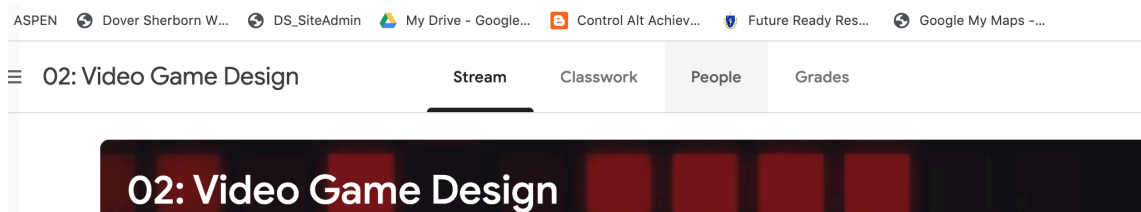


Google Classroom and Inviting Parents/Guardians or Teachers

If unsure about the option to “invite” parents/guardians to your Google Classroom, here is what happens:

1. You have the option to invite parents/guardians and teachers to your classroom under the PEOPLE tab within your course.



2. Once in the PEOPLE tab, you will see your name under TEACHERS and the option to invite another teacher to your classroom. That invited teacher will be able to see everything in your course. Just click on the icon on the right (little person with a plus sign) to add a teacher.
3. Beneath TEACHERS are your STUDENTS names. You have the option to add more students (using the little person with a plus sign on the right). You can also email students (by clicking in the box and under ACTIONS, selecting email). Lastly, you can “invite guardians” (by clicking on the invite guardians in the center)..

Teachers



Dianne Pappafotopoulos



Nick Grout



Students



Actions ▾

Email all guardians



Ethan Alyea

Invite guardians



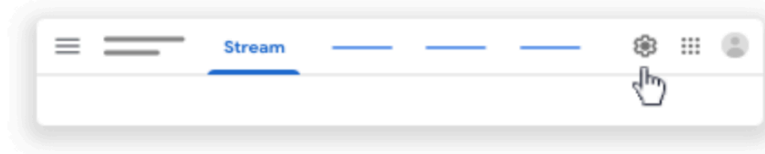
Benjamin Banerjee

Benjamin Banerjee

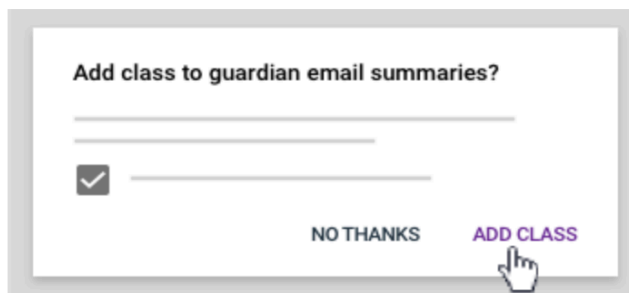


- a. If you invite guardians, they will get an email and must accept the invitation before they actually show up in your class. But, know that they cannot see anything in your class or even get an email summary of your weekly tasks unless you turn on the EMAIL SUMMARY link in your settings. You may also see guardian names already in your class that you never invited. They are there because another teacher invited them to their class. Once a guardian is invited to one class, they are invited to all teachers' classes for that student. Again, they cannot view anything unless you turn on the email summary feature.
- b. **To turn on email summaries**, open your class and go to your settings by clicking on the wheel in the top right side of your window.

2. Click the class > Settings .



3. If guardian summaries aren't turned on, click Turn on  > Add Class.



4. (Optional) To turn off guardian summaries, click Turn off .
