



Google Classroom Guardian Communication

A teacher can invite a guardian to receive **email summaries** about their student's work in class as well as [announcements](#) made in Google Classroom. A teacher can also email guardians and receive messages from guardians in their RCSD121 Gmail. [Example emails](#) that a parent receives.

Turn guardian summaries on

1. Click the class > Settings .
2. Under General, go to "Guardian access," then click On .
3. To turn on guardian access for a single class, select **Just this class**.
4. To turn on guardian access for all your classes, select **All classes**.

Guardian Access

Guardian summaries and preview


Guardians added on the [People page](#) can sign up for email summaries and preview your Classroom page to see classwork assigned to their student. [See example](#)

Copy and share this link with guardians:

 <https://classroom.google.com/guar/MTU5Mjk3ODY;>

 Copy

Invite Guardian: Only one teacher needs to invite the guardian.

1. Click the class > **People**.
2. Next to a student's name, click **Invite Guardians**.
3. Enter the guardian's email address.
To invite multiple guardians, insert a comma between the email addresses.
4. Click Invite.
5. If you need to add more guardians after you click invite, click on the  to the right of the guardian email, and select **Invite Guardians**.

Until the guardian accepts the invitation, you see (Invited) next to the guardian's email address. After a guardian accepts the invitation, you'll see the guardian's name next to the student's name on the People page. The student also gets a confirmation email. For privacy, students don't see the names of other students' guardians.

Classroom > Sample Beta







Stream Classwork **People** Grades

Students

4 students

☒ Students

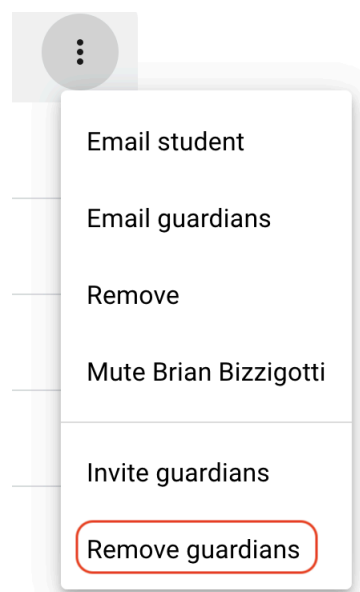
Groups

<input type="checkbox"/>	Actions	Email all guardians	Az
<input type="checkbox"/>	 Brian Bizigotti	 @gmail.com (invited)	
<input type="checkbox"/>	 Archie J	Invite guardians	
<input type="checkbox"/>	 Carol Anne Smith	Invite guardians	
<input type="checkbox"/>	 Jordan Student	Invite guardians	
<input type="checkbox"/>	 Yelena Student	Invite guardians	

Remove Guardian: This action removes the guardian from all of the student's classes at your school, not just the classes that you teach. If guardians don't want to receive email summaries, they can unsubscribe instead.

1. Click the class > **People**.
2. Next to the student's guardian's name, click More ⋮ > **Remove guardians**.
3. Check the boxes next to the guardians that you want to remove > click **Remove**.

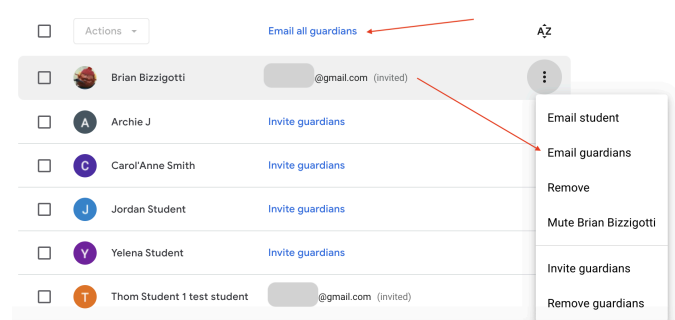
You, the removed guardian, and the student get a confirmation email when you remove a guardian.



Email Guardians: For two-way communication

1. Click the class > **People**.
2. Choose an option:
To email one student's guardians, next to the student's name, click More ⋮ > **Email guardians**.
An email window opens with the email addresses populated in the **To** field.
To email all guardians in a class, at the top, click **Email All Guardians**.
3. Enter a subject and your message > click **Send**.

The email is generated from your rcsd121 Google account so you will find the correspondence in your rcsd121 gmail. You may want to use your gmail for parent communication. If you want to forward the emails to your Outlook email, [click on the directions](#).



The parent sees the message but not the other parent's emails.



We have prepared two letters for you to print and send to parents to help collect email addresses and guide them through setting up communication through Google Classroom both in English and Spanish. You can make a copy of these letters and adjust them as needed.

Letter 1 (English): [Introducing Google Classroom Communication \(for Guardians\)](#)

Letter 1 (Spanish): [Introducing Google Classroom Communication \(for Guardians\)](#)

Letter 2 (English): [How to Manage Google Classroom Summaries \(for Guardians\)](#)

Letter 2 (Spanish): [How to Manage Google Classroom Summaries \(for Guardians\)](#)

Google Classroom Announcements

You can keep your students and parents informed by posting announcements on the class stream. These posts don't include assignments but are a great way to share updates, reminders, or a recap of what happened in class. You can even attach classroom newsletters to share with students and parents.

On the **Stream** page, tap **Announce something** to your class.

Type your announcement.

Add attachments, such as Google Drive files, YouTube videos, or links, to your announcement. Google Drive items are view-only to students and editable by co-teachers.

Tap **Post** to immediately post the announcement.

