



GUARDIAN SUMMARIES FOR GOOGLE CLASSROOM

V1.1

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## 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 Google Workspace account (looks like student\_name@worthinghigh.net). Email summaries do not include grades.

You can get email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](#) section at the end of this document.

If you unsubscribe from email summaries, you're still connected to a student as long as you have a Google Account. Otherwise, unsubscribing removes you as a guardian.

## 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. Summaries are turned on at individual class level by teachers

If an email is sent from the class teacher to all guardians, they are added to BCC when an email is sent to preserve data protection.

## 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.



## Get Classroom email summaries

*This page is for Guardians.*

As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher.

In email summaries, you can review:

- 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 activities—Announcements, assignments, and questions recently posted by teachers.

If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

### Before you begin

You can get email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](#).

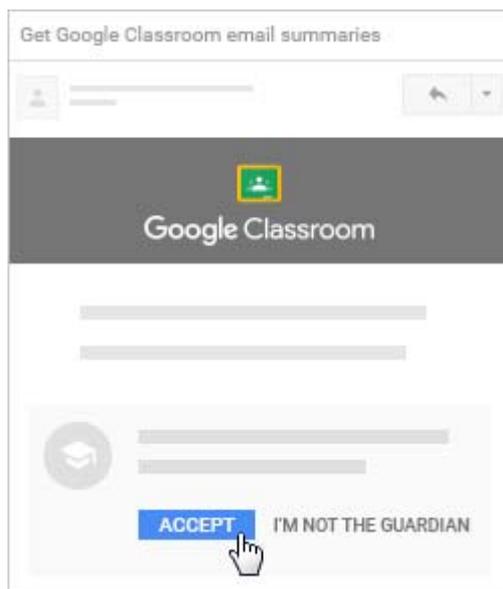
If you unsubscribe from email summaries, you're still connected to a student as long as you have a Google Account. Otherwise, unsubscribing removes you as a guardian.

You can only get summaries if your student is using Classroom with a Google Workspace account, which looks like *student\_name@worthingshigh.net*. If you're not sure, ask the teacher or school administrator.

## Get email summaries

To get email summaries of your student's work, you must accept an email invitation from a teacher or administrator. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. The teacher or administrator emails you an invitation to join your student's class.
2. In your email program, open your email invitation.
3. Click Accept.  
If you're not the guardian, click I'm Not The Guardian.



4. Click Accept to confirm.

When you accept an invitation, you and your student get an email confirmation.

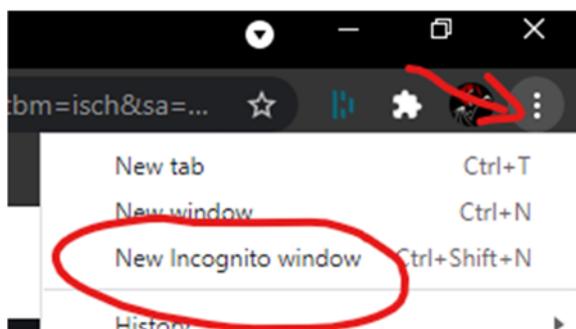
## Troubleshooting

### Blank Page on sign up

If you get a blank page when clicking the link – it means your email address isn't associated with a google account. See the section at the bottom to create a Google account. Once you have associated your current email address with a Google account you will get all the available options.

### Asking for a class code on sign up

If your invite takes you to a page asking for a class code – it means you could have logged in to the current browser as a student on a previous occasion. To rectify this you need to copy the link in the email (right click the 'Accept' button in the summary and choose 'Copy Hyperlink' ) then open a browser ( Google Chrome is preferred ) select the three dots in the top right of the browser and choose 'New Incognito Window' – see below

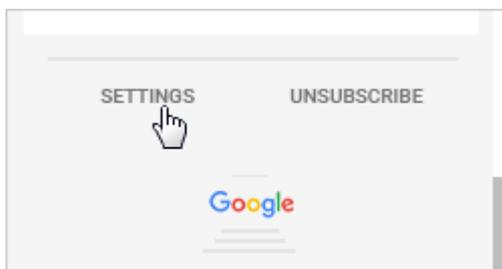


Once you have a new browser – paste the link into the address bar and sign up for your Guardian Summary.

