
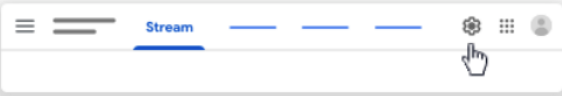




Setting Up Google Classroom Guardian Email Summaries

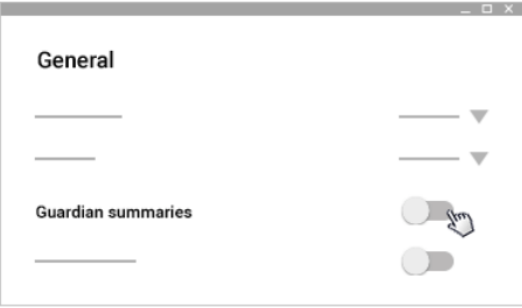
1. Make sure summaries are turned on in your Google Classroom settings.

Turn guardian summaries on or off ^

1. Go to classroom.google.com .
2. Click the class > Settings .



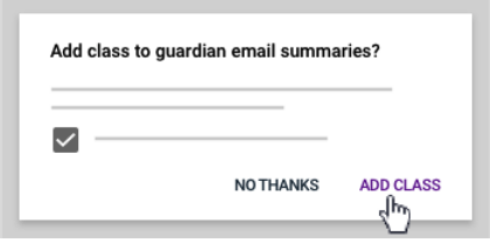
3. Under General, click the switch On  or Off .



4. If you don't want to turn on summaries for all your current classes and classes you create going forward, uncheck the **Add all the classes you teach to guardian email summaries** box.

Note: If you turn summaries on for all classes, it doesn't affect any classes where you previously turned off summaries.

5. Click **Add Class**.



6. At the top, click **Save**.

2. Invite a guardian. Any parent/guardian email domain will work. It does not need to be Gmail or another Google domain email.

Invite a guardian

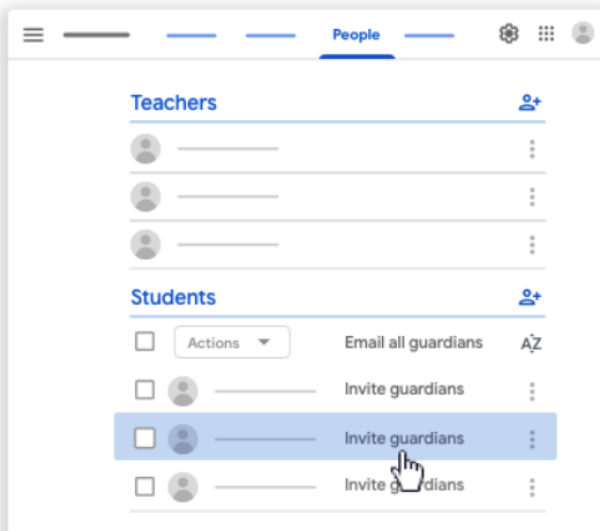
Only one teacher or admin needs to invite the guardian. When a guardian accepts the invitation, they are linked to the student in all of their classes. All verified teachers and admins can see the student's guardian.

If you can't invite or remove a guardian, contact your admin for help.

1. Go to classroom.google.com.
2. Click the class > **People**.



3. Next to a student's name, click **Invite guardians**.



4. Enter the guardian's email address.
To invite multiple guardians, insert a comma between the email addresses.
5. Click **Invite**.

Until the guardian accepts the invitation, you see (Invited) next to the guardian's email address. After a guardian accepts the invitation, you'll see the guardian's name next to the student's name on the People page. The student also gets a confirmation email. For privacy, students don't see the names of other students' guardians.

About guardian email summaries

A teacher or school administrator can invite a guardian to receive email summaries about their student's work in class. To get summaries, the student must use Classroom with a G Suite account (looks like student_name@school.edu). Email summaries do not include grades.

What's included in an email summary?

- **Missing work**—Work not turned in when the summary was sent.
- **Upcoming work**—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- **Class activity**—Announcements, assignments, and questions recently posted by teachers.

Guardians who sign up for email summaries can't see the Stream, Classwork, People, or Grades pages in Classroom.

How do guardians get summaries?

1. A teacher or admin sends an invitation to a guardian.
2. After a guardian accepts the invitation, they choose when to get email summaries for each of their students.

By default, email summaries for classes are turned off. If you're a teacher, [learn how to turn email summaries on](#).

Tip: All guardians are added to BCC when an email is sent to all guardians.

When do guardians get summaries?


Guardians can get emails daily or weekly and can unsubscribe at any time.

Guardians won't get an email summary if:

- There's no activity to report for the given time period.
- All their student's teachers turned off notifications for their classes.
- They accepted the invitation but chose not to get any summaries.
- They aren't connected to any student in Classroom.

What Parents receive in their inbox:

Email summary example



Google Classroom

Weekly summary for Felix
Aug 1 – Aug 5, 2016

Student work

Missing from last week

U.S. History — due Jul 26

My top five influential figures in American History
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature — due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week


U.S. History — Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology — Due Aug 13

Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week



U.S. History
Kristen Gould

Assignment — Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.