

## Directions for receiving Google Classroom notifications

### 1. Look for an email from Google Classroom. It will be sent to the email provided for Skyward.

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.

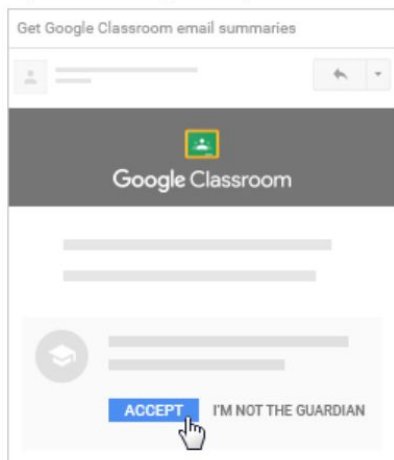
1. The teacher or administrator emails you an invitation for a particular student.

They can send it to any email address.

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** again.

5. (Optional) To access the email summary settings page, [create a Google Account](#).

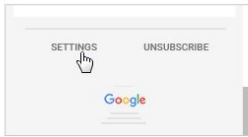
When you accept an invitation, you, your student, and the person who invited you (the teacher or administrator) receives an email confirmation.

2. You will receive weekly summaries of Google Classroom activities (i.e. missing work, announcements, and upcoming assignments). You do not need a Gmail account to receive messages and they can be sent to multiple addresses. All classes your student is enrolled in will be contained within one email. It is one summary per student.

3. If you would like to change the frequency of these emails, you will need a Gmail account.

To manage your email summary settings:

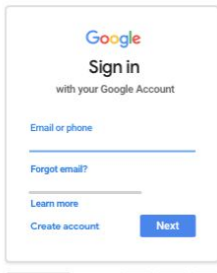
1. If you haven't done so already, [create a Google Account](#).
2. Sign in to your Google Account.
3. In your email program, at the bottom of any email summary, click **Settings**.



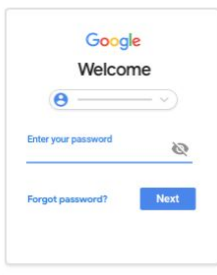
4. On the email settings page, click **Sign In**.



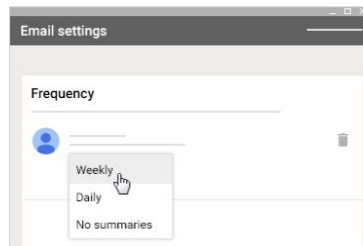
5. Enter your Google Account email address and click **Next**.



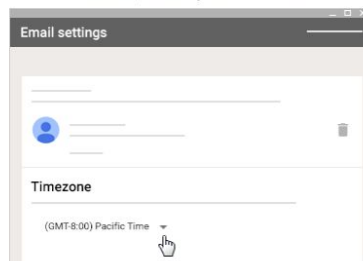
6. Enter your Google Account password and click **Sign in**.



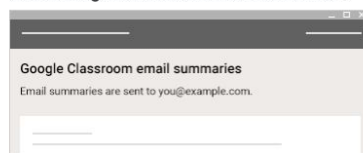
7. Under **Frequency**, select your desired email frequency.  
If you don't want to receive emails, select **No summaries**.



8. Under **Timezone**, select your time zone.



9. (Optional) To check which email address email summaries are sent to, look under **Google Classroom email summaries**.



#### 4. FAQs:

You cannot see the assignments or grades for your student's work. Here is what is included:

- 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

[I want guardian summaries sent to a different email address. Can I change the address?](#) ^

Yes. To get guardian emails at a different email address:

1. Contact the student's teacher or school and ask them to delete your current address and re-invite you at the new address.
2. In your web browser, [open an Incognito window](#) .
3. Sign in to the email account of the new address.
4. Confirm you're signed out of other email accounts.
5. In your email account, open the invitation and click **Accept**.