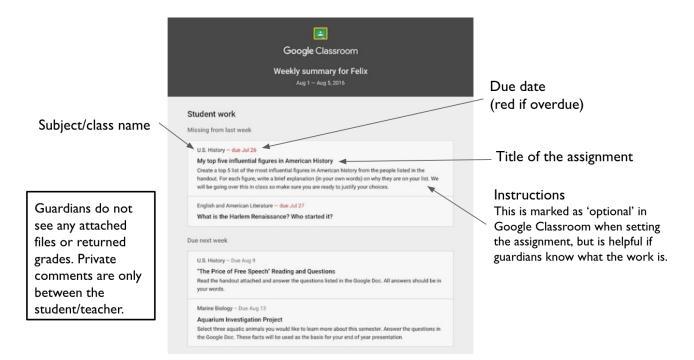
### **Google Classroom Guardian Guide**

#### What is Google Classroom Guardian Support?

Google Classroom guardian summaries allow parents and carers to opt-in to receive regular email updates about their child's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class activity including announcements and questions posted in the class stream. They are automatically generated and do not require any extra work on the behalf of the teacher.

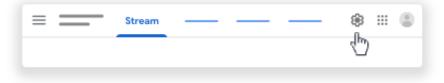
#### What will guardians receive?



Guardians can choose the frequency of the emails; either daily (Monday to Friday) or weekly. They do not get access to Google Classrooms and do not see the work itself or comments/grades. The only student information they see is their child's first name.

### How do I enable Guardian Summary emails for my classroom?

- I. Go to classroom.google.com
- 2. Click the Class > Settings



3. Scroll down to 'Guardian summaries', click Turn on 📟 , then 'Add Class'

General		
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Guardian summaries		Epu
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#### Do students have to add guardians for each class?

No. Once a guardian has been added to the student's account they will receive updates for all classrooms where guardian summaries are turned on.

# How do I get the most out of Guardian Summary emails for my classroom?

Title of the class and	Anthony Gonzales	Due dat
the teacher's name A clear assignment title helps to identify the work set	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 statners in the worktheet attached. If you have any questions please send me a private comment and TII be able to address in in class later.	guardiar upcomii
to identify the work set	Posted Aug 6	Comp instru
Questions and	Question - Due Jug 17 Compare and contrast Bradford's and Byrd's definition of the American Dream Posted Jug 9	assignr
announcements posted to the classroom stream also appear in the guardian	Announcement Donf forget to do your homework! We will be going over your essays in class, please dont forget to submit them abead of time. See you tomorrow! Posted Aug 10	unders needs attachi
summary email.	Marine Biology	
	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. TI be posting the extra credit project in class tomorrow. There will be worksheets and hubrics 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 furned on notifications.	
	SETTINGS UNSUBSCRIBE Google Inc. Soogle Inc. Mountain Very, CA 94043 USA	

Due dates create a 'to-do list', so guardians can support with upcoming deadlines.

Completing the optional 'instructions' field when setting the assignment ensures guardians understand what the student needs to do. They will not see any attachments.

#### Why do students need to opt-in?

- They must consent to sharing information, similar to how Praising Stars reports are distributed to students rather than directly to guardians
- We obtain consent from the guardian via the student to ensure we can provide their email address to Google for this purpose
- Helps to ensure guardians' email addresses are up to date and accurate

#### How does a guardian opt-out of receiving the emails?

They can click the link to 'unsubscribe' at the bottom of any emails they receive.

# How does a student remove a guardian from their account?

Ask their teacher or learning manager to log a ticket at <u>https://ictsupport.outwood.com</u> with the student and guardian's email addresses.

#### **Useful Links**

- <u>Classroom email summary information for guardians</u>
- Classroom email summary information for teachers
- <u>Classroom email summary information for students</u>
- Guardian email summaries frequently asked questions

### Example Email

Weising from last week U.S. History — due dud 26 Wy top five influential figures in American History Create a top S list of the most influential figures in American History from the people listed in the handout. For each deplanation (fig you were a being deplanation (fig you words) on why they are on your list. A will be going over this in class so make sure you are ready to justify your choices. English and American Literature — due dud 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 b your words. Marine Biology — Due Aug 13 Aguarium Investigation Project Select thes aguate animals you would like to learn more about this sensetter. Answer the question the Google Doc. These facts will be used as the basis for your end of year presentation.	
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What document ended the War? What were the major components of the document?	in in
Assignment — Due Aug 16 Birth of a Nation List out the strengths and weaknesses that the British and colonists' possess during the revolution. The weaknesses listed, please provide a paragraph on some ways that it could be avoided. Poster Aug 2	For
A American Literature Anthony Gonzales	
Assignment – Due Aug 16 Write Edgar Allan Poes <sup>+</sup> The Raverl <sup>*</sup> as gothic fiction In clears, we have about the quillilise of gothic fiction. Each fiction is a gene or mode of iterature finn that combines fiction and homor, death, and at times romance. For this assignment, I would like to work in pairs and enreite Edgar Allan Ports <sup>+</sup> The Raver <sup>*</sup> as a Sothic fiction. Ite attached some as starters in the workshed tatached. If you have any questions please send me a private comment and be able to address it in cleas later. Postel Aug 6	you ory
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 tomorow! Posted Aug 10	
Marine Biology Michelle Lin	
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Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notification	ons.
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