 Sect: 3)	2026501	701426386047			<input type="text"/>
Topics Setup		5 English Language Development (TA Per: 5 Sect: 3)	2026509	701426906042			<input type="text"/>
Sync Topics		6 Science (TA Per: 3 Sect: 3)	2026516	701426518762			<input type="text"/>
		7 Social Science (TA Per: 4 Sect: 3)	2028493	701426012818			<input type="text"/>
		8 Grade 4 (TA Per: 8 Sect: 1)	2026912	681283000117			<input type="text"/>

Our Grade 4 class in Period 8 is at the bottom of the list.

We will use the mover arrows and drag this class to the top of the list.

Grade Book Sections Linked to Google Course Topics

Seq	Grade Book Section	Section Id	Linked Google Id	Topic Name	Google Topic Id	Google Status
1	Grade 4 (TA Per: 8 Sect: 1)	2026912	681283000117			Google Classroom
2	English Language Arts (TA Per: 1 Sect: 3)	2026481	681282910100			
3	Daily Work Habits (TA Per: 7 Sect: 3)	2026490	681282891111			
4	Mathematics (TA Per: 2 Sect: 3)	2026494	701426632702			
5	Participation (TA Per: 6 Sect: 3)	2026501	701426386047			
6	English Language Development (TA Per: 5 Sect: 3)	2026509	701426906042			
7	Science (TA Per: 3 Sect: 3)	2026516	701426518762			
8	Social Science (TA Per: 4 Sect: 3)	2028493	701426012818			

Then under the Google Status column, we'll select 'Google Classroom' to identify this as our primary 'Class'.

Google Status

▼

Google Classroom

Google Topic

Next, we select 'Google Topic' in the Status drop-down for the other sections

Grade Book Sections Linked to Google Course Topics

Seq	Grade Book Section	Section Id	Linked Google Id	Topic Name	Google Topic Id	Google Status
1	Grade 4 (TA Per: 8 Sect: 1)	2026912	681283000117			Google Classroom
2	English Language Arts (TA Per: 1 Sect: 3)	2026481	681282910100			Google Topic
3	English Language Development (TA Per: 5 Sect: 3)	2026509	701426906042			Google Topic
4	Mathematics (TA Per: 2 Sect: 3)	2026494	701426632702			Google Topic
5	Science (TA Per: 3 Sect: 3)	2026516	701426518762			Google Topic
6	Social Science (TA Per: 4 Sect: 3)	2028493	701426012818			Google Topic
7	Daily Work Habits (TA Per: 7 Sect: 3)	2026490	681282891111			Google Topic
8	Participation (TA Per: 6 Sect: 3)	2026501	701426386047			Google Topic

When finished click Submit to save the settings.

The **Create Google Topics** button will be enabled at the top of the screen.

[Reset](#)
[Submit](#)
[Create Google Topics](#)

Topics Setup

When Google Topics are created, the Google Classes defined as Topics will be Unlinked and Deleted from Google Classroom.

If any Classwork has been created in Google Classroom in the classes that will become Topics for another class, use Google Import to import the assignments to Grade Book **before** creating the Topics.

When ready, click **Create Google Topics**.

A confirmation screen will appear with the warnings reviewed above and a listing of the sections with their settings: Classroom and Topic. Review the listing.

Create Topics in Google

Your Topic definitions will be used to create Topics for the Grade Book section you identified as a Google Classroom.
 A topic will be created for each Grade Book section you identified as a Google Topic.
 Google Classes that you defined as Topics, will be **UN-LINKED, and DELETED** from Google Classroom!
 If Assignments exist for a section in Google that will become a topic, you must use Google Import to import the Assignments to the Grade Book BEFORE Creating Topics.

Section	Topic Name	Type
Grade 4 (TA Per: 8 Sect: 1)	Grade 4	Classroom
English Language Arts (TA Per: 1 Sect: 3)	English Language Arts	Topic
English Language Development (TA Per: 5 Sect: 3)	English Language Development	Topic
Mathematics (TA Per: 2 Sect: 3)	Mathematics	Topic
Science (TA Per: 3 Sect: 3)	Science	Topic
Social Science (TA Per: 4 Sect: 3)	Social Science	Topic
Daily Work Habits (TA Per: 7 Sect: 3)	Daily Work Habits	Topic
Participation (TA Per: 6 Sect: 3)	Participation	Topic

OK
Cancel

If correct, and any existing classwork for the Google Classes listed as Topics have already been imported to the Grade Book, click OK, otherwise, click Cancel.

