GOOGLE CLASSROOM

GUARDIAN EMAIL SUMMARIES

Mount Vernon City School District is sending every parent and guardian an invitation to get email summaries of their child's classwork in Google Classroom. Here's how to accept it, choose daily or weekly, and what to do if a class is missing.

Google Classroom

WHAT'S IN A SUMMARY

MISSING WORK

Work not turned in at the time the summary was sent.

UPCOMING WORK

Due today and tomorrow (daily) or in the coming week (weekly).

CLASS ACTIVITY

Announcements, assignments and questions recently posted by teachers.

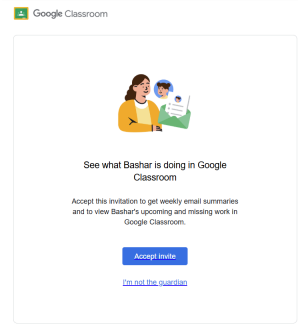
Summaries do not include grades. The official gradebook is on the Infinite Campus Parent Portal.

BEFORE YOU BEGIN

- Your invitation is sent by **Mount Vernon City School District**. It comes by email from **Google Classroom** (no-reply@classroom.google.com).
- You have **120 days** to accept it before it expires.
- More than one child in the district? You'll get a separate invitation for each child. Accept each one.
- Summaries can go to any email address. You don't need a Gmail or Google account to get them, only to change your settings.
- Can't find it? Search your inbox, spam and promotions folders for "Google Classroom."
- Please don't forward your invitation. Anyone who has the email could accept it.

1 ACCEPT YOUR INVITATION

1. Open the invitation email from **Google Classroom**.
2. Click **Accept invite**. Not this child's guardian? Click **I'm not the guardian** instead.
3. Click **Accept** to confirm.
4. You and your child each get a confirmation email. Weekly summaries will start arriving.



Sample invitation email

2 CHOOSE DAILY OR WEEKLY (optional)

Weekly summaries are the default. To change how often you get them:

1. At the bottom of any summary email, click **Settings**.
2. Sign in to your Google account. Don't have one? Click **Create new account** and use the email address you already have. You don't need a new Gmail address.
3. Under **Frequency**, choose **Weekly**, **Daily** (Monday–Friday) or **No summaries**.
4. Under **Time zone**, select your time zone.

? DON'T SEE ONE OF YOUR CHILD'S CLASSES?

Each teacher turns on summaries for their own class. If a class isn't in your email, that teacher hasn't turned it on yet.

1. Email your child's teacher.
2. Ask them to turn on **guardian email summaries** for the class.
3. The class shows up in your next summary. No new invitation needed.

SAMPLE EMAIL TO THE TEACHER

Hi [Teacher's name],

I'm [your name], [child's name]'s parent. I'm getting Google Classroom email summaries, but your class isn't showing up. Could you please turn on guardian email summaries for your class?

Thank you!

STOP THE EMAILS OR REMOVE YOURSELF

STOP THE EMAILS

Click **Unsubscribe** at the bottom of any summary. With a Google account, you stay connected to your child. Without one, unsubscribing also removes you as a guardian.

REMOVE YOURSELF AS A GUARDIAN

Click **Settings** at the bottom of any summary. Next to your child's name, click the **Delete** (trash can) icon, then **Remove**. Your child gets an email letting them know.

MORE HELP

See a sample summary and more answers on the Google Classroom Help page for guardians.