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

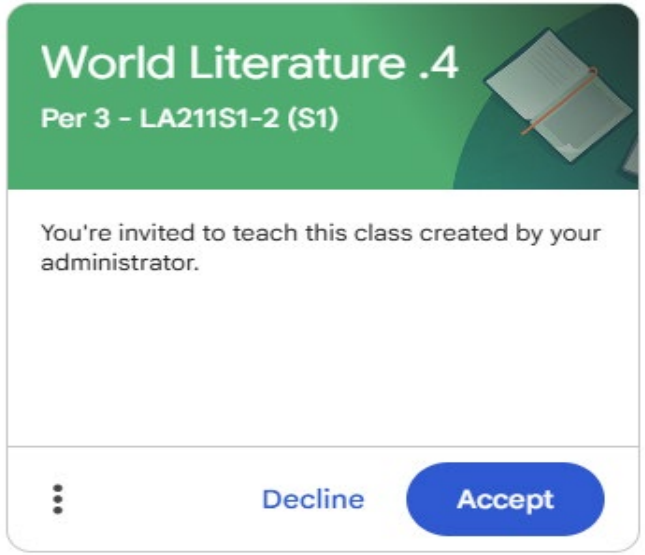
Accept Classes

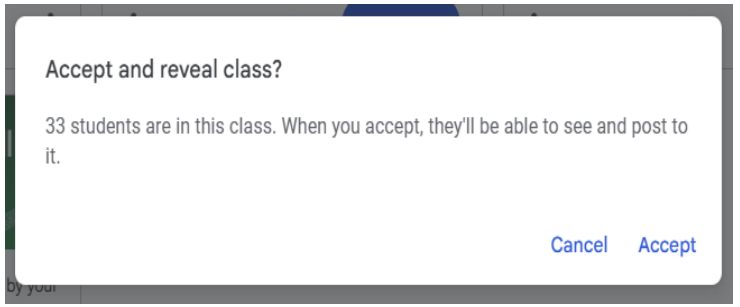
In Google Classroom, classes initially appear as invitations

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

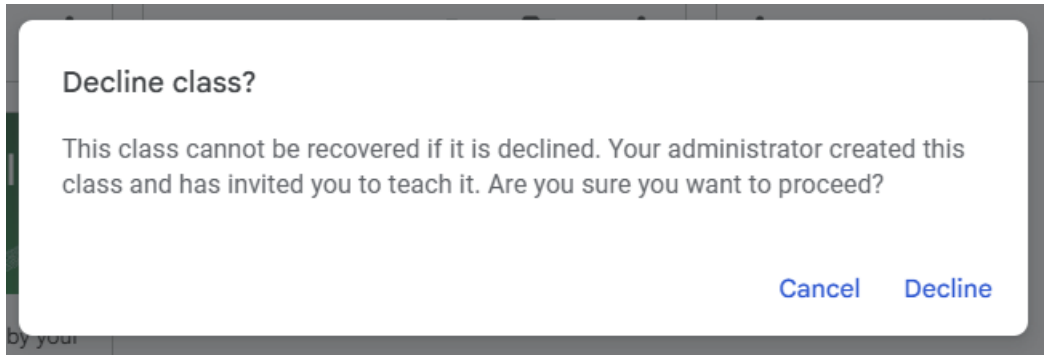




Decline Classes

If you click Decline, the invitation will be withdrawn and the class will be removed from your Google Classroom