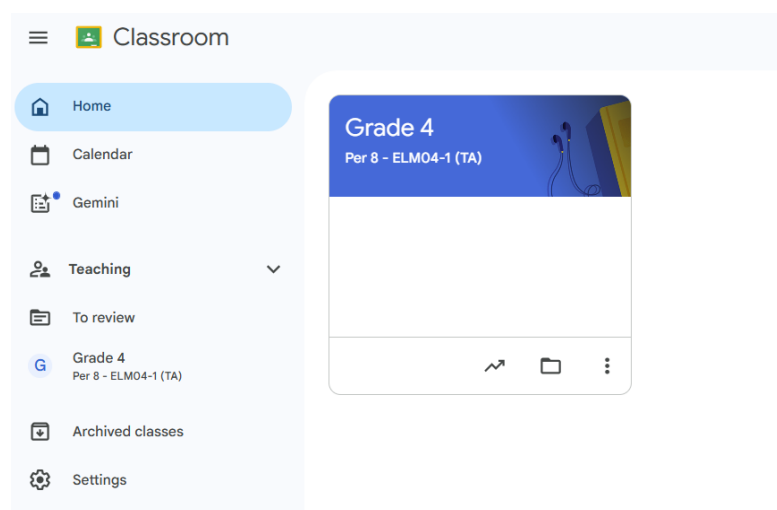
After Create Google Topics process is complete, the Topics Setup will show:

- **Linked Google ID will only appear for the ‘Classroom’ designated section**
- **Remaining sections have a Topic Name, Google Topic ID and a status of ‘Topic’.**

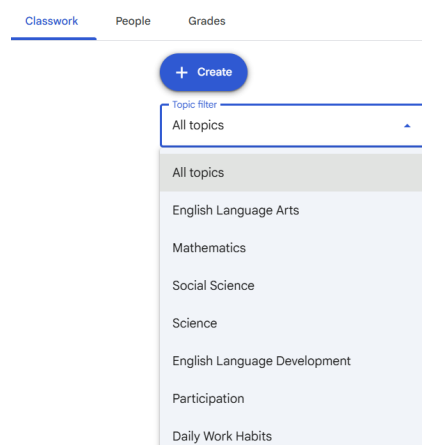
Grade Book Sections Linked to Google Course Topics

Seq	Grade Book Section	Section Id	Linked Google Id	Topic Name	Google Topic Id	Google Status
1	Grade 4 (TA Per: 8 Sect: 1)	2026912	681283000117			Classroom
2	English Language Arts (TA Per: 1 Sect: 3)	2026481	Not Linked	English Language Arts	794994165938	Topic
3	English Language Development (TA Per: 5 Sect: 3)	2026509	Not Linked	English Language Development	794993821985	Topic
4	Mathematics (TA Per: 2 Sect: 3)	2026494	Not Linked	Mathematics	794994094068	Topic
5	Science (TA Per: 3 Sect: 3)	2026516	Not Linked	Science	794993803495	Topic
6	Social Science (TA Per: 4 Sect: 3)	2028493	Not Linked	Social Science	794993939431	Topic
7	Daily Work Habits (TA Per: 7 Sect: 3)	2026490	Not Linked	Daily Work Habits	794994088286	Topic
8	Participation (TA Per: 6 Sect: 3)	2026501	Not Linked	Participation	794994073955	Topic

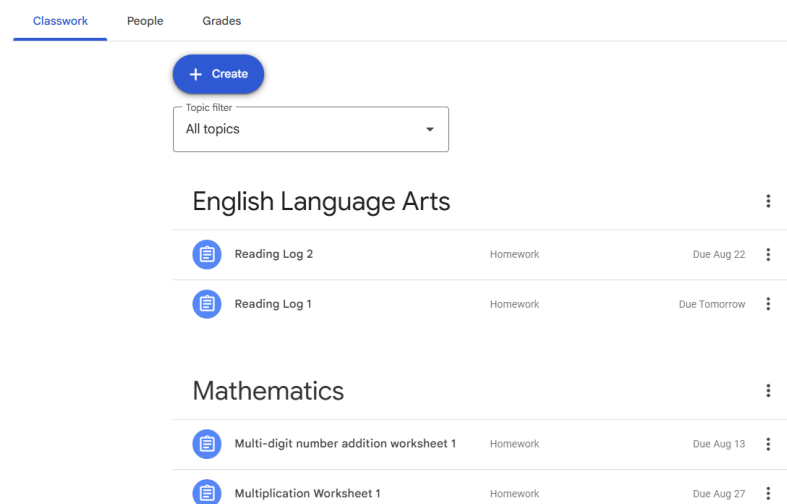
In Google Classroom, the teacher (and students) will now see only the Grade 4 Class.



When creating Classwork, make sure to set the Topic for the assignment so when it is imported into Grade Book, it will be applied to the correct section.



Classwork for our Grade 4 classroom is shown in Google Classroom under each topic



A note about Grade Categories

When using Topics, the Grade Categories in ALL the Q Grade Book sections mapped to Topics and Google Classroom Grade Categories need to match exactly.

