

## For Parents/Carers

### Accepting the Google Classroom Email Summaries invitation and changing the frequency of emails

This guide will show you how to accept the initial invitation so you will receive the email summaries on your child's google classroom progress. It will also show you how to create a free google account and link it to your email address if you do not have one already – you will need to do this in order to receive daily updates. If you do not do this then you will receive a weekly update on Friday afternoon of the past five days activity. For more information please visit <https://www.redhill.dudley.sch.uk/guardian-emails>.

1. To start receiving email summaries for Google Classroom, you will need accept an email invitation to become a 'guardian'. The invitation will have a subject of 'Get Google Classroom email summaries for (child's name)'. Once you have received the email, please open it and click the accept button


#### Get Google Classroom email summaries for test student



Mr Roach (Classroom) <no-reply+3bf6948e@classroom.google.com>  
Wed 10/06/2020 21:10  
To: Mr M Roach

#### Mr Roach invited you as a guardian in Google Classroom

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



Test Student

**ACCEPT** I'M NOT THE GUARDIAN

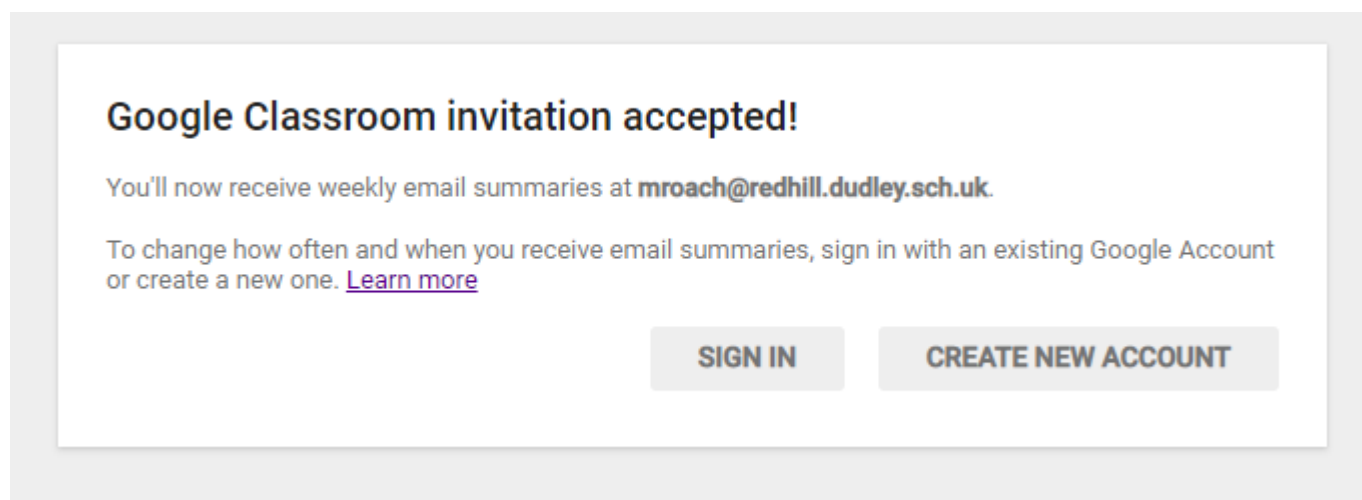
You don't need Gmail or a Google Account to accept.

If you accept, your contact information will be shared with Test Student 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.

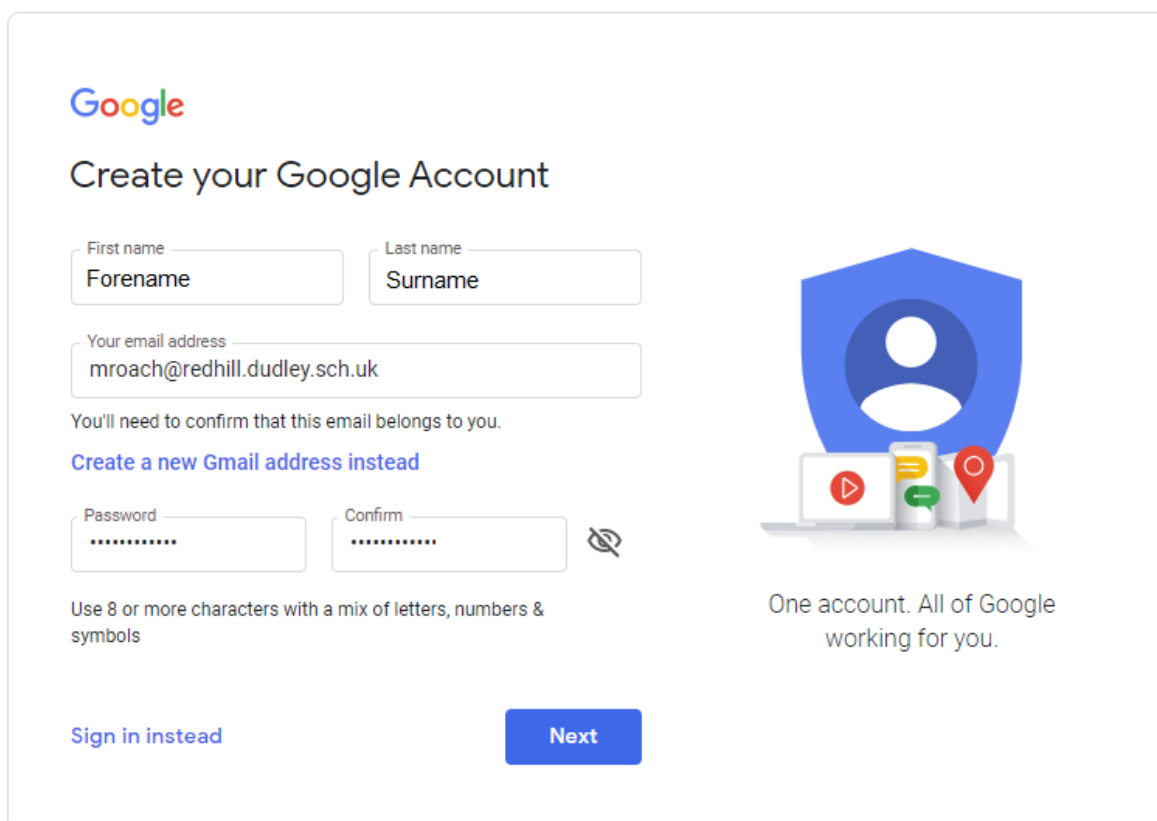
- The invitation will now be accepted, and you will start receiving weekly Google Classroom email summaries on a Friday.