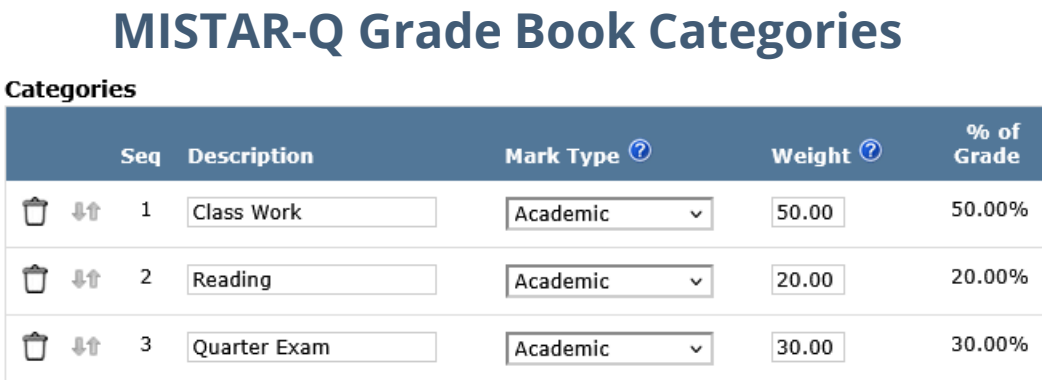
Click Cancel if this was a mistake



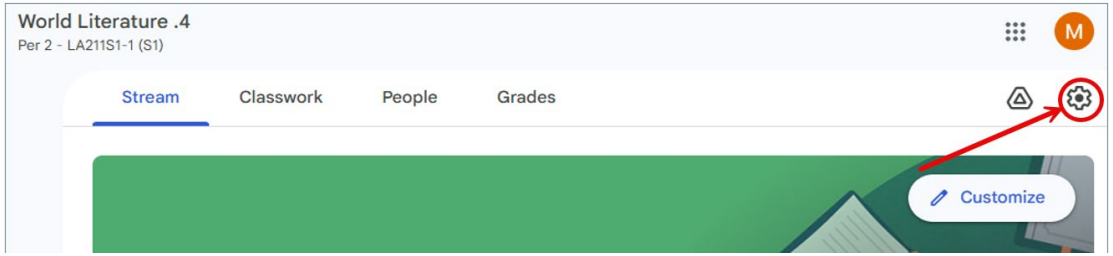
Configure Categories

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



Configure Categories



Click the gear icon at upper right to access Class Settings

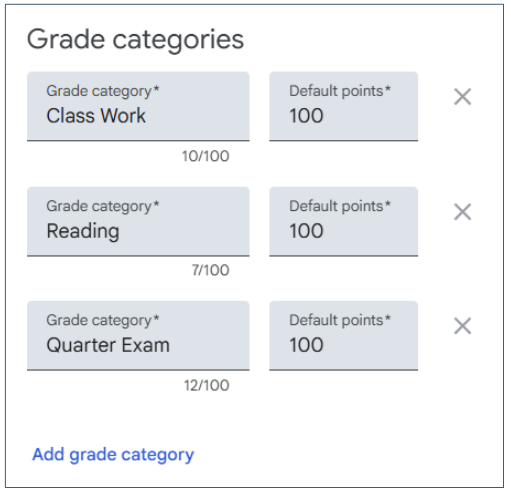
Scroll down to Grade Categories

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



