

MISTAR-Q Grade Book & Google Classroom

For Teachers



MISTAR-Q Grade Book & Google Classroom

Classes are created in Google Classroom by MISTAR-Q and students are automatically enrolled in them

Teachers create and score assignments in Google Classroom

Assignments & scores may be automatically imported

OR

Teachers may manually import assignments & scores

Google Classroom Setup



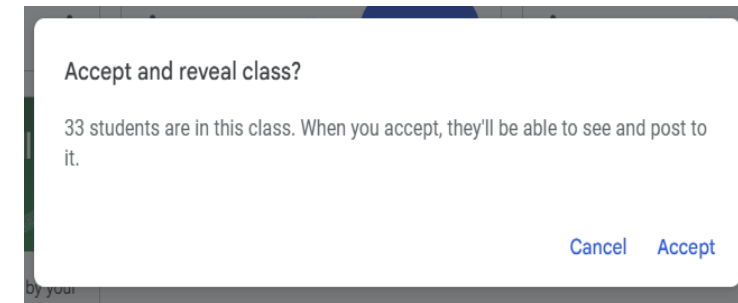
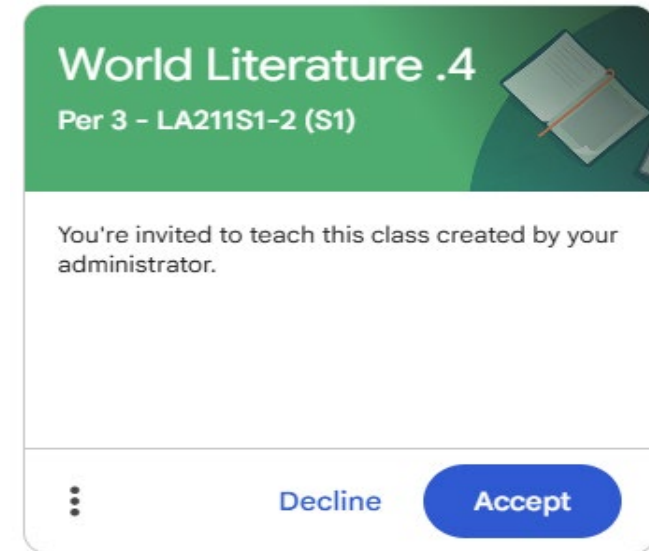
Accept Classes

In Google Classroom, classes initially appear as invitations

Click the ACCEPT button

Students cannot view the class until it is accepted

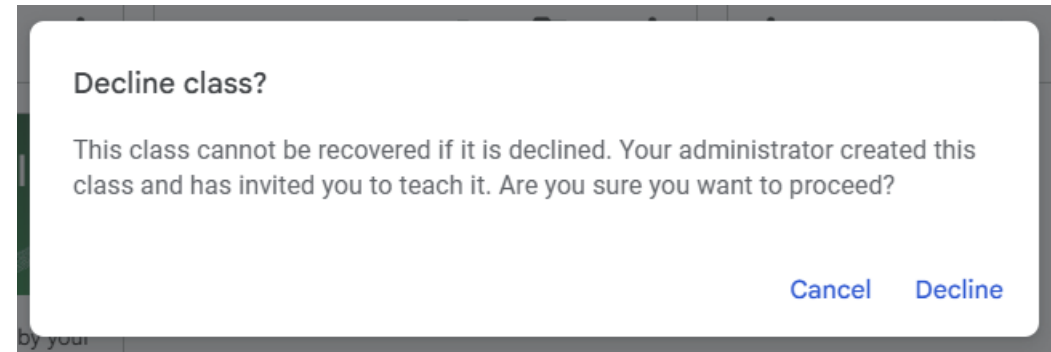
After clicking accept, confirm by clicking ACCEPT again to reveal the class to students and access the class



Decline Classes

If you click Decline, the invitation will be withdrawn and the class will be removed from your Google Classroom

Click Cancel if this was a mistake









Configure Categories

Grade Categories in Google Classroom MUST be created **exactly** as they are in MISTAR-Q Grade Book for the import process to work