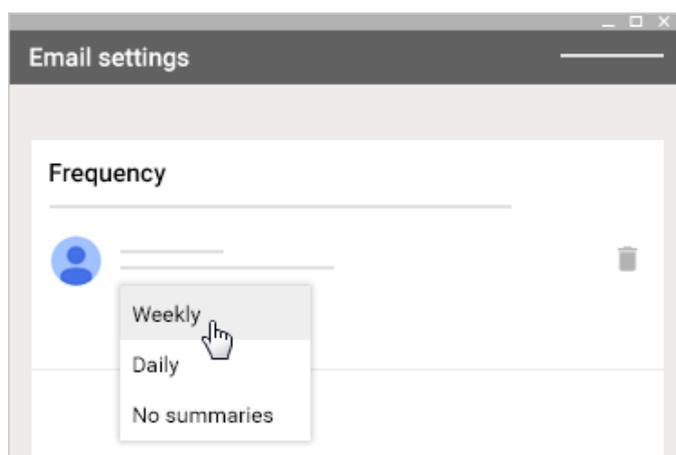
## Manage summaries

### View or update your email summary settings

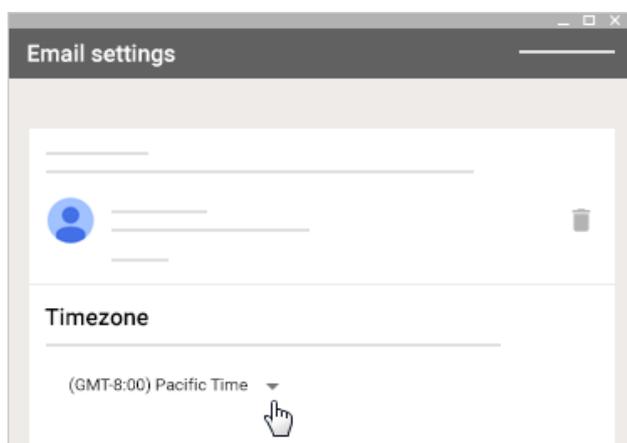
1. In your email program, at the bottom of any email summary, click Settings.



2. If you haven't already, sign in to your Google Account.
3. Under Frequency, click the Down arrow and choose when to get summaries:
  - Weekly
  - Daily (Monday–Friday)
  - No summaries



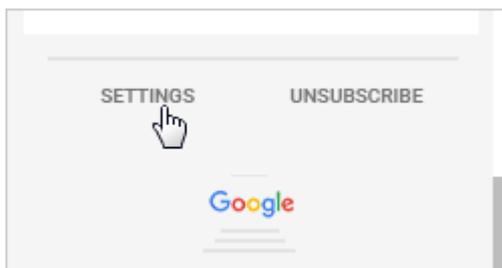
4. Under Timezone, click the Down arrow select your time zone.



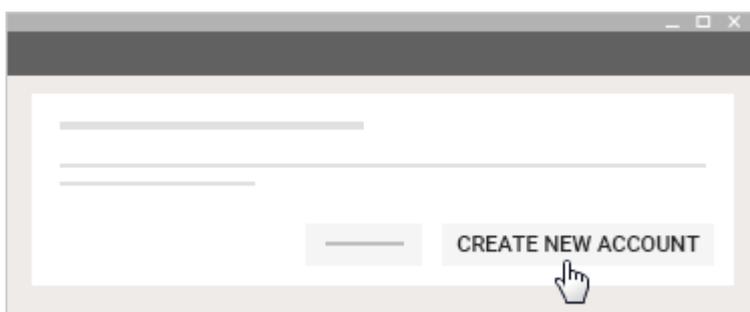
## Create a Google Account in the email summary to access summary settings

If the email address that you get summaries delivered to isn't a Google Account, you can create a new Google Account with that address. Then, you can see and update the email summary settings.

