

1. You will receive an email titled like this:

Inbox **Get Google Classroom email summaries for Carol** - a weekly summary of Carol's progress with

2. Once you open it you will see the teacher's name and your student's name"

Mary Quish invited you as a guardian in Google Classroom

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



Carol

ACCEPT

I'M NOT THE GUARDIAN



You don't need Gmail or a Google Account to accept.

3. If everything looks right, click **ACCEPT**

4. The following dialogue box will appear. Again click **ACCEPT** if the information is correct.

Get Classroom email summaries

You've been invited to get email summaries. You're signed in as
Mary Quish (mquish@saintas.net).

SWITCH ACCOUNT

ACCEPT

5. This final screen allows you to set how frequently and at what time you receive email summaries.

Google Classroom email summaries

Email summaries are sent to mquish@saintas.net. [Learn more](#)

Frequency

How often would you like to receive an email summary of your student's activity?

SELECT FROM Drop Down Menu

Carol

Weekly

Daily

No summaries

You can set the time from this Drop Down Menu

Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

You can set the time from this Drop Down Menu

(GMT-06:00) Central Time