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## Sycamore: BJA Learn Users

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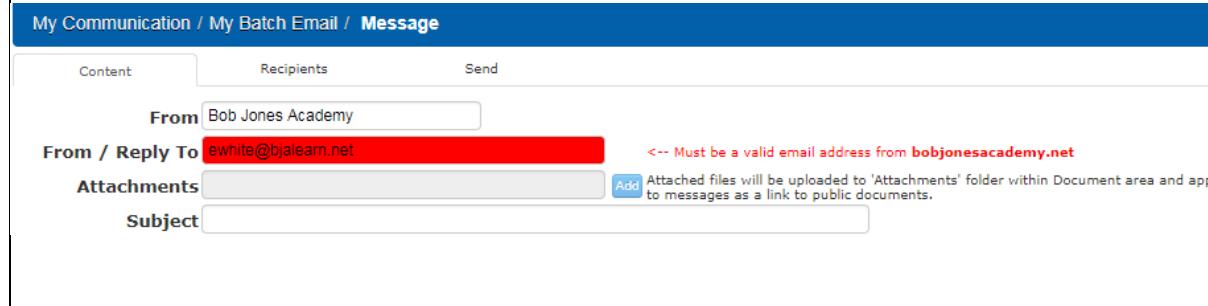
Want to sync your Sycamore classroom with your BJA Learn Google Classroom? Here's how.

### Behind the Scenes

To make this work, we'll change your email address in Sycamore from your @bjajonesacademy.net email address to your @bjalearn.net email address.

#### Impact outside your Sycamore gradebook

- Emails using Sycamore will go to your @bjalearn.net email address. If desired, you can set your BJA Learn account to forward all email to your @bjajonesacademy.net email address. See Nathan Kirsop for details.
- You can log in to Sycamore using your BJA Learn credentials.
- You will need to change your email address each time you use Sycamore's batch email: change the "From/Reply To" to your bobjonesacademy.net address. (And remember to change the "From" to your name, which occurs with all users.)



My Communication / My Batch Email / Message

Content      Recipients      Send

From Bob Jones Academy

From / Reply To ewhite@bjalearn.net <--- Must be a valid email address from bobjonesacademy.net

Attachments

Add Attached files will be uploaded to 'Attachments' folder within Document area and appear as a link to public documents.

Subject

### What syncs

What actually syncs between the systems?

- Teacher name/email
- Student names/emails
- Assignments
  - scores (the number correct)
  - documents attached to the assignments
- Documents: will go to your documents area in Sycamore

# Getting Connected

## Step 1: Decide what you want to sync

You may choose to have certain classes connected and others not connected since this is on a per-class (section) basis.

Examples:

- Sync one section (class) of a course, but not all sections (classes): "I want to try it with my third hour English 8 students, but not my other English 8 students."
- Sync one of your courses but not all: "I want to sync Journalism but not English 12."

### One Sycamore class per GC class

A GC will sync with only one Sycamore gradebook.

Examples:

- To sync 3 sections (classes) of English 11 with GC, you'll need to create 3 GC's.
- To sync Orchestra and Honors Orchestra (classes that meet at the same time—but the students in honors have to do harder work and get a higher GPA weighting), you'll need to create 2 GC's

## Step 2: Let the academic office (AO) know

**Item 1:** which classes (course and section/s) you want to sync

**Item 2:** whether you have already created the GC for each class, or if you'd like the academic office to do that during the set-up.

### What's in a name?

The GC name for the class does NOT need to match the Sycamore name for the class. If the AO will connect (rather than create) the GC, the GC name does, of course, need to be recognizable enough for the AO to connect to the correct GC—or let the AO know what the name is.

## Step 3: Wait for the AO to wave the magic wand.

The wand will

- link those classes in Sycamore to your GC for that class OR will tell the system to create a GC for you
- sync you as teacher
- sync your students (i.e. added to your GC)

### One-time use of GC

As of the summer of 2018 GC's can be used only once, per GC restrictions; you can't use the same GC each year; see Nathan Kirsop for best practice.

