

Using the Guardian Feature in Google Classroom Overview

When guardians join Classroom, they receive regular, automatic email summaries for each of their students. Guardians choose the frequency of the emails—daily or weekly—and can unsubscribe at any time.

Guardian email summaries include:

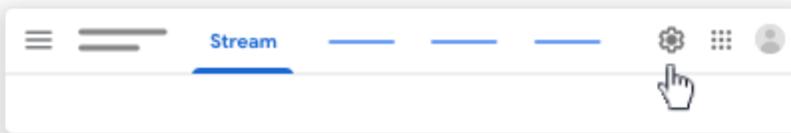
- Missing work—Work that’s late at the time the email was sent
- Upcoming work—Work that’s due today and tomorrow (for daily emails) or work that’s due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

By default, email summaries for your classes are turned off. Guardians can’t access Classroom or view your class stream.

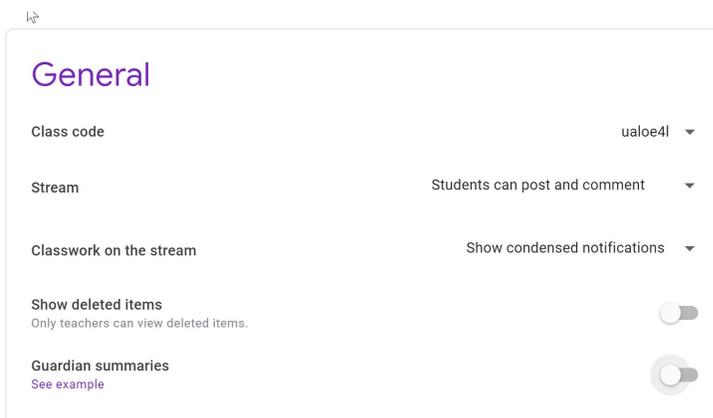
Once a guardian is receiving email summaries, the summaries include every class that the student is enrolled in.

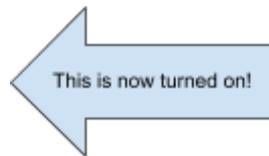
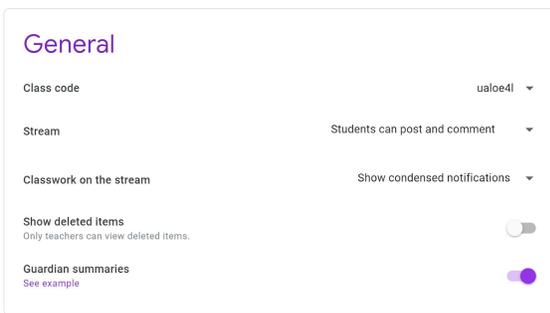
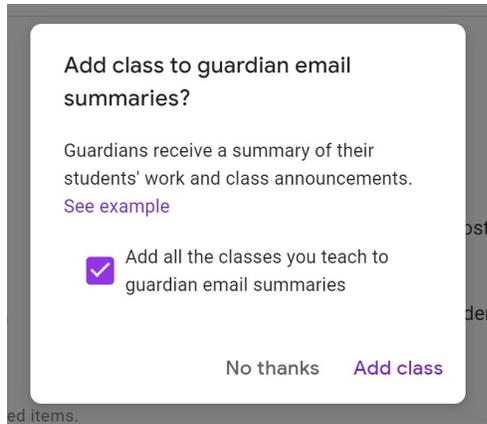
How to do set up and use guardian emails Step 1:

1. Go to your Classroom
2. Click the class and click on Settings



3. If guardian summaries aren’t turned on, click Turn on Add Class



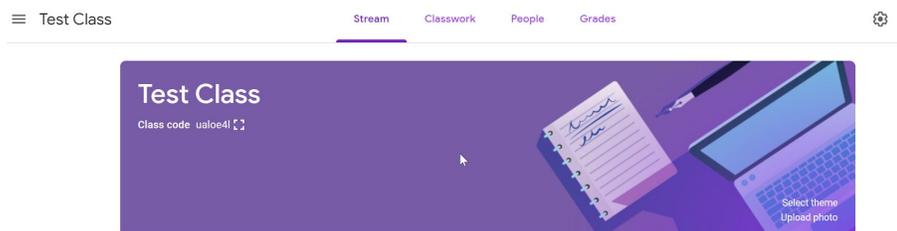


4. Click Save in the upper right-hand corner.
5. Click out of Class Settings in the upper-left hand corner.

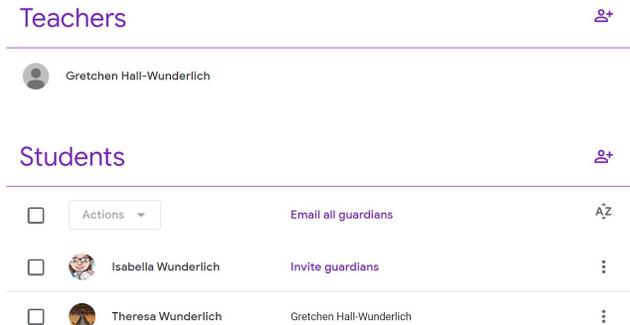
How to do set up and use guardian emails Step 2:

When a guardian accepts the invitation, the guardian's email is linked to the student in all of their classes. All verified teachers and administrators can see the student's guardian.

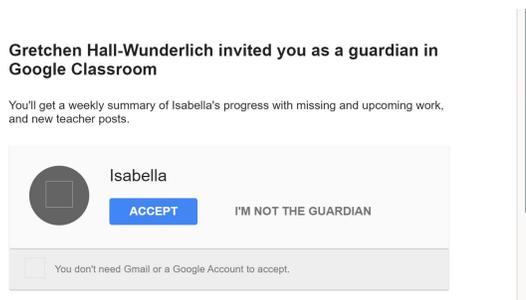
1. Hopefully, you are back to your class page! If not, get back to your class page.



Click on People at the top of this page and you will see something like this:



2. You will notice that one of my students has a message that says “Invite guardians”. One of my students has her ‘parent’ listed, this means that her guardian has been invited and will receive weekly email summaries.
3. Click the “Invite guardians” and a new screen will pop up. **If you have added students through Synergy, some of parents’ emails will show up here; most will not.** You can copy and paste parent email addresses from another source, like Excel. To invite multiple guardians, insert a comma between the email addresses. **If you let me know, I can send you all of your parent/guardian emails for each section of your classes. I just need you to let me know what the section code is for your class**
4. After a guardian accepts the invitation, you and their student receive a confirmation email. And, the guardian’s name shows next to the student’s name. For privacy, students don’t see the names of other students’ guardians.
5. This is what parents/guardians will see when the invitation comes:



Curious what the weekly summary looks like that guardians/parents will get? Take a look at the example on the next page.



Google Classroom

Weekly summary for Felix

Aug 1 – Aug 5, 2016

Student work

Missing from last week

U.S. History – due Jul 26

My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History – Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology – Due Aug 13

Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week



U.S. History

Kristen Gould

Assignment – Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Posted Aug 5

Question

What document ended the War? What were the major components of the document?

