



# Guardian Summaries in Google Classroom

## Frequently Asked Questions

### ❖ What is a Guardian Summary?

A Guardian Summary is a report that shows your student's activity in Google Classroom. You can review Missing Work, Upcoming Work, and Class Activities. You will not see grades.

### ❖ Can more than one guardian receive Summaries?

Yes, more than one guardian can receive Summaries. However, in order to receive Summaries, you must be listed as a student's guardian in Tyler.

### ❖ How do I start receiving Summaries?

To start receiving Summaries, send an email to one of your student's teachers. Be sure to include your email address in the body of the email. The teacher will enter your email address into Google Classroom and you will receive an email invitation. Once you have accepted the invitation, you will be connected to all Google Classrooms your student is enrolled in. Both you and your student will receive email confirmation.

### ❖ How often will I get a Summary?

When you accept the invitation, you will have the opportunity to choose either weekly or daily summaries. Please note, if a teacher has turned off email notifications or if there is no activity to report, you will not receive a summary.

### ❖ How can I change the email address the Summaries are delivered to?

If you need to change the email address for your summaries, please email one of your student's teachers. Be sure to include the new email address in the body of the email. The teacher will remove your original email address and then re-invite you using the new email address.

### ❖ How can I stop receiving Summaries?

If you no longer wish to receive summaries, you can click "Unsubscribe" at the bottom of any summary email that you have received.

**Remember...you can always ask your student to log in to Google Classroom to show you their grades and more details!**