In order to receive daily updates, you will need a google account in order to change your settings. Please either sign in with a google account if you have one or click 'Create new account'.

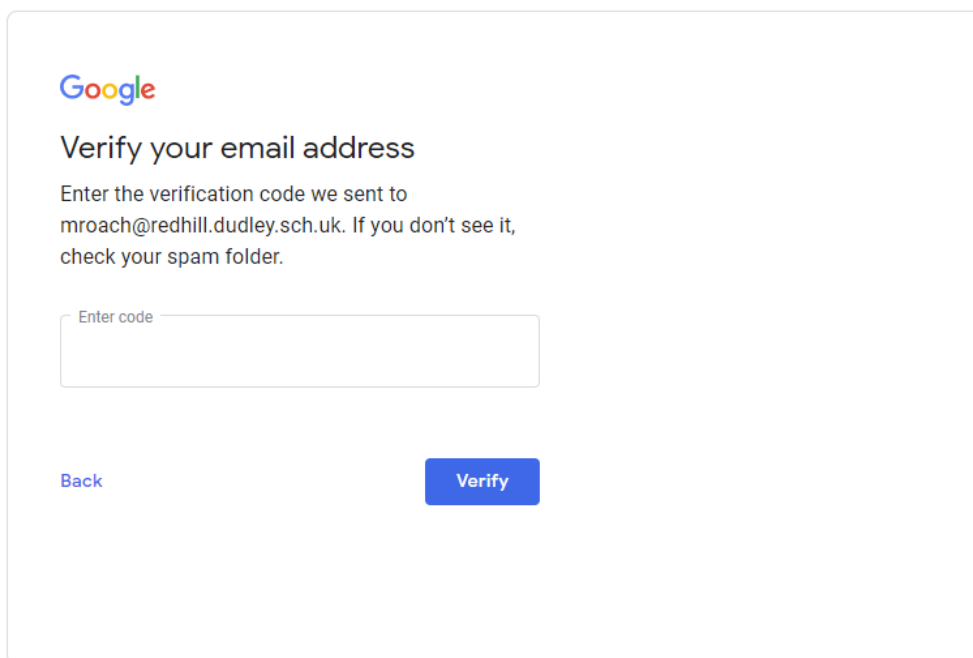


- If you choose to create a new account at this point, you will see this screen and your current email address will be automatically used to create the google account. Enter your forename and surname, choose a password and click next.

Please be aware that we do not manage the Google account you are about to create so will not be able to recover this account if you forget your password.



- To verify your email address, you will be asked to enter a verification code. The code will have been sent to your email address, copy the code and paste it into the box. Click verify and then accept the user agreement to continue.



Google

### Verify your email address

Enter the verification code we sent to mroach@redhill.dudley.sch.uk. If you don't see it, check your spam folder.

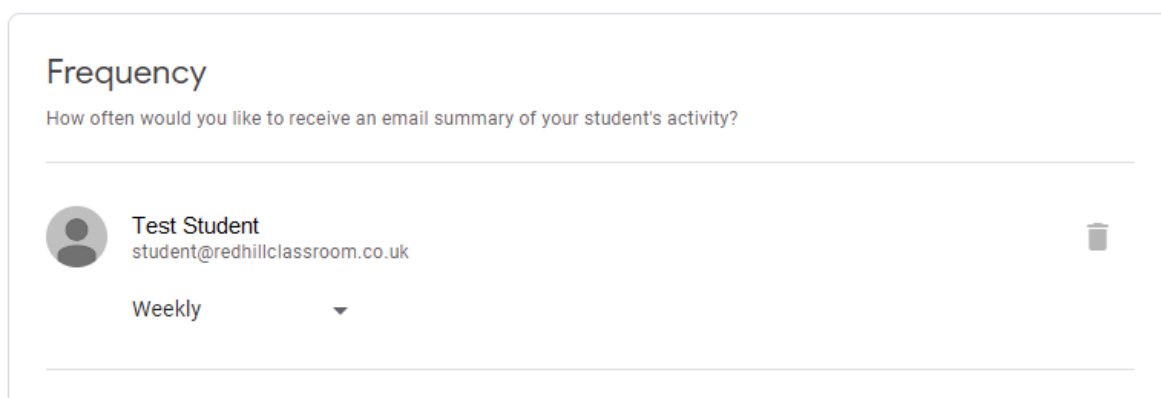
Enter code

Back Verify

- You will now be at the settings page for your Google Classroom email summaries. You will see the student/students you are receiving email summaries for. Click the drop down and change it to daily in order to receive daily Google Classroom email summaries.

## Google Classroom email summaries



Email summaries are sent to mroach@redhill.dudley.sch.uk. [Learn more](#)



### Frequency

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

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 **Test Student**  
student@redhillclassroom.co.uk 

Weekly ▼

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