

Google Classroom for Parents/Guardians

Get Classroom email summaries (for guardians)

This article is for guardians. [Teachers go here](#), or [students go here](#).

As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher.

In email summaries, you can review:

- 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 activities — Announcements, assignments, and questions recently posted by teachers.

If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

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.

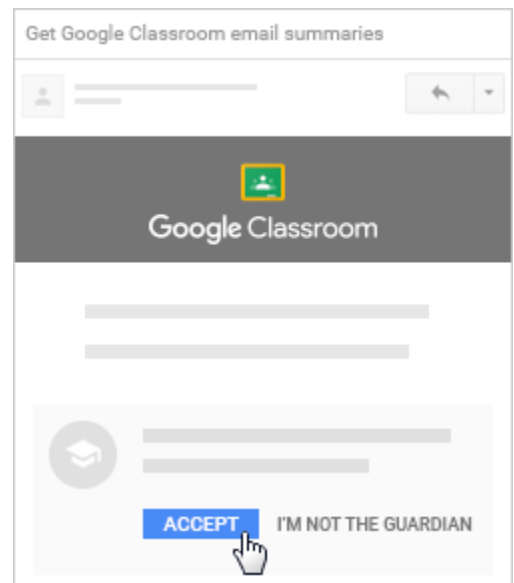
You can only get summaries if your student is using Classroom with a G Suite account, which looks like *student_name@school.edu*. If you're not sure, ask the teacher or school administrator.

Get email summaries

To get email summaries of your student's work, you must accept an email invitation from a teacher or administrator. 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. The teacher or administrator emails you an invitation to join your student'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.

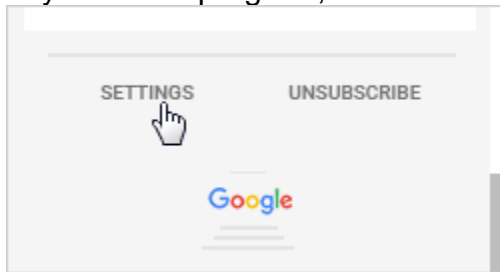
When you accept an invitation, you and your student get an email confirmation.



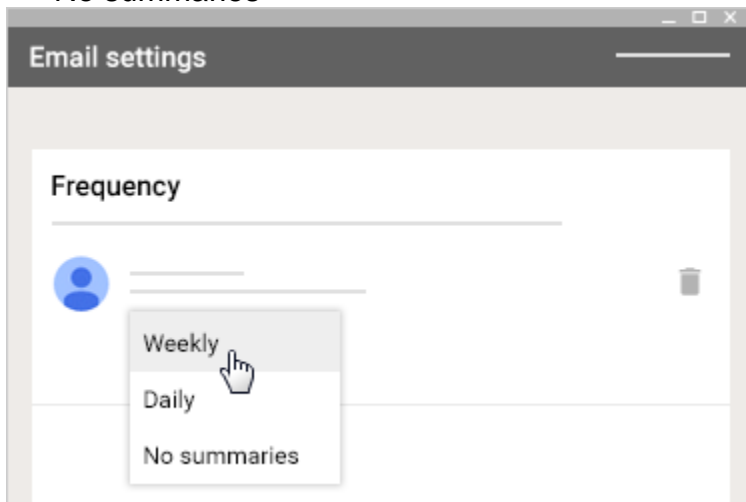
Manage summaries

[View or update your email summary settings](#)

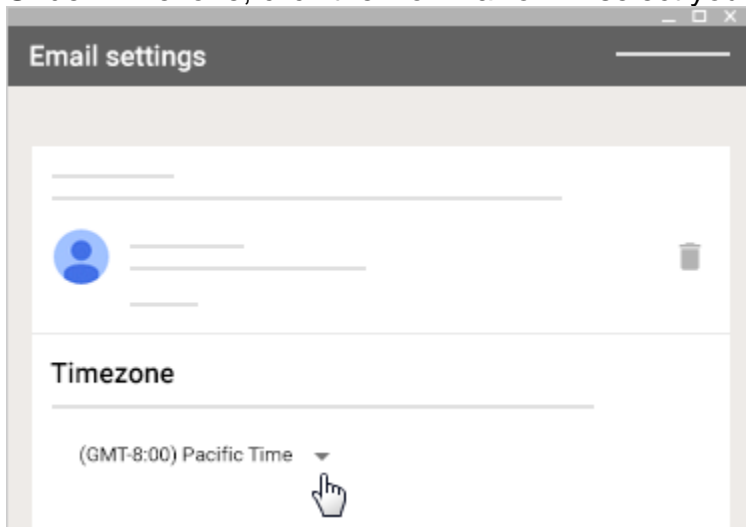
1. In your email program, at the bottom of any email summary, click Settings.



