



## **Classroom email summaries for guardians**

**Note:** You can only receive summaries for students with school accounts. As a guardian, you can receive email summaries showing your student's progress in classroom.

- You can choose the frequency of the emails, such as daily or weekly.
- You can unsubscribe or remove yourself from Classroom at any time.

**Guardian email summaries include:**

- **Missing work**— Work that's late at the time the email was sent
- **Upcoming work**— Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- **Class activity**— Announcements, assignments, and questions recently posted by teachers

**As a guardian, you must receive and accept an email invitation before you can receive email summaries.** Only teachers and administrators from your student's school can send these invitations.

**You have 120 days to accept an invitation before it expires.**

1. The teacher or administrator emails you an invitation for a particular student.
2. They can send it to any email address.
3. In your email program, open your email invitation.
4. Click **Accept**.
5. If you're not the guardian, click **I'm Not The Guardian**.
6. (Optional) To access the email summary settings page, [create a Google Account](#).

When you accept an invitation, you, your student, and the person who invited you (the teacher or administrator) receives an email confirmation.

You won't receive an email summary if:



- There's no activity to report for the given time period.
- All your student's teachers turned off notifications for their classes.
- You selected **No summaries** for how often you'd like to receive emails.
- You aren't connected to any students in Classroom.