Be Precise - these are not matches

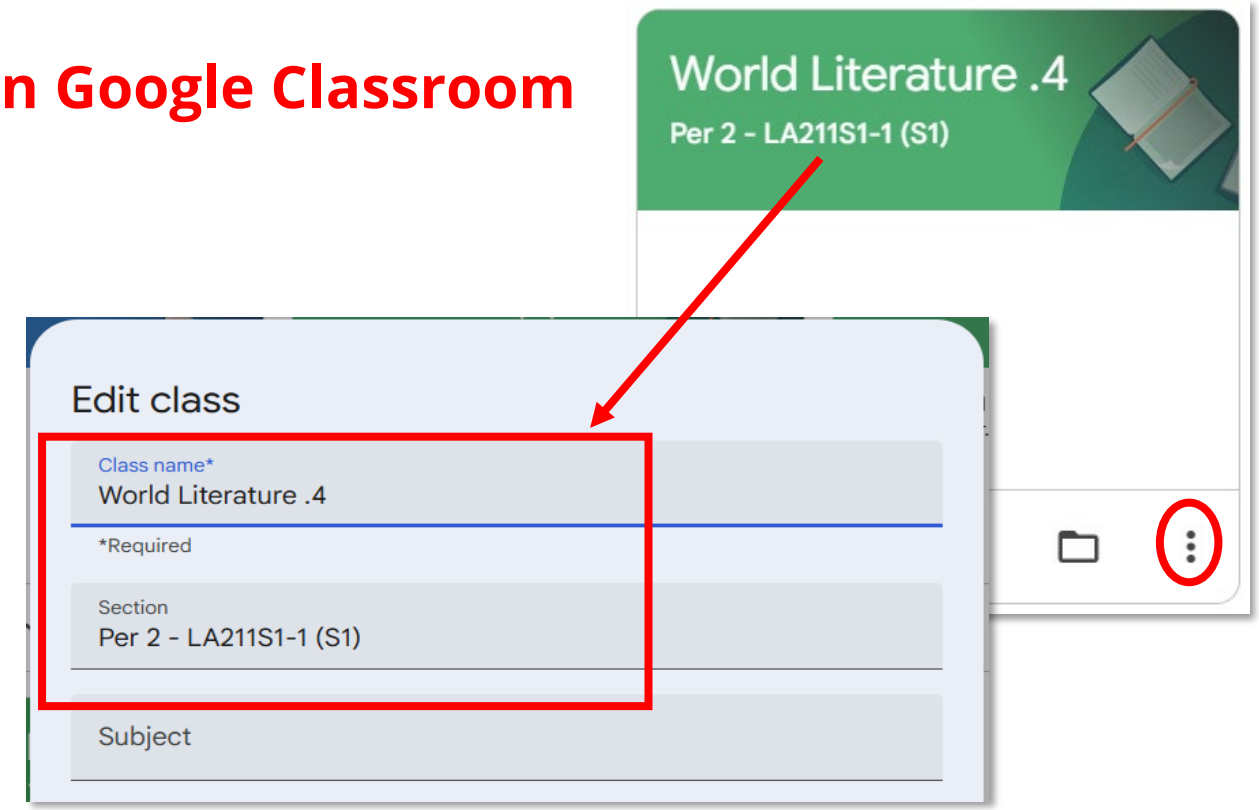
MISTAR Q Grade Book Category		*Google Classroom Category*
Project	⊘	Projects
Class Work	⊘	Classwork

Repeat this process for each class

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

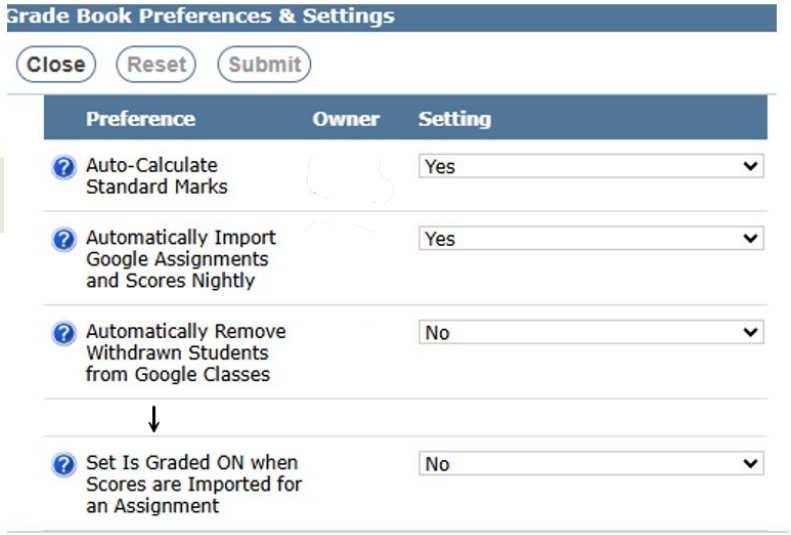
- ✓ Accepted
- ✓ Grade categories match MISTAR-Q Grade Book categories