In the example of our Grade 4 class, the categories shown are set in the Grade 4 class and each mark reporting section in Q as well as in the Google Class 'Grade 4'

Grade categories

Grade category* Homework	Default points* 10	×
8/100		
Grade category* Quizzes	Default points* 10	×
7/100		
Grade category* Projects	Default points* 10	×
8/100		
Grade category* Exams	Default points* 10	×
5/100		

Sync Topics

This function allows you to synchronize topics with Q sections when Topics are set up. Its purpose is to provide a mechanism to correct issues with topic links, or if Topics were set up in Google Classroom in advance and need to be linked to the Grade Book section, then Sync Topics may be used.

Grade Book Sections Defined as Topics

Google Classroom - Grade 4 (TA Per: 8 Sect: 1)						
Grade Book Section	Section Info	Period	Term	Topic Id	Action	Topic
English Language Arts (TA Per: 1 Sect: 3)	ELEM-LA04-3	1	TA	794994165938	<input type="checkbox"/> Un-link	English Language Arts
English Language Development (TA Per: 5 Sect: 3)	ELEM-ELD04-3	5	TA	794993821985	<input type="checkbox"/> Un-link	English Language Development
Mathematics (TA Per: 2 Sect: 3)	ELEM-MTH04-3	2	TA	794994094068	<input type="checkbox"/> Un-link	Mathematics
Science (TA Per: 3 Sect: 3)	ELEM-SCI04-3	3	TA	794993803495	<input type="checkbox"/> Un-link	Science
Social Science (TA Per: 4 Sect: 3)	ELEM-SSC04-3	4	TA	794993939431	<input type="checkbox"/> Un-link	Social Science
Daily Work Habits (TA Per: 7 Sect: 3)	ELEM-WH04-3	7	TA	794994088286	<input type="checkbox"/> Un-link	Daily Work Habits
Participation (TA Per: 6 Sect: 3)	ELEM-PAR04-3	6	TA	794994073955	<input type="checkbox"/> Un-link	Participation

Adjustments may be made to the link between Topics and Sections.

- To unlink a Topic from a section, click the Un-Link checkbox
- Then select the desired Topic from the drop-down list.

Action	Topic
<input type="checkbox"/> Un-link	<div>Mathematics</div>

Google Import

When using Topics and importing assignments and scores, only the section designated as the Google Classroom class is available to select. The other sections are shown as topics.

Roster
Spreadsheet
by Student
by Task
Stds Spreadsheet
Stds by Student
Tasks by Std
CalcPost
Setup
Google Import

Show By ☐ Term or ☒ Date Range 07/29/2025 to 08/19/2025

☒ Students Enrolled as of or ☐ All Students

Import Google Course Work and Student Submission Scores

This process will import **Google Course Work (Assignments)** that you have created in Google Classroom.

Google **Student Submissions (Scores)** will be imported for each Assignment you have **GRADED and RETURNED** to students in Google Classroom.

Only sections you select in the **Apply Google Import To** table will be processed.

Apply Google Import To					
Term	Pd	Crs-Sect	Course Title	Last Assignment Import	Last Score Import
Topic	TA	1	ELEM-LA04-3 English Language Arts		Aug 7 2025 10:32AM
Topic	TA	2	ELEM-MTH04-3 Mathematics		
Topic	TA	3	ELEM-SCI04-3 Science		
Topic	TA	4	ELEM-SSC04-3 Social Science		
Topic	TA	5	ELEM-ELD04-3 English Language Development		
Topic	TA	6	ELEM-PAR04-3 Participation		
Topic	TA	7	ELEM-WH04-3 Daily Work Habits		
<input checked="" type="checkbox"/>	TA	8	ELM04-1 Grade 4		Aug 7 2025 10:25AM

Import Google Classroom:

NOTE: If using Standards marks, please see [Working with Standards](#) document for considerations on managing the import flow of assignments and scores with Standards.

As with any import, select what to import: Assignments, Scores, or both, and click Process.

Remember the assignments associated with each topic will be imported to the linked section. As a result, you will need to select the topic section in the Grade Book banner to see the results.

In this example, we have selected the 'English Language Arts' section in the banner to see the assignment for the topic we imported. Our teacher has the preference off to set Is Graded ON when scores are imported for an assignment, so it is still showing as a red dot. The teacher will need to change it when ready.

Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl
ELEM-LA04-3	English Language Arts	TA	1	Louth, D		32	25

Find
Class 1 of 8

Roster
Spreadsheet
by Student
by Task
Stds Spreadsheet
Stds by Student

Show By ☐ Term or ☒ Date Range 07/29/2025 to 08

Reset
Submit

Category:

#	Student (ID)		
1	Alferez, Olivia N (1003472)		10
2	Castaneda, Natalie (1002156)		10
3	Ceja, Nicolas A (1004528)		10
4	Enriquez, Jonathan (1002311)		10
5	Garcia, Monserrat (1002273)		10
6	Garza, Yesenia M (1002088)		10
7	Gonzalez, Arnold Javier J (100226-		10

Reading Log 1
8/8/2025
10 pts