




Getting Started with Google Classroom Guardian Summaries

This guide will show you how to accept the initial invitation you will receive via email. It will also show you how to create a free Google account and link it to your email address if you do not have one already – you will need to do this in order to receive daily updates. If you do not have a Google account, you will be unable to adjust the frequency settings and will receive summaries on a weekly basis each Friday afternoon.


1. To start receiving email summaries for your child, you will need accept an email invitation to become a 'guardian'. The invitation will have a subject of 'Get Google Classroom email summaries for (child's name)'. Once you have received the email, please open it and click the accept button:

Get Google Classroom email summaries for **test student**

 (Classroom) <no-reply+3bf6948e@classroom.google.com>

Mr Roach invited you as a guardian in Google

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

 Test Student

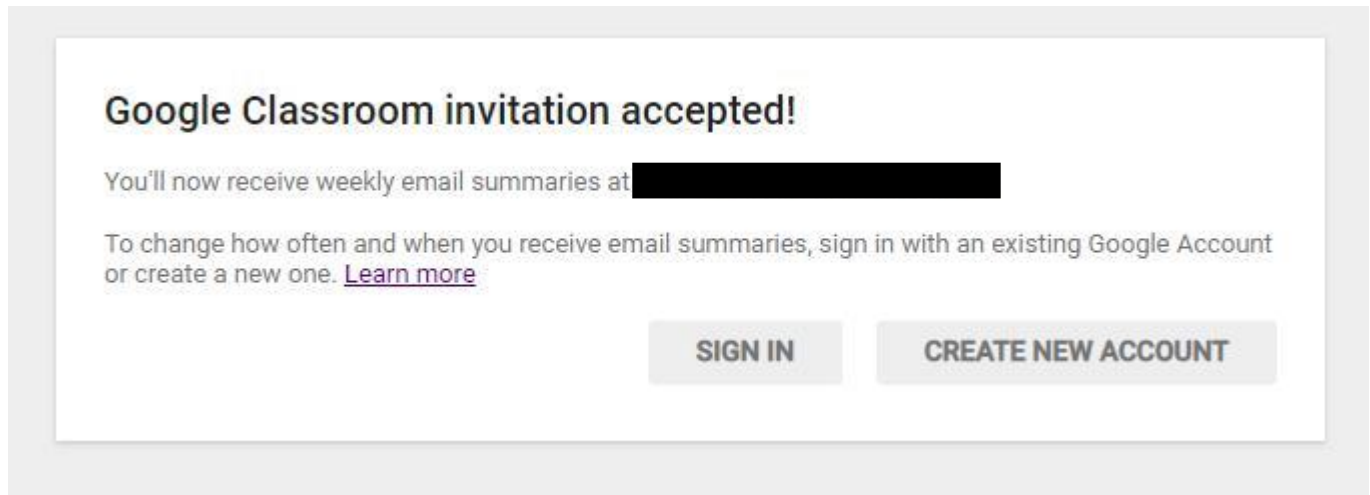
You don't need Gmail or a Google Account to accept.

If you accept, your contact information will be shared with Test Student teachers and domain administrators, and applications they authorize for use with Classroom. [Learn more](#)

Forward to only those you trust. Anyone with this email may be able to accept the invitation.

- The invitation will now be accepted, and you will start receiving weekly Google Classroom email summaries each Friday.

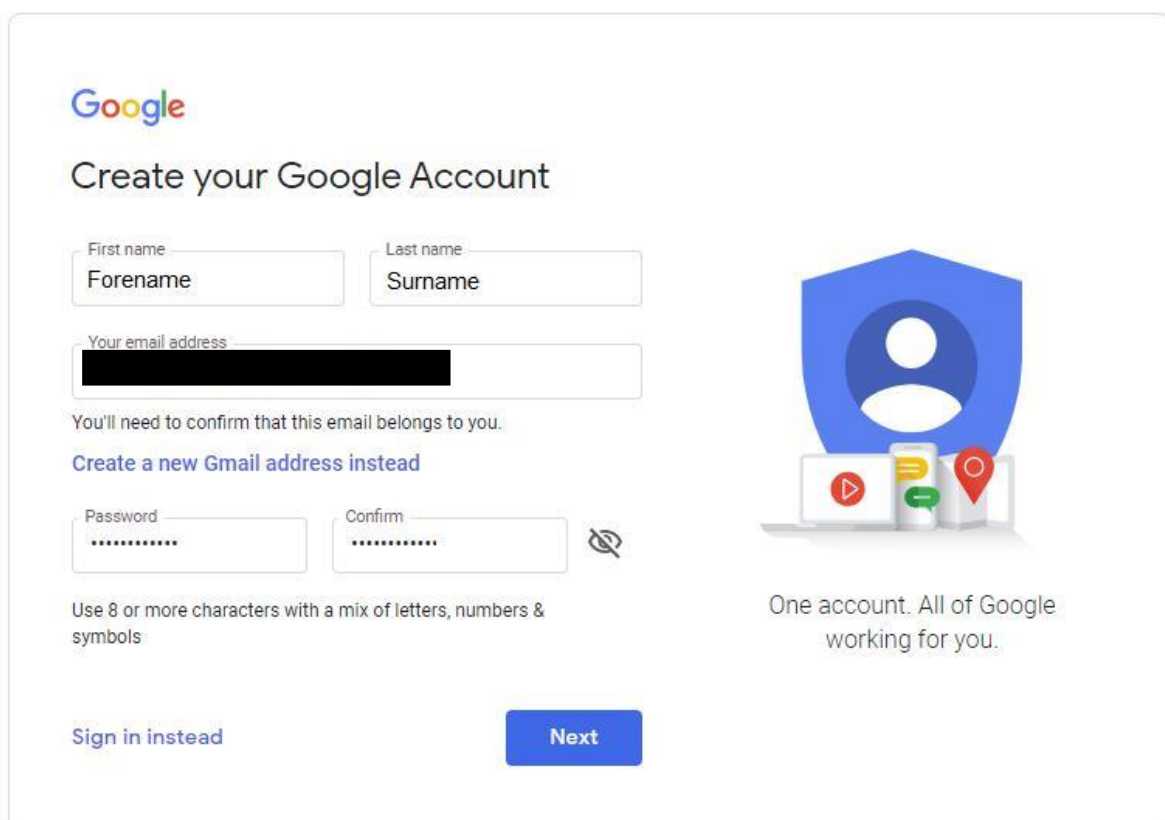
In order to receive daily updates, you will need a Google account in order to change your settings. Please either sign in with a Google account if you have one or click 'Create new account' (you can create a Google account using your current email address).



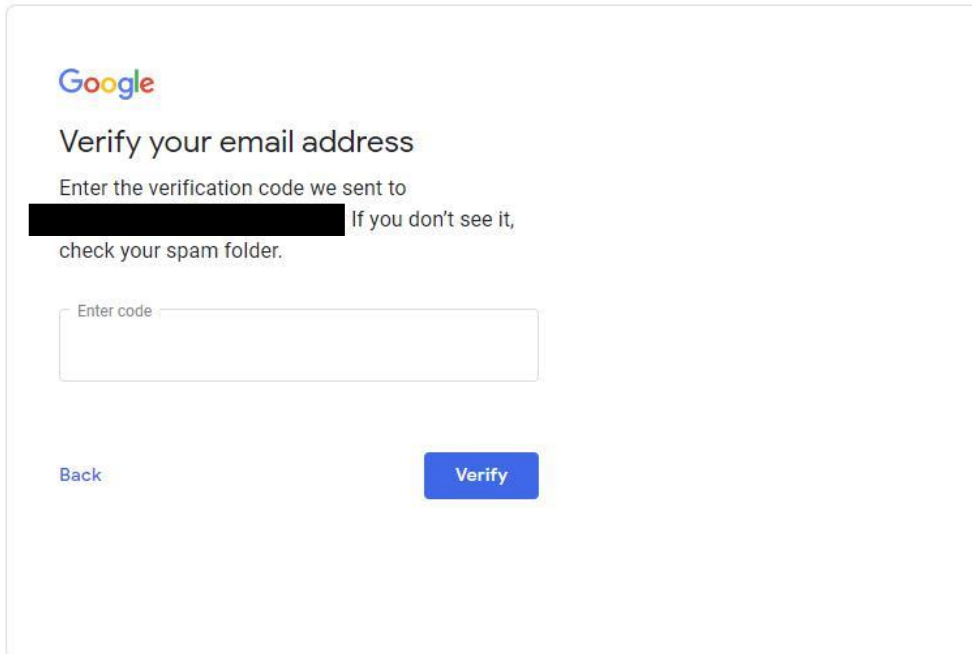
- If you choose to create a new account at this point, you will see the following screen and your current email address will be automatically used to create the Google account. Enter your forename and surname, followed by a password and then click next.

You should create an account using the email address which the Guardian Summaries invitation was sent to.

Please be aware that we do not manage the Google account you are about to create so will not be able to recover this account if you forget your password.



- To verify your email address, you will be asked to enter a verification code. The code will have been sent to your email address, copy and paste the code into the box displayed. Click verify and then accept the user agreement to continue.



- You will now be at the settings page for your Google Classroom email summaries. You will see the student/students you are receiving email summaries for. Click the drop down and change it to daily in order to receive daily Google Classroom email summaries.

Google Classroom email summaries

Email summaries are sent to [redacted] [Learn more](#)

