Google Classroom-
About Guardian Email Summaries

https://support.google.com/edu/classroom/answer/6386354?hl=en&authuser=0

Links:
About guardian email summaries
https://support.google.com/edu/classroom/answer/6386354?hl=en&ref_topic=9049978

Set up guardian email summaries
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Google Classroom has a built-in "progress report" feature that will email parents a daily or weekly summary of their students' work. The nice thing about this feature is that once you enter the parent's email address, you don't have to do a thing. Everything is automated. The bad news is that you can't customize the report in any way.

About guardian email summaries
This page is for teachers.

You can only add guardians for students using Classroom with a G Suite account. For details, see About Classroom user accounts.

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. Learn how to turn on and manage guardian email summaries for your class. Guardians can't access Classroom or view your class stream.

Here's a sample guardian email summary:

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 **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?

Posted Aug 5

Assignment — Due Aug 16

Birth of a Nation

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5

A **American Literature**
Anthony Gonzales

Assignment — Due Aug 16

Write Edgar Allan Poe's "The Raven" as gothic fiction

In class, we learned about the qualities of gothic fiction. Gothic fiction is a genre or mode of literature and film that combines fiction and horror, death, and at times romance. For this assignment, I would like you to work in pairs and rewrite Edgar Allan Poe's "The Raven" as a Gothic fiction. I've attached some story starters in the worksheet attached. If you have any questions please send me a private comment and I'll be able to address it in class later.

Posted Aug 6

Question — Due Aug 17

Compare and contrast Bradford's and Byrd's definition of the American Dream

Posted Aug 9

Announcement

Dont forget to do your homework! We will be going over your essays in class, please dont forget to submit them ahead of time. See you tomorrow!

Posted Aug 10

U **Marine Biology**
Michelle Lin

Assignment — 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.

Posted Aug 7

Announcement

For those of you that are asking, I'll be posting the extra credit project in class tomorrow. There will be worksheets and rubrics handed out so be sure to show up on time.

Posted Aug 8

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.

Set up guardian email summaries

This page is for teachers.

You can only add guardians for students using Classroom with a G Suite account. For details, see About Classroom user accounts.

If your school administrator has turned on guardian email summaries, you can choose which classes to include in those summaries. When you include a class, guardians can receive automatic regular emails about their students in that class.

Before you can invite, remove, or email guardians:

> You must use Classroom on a web browser or the Android app.
> Your administrator must verify that you're a teacher.
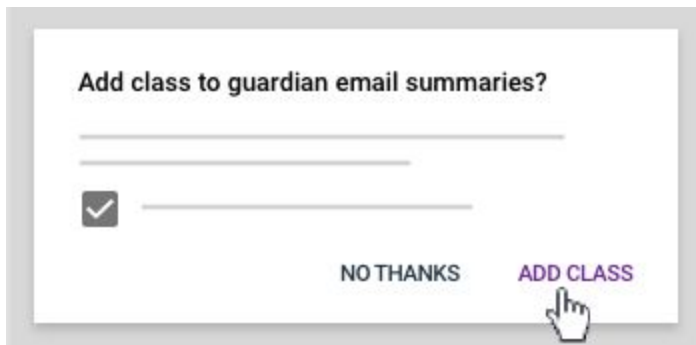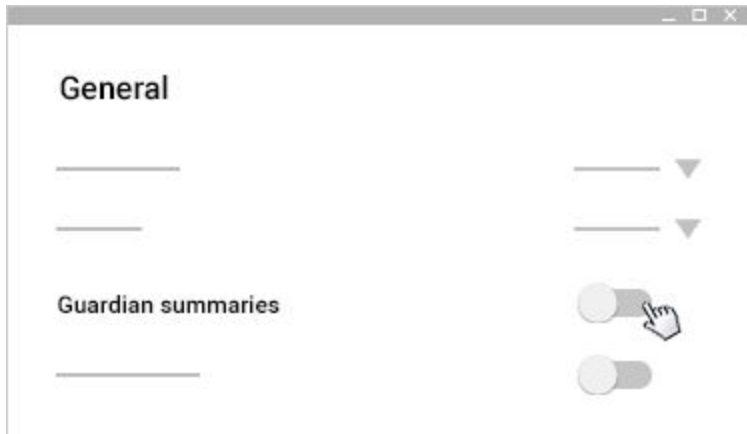> Your administrator must give you permission to manage guardian email summaries.