MISTAR-Q Grade Book Setup

MISTAR-Q Grade Book Preferences

Several Grade Book preferences affect the Google integration

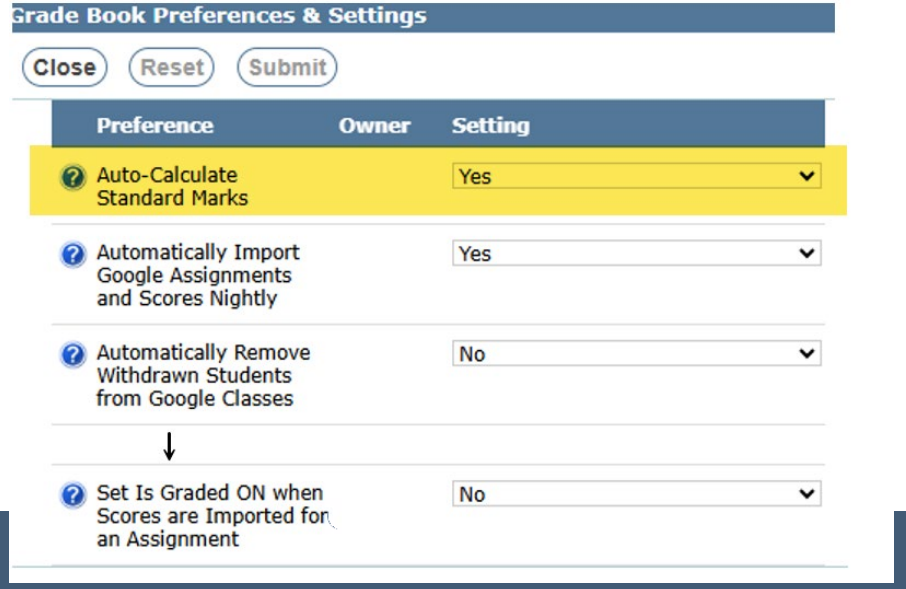
Use the Preference cog in the bottom left corner of the Grade Book screen and set each preference to YES or NO



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



MISTAR-Q Grade Book Preferences

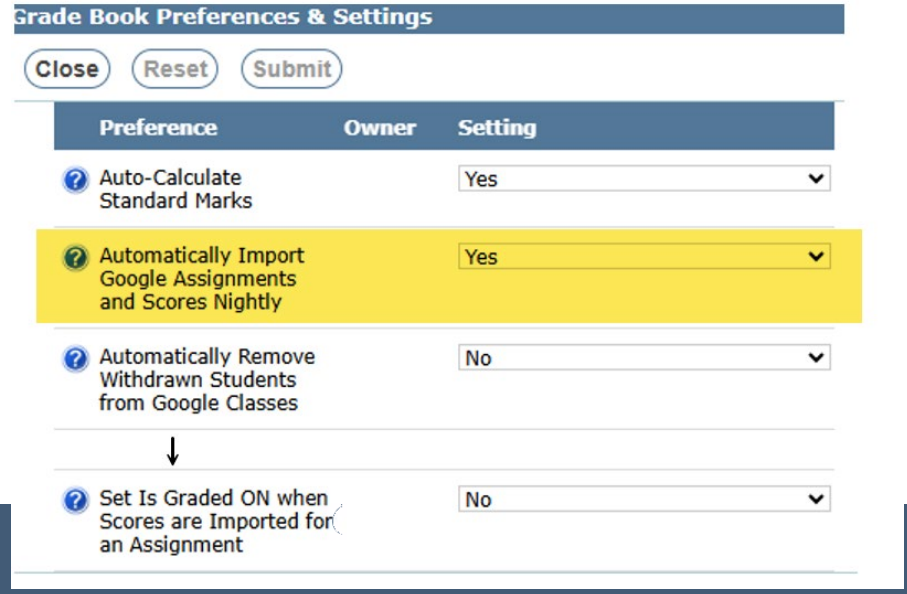
Automatically Import Google Assignments and Scores Nightly

