

**Google Classroom Email Summaries**

I will be inviting parent/guardian to receive email summaries about their student’s work in class. Email summaries do not include grades. To view grades simply sign into the student’s Google Classroom and click on “View your work.”

**What’s included in an email summary?**

* **Missing work**—Work not turned in when the summary was sent.
* **Upcoming work**—Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
* **Class activity**—Announcements, assignments, and questions recently posted by teachers.

Guardians who sign up for email summaries can’t see the Stream, Classwork, People, or Grades pages in Classroom. You can get email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](https://support.google.com/accounts/answer/27441?sjid=5982456463821077150-NA).

If you unsubscribe from email summaries, you’re still connected to a student as long as you have a Google Account. Otherwise, unsubscribing removes you as a guardian.

**How do parent/guardians get summaries?**

1. The teacher emails you an invitation to join your student’s class.
2. In your email program, open your email invitation.
3. Click **Accept**.
If you’re not the guardian, click **I’m Not The Guardian**.
4. Click **Accept** to confirm.
5. Now choose when to get email summaries (Daily or Weekly).

**When do parent/guardians get summaries?**

Parent/guardians can get emails daily or weekly and can unsubscribe at any time. Parent/guardians won’t get an email summary if:

* There's no activity to report for the given time period.
* All their student’s teachers turned off notifications for their classes.
* They accepted the invitation but chose not to get any summaries.
* They aren't connected to any student in Classroom.