## Syncing an assignment

When you're connected to a GC, you'll see these additional features in the Sycamore gradebook:

- Green/yellow GC icon (takes you to the GC when you're logged into GC)
- Google tab
- Orange "Google" sync button

The screenshot shows the Sycamore Gradebook interface on an iPad. At the top, there are three tabs: 'Sycamore School - 2947', 'US History B (summer 2018)', and 'Assignment'. The 'Assignment' tab is active. The URL in the address bar is <https://app.sycamoreeducation.com/classindex.php?classid=379342>. The main content area has a blue header 'Grade Book / Assignments' with tabs for 'Current', 'Graded', 'Future', and 'Google'. Below this is a table of assignments with columns for Due Date, Title, Description, Connection, Status, and two buttons: 'View Assignment' and 'Google'. A red circle highlights the 'Google' button in the header. Another red circle highlights the 'Google' button in the table row. A third red circle highlights the 'Create Assignment' button in the table row.

Step 1: Click the Google button. Wait for it to sync.

Step 2: Click the red "Create Assignment" button to create the assignment in Sycamore. Check details such as points possible on the assignments—that's not automated to match.

Step 3: The button furthest to the right allows you to immediately sync the actual grades for the assignment—and to see the number of students who have grades once you have completed the sync.

#	Date	Title	Description	Action Buttons	Status	Students with Grades
1	06/16/2018	Test, Chapter 21	The Great Depression and New Deal	<button>View Assignment</button> <button>Create Assignment</button>	published	0 / 28
14	06/16/2018	Current Events Quiz		<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 29
15	06/18/2018	SQ p. 489	Please read pages 482-488 before answeri...	<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 29
16	06/19/2018	Workbook pages 121-122	Please answer all of these questions in ...	<button>View Assignment</button> <button>Create Assignment</button>	published	0 / 28
17	06/19/2018	SQ p. 508	Please read pages 500-508 before answeri...	<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 0
18	06/19/2018	SQ p. 500	Please read pages 497-500 before answeri...	<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 0
19	06/19/2018	SQ p. 497	Please read pages 489-497 before answeri...	<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 0
20	06/20/2018	Presidential Biography Instructi	Here is the site with the instructions f...	<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 0
21	06/20/2018	Reading Quiz pp. 489-497		<button>View Assignment</button> <button>Create Assignment</button>	published	1 / 0
22	06/20/2018	D-Day Readings	Read in your packet about 4 major Americ...	<button>View Assignment</button> <button>Create Assignment</button>	published	0 / 0
23	06/21/2018	Chapter 22 Test	World War II	<button>View Assignment</button> <button>Create Assignment</button>	published	0 / 0

### To learn more

About syncing assignments: view BJA's instructional video about Sycamore and GC  
About Google Classroom set-up: see Nathan Kirsop

# Trouble-shooting

## Student changes

If a student drops or adds your class after the initial sync, hand work must be done:

- To add a student to your GC: the AO needs to re-sync or you can add by hand in GC
- To drop a student from your GC: must be done by hand by the teacher in GC

## Integration issues

After your GC has been connected to your Sycamore class, the systems can occasionally have integration problems (in English: they stop talking nice with each other). To solve go to School Home|My Organizer|Utilities|Options, click the Integration tab, and click the blue “Clear” button by “OAuth Certificate.”

If this doesn't solve the issue, just seek help. ☺ (Recommendation: Sycamore's Live Chat support from your Class Page or Nancy Tipton or Esther White until we get more figured out!)

The screenshot shows the 'School Home' interface with a sidebar and a main content area. The sidebar on the left contains links like 'Comm Center', 'Address Book', 'System Help', 'My School', 'My Organizer' (which is currently selected), 'My Desktop', 'My Tasks', 'My Calendar', 'My Documents', 'My Address Book', 'My Photo Albums', 'My Memos', 'My Favorite Links', 'My Daily Journal', 'Utilities', 'Options' (which is underlined), and 'Categories'. The main content area has a blue header bar with tabs for 'My Desk', 'Calendar', 'Pass-A-Note', and 'Integration'. The 'Integration' tab is active. Below the tabs, there is a section titled 'Google Apps Integration' featuring the Google logo. It lists four services: Drive, Calendar, Contacts, and Tasks. Each service has a red 'Disable' button and a green 'Enable' button. Drive shows '(0 Documents)', Calendar shows '(11 Calendars - 0 Events)', Contacts shows '(0 Contacts)', and Tasks shows '(0 Tasks)'. At the bottom of this section are two buttons: 'Clear' and 'OAuth Certificate' with a shield icon.

## Slow synchronization

The more assignments you have, the slower the synchronization seems to be.

Known solution: patience.