



## Setting up Google Classroom Summaries for Parents/ Guardians

Keep track of your student's classroom progress through guardian email summaries. You can choose the frequency of the emails—daily or weekly—and you can unsubscribe or remove yourself from Classroom at any time.

### 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.

★As a guardian, before you can receive email summaries, you must receive and accept an invitation from your student's teacher or school.

### Accept an Invitation

You have up to 7 days to accept an invitation before it expires.

1. Open your email invitation.
2. Click Accept Invitation. If you're not the guardian, click I'm Not The Guardian.
3. Sign in with your Google Account.

Note: For security reasons, you need a Google Account to receive summaries from Classroom.

You don't need a Gmail address—you can create a Google Account with your current email address. When you accept an invitation, you, your student, and the person who invited you (either the teacher or administrator) will receive an email confirmation.

### Manage your Email Summary Settings

1. At the bottom of your email summary, click Settings.
2. Under the time zone, select your time zone.
3. Under Email settings, select your desired email frequency.  
If you don't want to receive emails, select No summary.

## Why you Might not Receive an Email Summary

You won't receive an email summary if:

- There is no activity to report for the given time period.
- All your student's teachers turned off notifications for their classes.
- You selected No summary for how often you'd like to receive emails.
- You aren't connected to any students in Classroom.

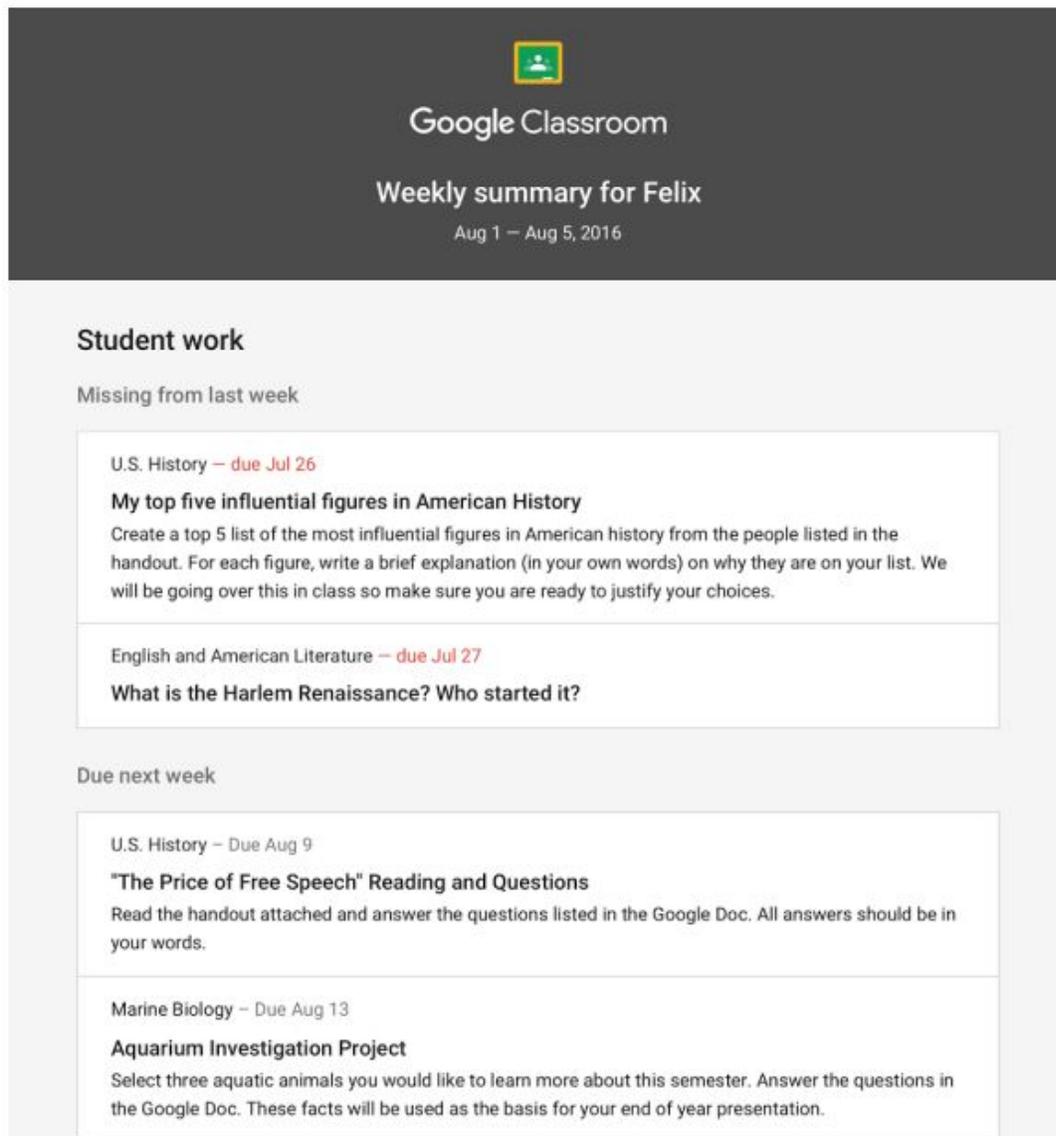
## Remove your account from Classroom

You can remove yourself as a student's guardian at any time.

1. At the bottom of your email summary, select Settings.
2. Next to the student's name, click Delete (trash can).
3. Click Remove.
4. Close to confirm.

The student will receive an email that you were removed from their account.

## Sample of Guardian Summary Email



  
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.

Posted Aug 5

Question

**What document ended the War? What were the major components of the document?**

Posted Aug 5

Assignment – Due Aug 16

### **Birth of a Nation**

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For