

Google Classroom Guardian Guide



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Introduction

This document is aimed at parents/guardians to explain what access they have and how to manage their access to Google Classroom summaries.

Google Classroom is an E-Learning resource that Faringdon Community College is using for assigning homework and remote teaching (when required). All students of Faringdon Community College have a Google account created from their school login details.

While parents and guardians do not have access to their child's Google Classrooms, you have been added as a Guardian in Google Classroom. This means you can receive email summaries about your child's assignments within Google Classroom. If you wish to have full access to your child's Google Classroom you will need to have them log in on your device at home. This will enable you to see everything that has been assigned and completed.

About Guardian Email Summaries

How do guardians get summaries?

1. An invitation is sent to a guardian by a school administrator.
2. After a guardian accepts the invitation, they choose when to get email summaries for each of their children.

When do guardians get summaries?

Guardians can get emails daily or weekly and can unsubscribe at any time.

Guardians won't get an email summary if:

- There's no activity to report for the given time period.
- All their child's teachers turned off notifications for their classes.
- They accepted the invitation but chose not to get any summaries.
- They aren't connected to any student in Classroom.

What's included in an email summary?

- Missing work - Work not turned in when the summary was sent.
- Upcoming work - Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activity - Announcements, assignments, and questions recently posted by teachers.

What if I get an email summary but classes are missing?

This could happen if:

- No work has been set - No assignments have been set for that class in that time period.
- Guardian summary turned off - The email summary will only include classes that have turned on guardian emails. Guardian summaries are defaulted to 'off' and each individual teacher needs to turn on the notifications.

Example Guardian Summary Email



Google Classroom

Weekly summary for Felix
Aug 1 – Aug 5, 2016

Student work

Missing from last week

U.S. History – due Jul 26

My top five influential figures in American History
Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature – due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History – Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology – Due Aug 13

Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week

 **U.S. History**
Kristen Gould

Assignment – Due Aug 9

"The Price of Free Speech" Reading and Questions
Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.
Posted Aug 5

Question

What document ended the War? What were the major components of the document?
Posted Aug 5

Assignment – Due Aug 16

Birth of a Nation
List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.
Posted Aug 5

 **Marine Biology**
Michelle Lin

Assignment – Due Aug 13

Aquarium Investigation Project
Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.
Posted Aug 7

Announcement

For those of you that are asking, I'll be posting the extra credit project in class tomorrow. There will be worksheets and rubrics handed out so be sure to show up on time.
Posted Aug 8

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.

SETTINGS UNSUBSCRIBE


Google Inc.
1600 Amphitheatre Pkwy.
Mountain View, CA 94043 USA

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Setting Up Guardian Email Summaries

Before you begin

You can get email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to [Create a Google Account](#).

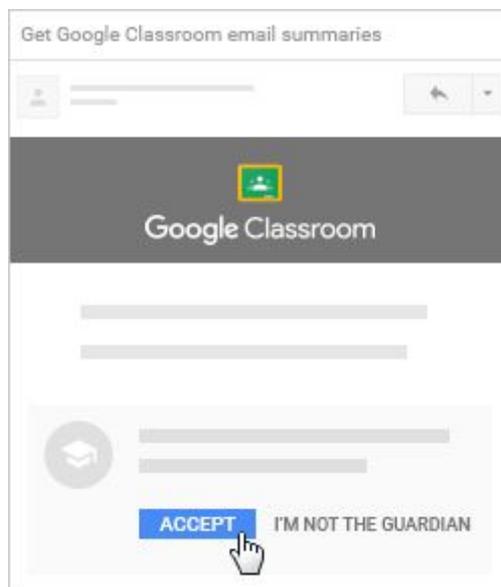
If you unsubscribe from email summaries, you're still connected to a student as long as you have a Google Account. Otherwise, unsubscribing removes you as a guardian.

Accepting the Invitation

To get email summaries, you must accept the email invitation from Faringdon Community College. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. You are sent an invitation to join your child's class.
2. In your email program, open your email invitation.
3. Click **Accept**.

If you're not the guardian, click I'm Not The Guardian.



4. Click **Accept** to confirm.

When you accept an invitation, you and your child get an email confirmation.

The above steps must be repeated for each child you have at Faringdon Community College.

Guardian Email Summaries FAQ

Why haven't I received an email invitation?

This could be for a couple of reasons:

- Sometimes the email goes to the junk folder instead of your inbox. Please check the junk folder of the email account you have registered with the school.
- One invite has been sent per student, to the parent/guardian that is registered as the primary carer.

Otherwise, if you still have not received the invitation please email the school at: office@fcc.faringdonlearningtrust.org. Please include your name, your child's name and what the issue is.

Can I sign in to my child's classroom?

No. Guardians can't access Google Classroom or their child's assignments due to privacy laws. Guardians can only get email summaries if your child's teacher allows it. If you wish to access your child's Google Classroom then they will need to log in for you.

More FAQ

For more FAQ about Guardian email summaries please visit:

<https://support.google.com/edu/classroom/answer/7126518?hl=en>

Guardian Summaries Explained - YouTube

For further explanation of Guardian Summaries please see the following YouTube video: [Parent Guide to Guardian Email Summaries \(Google Classroom\)](#)

How Do I Report An Issue?

If you are having issues with your guardian summaries then please contact the school by email at: office@fcc.faringdonlearningtrust.org. Please include your full name, your child's name and what the issue is.