



About Guardian Email Summaries

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An administrator can invite a guardian to receive email summaries about their child's work in class. Email summaries do not include grades.

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 children connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](#) section at the end of this document.

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

What is 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 cannot see the Stream, Classwork, People, or Grades pages in Classroom.

How do guardians receive summaries?

1. An admin sends an invitation to a guardian.
2. After a guardian accepts the invitation, they choose when to get email summaries for each of their students.

When do guardians get summaries?

Guardians can get emails daily or weekly and can unsubscribe at any time. Guardians won't get an email summary if:

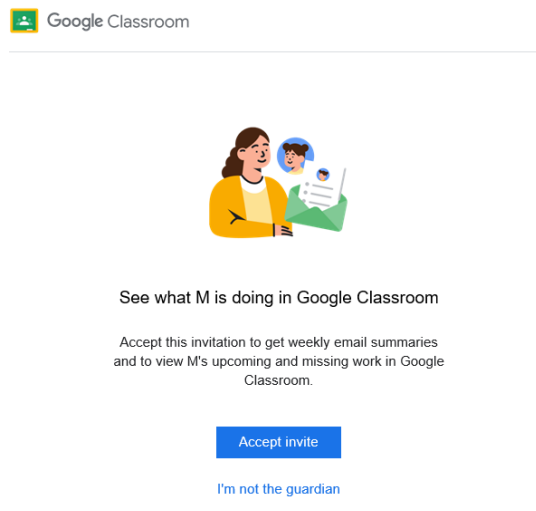
- There's no activity to report for the given time period.
- They accepted the invitation but chose not to get any summaries.
- They aren't connected to any student in Classroom.

Get email summaries

To get email summaries of your child's work, you must accept an email invitation from an administrator. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. The administrator emails you an invitation to join your child'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.

When you accept an invitation, you and your student get an email confirmation.

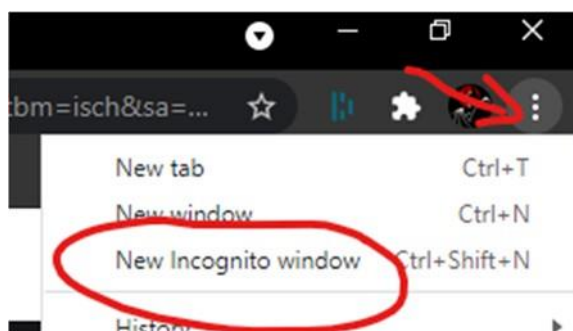
Troubleshooting

Blank Page on sign up

If you get a blank page when clicking the link – it means your email address isn't associated with a google account. See the section at the bottom to create a Google account. Once you have associated your current email address with a Google account you will get all the available options.

Asking for a class code on sign up

If your invite takes you to a page asking for a class code – it means you could be using a shared device and your child has logged in on a previous occasion. To rectify this you need to copy the link in the email (right click the 'Accept' button in the summary and choose 'Copy Hyperlink') then open a browser (Google Chrome is preferred) select the three dots in the top right of the browser and choose 'New Incognito Window' – see below

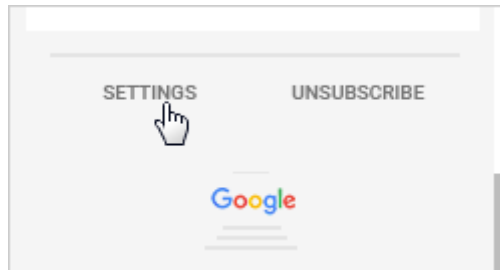


Once you have a new browser – paste the link into the address bar and sign up for your Guardian Summary.

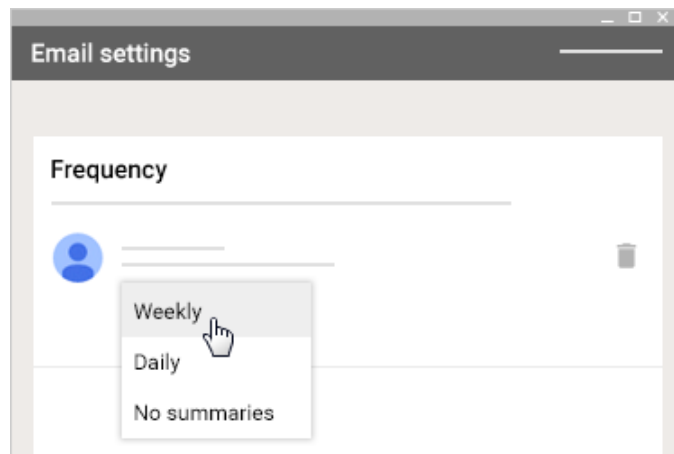
Manage summaries

View or update your email summary settings

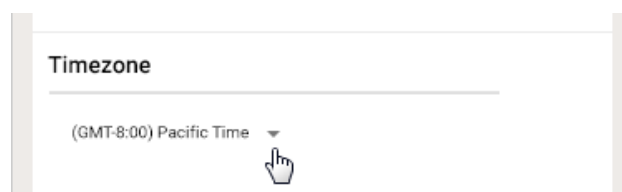
1. In your email program, at the bottom of any email summary, click Settings.



