

## Quick Reference Guide



# Google Classroom: Guardian Summaries (Reports) for Parents

#### Overview

As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher.

In email summaries, you can review:

- 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 activities—Announcements, assignments, and questions recently posted by teachers.

#### **Get Email Summaries**

To get email summaries of your student's work, you must accept an email invitation from a teacher or administrator. You have 120 days to accept an invitation before it expires.

- 1. Open email invitation from teacher.
- 2. Click Accept. If you are not the guardian, click I'm Not the Guardian.

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3. Click Accept to confirm.

When you accept an invitation, you and your students get an email confirmation. When you accept an invitation for one class, you're linked to your student in all classes. You will receive email summaries for all classes that have summaries turned on.

### **Guardian Summary Example**

Weekly summary for Felix         Aug 1 – Aug 5, 2016         Student work         Missing from last week         U.S. History – due Jul 26         My top fore infiburential figures in American History         Create at p5 list of the most influential figures in American History         Create at p5 list of the most influential figures in American History         My top fore infiburential figures in American History         Create Afgaze, write & bind of explanation (in your on morth) on why they are on your list. We will be poing one wills in class so make anse you are ready to justify your choices.         Inglish and American Literature – due Jul 27         What is the Harlem Renaissance? Who started it?         Nue next week         U.S. History – Due Aug 1         "The Price of Free Speech Reading and Questions         Marine Biology – Due Aug 13         Adjuartum Investigation Project         Boet three agouts animaly ow works list to learn more about this semester. Answer the questions listed in the Google Doc: All answers should be in the Google Doc: All answers should be in the Google Doc: These facts will be used as the basis for your end of year presentation.         Exist Existory (Lister Docud)         Xaigement – Due Aug 13         Aduation Biology – Due Aug 14         "The Price of Free Speech' Reading and Questions         Mark Biology – Due Aug 15         Data Aug 5 <th></th> <th>Google Classroom</th>		Google Classroom
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# Unsubscribe from Email Summaries

You can unsubscribe from email summaries at any time. At the bottom of any email summary, click **Unsubscribe**.

Warning: If you don't have Google Account, this action removes you as a guardian from your student.

	SETTINGS		
Google			