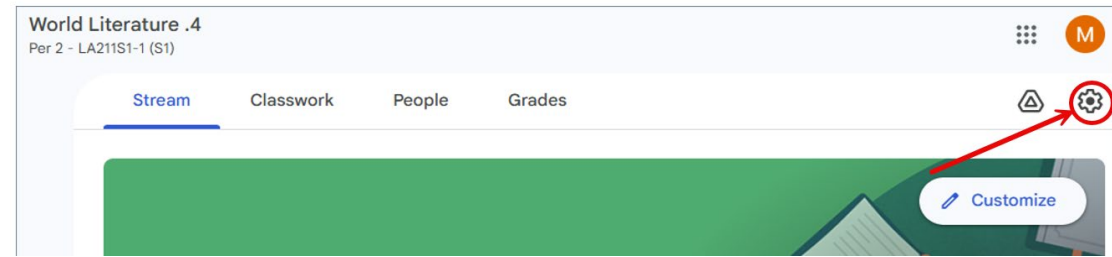
This is a good time to check your MISTAR-Q Grade Book Categories for each class

MISTAR-Q Grade Book Categories

Categories

	Seq	Description	Mark Type ?	Weight ?	% of Grade
 	1	<input type="text" value="Class Work"/>	<input type="text" value="Academic"/> ▼	<input type="text" value="50.00"/>	50.00%
 	2	<input type="text" value="Reading"/>	<input type="text" value="Academic"/> ▼	<input type="text" value="20.00"/>	20.00%
 	3	<input type="text" value="Quarter Exam"/>	<input type="text" value="Academic"/> ▼	<input type="text" value="30.00"/>	30.00%