2. If you haven't already, sign in to your Google Account.
3. Under Frequency, click the Down arrow and choose when to get summaries:
 - Weekly
 - Daily (Monday–Friday)
 - No summaries



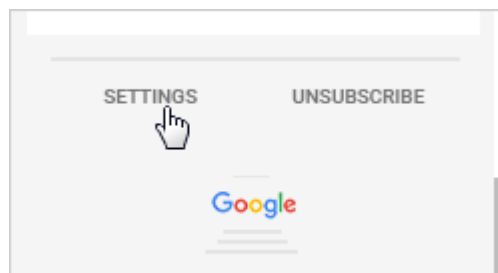
4. Under Timezone, click the Down arrow select your time zone.



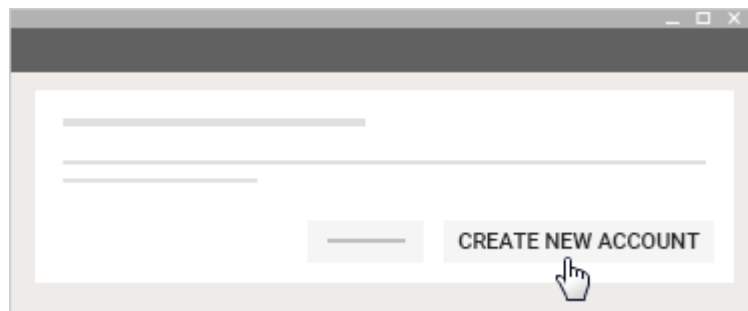
Create a Google Account in the email summary to access summary settings

If the email address that you get summaries delivered to isn't a Google Account, you can create a new Google Account with that address. Then, you can see and update the email summary settings.

1. In your email program, at the bottom of any email summary, click Settings.



2. On the email settings page, click Create New Account.



3. Fill in the requested information and submit.

Change the email address where you get summaries

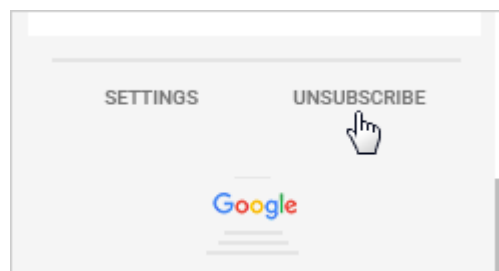
To get guardian emails at a different email address:

1. Contact the school and ask them to delete your current address and re-invite you at the new address.
2. In your web browser, open an incognito window.
3. Sign into the email account of your new address.
4. Confirm that you are signed out of all other accounts.
5. In your new email account, open the invitation and click accept.

Unsubscribe from email summaries

Warning: If you don't have a Google Account, this action removes you as a guardian from your child.

You can unsubscribe from email summaries at any time. At the bottom of any email summary, click Unsubscribe.

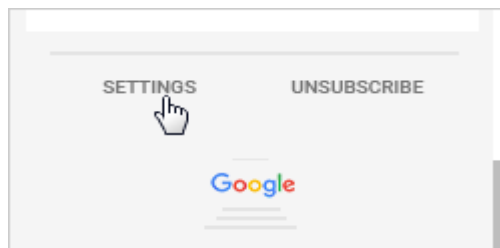


Remove yourself as a guardian

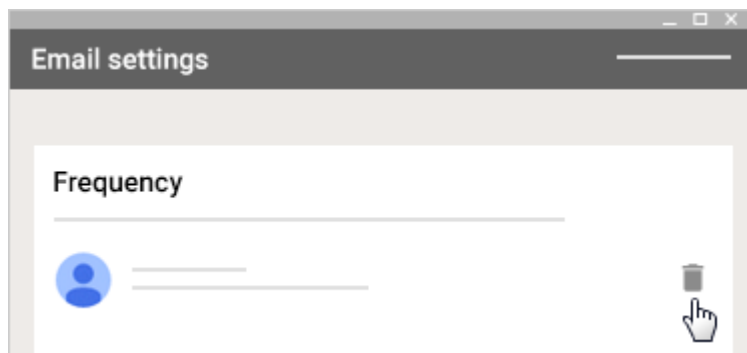
You can remove yourself as a child's guardian at any time. If you want to remain a guardian, but not get the summaries, you can Unsubscribe from email summaries (details above).

If you have a Google Account:

1. At the bottom of any email summary, click Settings.

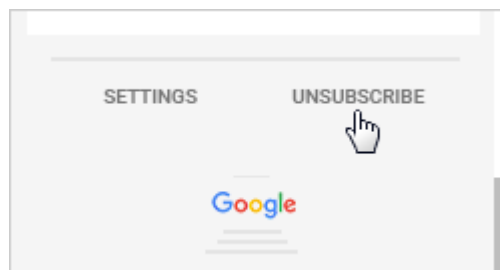


2. Next to the student's name, click Delete Remove.



If you don't have a Google Account:

3. At the bottom of any email summary, click Unsubscribe.



4. Click Unsubscribe to confirm.

The student gets an email that you removed yourself from their account.

Create a Google Account

Step 1: Choose a Google Account type

When you create a Google Account, Google ask for some personal info. By providing accurate info, you can help keep your account secure and make Google services more useful.

Tip: You don't need a Gmail account to create a Google Account. You can use your non-Gmail email address to create one instead.

1. Go to the Google account Sign In page.
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click Next.
 - Optional: Add and verify a phone number for your account.
7. Click Next.

Use an existing email address

1. Go to the Google Account Sign In page.
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

- Add a recovery phone number
- Add a recovery email address.