Google Classroom -Guardian Summary

Guardian will receive an email each day/week showing posts in your Google Classroom

Activate Guardian Summaries

Open Google Classroom (you will need to do this for EACH classroom!)
Click the setting (far right corner)

Scroll down and toggle on Guardian Summaries and click Save (top right corner)



Invite Guardians

Once a parent has been invited for one classroom you DO NOT need to invite them again for another classroom. It does not matter which teacher invited the guardian - as long as your classroom is activated the guardian is in.

Open Classroom

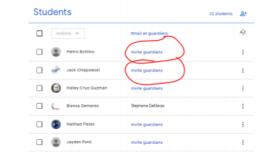
Click People

Click 'Invite Guardian' next to the students name

Enter the email address of the guardian

- *You can add a second email if needed click the three dots next to the student and click Invite guardian
- *If a parent email has changed you can remove the old email address click the three dots next to the student and click remove guardians
- *If it says (invited) next to the guardian email it means they have not accepted the request.

If a guardian is already listed you do not need to do anything for that student!



Mass Email Guardians

Open Classroom

Click People

Click Email all guardians

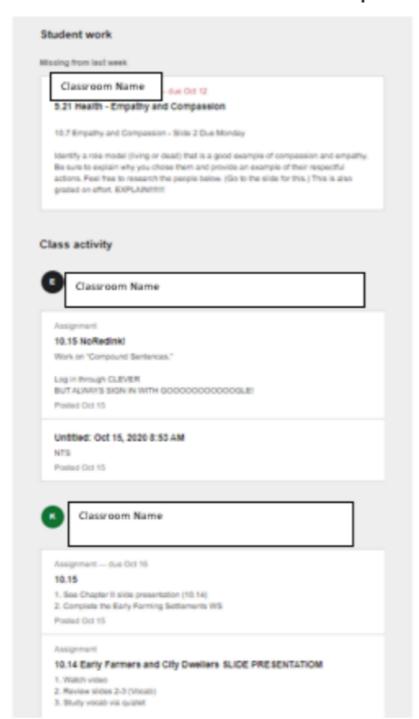
It will open a new tab to compose the email.

Email addresses will be in the bcc so that parents cannot see who else was emailed.

*If you click the 3 dots you can email just that guardian



Sample Email



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