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



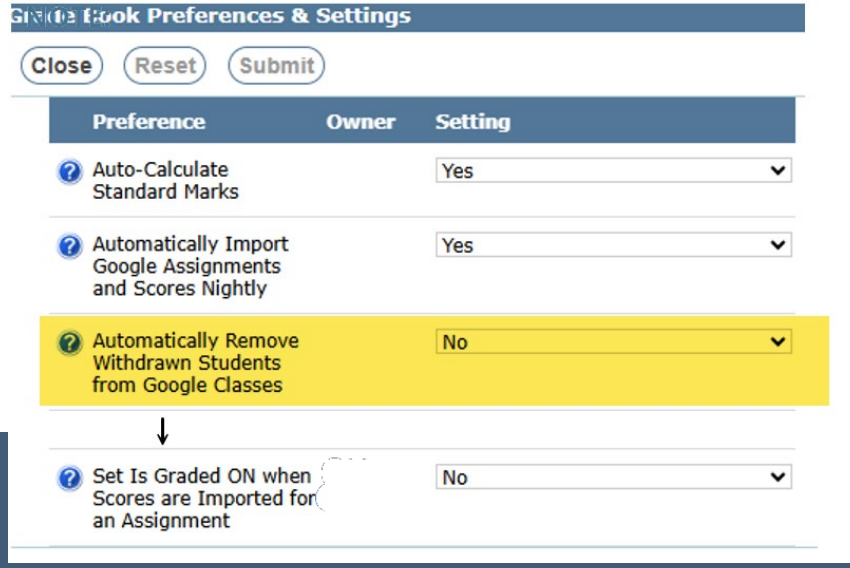
MISTAR-Q Grade Book Preferences

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

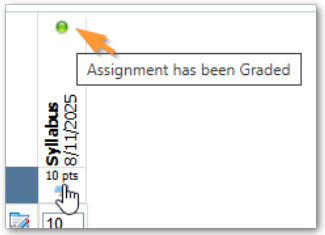


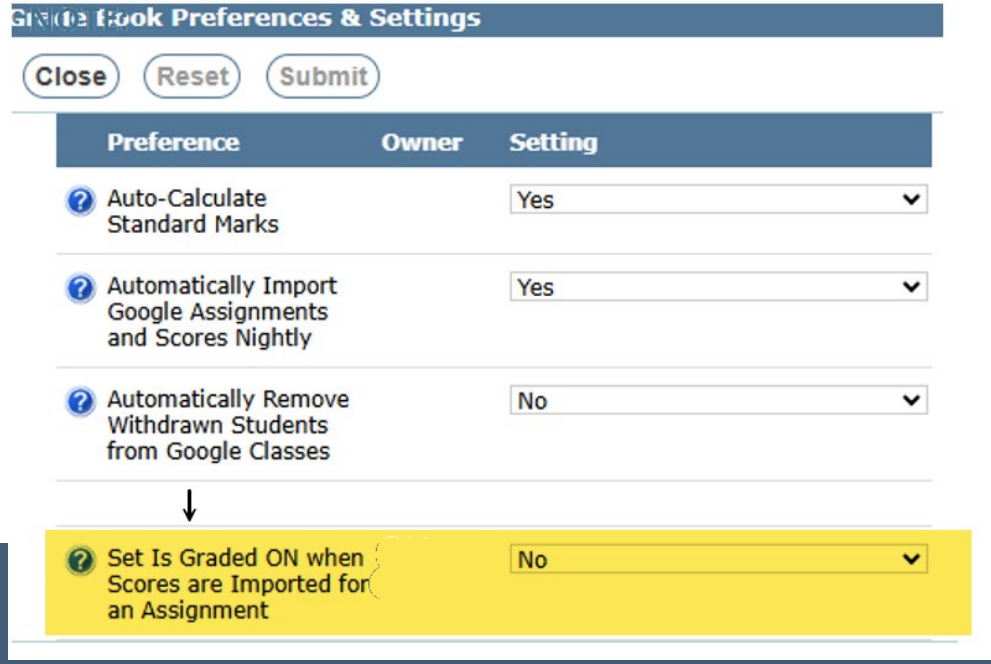
MISTAR-Q Grade Book Preferences

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





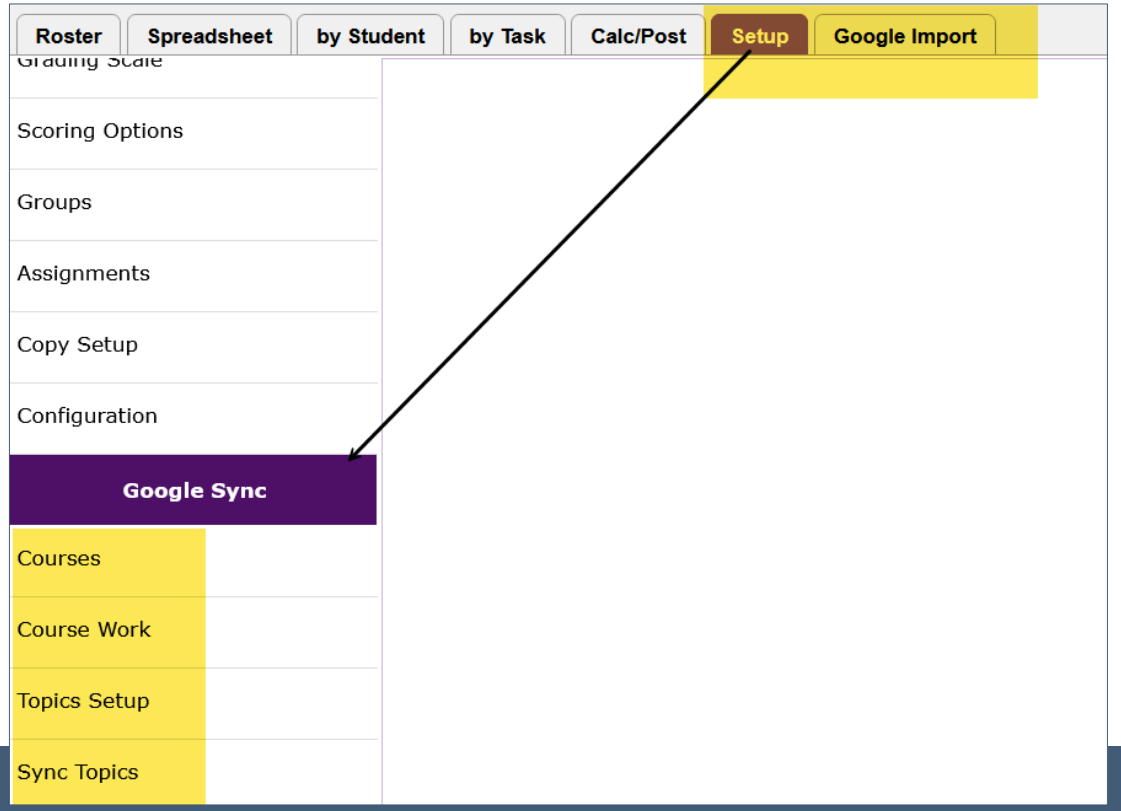
Grade Book Google Options

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		☐ 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]	☑	Linked Scores	
College Essay Draft	Essays/Writing assignments	Yes	100	8/15/2025	791138312383	College Essay Draft [Due: 8/15/2025 Pts: 100]	☑	☐ Un-link	
Poem for Recitation	Homework/Test/Quiz	Yes	100	8/8/2025	794920462667	Poem for Recitation [Due: 8/8/2025 Pts: 100]	☑	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)

