

Google Classroom Parent/Guardian Email Summaries

For teachers who use Google Classroom, parent/guardians of students in their class can now keep track of their child's classroom progress through guardian email summaries. Guardians choose the frequency of the emails—daily or weekly—and can unsubscribe or remove themselves from Classroom at any time.

Guardian email summaries include:

Missing work: Work that is late at the time the email was sent.

Upcoming work: Work that is due today or tomorrow (if parent/guardian selects a daily email notification) or work that is due in the upcoming week (if parent/guardian selects a weekly email notification).

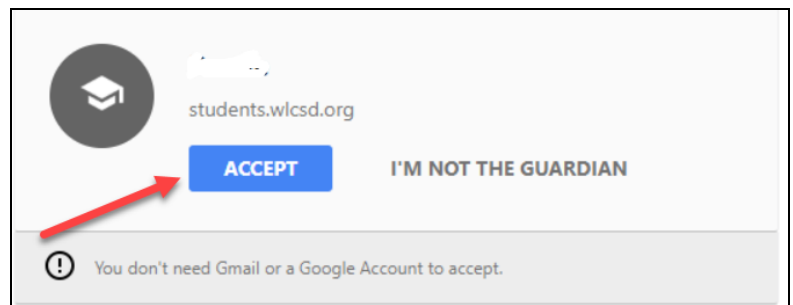
Class activity: Announcements, assignments, and questions recently posted by teachers.

Parents/Guardians must receive, and accept, an email invitation by the teacher before they can receive email summaries. Parent/Guardians have seven days to accept the invitation.

Parent/Guardian Instructions for Accepting the Invitation

Instructions for Parents/Guardians Who Already Have a Gmail address

1. Open your email invitation.
2. Click Accept. (If you are not the guardian, click **I'm Not the Guardian**.)
3. Sign in with your Google account when prompted.
4. Choose how often you wish to receive email summaries:
 - ☐ Weekly
 - ☐ Daily
 - ☐ No summaries
5. Choose your time zone.



Google Classroom invitation accepted!

You'll now receive weekly email summaries at [redacted]

To change how often and when you receive email summaries, sign in with an existing Google Account or create a new one. [Learn more](#)

[SIGN IN](#)

[CREATE NEW ACCOUNT](#)

Instructions for Parent/Guardians Who Do NOT Have a Gmail Address

Parents/Guardians who do **NOT** have a Gmail account can use their existing email address.

1. Open your email invitation.
2. Click **Accept**. (If you are not the guardian, click **I'M NOT THE GUARDIAN**).
3. Enter the requested information.
4. Scroll to the bottom, and click **I agree** to the privacy and terms.
5. **Verify** your email address by logging onto your email (the email address used at step 3). Open the message and follow the instructions about verification.
6. Click **Agree** to allow Google to use your other email ID to sign in. *If you do not want to share your information, you can go back and create a Google account instead.*
7. Click **Continue** to set up your Google Classroom email summaries.
8. Choose how often you wish to receive email summaries:
 - ☐ Weekly
 - ☐ Daily
 - ☐ No summaries
9. Choose your timezone.

To see a sample Guardian email summary, or for any questions on Guardian email summaries, you can visit the [Google Support Page](#).