Configure Categories



Click the gear icon at upper right to access Class Settings

Scroll down to Grade Categories

Click Add Grade Category

Add categories exactly as in your MISTAR-Q Grade Book

Set a Default Point value for each

After setting all the categories, save the changes

 Repeat this process for each class

Be Precise - these are not matches

MISTAR Q Grade Book Category

Google Classroom Category

Project

Projects

Class Work

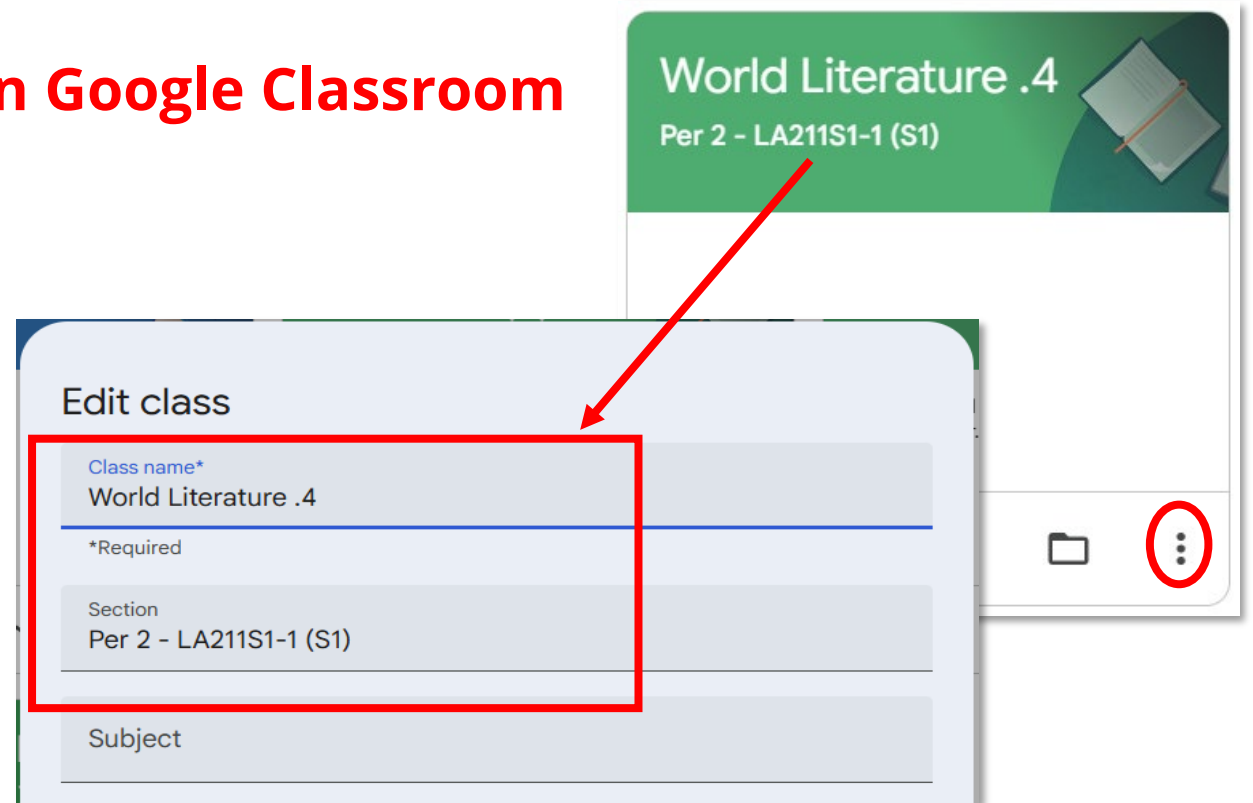
Classwork



Warning: Class Name and Section

Class Name and Section uniquely identifies the class

DO NOT change these two fields in Google Classroom



Google Classroom Configuration Complete

The Google Classroom portion of setup is complete when each class is

- ✓ Accepted
- ✓ Grade categories match MISTAR-Q Grade Book categories

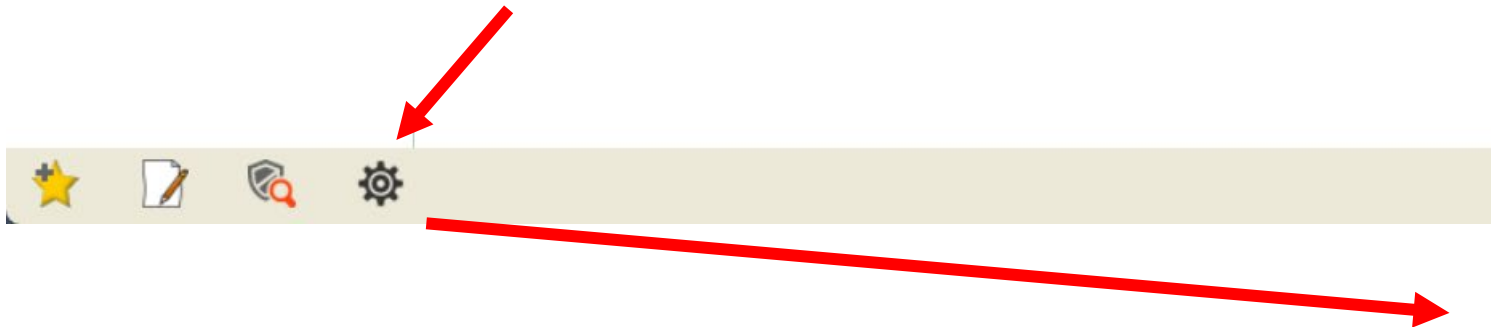
MISTAR-Q Grade Book Setup



MISTAR-Q Grade Book Preferences

Several Grade Book preferences affect the Google integration

Use the Preference cog in the bottom left corner of the Grade Book screen and set each preference to YES or NO



Grade Book Preferences & Settings		
Preference	Owner	Setting
? Auto-Calculate Standard Marks	LB	Yes
? Automatically Import Google Assignments and Scores Nightly	LB	Yes
? Automatically Remove Withdrawn Students from Google Classes		No
↓		
? Set Is Graded ON when Scores are Imported for an Assignment		No

MISTAR-Q Grade Book Preferences

Auto-Calculate Standard Marks

YES: assignments associated with standards in MISTAR-Q Grade Book will have their standard marks automatically calculated when the score is imported

Grade Book Preferences & Settings

[Close](#) [Reset](#) [Submit](#)

Preference	Owner	Setting
? Auto-Calculate Standard Marks		Yes ▼
? Automatically Import Google Assignments and Scores Nightly		Yes ▼
? Automatically Remove Withdrawn Students from Google Classes		No ▼
↓		
? Set Is Graded ON when Scores are Imported for an Assignment		No ▼

MISTAR-Q Grade Book Preferences

Automatically Import Google Assignments and Scores Nightly

YES: assignments and scores will be imported from Google each night

NO: teacher will manually import assignments and scores

Teachers using Standard Marks must set to NO

See [Working with Standards](#)

Grade Book Preferences & Settings

[Close](#) [Reset](#) [Submit](#)

Preference	Owner	Setting
? Auto-Calculate Standard Marks		Yes
? Automatically Import Google Assignments and Scores Nightly		Yes
? Automatically Remove Withdrawn Students from Google Classes		No
↓		
? Set Is Graded ON when Scores are Imported for an Assignment		No

