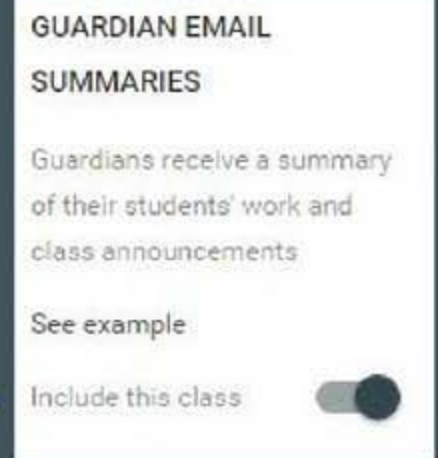


GUARDIAN SUMMARIES

Guardians can now receive regular email summaries about their student in your class

Turn on Guardian Email Summaries

1. Go to classroom.google.com
2. Click your class
3. Click STUDENTS
4. Use the toggle button to turn on guardian email summaries
5. Check the box to add all your classes (optional)
6. Click ADD CLASS on the pop up screen



Invite a Guardian

1. Next to a student's name click INVITE GUARDIANS
2. Enter the guardian's email address in the text field
3. To add additional guardians, click ADD ANOTHER
4. When done, click INVITE

After you send an invitation and before acceptance, (invited) will be next to the guardian's email address. After acceptance, you will just see the guardian's name next to their student's name (see below)



Remove a Guardian (Warning: this will remove the guardian from all their student's classes at your school, not just your class!)

1. Next to the student's guardian's name click the three dots menu
2. Click Remove guardians
3. If a student only has one guardian, click REMOVE
4. If a student has more than one guardian, select the correct email addresses and then click REMOVE