Computer AndroidiPhone & iPad

Turn on guardian email summaries for your class

1. Go to classroom.google.com.
2. Click the class ﹥ Settings ⚙ .
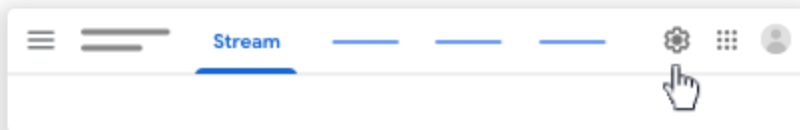
3. If guardian summaries aren't turned on, click Turn on ⬜〉Add Class.

4. (Optional) To turn off guardian summaries, click Turn off ⬤.
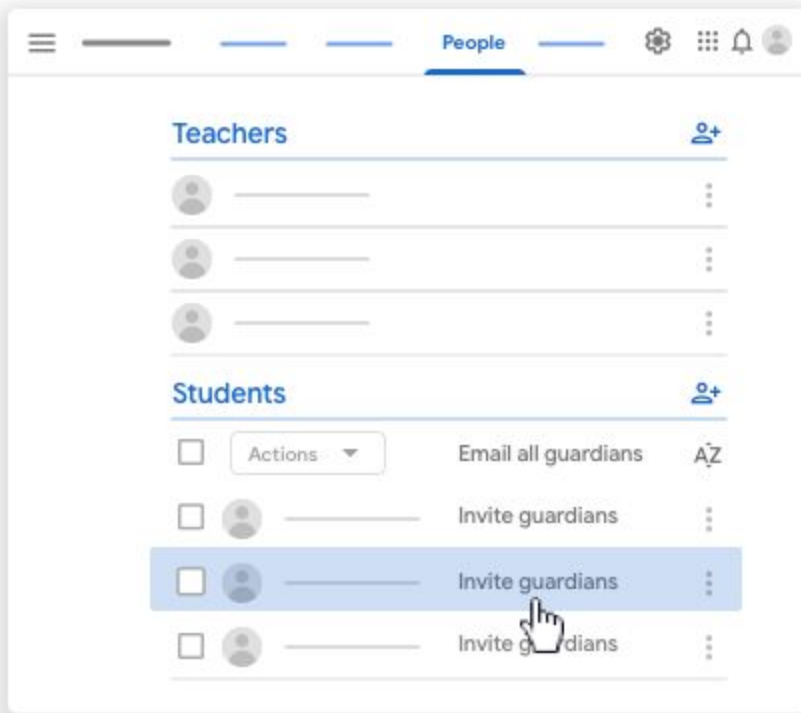
Invite a guardian

Your school administrator chooses who—verified teachers or administrators—has permission to invite and remove guardians. Only one person needs to invite the guardian. 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.

If you can't invite or remove a guardian, contact your administrator for help.

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click People.

4. Next to a student's name, click Invite guardians.

5. Enter a guardian's email address.
   To invite multiple guardians, insert a comma between the email addresses.
6. Click Invite.