MISTAR-Q Grade Book Preferences

Automatically Remove Withdrawn Students from Google Classes

YES: withdrawn students will be automatically removed from Google Classes

NO: teacher will manually remove students when ready (recommended)

Setting to YES can have serious consequences as Google will delete everything for student when student is withdrawn

Grade Book Preferences & Settings

[Close](#) [Reset](#) [Submit](#)

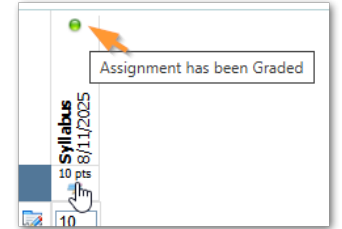
Preference	Owner	Setting
? Auto-Calculate Standard Marks		Yes
? Automatically Import Google Assignments and Scores Nightly		Yes
? Automatically Remove Withdrawn Students from Google Classes		No
↓		
? Set Is Graded ON when Scores are Imported for an Assignment		No

MISTAR-Q Grade Book Preferences

Set Is Graded ON when Scores are Imported for an Assignment

YES: assignment will be marked as graded when scores are imported

NO: teachers will manually mark the assignment as graded



Grade Book Preferences & Settings

[Close](#) [Reset](#) [Submit](#)

Preference	Owner	Setting
? Auto-Calculate Standard Marks		Yes
? Automatically Import Google Assignments and Scores Nightly		Yes
? Automatically Remove Withdrawn Students from Google Classes		No
↓		
? Set Is Graded ON when Scores are Imported for an Assignment		No

Grade Book Google Options

When MISTAR-Q & Google Classroom are integrated, teachers will see new Google-related options in the MISTAR-Q Grade Book

New **Google Import** tab

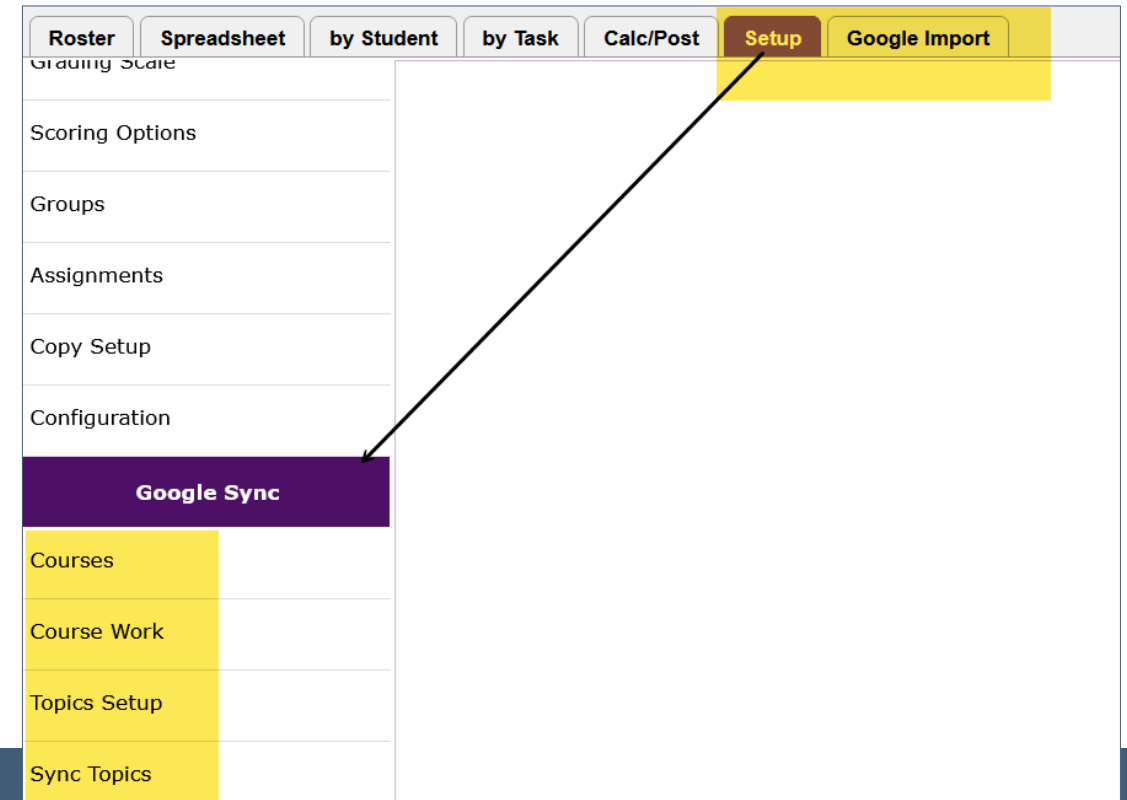
Four new tabs appear in the **Setup** tab

Courses

Course Work

Topics Setup

Sync Topics



In Setup: Courses Tab

Lists Google Classes - the Course State is important

Provisioned – Needs to be accepted in Google Classroom

Active – After accepting shows Linked Grade Book Section – **only Active classes can interface with Grade Book**

Declined – If declined by mistake, check **Provision** to re-enable in Google Classroom

Archived – Class was archived in Google Classroom and removed from class list

Google Courses

Google Course Name	Section	Course State	Code	Linked Grade Book Section	Action	Link to Section	Assignments w/No Category
AP English Literature	Per 1 - LA183S1-1 (S1)	ACTIVE	s25it7ow	AP English Literature (S1 Per: 1 Sect: 1)	Linked Work		Use Default ▼
World Literature .4	Per 2 - LA211S1-1 (S1)	ACTIVE	g2xfxi3p	World Literature .4 (S1 Per: 2 Sect: 1)	Linked Work		Use Default ▼
World Literature .4	Per 3 - LA211S1-2 (S1)	DECLINED	en3exxm5		<input type="checkbox"/> Provision		Use Default ▼
World Literature .4	Per 4 - LA211S1-3 (S1)	PROVISIONED	jbygjvu2				Use Default ▼
Athletics S1 - Football	Per 6 - PE402SM-1 (S1)	PROVISIONED	bnqmkv3g				Use Default ▼

In Setup: Course Work Tab

Shows Course Work for the class selected in the banner

When assignments are imported into MISTAR-Q, they will automatically be created in the Grade Book and linked to the Google Classwork item

The Linked Gradebook Assignment column will display the assignment

Each item listed must be linked to a Grade Book assignment before scores can be imported

Google Course Work - AP English Literature

Google Title	Category	Cat OK	Points	Due Date	Google Id	Linked Gradebook Assignment	Import Scores	Action	Link to Assignment
Reading Quiz - Crime & Punishment Chapter 1	Homework/Test/Quiz	Yes	100	8/5/2025	794920486437	Reading Quiz - Crime & Punishment Chapter 1 [Due: 8/5/2025 Pts: 100]	<input checked="" type="checkbox"/>	Linked Scores	
College Essay Draft	Essays/Writing assignments	Yes	100	8/15/2025	791138312383	College Essay Draft [Due: 8/15/2025 Pts: 100]	<input checked="" type="checkbox"/>	<input type="checkbox"/> Un-link	
Poem for Recitation	Homework/Test/Quiz	Yes	100	8/8/2025	794920462667	Poem for Recitation [Due: 8/8/2025 Pts: 100]	<input checked="" type="checkbox"/>	Linked Scores	

In Setup: Topics Setup & Sync Topics

Topics are an optional way to set-up classes when one class is the primary and each additional class has the **same roster of students**

A common example is an elementary grade level class with core subject sections (ELA, Math, Science, Social Studies) set as topics under that class

For information about Topics see [Topic Setup](#)

Importing Assignments & Scores



Preparing to Import – Setup Steps

- ✓ Grade Book is completely set-up
- ✓ All Google Classes show as Active in Grade Book on the Google Sync > Courses Tab and are linked to the correct section
- ✓ Grade Categories in Google Classroom for each class are set and exactly match Grade Book categories for the linked section
- ✓ Preferences have been reviewed and adjusted

Preparing to Import – Assignments in Google

Assign a Category in Google Classroom that matches a MISTAR-Q Grade Book Category for this class

Enter a due date for the assignment that falls within the MISTAR-Q term dates

Set a point value for the assignment

Create assignment titles that make it easy to identify in MISTAR-Q Grade Book

Return scores to student(s)

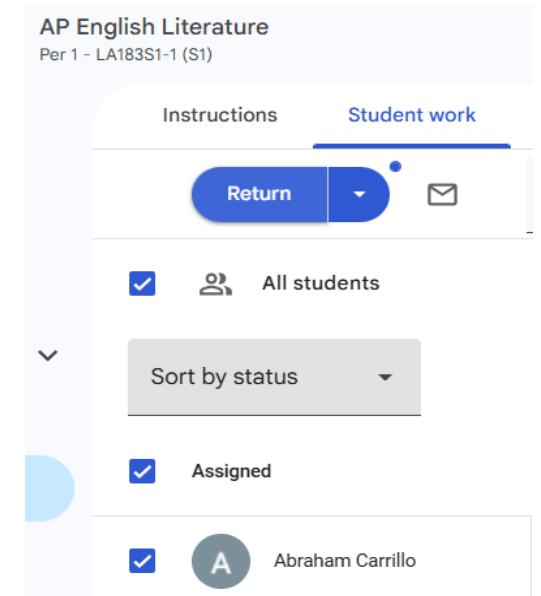
Google Import - Two Options

Schools may establish an automatic nightly sync of assignments/scores from Google Classroom to MISTAR Grade Book

Scores will be imported nightly whenever the assignment has been graded in Google Classroom and scores are **returned** to the student

OR

Teachers may disable the nightly automatic sync in Grade Book preferences and, instead, manually import assignments & scores from the Google Import tab in Grade Book



Google Import – Manual Import

To manually import, click the **Google Import** tab in MISTAR Grade Book

Select the sections to import from the list at right

Select what to import: Assignments, Scores, or both Assignments & Scores

Scores must be **returned** in Google Classroom before they will import

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.

Import Google Classroom: **Assignments & Scores**

Apply Google Import To

<input type="checkbox"/>	Term	Pd	Crs-Sect	Course Title	Last Assignment Import	Last Score Import
<input type="checkbox"/>	S1	1	LA183S1-1	AP English Literature	Aug 5 2025 12:22PM	Aug 5 2025 12:36PM
<input type="checkbox"/>	S1	2	LA211S1-1	World Literature .4		
<input type="checkbox"/>	S1	3	LA211S1-2	World Literature .4		
<input type="checkbox"/>	S1	4	LA211S1-3	World Literature .4		
<input type="checkbox"/>	S1	6	PE402SM-1	Athletics S1 - Football		
Not Linked	S2	1	LA183S2-1	AP English Literature		
Not Linked	S2	2	LA211S2-1	World Literature .4		
Not Linked	S2	3	LA211S2-2	World Literature .4		
Not Linked	S2	4	LA211S2-3	World Literature .4		
Not Linked	S2	6	PE425SM-2	Athletics S2 - Weight Training		

Google Import – Manual Import

Click Process and a processing screen will appear

Click Close when complete

RosterSpreadsheetby Studentby TaskStds SpreadsheetStds by StudentTasks by StdCalc/PostSetupGoogle Import

Show By ☒ Term or ☐ Date Range Trimester 1

☒ Students Enrolled as of 08/07/2025 or ☐ All Students

Process Statistics

Processing Track:

T 110 25/26

Processing Course:

English Language Arts

Total Assignments:

4

Assignments Tried:

4

Assignments Rejected:

0

Scores Processed

25

Score Exists:

0

Scores Updated:

0

Scores Rejected:

0

Avg. Seconds/Course:

00.75

Projected Completion:

08/07/2025 10:32:58 AM

Processing Steps

- Processing Started: 8/7/2025 10:32:54 AM
- Importing Google Assignment Scores...
- Processing Completed: 8/7/2025 10:32:58 AM

Close

Google Import

A log of changes is available by clicking the View button

Rejected transactions will display in red

Roster Spreadsheet by Student by Task Calc/Post Setup Google Import

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.

Import Google Classroom: Assignments & Scores Process

Today's Import Log: View

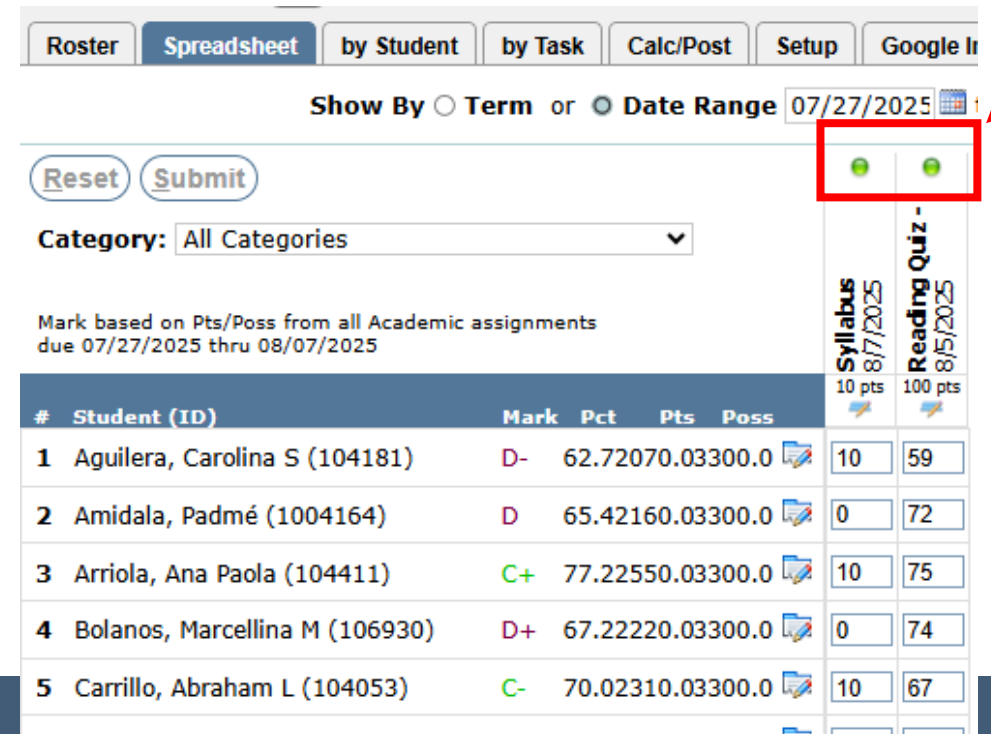
Today's Import Log: Hide

ImportDate	RecType	RecKey	Section Information	Status	Code	Description	GB Id	AssignmentTitle	Student	Score
8/10/2025 12:18:13 PM	START		Grade Book Google Student Scores Import							
8/10/2025 12:18:14 PM	score	4494976	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Cisneros, Jairo(104246)	92
8/10/2025 12:18:14 PM	score	4494977	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Warner, Steven(1001167)	75
8/10/2025 12:18:14 PM	score	4494978	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Salas, David(104082)	75
8/10/2025 12:18:14 PM	score	4494979	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Heredia, Jasmine(104105)	75
8/10/2025 12:18:14 PM	score	4494980	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Contreras, Unique(105219)	75
8/10/2025 12:18:14 PM	score	4494981	AP English Literature [Per 1 - LA183S1-1 (S1)]	Updated	200	Existing Score Updated	209611	Reading Quiz - Crime [Due:8/5/2025 Pts:100]	Suarez, Yaneli(104190)	75

Google Import

After importing assignments and scores, check the results in the Grade Book

The **Assignment Graded** indicator may need to be changed if the preference to automatically turn it on is set to No



The screenshot shows the 'Grade Book' interface with the 'Spreadsheet' tab selected. The 'Show By' dropdown is set to 'Date Range' with a date of 07/27/2025. A red box highlights the 'Assignment Graded' indicator, which is a green circle with a checkmark. A red arrow points to this indicator. Below the indicator, the 'Category' is set to 'All Categories'. The table below shows student data with columns for #, Student (ID), Mark, Pct, Pts, and Poss. The table is filtered by the date range 07/27/2025 thru 08/07/2025. The table has two additional columns on the right: 'Syllabus 8/7/2025' and 'Reading Quiz - 8/5/2025'. The table data is as follows:

#	Student (ID)	Mark	Pct	Pts	Poss	Syllabus 8/7/2025	Reading Quiz - 8/5/2025
1	Aguilera, Carolina S (104181)	D-	62.72070	0.03300	0	10	59
2	Amidala, Padmé (1004164)	D	65.42160	0.03300	0	0	72
3	Arriola, Ana Paola (104411)	C+	77.22550	0.03300	0	10	75
4	Bolanos, Marcellina M (106930)	D+	67.22220	0.03300	0	0	74
5	Carrillo, Abraham L (104053)	C-	70.02310	0.03300	0	10	67

Google Import - Standards

If the scoring standards rather than traditional points-based marks:

In the Google Import tab, import **assignments only** (not scores)

Edit the assignments to link standards

Return to the Google Import tab and import **scores only**

Once standards are linked to assignments, they may be imported together with scores if there are updates

See [Working With Standards](#)