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 requested information and submit.

## Change the email address where you get summaries

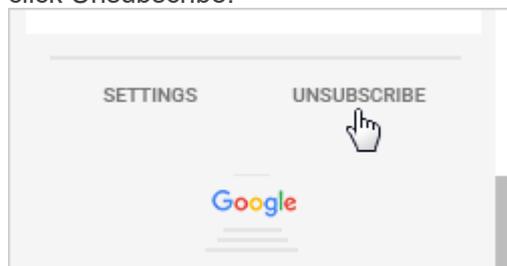
To get guardian emails at a different email address:

1. Contact the student's teacher or school and ask them to delete your current address and re-invite you at the new address.
2. In your web browser, [open an Incognito window](#).
3. Sign in to the email account of your new address.
4. Confirm that you're signed out of all other email accounts.
5. In your new email account, open the invitation and click Accept.

## Unsubscribe from email summaries

Warning: If you don't have a Google Account, this action removes you as a guardian from your student.

You can unsubscribe from email summaries at any time. At the bottom of any email summary, click Unsubscribe.

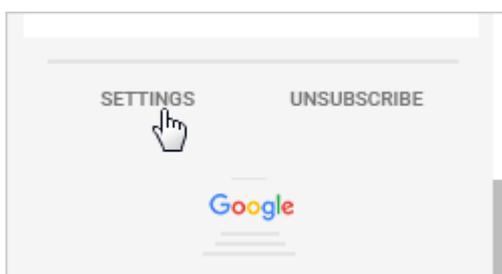


## Remove yourself as a guardian

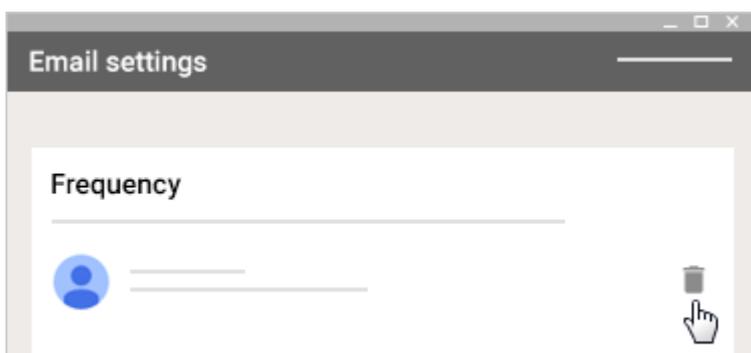
You can remove yourself as a student's guardian at any time. If you want to remain a guardian, but not get the summaries, you can Unsubscribe from email summaries (details above).

If you have a Google Account:

1. At the bottom of any email summary, click Settings.

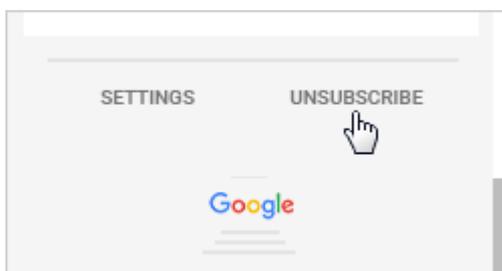


2. Next to the student's name, click Delete Remove.



If you don't have a Google Account:

1. At the bottom of any email summary, click Unsubscribe.



2. Click Unsubscribe to confirm.

The student gets an email that you removed yourself from their account.

# Create a Google Account

## Step 1: Choose a Google Account type

When you create a Google Account, Google ask for some personal info. By providing accurate info, you can help keep your account secure and make Google services more useful.

