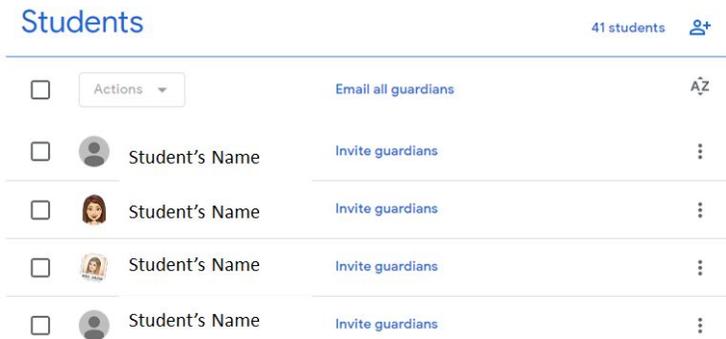


TEACHER INSTRUCTIONS FOR SETTING GUARDIAN GOOGLE CLASSROOM EMAIL SUMMARIES

Summaries are emails that review your student's missing work, upcoming work, and class activities.

Setting Up Guardian Summaries

1. Go to your Google Classroom.
2. Go to the **People** tab.
3. Click on **Invite Guardians** as seen in the picture below.



4. Type in the **parent email address**. Click **Invite**.
(You can add a second guardian by clicking the three dots and then Invite Guardian again.)
5. Now that you have this set up, you can email all parents at once or go to a specific student and email that parent directly.

Please note: Only one teacher needs to enter the parent email address. Google will link all of the student's Google Classrooms into the one summary email.

How might a teacher collect parent email addresses if needed? See options below.

- Create a Google Form and assign the form in Google Classroom collecting needed information.
- Send a message to parents to email with the subject of "Add me" and include their name, student name, email address, etc.

GUARDIAN INSTRUCTIONS FOR SETTING UP GOOGLE CLASSROOM EMAIL SUMMARIES

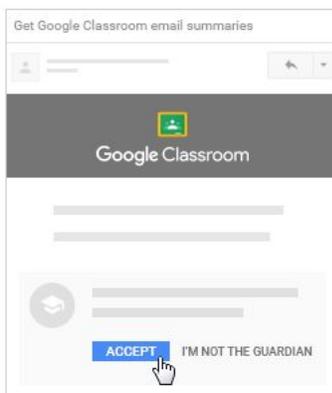
Summaries are emails that review your student's missing work, upcoming work, and class activities.

If you have a Gmail account, you will be able to update your student's summary. You can change the frequency of your email to receive the summary daily or weekly.

If you do **not have a Gmail account (Google email address) you will only be able to receive the weekly summary. If you would like to sign up for a free Gmail account, go to gmail.com.

Get Email Summaries

1. In your email program, open your email invitation.
2. Click **Accept**, this will prompt you to the screen below.



3. Click **Accept again** to confirm.
When you accept the invitation, you and your student will get an email confirmation.
4. **If you have a Gmail account you will be able to **Manage** your student's summaries.
 - a. Click the **dropdown arrow** and select Weekly, Daily, or No Summaries.
 - i. If you choose weekly, the email will be sent to you on Friday evenings.
 - b. Click the **dropdown arrow** if you want to change the Time Zone.

Google Classroom email summaries

Email summaries are sent to Youremail@gmail.com . [Learn more](#) 

Frequency

How often would you like to receive an email summary of your student's activity?

 **Student Name**
1234567@mylpsd.net 

Weekly  

Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-06:00) Central Time  

5. You are done.

- a. If you select “**Learn More**” as shown in the picture above, this will bring you to the Google Help Center.