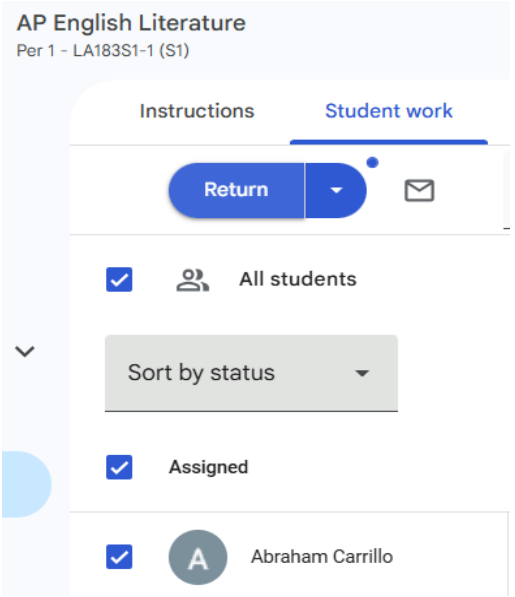
Google Import - Two Options

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



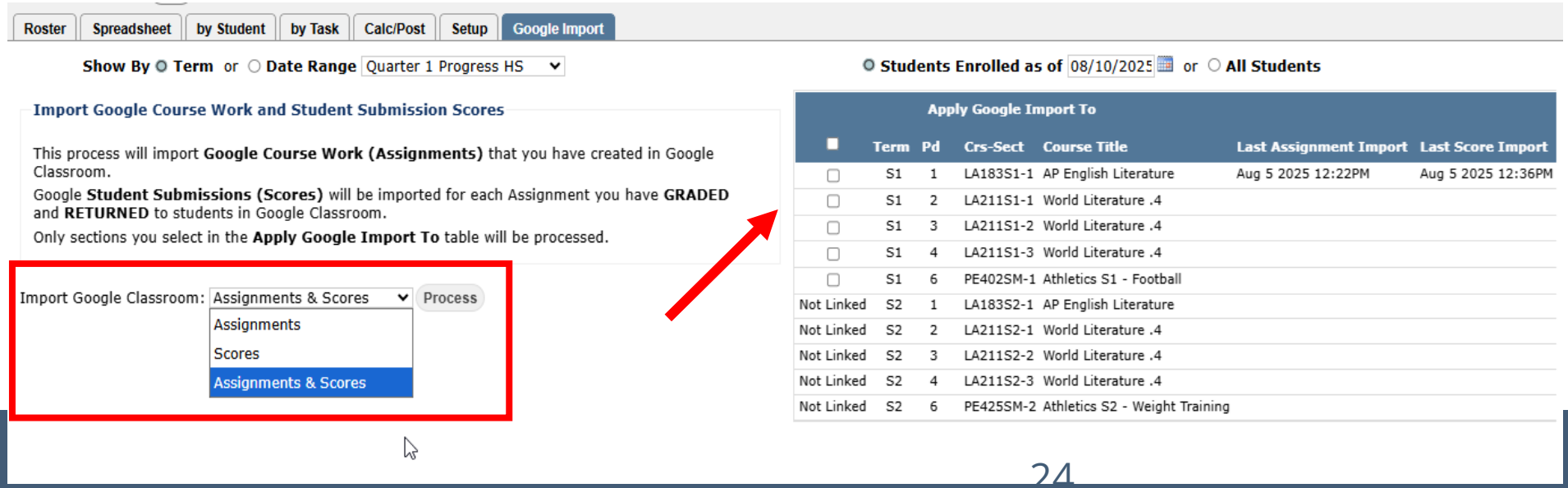
Google Import – Manual Import

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

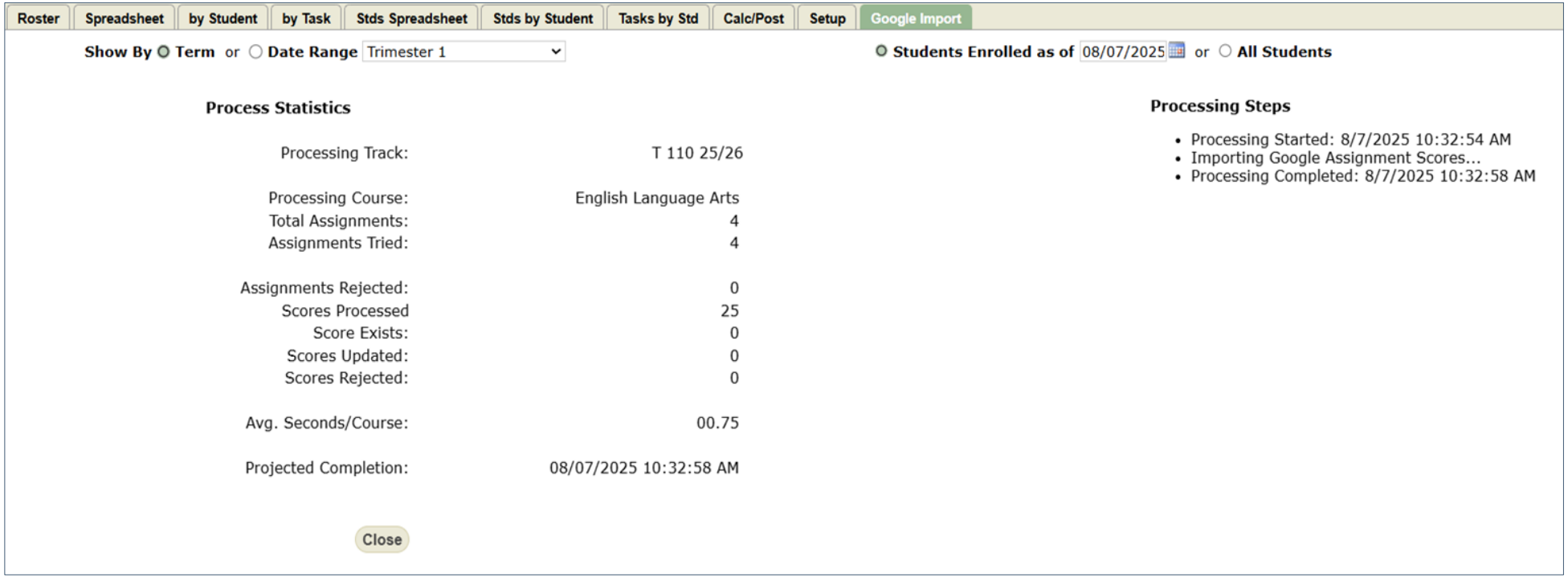
Scores must be **returned** in Google Classroom before they will import



