

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?

Subject/class name

Due date (red if overdue)

Title of the assignment

Instructions
This is marked as 'optional' in Google Classroom when setting the assignment, but is helpful if guardians know what the work is.

Guardians do not see any attached files or returned grades. Private comments are only between the student/teacher.

Google Classroom
Weekly summary for Felix
Aug 1 - Aug 5, 2016

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

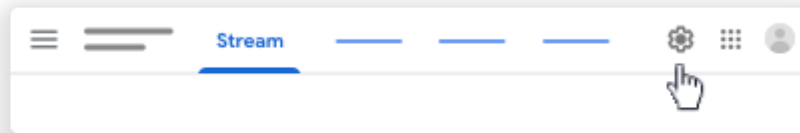
U.S. History - Due Aug 9
"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.


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.

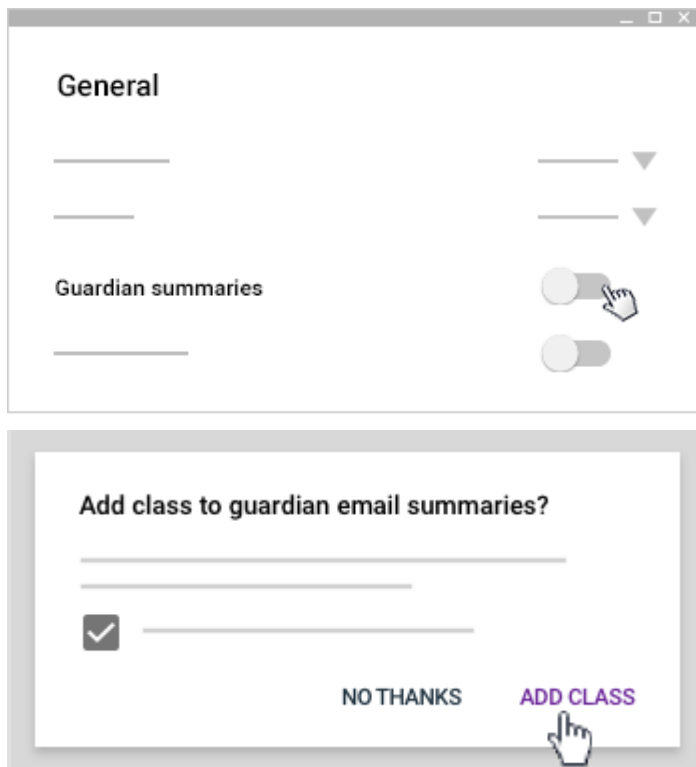
Guardians can choose the frequency of the emails; either daily (Monday to Friday) or weekly. They do not get access to Google Classrooms and do not see the work itself or comments/grades. The only student information they see is their child's first name.

How do I enable Guardian Summary emails for my classroom?

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



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



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 the teacher's name

A clear assignment title helps to identify the work set

Questions and announcements posted to the classroom stream also appear in the guardian summary email.



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 <https://ictsupport.outwood.com> with the student and guardian's email addresses.

Useful Links

- [Classroom email summary information for guardians](#)
- [Classroom email summary information for teachers](#)
- [Classroom email summary information for students](#)
- [Guardian email summaries frequently asked questions](#)

Example Email



Google Classroom

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Class activity from last week

 **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

 **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

 **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.

SETTINGS UNSUBSCRIBE


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