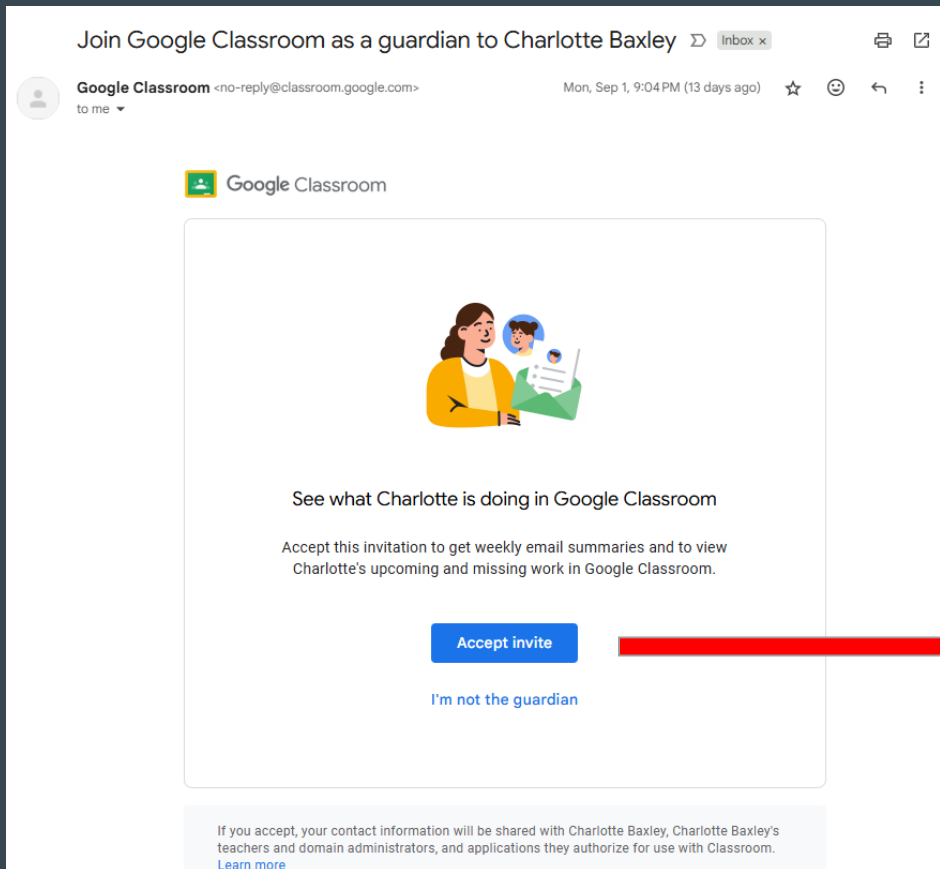
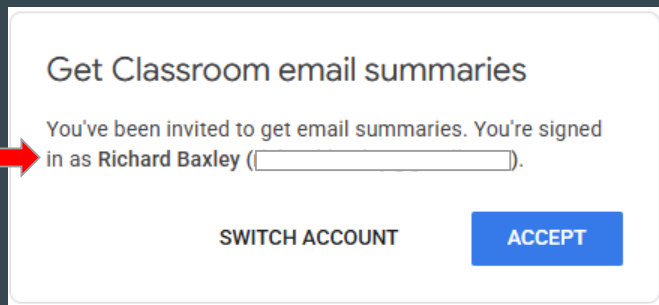


Google Classroom - guardian access



You will be emailed an invite from Google Classroom to join as a guardian for your child on Google Classroom.

This is what it will look like if you have a Google account.*



Change email summaries settings

Once you accept the invitation, you will be brought to a page where you can change your email summaries settings. You can choose to receive weekly or daily emails, and you can select what time those emails will be sent. These settings can also be changed again later by going to classroom.google.com/gs

Email settings

Google Classroom email summaries

Email summaries are sent to richard.baxley@gmail.com. [Learn more](#)

C

Charlotte Baxley
charlotte.baxley@greenwichschools.org

Frequency

Weekly

Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

Time zones

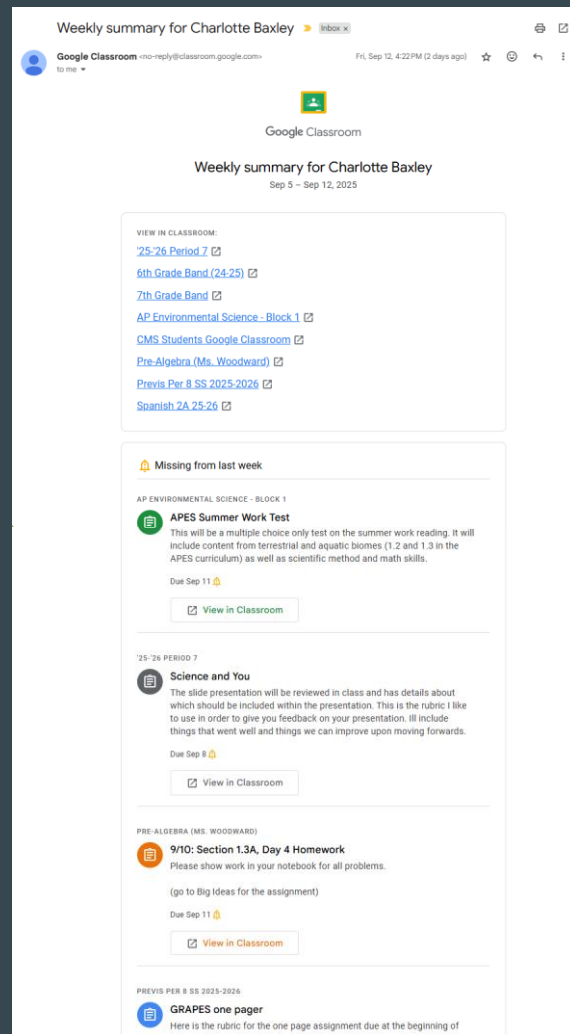
(GMT-05:00) Eastern Time

Email summaries

Emailed summaries weekly by default, or daily if changed:

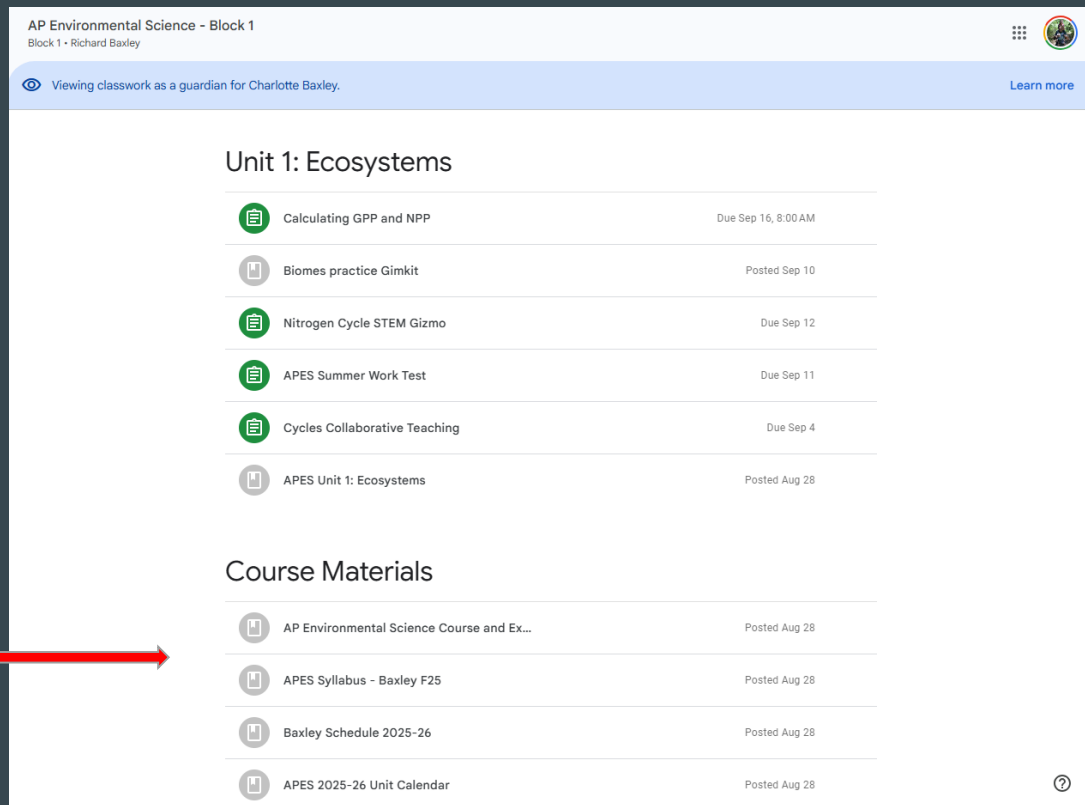
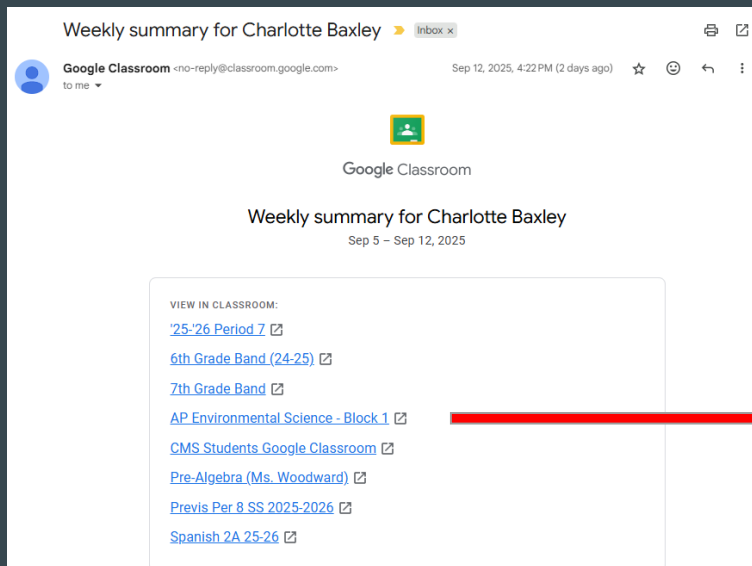
- Links to classes
- Missing assignments*
- Upcoming due assignments
- New assignments and materials posted
- New announcements

*Note - Not all “missing” assignments are truly missed by your child. A test or presentation may be posted as an “assignment” so the date appears on the student’s Google Calendar and will show as “missing” until the student marks it as done.



Preview the class

Links in emailed summary can be clicked on to see a list of materials and assignments in that Google Classroom class



If you don't have a Google Account

You will default to receiving weekly email summaries and you will not be able to see the classroom preview.

If you would like to change email summaries settings and/or see the classroom preview, you must create a Google account. This can be created using your existing email that is already connected as a guardian.



Google Classroom invite accepted

You'll now receive weekly email summaries at

To change how often and when you receive email summaries, you'll need a Google account. [Learn more](#)

- If you create a Google Account, it will be linked to your current email address and you'll continue to get email summaries there.
- If you sign in with an existing Google account, email summaries will be sent to your Google account instead of your current email.

[Sign in with existing](#)

Create account

