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# Parents Guide to Google Classroom and Email Summaries

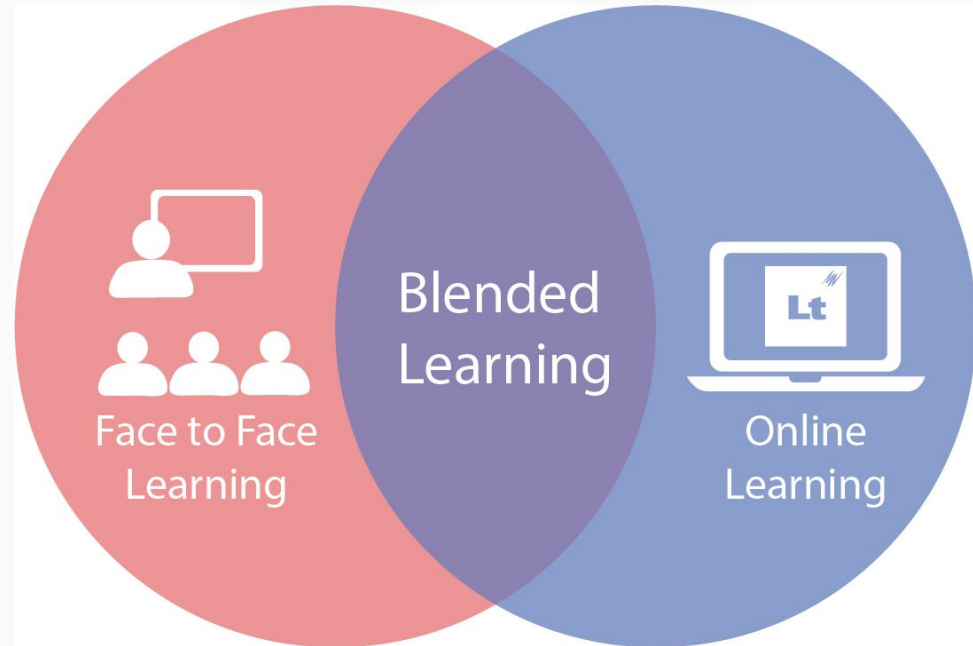
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# Blended Learning (BL)

BL combines:

- online educational materials and opportunities for interaction online with
- traditional classroom based methods.





Think of Google Classroom as your child's digital link to learning.

Teachers use Google Classroom to share:

- assignments - worksheets, quizzes, etc
- lesson resources - slides, notes, etc
- media - videos, images, etc
- homework,
- announcements/news,

and much more, with students!

Google Classroom is a protected learning space for teachers and students. Parents cannot be invited to the classroom but can receive optional Email Summaries.





# What's 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.



# How do parents get summaries?

The screenshot shows a Google Classroom interface. At the top, there is a dark header with a profile icon, the text "Google Classroom", and "Weekly summary for Felix" with the date "Aug 1 - Aug 5, 2016". Below this, the "Student work" section is divided into "Missing from last week" and "Due next week".

**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

## Step 1:

A teacher/tutor/Progress Leader sends an invitation to your provided email address.

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## Step 2:

- You should then receive an email with an invitation to receive the summaries.
- Click **ACCEPT**



# Google Classroom

Keathan Williams invited you as a guardian in Google Classroom

You'll get a weekly summary of Sophia's progress with missing and upcoming work, and new teacher posts.



GUARDIAN INVITE

Sophia

Accept

[I'm not the guardian](#)

You don't need Gmail or a Google Account to accept.



### Step 3:

- Choose the email address account you would like to receive the email summaries

OR

- **SWITCH ACCOUNT**, if necessary.
  
- Click **ACCEPT**

## Get Classroom email summaries

You've been invited to get email summaries. You're signed in as Keathan Williams (kwilliams@stmartins.academy).

SWITCH ACCOUNT

ACCEPT



## Step 4:

- Choose the frequency of the email summaries:
  - Weekly
  - Daily
  - No summaries

**This can be changed at any time in the settings.**

- Change the time zone to **GMT/London**
- You should now receive email summaries!

The screenshot shows the 'Google Classroom email summaries' settings page. At the top, it states 'Email summaries are sent to kwilliams@stmartins.academy. [Learn more](#)'. Below this is a section for 'Frequency' with the question 'How often would you like to receive an email summary of your student's activity?'. A user profile for 'Sophia Hamilton' (s.hamilton@stmartins.academy) is shown with a trash icon. A dropdown menu for 'Frequency' is open, showing three options: 'Weekly' (selected), 'Daily', and 'No summaries'. Below the frequency section, there is a 'Time zone' section with a dropdown menu showing '(GMT)'. A note indicates 'weekly summaries are sent on Friday afternoons.'





## See links below for further guidance:

Parent Guide to Guardian Email Summaries (Google Classroom)

- <https://www.youtube.com/watch?v=1-TOCNwelfs>

Guardian email summaries FAQ -

[https://support.google.com/edu/classroom/answer/7126518?hl=en&ref\\_topic=6024979](https://support.google.com/edu/classroom/answer/7126518?hl=en&ref_topic=6024979)