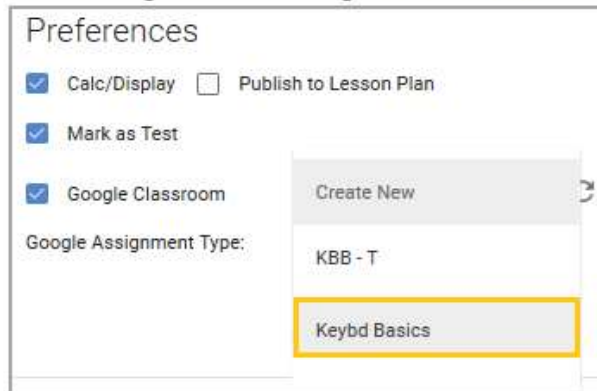


# Link to an Existing Google Classroom Assignment Gradebook

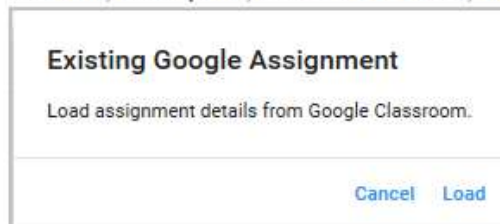
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1. From the Gradebook Assignment screen, click **+** to create a new assignment.
2. Select a **Category**.
3. Select the **Google Classroom** option under **Preferences**.
4. Select a Google Classroom assignment in the **Link to Assignment** drop-down list.



The screenshot shows a 'Preferences' dialog box. It has three checked options: 'Calc/Display', 'Mark as Test', and 'Google Classroom'. There is an unchecked option 'Publish to Lesson Plan'. Below these is a section labeled 'Google Assignment Type:' with a drop-down menu. The menu is open, showing 'Create New' at the top, 'KBB - T' in the middle, and 'Keybd Basics' at the bottom, which is highlighted with a yellow border.

5. A popup displays confirming you wish to load the Google Classroom assignment details to Gradebook. Click **Load**. The **Title**, **Description**, **Due Date and Time**, and **Max Points** are loaded from Google Classroom.



The screenshot shows a dialog box titled 'Existing Google Assignment'. It contains the text 'Load assignment details from Google Classroom.' At the bottom right, there are two buttons: 'Cancel' and 'Load'. The 'Load' button is highlighted in blue.

6. Click **Save**.  
The assignment is created and linked to the existing Google Classroom assignment.