



Google Classroom Guardian Summaries

Are you aware that you can turn on Family Summaries in Google Classroom?

Here is some info on what that means.

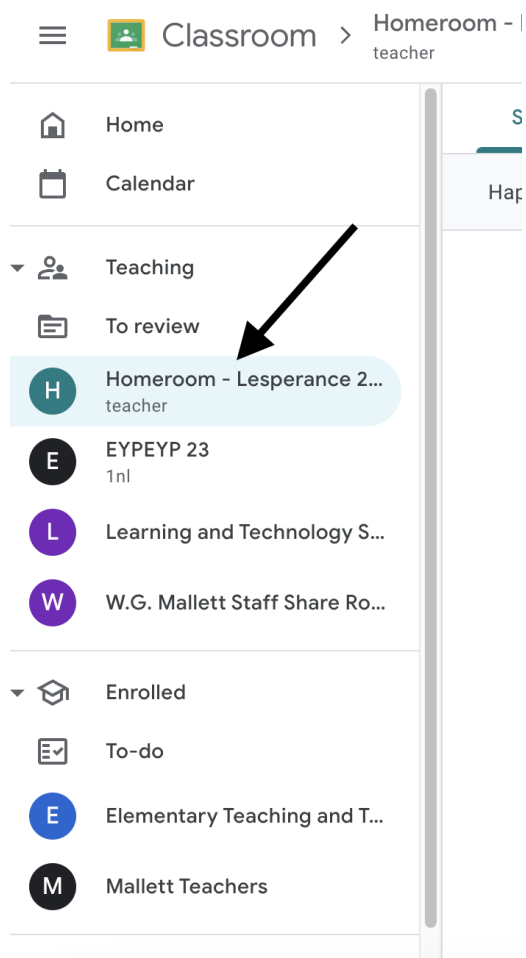
What's included in an email summary?

- **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.

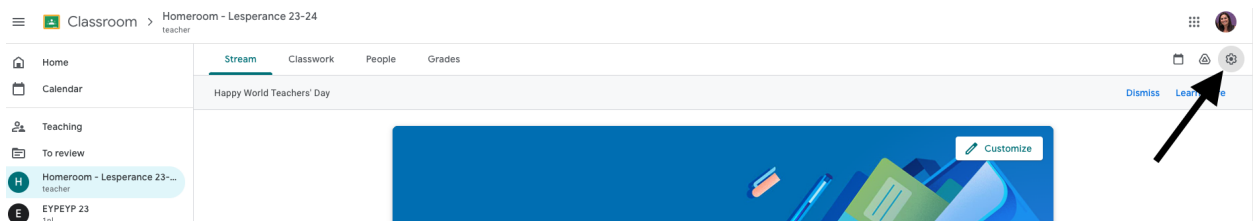
Guardians who sign up for email summaries can't see the Stream, Classwork, People, or Grades pages in Classroom.

To turn this feature on.....

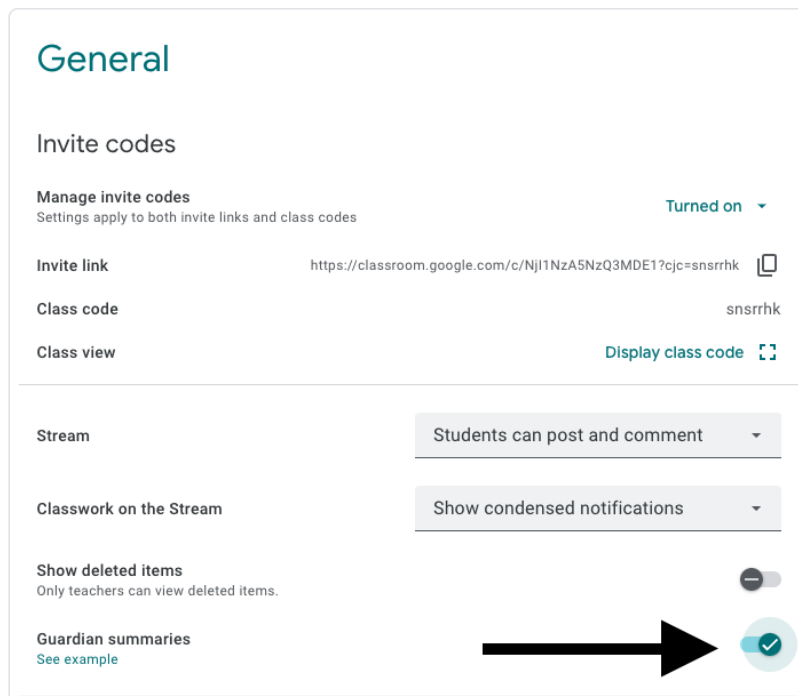
Choose your **class** on the left hand side.



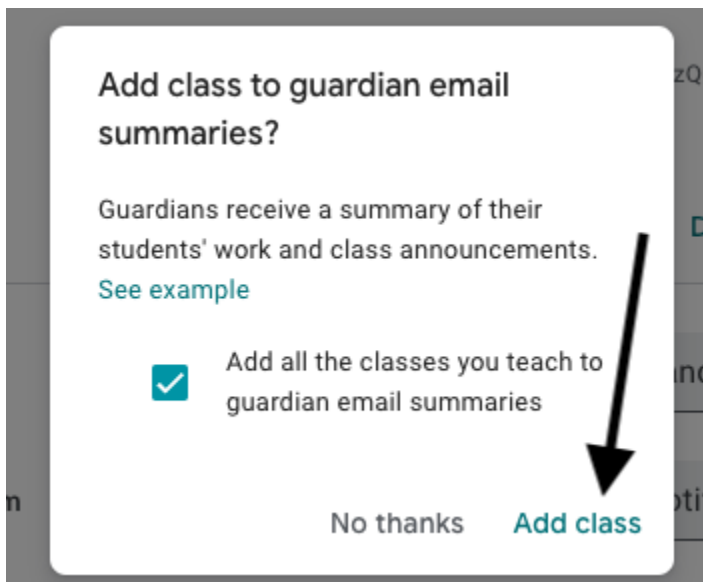
Then click the **settings gear** in the upper right corner.



Scroll down to **Guardian Summaries** and toggle it on.



You will get the following message. Choose **add class**.



Make sure to click **SAVE** in the upper right corner.

× Class settings

Save

Class Details

Class name (required)
Homeroom - Lesperance 23-24

Class description

Section
teacher

Room

Subject

General

Invite codes

Manage invite codes
Settings apply to both invite links and class codes

Turned on

While in Settings you can also change/update the following **class details**.

Class Details

Class name (required)
Homeroom - Lesperance 23-24

Class description

Section
teacher

Room

Subject