If the guardian hasn't accepted an invitation, you'll see "(invited)" next to the guardian's email address. After a guardian accepts the invitation, you and their student receives 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.
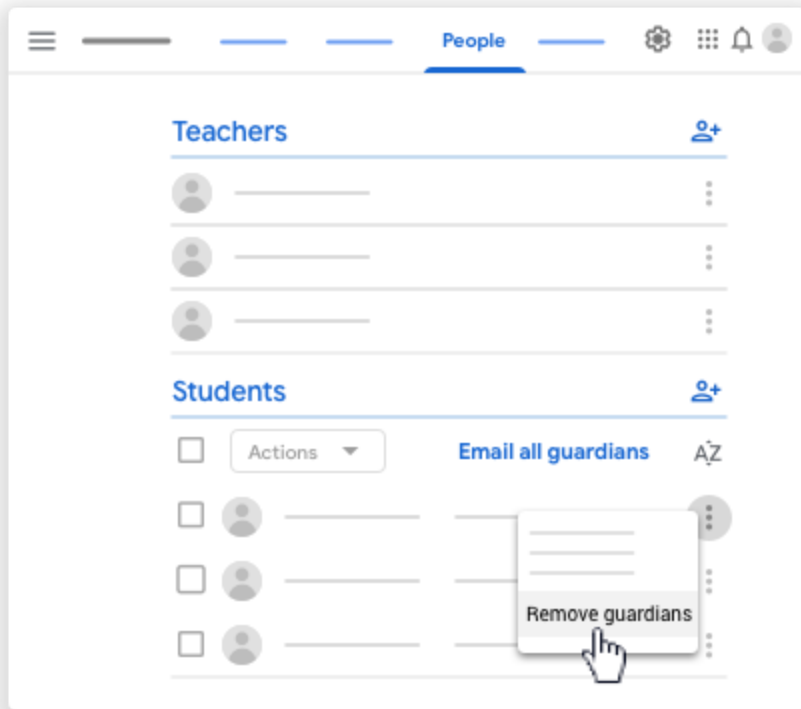
Remove a guardian

Warning: This action removes the guardian from all of the student's classes at your school, not just the classes you teach.

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click People.

4. Next to the student's guardian's name, click More ⬜ ❯ Remove guardians.
   If you only remove one guardian, click Remove.
   If a student has multiple guardians, check the box for the guardian and click Remove.

5.

When you remove a guardian, you, the removed guardian, and the student receive a confirmation email.

Email guardians

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click People.

4. Next to the student's name, click More ☐ ﹥ Email guardians.
    An email window opens with the email addresses populated in the To field.

5. (Optional) To email all guardians in a class, at the top, click Email All Guardians.
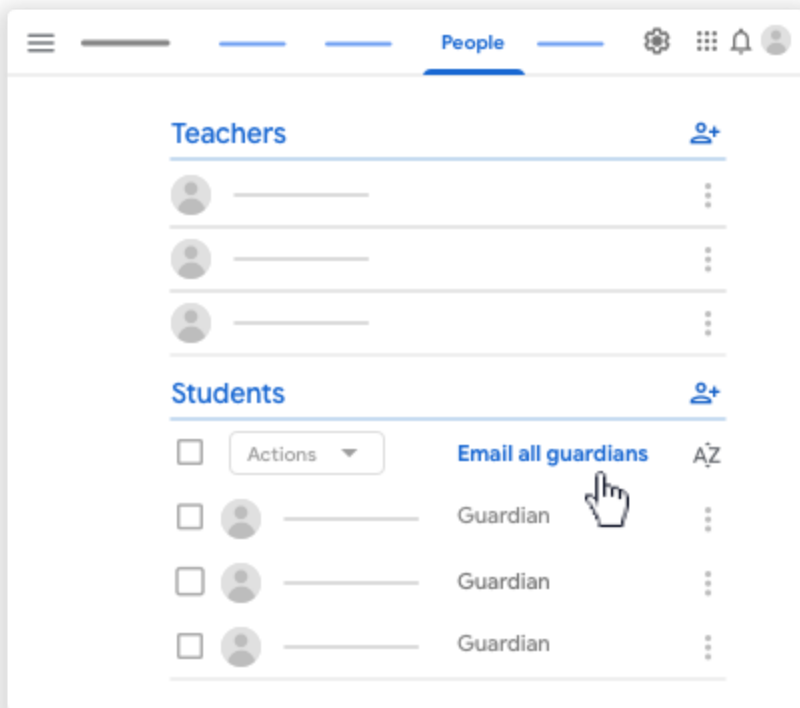
An email window opens with the email addresses populated in the Bcc field.

Guardian email summaries FAQ

https://support.google.com/edu/classroom/answer/7126518?hl=en&ref_topic=9049978&authuser=0

This article is for guardians and teachers.

When a guardian accepts an invitation from a teacher, they get regular emails about their student's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class activity. Your student's teacher or the school administrator sends you the email invitation. After you accept the invitation, you get regular email summaries of your student's work.

Note: You can only receive summaries for students using Classroom with a G Suite account. For details, see About Classroom user accounts.

Here are some frequently asked questions by guardians and educators.