

## Parent Google Classroom Instructions

### Get Classroom email summaries (for guardians)

As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher.

In email summaries, you can review:

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 activities—Announcements, assignments, and questions recently posted by teachers.

If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

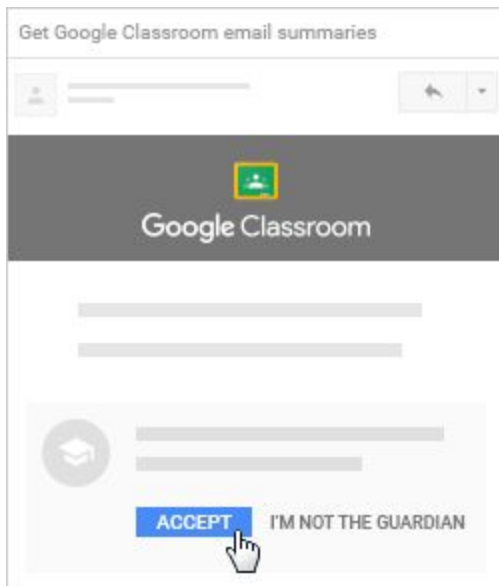
Do I need a Gmail address or a Google Account?

No. To get an invitation for email summaries, you can use any email address. When you accept the invitation, you get weekly summaries at that email address. However, with a free Google Account, you can adjust email summaries. For example, you can change their frequency.

### Get email summaries

To get email summaries of your student's work, you must accept an email invitation from a teacher or 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 teacher or administrator 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.



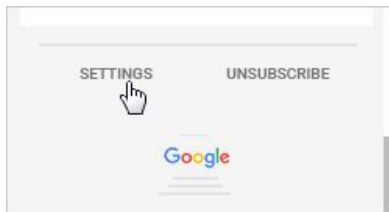
4. Click Accept to confirm.

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

Invitations from the teacher to join the class will go to the email address that you have on file in our Aspen Student Information System

## Manage summaries

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



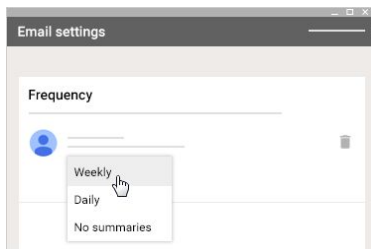
2. If you haven't already, sign in to your Google Account.

3. Under Frequency, click the Down arrow and choose when to get summaries:

Weekly

Daily (Monday–Friday)

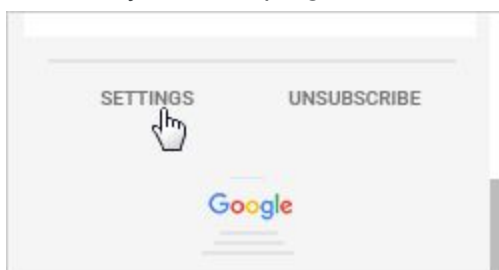
No summaries



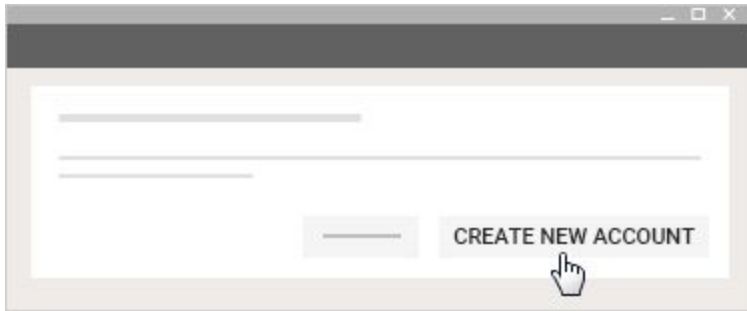
## Create a Google Account in the email summary to access summary settings

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.