

# QUICK and EASY GOOGLE ROSTERING

- 1) Sign in with Google by clicking the "Google" button when logging in
- 2) Click "Manage Students"
- 3) Click "Import Roster" below the table
- 4) Sign in with Google Classroom
- 5) Select the classes you want to import & click "Import Selected and Refresh"
- 6) Students will populate the table
- 7) Students can now sign on by clicking the "Google" button

Students will automatically be sorted into their correct class, which holds the same name as the Google Classroom class.

