

Google Classroom Parental Emails



SARACENS
HIGH SCHOOL

What is included?

Classroom Email Summaries allows you to receive regular updates about your child's learning. They include the following information:

- **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.

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](#).

Google Classroom

Daily summary for gctest
Sep 22, 2020

Student work

Missing from last week

Student Demo — due Sep 21
02 Flowcharts
Complete both worksheets for homework.
The flowchart must be hand drawn.

Class activity

S Student Demo
Rakhee Jotangia

Assignment — due Sep 21
02 Flowcharts
Complete both worksheets for homework.
The flowchart must be hand drawn.
Posted Sep 19

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

Forward to only those you trust. Anyone with this email may be able to adjust your settings.

SETTINGS UNSUBSCRIBE

Discipline

Hard Work

Honesty

Humility



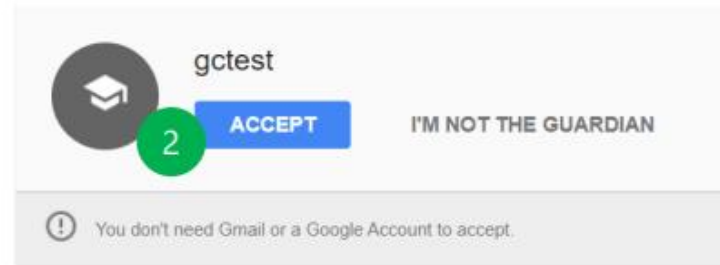
Get Email Summaries

[EXTERNAL]Get Google Classroom email summaries for gctest



Rakhee Jotangia invited you as a guardian in Google Classroom

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



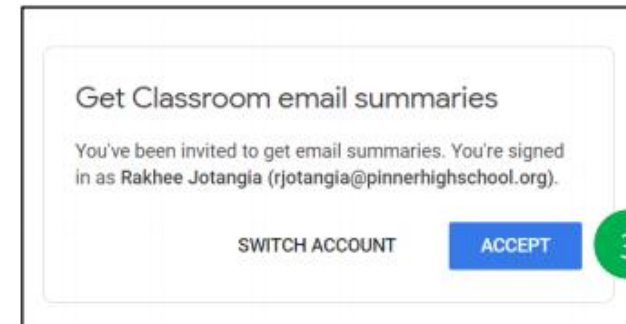
If you accept, your contact information will be shared with gctest, gctest's teachers and domain administrators, and applications they authorize for use with Classroom. [Learn more](#)

Forward to only those you trust. Anyone with this email may be able to accept the invitation.

1 You should have received an email invitation to join your child's class.

In your email program, open your email invitation.

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



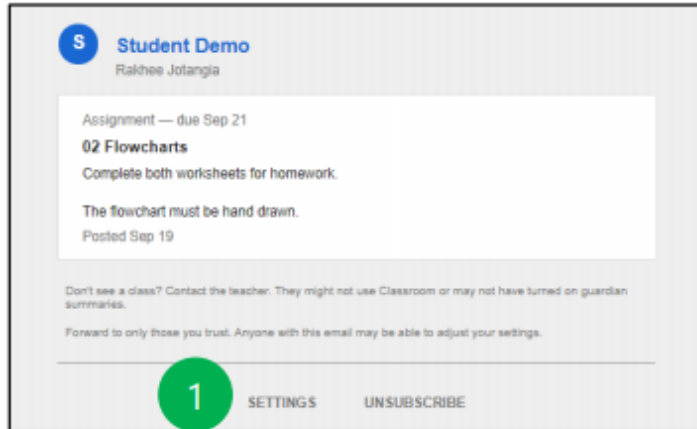
3 Click 'Accept' to confirm.

You are now set up to receive summaries.

Manage Summaries



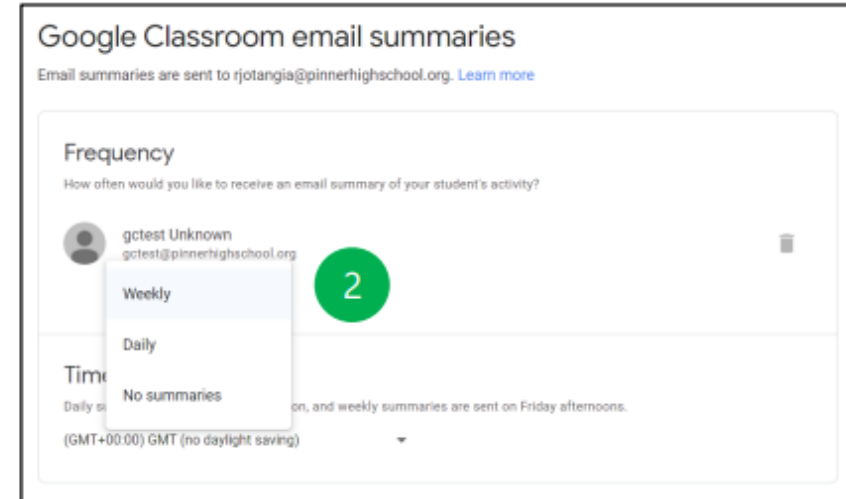
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1 Locate your email summary.

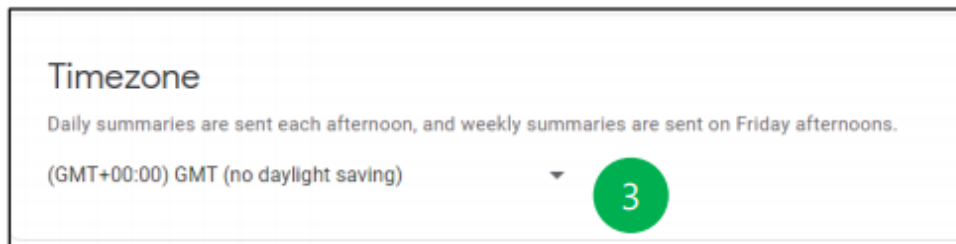
Click on 'Settings'.

Sign into your Google Account.



2 Under 'Frequency', click the down arrow and choose when to get summaries:

- Weekly
- Daily (Monday–Friday)
- No summaries



3 Under 'Timezone', click the down arrow and select GMT time zone.

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