

Greenwich High School Parent Guide to Google Classroom

Google Classroom is a Learning Management System where GHS teachers post assignments, resources, and important announcements. This guide will explain how you can use it to stay informed and help your child succeed.

[Link to Google Slides presentation on 9th-grade parents' night.](#)

[Link to Video on Google Classroom - 9th Grade Parent Meeting \(Start 32:40\)](#)

1. How to Get Started

Your primary way to stay up-to-date with your student's classes is through Guardian Email Summaries.

Guardian Email Summaries

- You will receive an invitation to subscribe to Guardian Email Summaries. This is a great way to get a quick overview of your student's progress without needing to log into Google Classroom.
- The email will have the subject "Join Google Classroom as a guardian to STUDENT NAME." If you didn't receive it, search your email and Spam folder for "Google Classroom guardian," and it should appear.
- In the email, press the blue "Accept Invite" button.
- Important Note: Once you accept an invite from one of your student's teachers, you will have access to all of their classes. You do not need to join each individual class separately.
- Guardians will receive one summary per student, not per class. If a guardian is connected to multiple students (e.g., siblings), they will receive separate summaries for each child.
- Only guardians in Aspen will be approved for Guardian Access on Google Classroom.

What you see in Guardian Summaries: A summary of your child's missing work, upcoming assignments, and recent announcements.

Frequency: By default, summaries are sent weekly. If you want to change this to daily updates, you'll need a Google account. While logged into the Google account you were invited to have guardian access on, you can go to classroom.google.com/gs and change your notification preferences there, or you can click "notification settings" at the bottom of any summary email you have received. If you don't have a Google account, you can create a free one here: accounts.google.com/signup. After that, use either of the above methods to change the notification settings.

Guardians aren't required to have a Gmail address to receive email summaries and preview links. However, they do need a Google Account if they wish to manage settings such as email frequency or time zone.

2. Understanding Your View

The information you receive as a parent is a summary of key activities.

- What a guardian sees (via Guardian Summaries):
 - Limited info: Missing and upcoming work summarized in the email.
 - Limited access: Can view assignment resources and links if you click on any "View in Classroom" link in any summary email.
- What a student sees (via Google Classroom):

- Full details on assignments and due dates.
- Access to attachments, resources, and teacher feedback.
- Ability to submit work directly.

3. Helping Your Child Stay Organized

Google Classroom has built-in tools to help students manage their workload. Encourage your child to use these features daily.

- The To-Do List: A central list of all assignments across all classes (assigned, missing, completed).
- The Class Calendar: All assignments with due dates automatically appear on a Google Calendar.
 - Student Tip: Bookmark the Google Calendar on their computer for quick access, or install the Google Calendar app for mobile.
- The Google Classroom Mobile App:
 - Easy access to check assignments and due dates on the go.
 - Scan or photograph documents with the built-in scanner.
- A Note on Grades: Grades posted in Google Classroom are not official. Official grades and report cards are located in Aspen.

4. Quick Tips for Parents

- Accept the Invite: Once you receive the email invitation, accept it right away.
- Review Summaries: Skim your weekly or daily summaries and use them as conversation starters with your child.
- Sync the Calendar: Use the Google Calendar app to track upcoming assignments together.
- Establish a Routine: Encourage your child to check their To-Do List and Calendar every day after school.

With these tools, you'll have a clear picture of what's happening in your child's classes and can help them stay on top of deadlines and assignments!

Sample Daily Summary

Daily

Daily summary for

Aug 25, 2025

VIEW IN **CLASSROOM**:

[British Literature Spring 2025](#) 

[Fashion Club](#) 

[Review - APES](#) 

[Sample Class](#) 

Live preview of Google Classroom.
Use this any day or time to see the
page.

Due in the next few days

SAMPLE CLASS



Where are you traveling to during your summer break?

Due Aug 25 

 [View in Classroom](#)



Top 10 List Top 10 List

Open your copy of the slides presentation and write your top 10 favorite "top 10" lists. Rank them from 10 to 1 and write/copy them into the respective slide.

Due Aug 26 

 [View in Classroom](#)

 [Notification settings](#)

[Send feedback](#)

Change frequency here: Daily
(only with a gmail account),
Weekly, No Summaries

Sample Classwork Page

UNIT 1: Water Quality 💧



HW4A: Unit 1 Vocabulary

Due Sep 12

Posted Yesterday • 20 points

Term/Word; Definition; Image/Example

Use the attached list to create a slideshow, a quizlet, etc. Please link your completed vocabulary study guide.



[HMB Unit 1 Vocabulary](#)

Google Docs

CER



CW3A: Control the Lionfish

Due Sep 12



EXAMPLE: How to write a C.E.R. (EECR)

Posted Sep 2