2. If you haven't already, sign in to your Google Account.
3. Under Frequency, click the Down arrow ▾ and choose when to get summaries:
 - Weekly
 - Daily (Monday–Friday)
 - No summaries



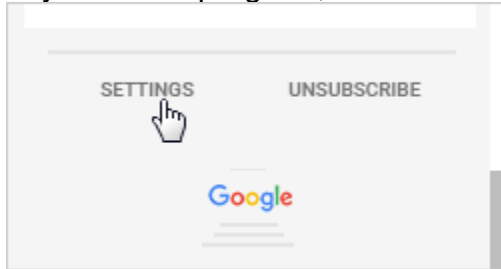
4. Under Timezone, click the Down arrow ▾ select your time zone.



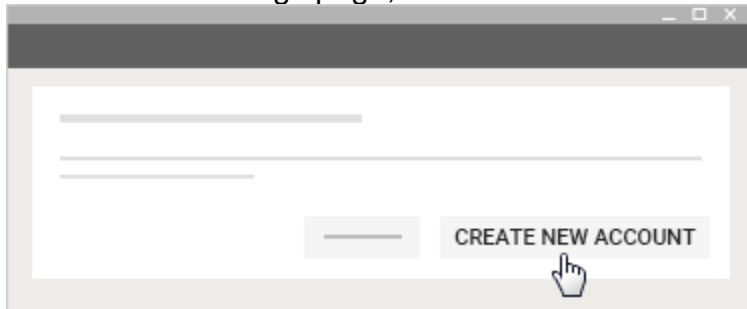
Create a Google Account in the email summary to access summary settings

If the email address that you get summaries delivered to isn't a Google Account, you can create a new Google Account with that address. Then, you can see and update the email summary settings.

1. In your email program, at the bottom of any email summary, click Settings.



2. On the email settings page, click Create New Account.



3. Fill in the requested information and submit.

Change the email address where you get summaries

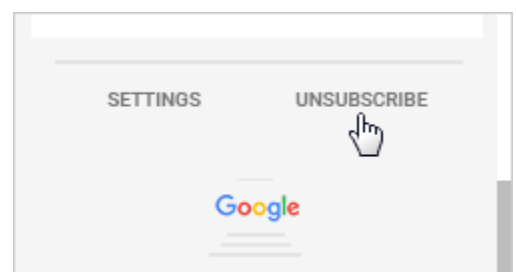
To get guardian emails at a different email address:

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 your new address.
4. Confirm that you're signed out of all other email accounts.
5. In your new email account, open the invitation and click Accept.

Unsubscribe from email summaries

Warning: If you don't have a Google Account, this action removes you as a guardian from your student.

You can unsubscribe from email summaries at any time. At the bottom of any email summary, click Unsubscribe.

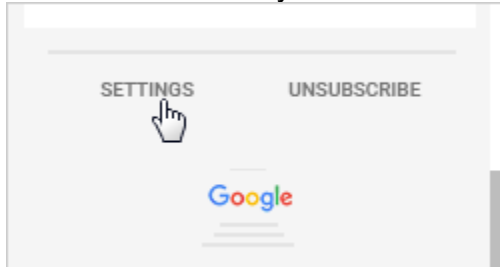


Remove yourself as a guardian

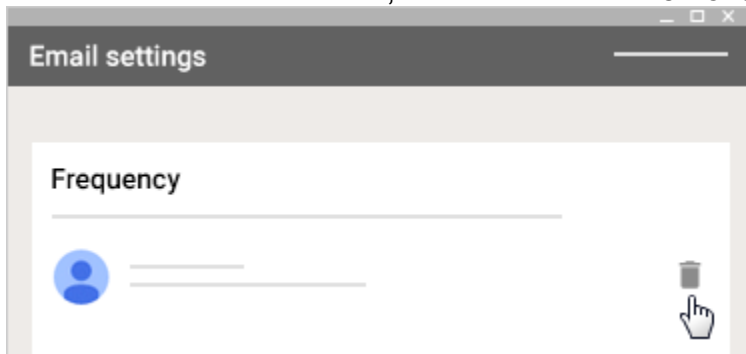
You can remove yourself as a student's guardian at any time. If you want to remain a guardian, but not get the summaries, you can Unsubscribe from email summaries (details above).

If you have a Google Account:

1. At the bottom of any email summary, click Settings.

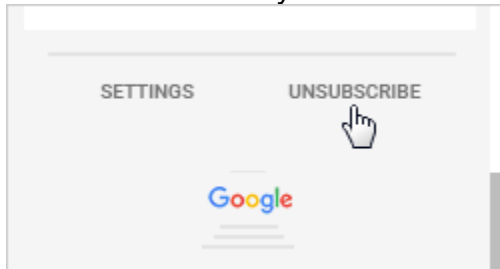


2. Next to the student's name, click Delete  > Remove.



If you don't have a Google Account:

1. At the bottom of any email summary, click Unsubscribe.



2. Click Unsubscribe to confirm.

The student gets an email that you removed yourself from their account.