



Parents

AND GOOGLE CLASSROOM

Teachers in your student's school may be using an organizational learning tool called **Google Classroom**. With Google Classroom, teachers can create classes, distribute paperless assignments, post announcements and class questions, and provide feedback all through an intuitive, student-friendly interface.

As a parent, we recognize how important it is for you keep up to date on your student's progress in his or her classes, and Google Classroom provides a powerful feedback channel for parents called **Guardian Email Summaries**. This handout will provide information that you need to know in order to access this feedback and what kinds of information it will provide.



WHAT WILL GUARDIAN EMAIL SUMMARIES TELL ME AS A PARENT?

Guardian email summaries include:

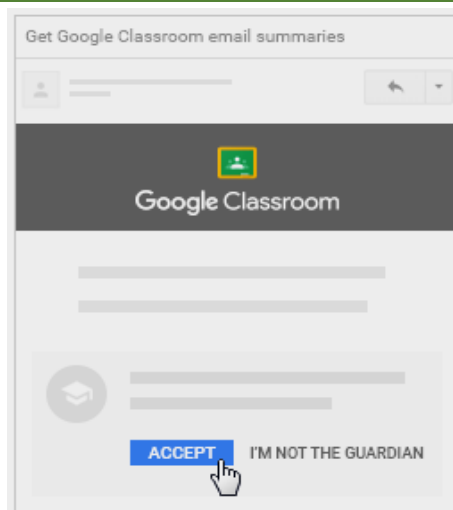
- **Missing work** - Work that's late at the time the email was sent
- **Upcoming work** - Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- **Class activity** - Announcements, assignments, and questions recently posted by teachers



HOW DO I START RECEIVING GUARDIAN EMAIL SUMMARIES?

As a guardian, you must receive and accept an email invitation before you can receive email summaries. Only teachers and administrators from your student's school can send these invitations. The process for receiving email summaries follows:

- Your student's teacher emails you an invitation. They can send it to any email address. If you haven't received an invitation, feel free to email your student's teacher and inquire if they are using Google Classroom. If so, simply request that they send you an invitation to start receiving email summaries.
- In your email program, open your email invitation.
- Click **Accept**.

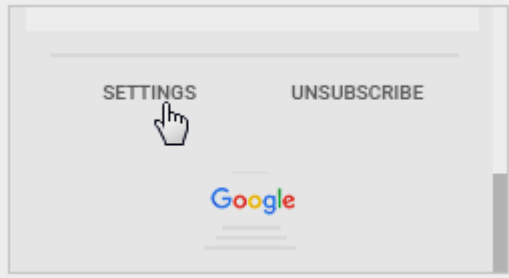


HOW FREQUENTLY WILL I RECEIVE GUARDIAN EMAIL SUMMARIES?

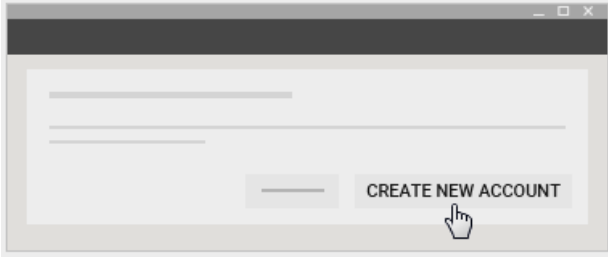
You will only receive email summaries when there is activity in Google Classroom. You can set your preferences to receive email summaries either **daily** or **weekly**. **Note:** Daily means Monday-Friday. You will not receive summaries on weekends.

In order to set preferences, you need to create a **free Google account**. You do not need a Gmail email address to set preferences, however. To manage email summary settings, first create your Google account, if you are not already using Gmail, following these steps:

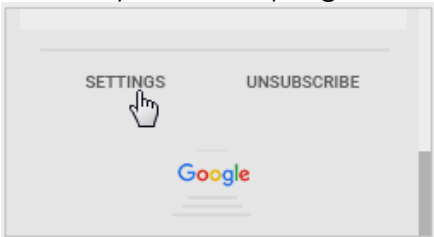
1. In your email program, at the bottom of any email summary, click **Settings**.



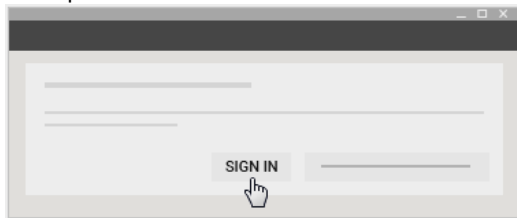
2. On the email settings page, click **Create New Account**.



3. Fill in the request information and click **Submit**.
4. Now, in your email program, at the bottom of any email summary, again click **Settings**.



5. On the email settings page, click **Sign in** and log in with your new Google account user name and password.



6. Under **Frequency**, select your desired email frequency. **You are now all set!**

