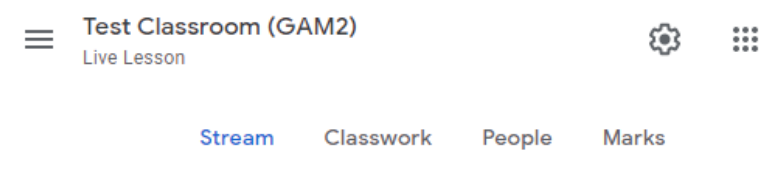


## Guardian Summary Emails in Google Classroom

Parents and Guardians can receive automatic summary emails which will summarise the content their students are engaging with, letting them know if assignments are overdue or uncompleted. You will need to opt your Google Classroom classes in to this system for it to appear in the email summaries.

1. Navigate to [classroom.google.com](https://classroom.google.com) and open the Google Classroom Class you'd like to turn on Guardian email summaries for.
2. Along the top bar, find the settings cog on the right and click it to open settings page for this class.



3. Turn on "Guardian Summaries" near the bottom of the general section. You will be asked if you want to turn on summaries for just this class, or all classes that you teach.



## FAQ

### What will invited guardians see?

Invited guardians will see a summary email containing your assignments and posts. An example is available from Google in the settings page ("See example" in step 3)

### How often are guardians emailed?

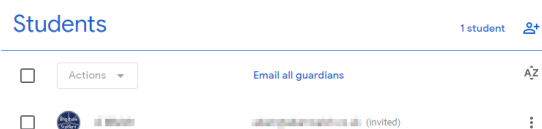
Either once a week, or once a day depending on the settings chosen by that individual guardian. You do not need to do anything other than turn it on for your classes.

### How do I invite a guardian that is missing?

The IT Team will handle the invitation process, all parents in the invited years have been sent a link to a Google Form to fill out in order to register and give consent.

### How do I check if a student has an attached guardian?

Open the "People" tab of the classroom and look at the student list. Next to the student is the guardian information.



### Can I use the "Email all Guardians" button?

**Yes, but please confirm that all guardian emails are in the BCC field.** This should happen by default, but **you must confirm this before sending.** Please also be aware that this will share your school email address with the guardians.