

Google Guardian Summary

Parent/Carer Guide

What is Google Classroom Guardian Support?

Google Classroom guardian summaries allow parents and carers to opt-in to receive regular email updates about their child's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class activity including announcements and questions posted in the class stream. Once set up, they are automatically generated and you as the guardian decide on the frequency.

NB: We are setting this feature up as a pilot and have not used it before.

What will guardians receive?

Subject Title

Instructions for the task so you know what

Date will be red

Will show work outstanding from the previous week and the work due in the following week.

Guardians can choose the frequency of the emails; either daily (Monday to Friday) or weekly. You do not get access to Google Classrooms and do not see the work itself or comments/grades. The only student information you see is your child's first name. However, it does enable you to see what they are being set and whether they are handing it in.

How do you set this up?

- The student will be sent a google form via their VMG classroom. They need to complete the form and acknowledge consent for their guardian to be e-mailed.
- You will receive a text when the form is being sent so you know when to expect it.
- The student will provide the email address of the guardian they wish to receive the email (student should ask the guardian to consent before providing their email address). Following this an email invitation is sent to the guardian
- The guardian confirms they want to receive email summaries by clicking link in the message they receive
- If students want to add multiple guardians, they can complete the Google Form more than once
- Students can have up to 5 pending invitations and 20 guardians assigned to their account in total
- Students cannot invite other students to be their guardian (i.e. @student.outwood.com addresses)

Why do students need to opt-in?

- They must consent to sharing information, similar to how Praising Stars reports are distributed to students rather than directly to guardians.
- We obtain consent from the guardian via the student to ensure we can provide their email address to Google for this purpose.
- This also helps to ensure guardians' email addresses are up to date and accurate

How does a guardian opt-out of receiving the emails?

They can click the link to 'unsubscribe' at the bottom of any emails they receive.

Useful Links

- [Classroom email summary information for guardians](#)
- [Guardian email summaries frequently asked questions](#)