

# GOOGLE CLASSROOM INFORMATION for PARENTS/GUARDIANS

Here are **THREE** features of Google Classroom that are especially helpful for parents/guardians who would like to regularly check on their child's classes and their work:

## **1. LINK your EMAIL ADDRESS to Google Classroom to receive EMAIL SUMMARIES!**

**WHY? Each Email Summary has a Class Activity Report and a Student Work Report!**

-Class Activity Report: lists all announcements posted in the stream from that current day/week

-Student Work Report: lists all missing work from the previous day/week

Best of all, the Email Summary covers ALL of your child's Google Classrooms in ONE email!

**HOW do I sign up to receive Email Summaries?**

-open the email invitation to join as a guardian and click ACCEPT

-click ACCEPT to receive Email Summaries

-choose the frequency (how often): DAILY or WEEKLY (every Friday)

***If you have deleted the email invitation, or never received it, please contact any one of your child's teachers and provide your email address.***

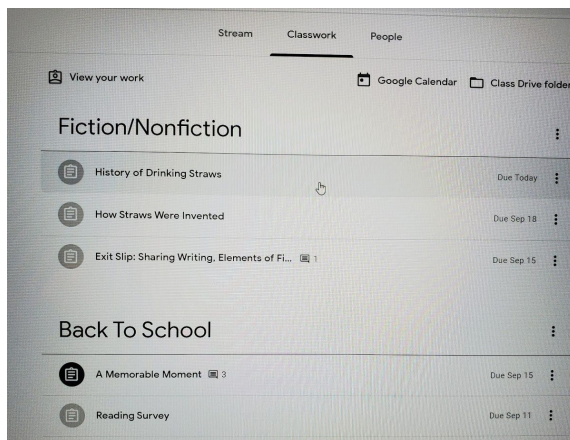
## **2. Use the VIEW YOUR WORK feature to CHECK ON your child's WORK!**

**WHY? In each Google Classroom, one click reveals everything you want to know...**

-a list of all the assignments that have ever been assigned in that class

-your child's status on each assignment: *assigned, turned in, graded, or missing.*

**HOW can I use the View Your Work feature?**

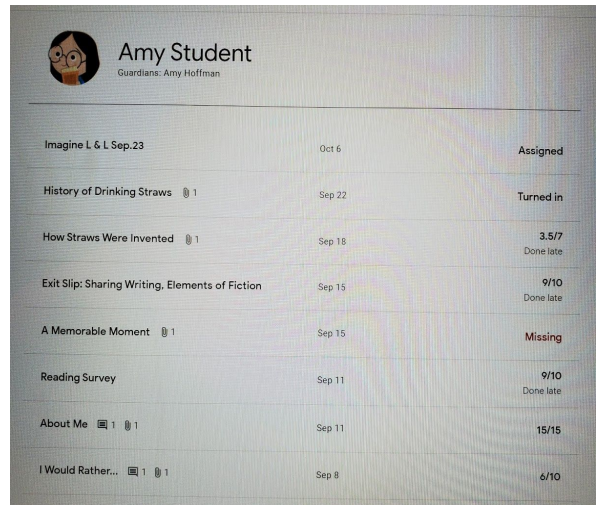


- In your child's Google Classrooms, go to the "Classwork" section

- On the top left side, click the "View Your Work" icon

-Here is a sample list of a student's work in one class:

-Click "View Your Work" in each class the same way!



Assignment	Due Date	Status
Imagine L & L Sep.23	Oct 6	Assigned
History of Drinking Straws @ 1	Sep 22	Turned in
How Straws Were Invented @ 1	Sep 18	3.5/7 Done late
Exit Slip: Sharing Writing, Elements of Fiction	Sep 15	9/10 Done late
A Memorable Moment @ 1	Sep 15	Missing
Reading Survey	Sep 11	9/10 Done late
About Me @ 1 @ 1	Sep 11	15/15
I Would Rather... @ 1 @ 1	Sep 8	6/10

### 3. View **SUMMARIES** of **DAILY LESSONS** and **ASSIGNMENTS!**

**WHY?** There will be times when your child misses part or all of a live lesson and need to know what was missed. There will also be times when your child just needs a recap.

-Shortly after the lesson has ended, teachers post a video/commentary.

-View it to hear and see a lesson summary and get instructions for the assignment!

#### **HOW** can I access the daily videos about lessons and assignments?

-For some teachers (e.g. Burch, Hoffman): look in the **STREAM** of their Google Classroom for a post, and find the one for the date you need information about.

-For other teachers (e.g. Packnett, Rosin): look in the **CLASSWORK** section of their Google Classroom, and find the item that goes with the date you need information about.

Here are two examples of daily summaries of lessons and assignments:

