



Adding Guardians in Google Classroom

In Google Classroom, you can invite guardians to receive email summaries for their students. 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

Click [here](#) to see an example of what a guardian summary looks like.

1. In your Google Classroom, click on the gear in the upper right corner to access the settings.



2. Scroll down to the general section and make sure that “Guardian summaries” is turned on.

General

Class code 2tpxjcw ▼

Stream Students can post and comment ▼

Classwork on the stream Show condensed notifications ▼

Show deleted items

Only teachers can view deleted items.



Guardian summaries

[See example](#)



3. If you have to turn it on, you will see this window that allows you to turn guardian summaries on for all of your classes.

Add class to guardian email summaries?

Guardians receive a summary of their students' work and class announcements.

[See example](#)



Add all the classes you teach to guardian email summaries

[No thanks](#) [Add class](#)

4. Click “Save” in the upper right corner of the settings window.
5. Click on the “People” tab at the top of your class.

[Stream](#)

[Classwork](#)

[People](#)

[Grades](#)

6. In the list of students, click on “Invite guardians” to type in the email address or multiple guardian emails for that student separated by a comma.



Invite guardians



Invite guardians



Note: If the guardian hasn't accepted an invitation, you'll see "(invited)" next to the guardian's email address.

After a guardian accepts the invitation, you and their student receives a confirmation email. And, the guardian's name shows next to the student's name (shown below). For privacy, students don't see the names of other students' guardians.

When a guardian accepts the invitation, the guardian's email is linked to the student in all of their classes. So, you might see that some students already have a guardian attached to them from other Google Classrooms.

<input type="checkbox"/>			Invite guardians	⋮
<input type="checkbox"/>			Invite guardians	⋮
<input type="checkbox"/>			KS	⋮