

## Receiving Google Classroom Work Email Summaries

Google Classroom allows us to effectively share resources, assign classwork and homework to our students. Parents/carers are invited to receive weekly email summaries. These summaries include the following:

**Missing work**—Work that's late at the time the email was sent

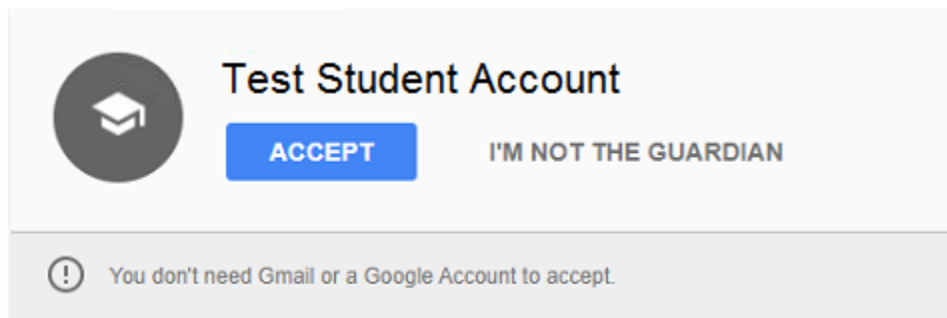
**Upcoming work**—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

**Class activity**—Announcements, assignments, and questions recently posted by teachers

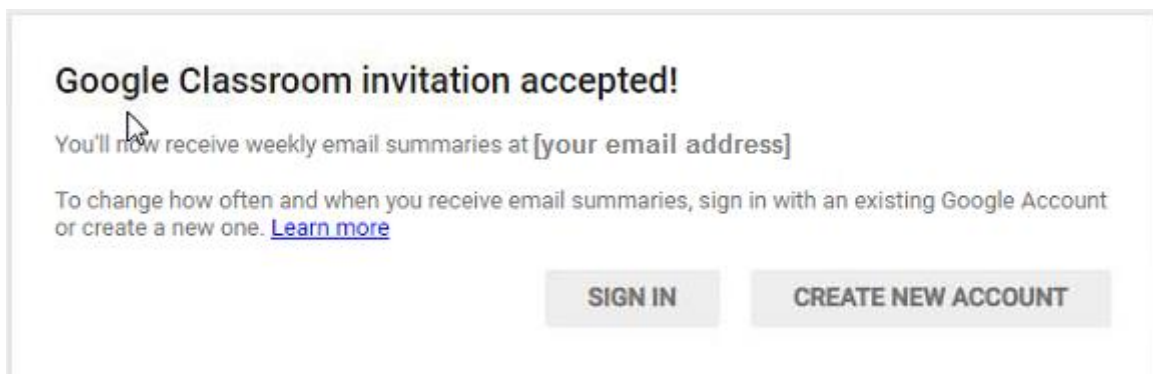
Near the start of the year, parents/carers should receive an email that looks similar to this:

### Test Teacher invited you as a guardian in Google Classroom

You'll get a weekly summary of Diagnostic's progress with missing and upcoming work, and new teacher posts.



After clicking on 'ACCEPT' you will receive a notification confirming the subscription to updates:



The summaries will arrive in your mailbox as an **email**. You do not need to install the Google Classroom app.

If you want to change the frequency of the email summaries (daily/weekly/none), you can choose from either of the options above to sign into Google to change that setting.

If you do not already have a Google account, instructions are available via the link below to get one created:

<https://support.google.com/accounts/answer/27441?hl=en>