Google Import – Manual Import

Click Process and a processing screen will appear

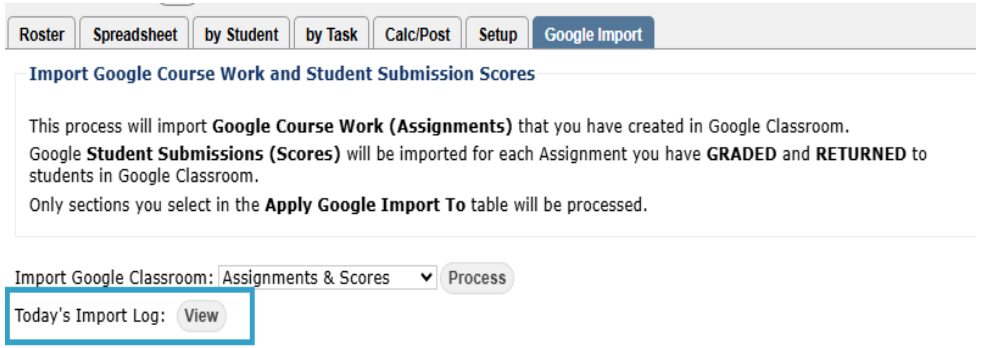
Click Close when complete



Google Import

A log of changes is available by clicking the View button

Rejected transactions will display in red



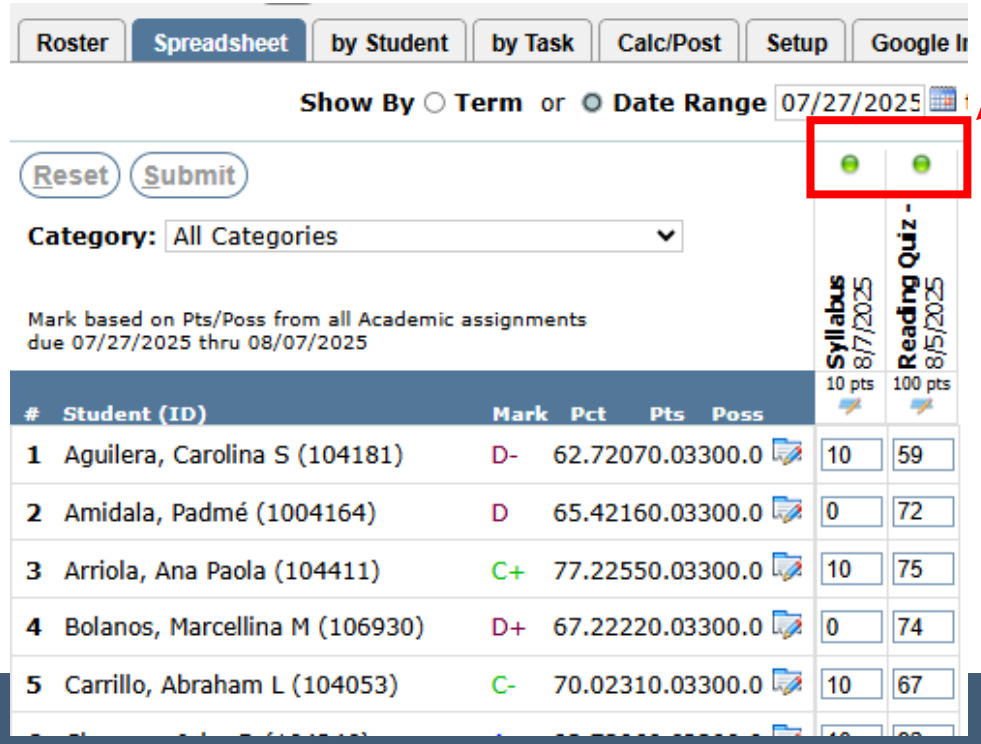
Today's Import Log: Hide

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



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