



## Get Classroom email summaries (for guardians)

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.

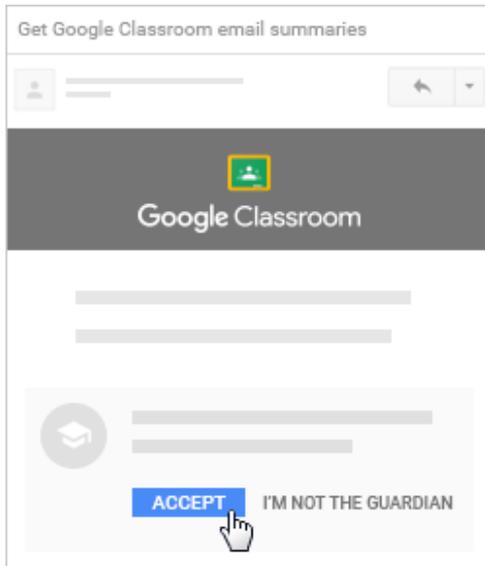
You can only get summaries if your student is using Classroom with a Google Workspace account, which looks like [20TestT@campion.school.sch.uk](mailto:20TestT@campion.school.sch.uk).

### 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. Please check your junk/spam folder in your email account. Please make sure you are checking the email account you have registered with us on our system. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. Champion School 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.



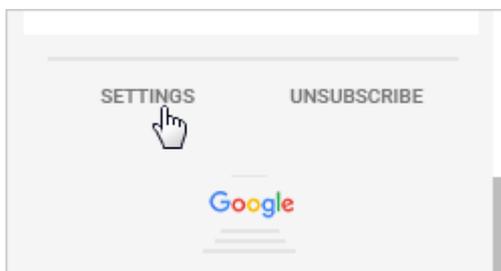
4. Click Accept to confirm.

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

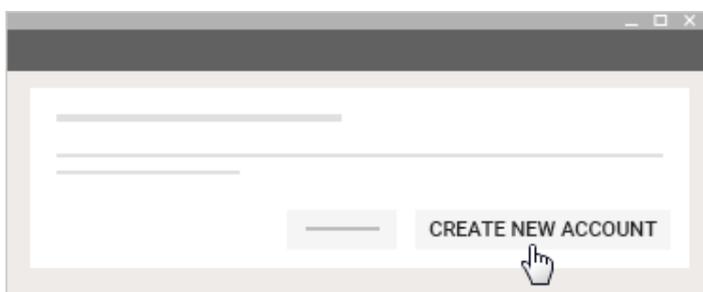
### Create a Google Account in the email summary to access summary settings

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.

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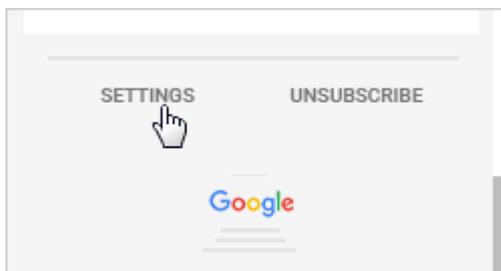


 **TheCampionWay**  
#proudtobeCampion

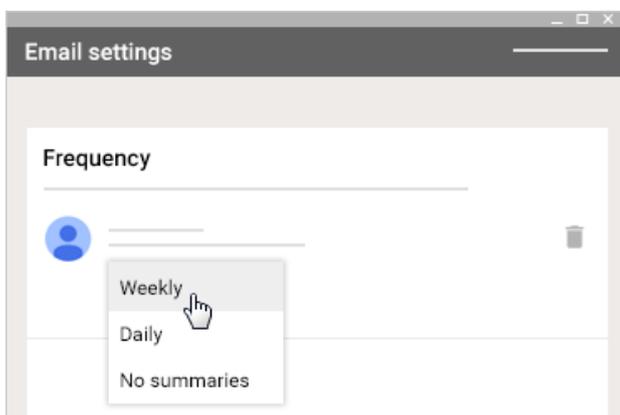
## Manage summaries

### View or update your email summary settings

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

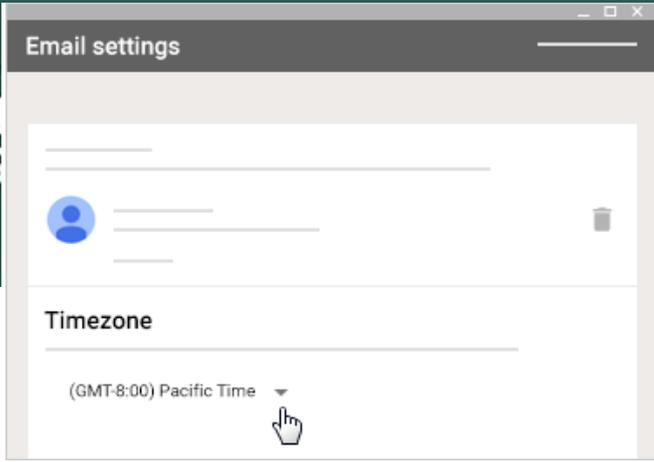


2. If you haven't already, sign in to your Google Account.
3. Under Frequency, click the Down arrow and choose when to get summaries:
  - Weekly
  - Daily (Monday–Friday)
  - No summaries



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

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