Tip: You don't need a Gmail account to create a Google Account. You can use your non-Gmail email address to create one instead.

1. Go to the [Google account Sign In page](#).
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click Next.
  - Optional: Add and verify a phone number for your account.
7. Click Next.

### Use an existing email address

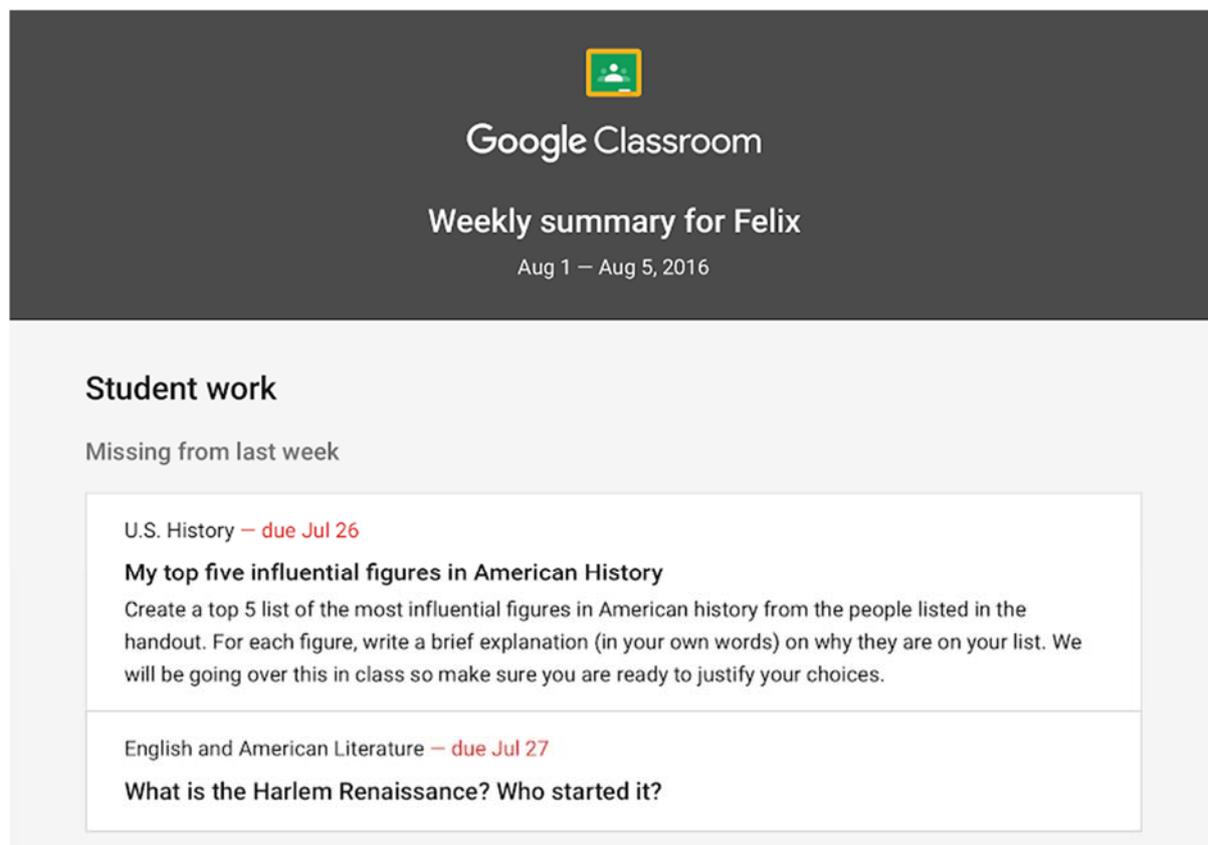
1. Go to the [Google Account Sign In page](#).
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

## Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

- [Add a recovery phone number](#)
- [Add a recovery email address](#)

# Example of a Summary



  
**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 the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.

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