

Google Classroom Guardian Summaries

What is a Guardian Summary?

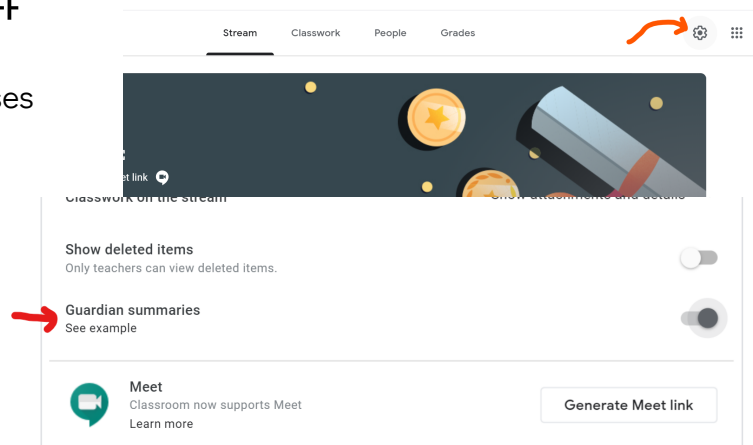
Guardian summaries are **automated emails** sent to guardians with missing work, upcoming work, and “class activities” - defined as assignments, announcements, and questions, posted to Google Classroom. Guardians are able to set the frequency of their guardian summary emails if they have Google accounts.

Guardian email summaries require action from both the TEACHER (adjust settings, add guardian email) **AND the GUARDIAN** (accept email invite.)

Step #1 - Google Classroom Settings

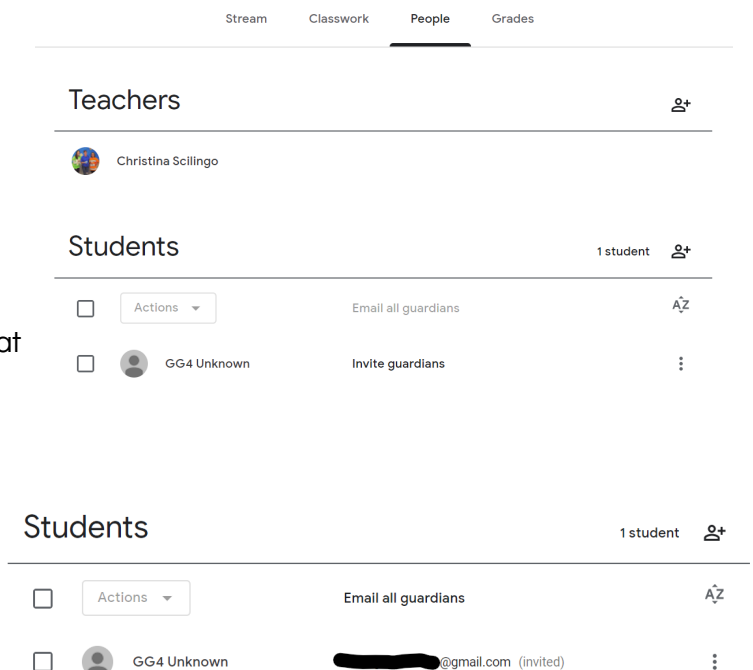
- By default, guardian email summaries are **turned OFF**

- Go to Google Classroom and select one of your classes
- Go to the **SETTINGS GEAR** in the **upper right corner**
- Find the toggle that says **GUARDIAN SUMMARIES** - toggle on - it will ask if you want to turn on guardian summaries for all of your classes or just this one
- Hit **ADD CLASS**
- Hit **SAVE**



Step #2 - Add Guardian Emails

- Go to Google Classroom and select one of your classes
- Go to the **PEOPLE** tab
- Where it says **STUDENTS**, you will see a list of your students names
- If a previous teacher has already invited a student's guardian, **you might already see guardian email addresses next to your student names**
- If there is no guardian email address attached to that student, click **INVITE GUARDIAN** and type in the appropriate email address
 - The guardian will show up with the word (invited) next to his/her email until the guardian has accepted the email invitation
 - You can **invite additional guardians** and you can **remove guardians if needed**



What the Guardian needs to do!

- Guardians need to “accept” their invite via email
 - Guardians will receive reminder emails if they forget to accept the invite
- Once the invite is accepted, guardians (if they have a Google account) can choose the frequency of the summary emails - **WEEKLY, DAILY, or NO SUMMARIES**
- Daily summaries are sent each day @ 5:00 pm, weekly summaries are sent on Friday @ 5:00 pm
- Guardians have the ability to unsubscribe from guardian summary emails at any point
- **Consider sharing the information on this [link](#) with guardians - it explains what guardian summary emails are and it specifically designed for guardians**

Things to keep in mind...

- Guardian summaries **do not include grades**
- Guardian invite emails expire after **120 days**, so if they don't accept the invitation to join within 120 days, you will need to re-invite them
- Guardians are not invited **into** your Google Classroom - **they are invited as “guardians” of the students in your Google Classroom** - they cannot see or access your Google Classroom the same way your students do
- When a guardian accepts an invitation for one class, **they are linked to that student in all of their Google Classroom classes** - that is why you might already have students with guardian emails attached to them without you needing to do that work yourself!
- Guardians **only receive 1 email summary** that includes all of the child's class info from classrooms that have guardian summaries turn on
- Once you get this “up and running,” **no further action is required** on your part - these emails are automatically sent out to guardians

Additional Resources

- [Video tutorial](#)
- [Guardian Email Summaries - Info for teachers](#)