

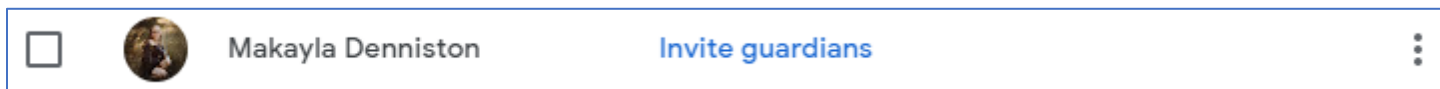
Invite Parents/Guardians

Step 1.

Open classroom.google.com, then select the class card. Click on the “People” tab at the top of the screen.

Step 2.

Locate the student, then click on “Invite guardians” shown next to the student name.

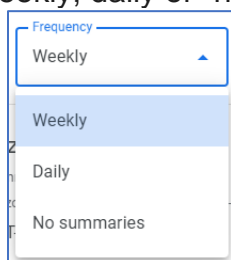


Step 3.

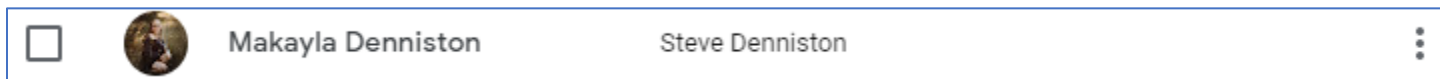
Enter the email address at the top of the new screen, then click Invite.

Step 4.

The parent will receive an email inviting them to receive a weekly summary of the student’s progress with missing and upcoming work, as well as new teacher posts. Once the parent clicks Accept in that email, they have the option to receive weekly, daily or “no summaries”.



The teacher screen will then remove the “invited” next to the student’s name and be able to communicate with the parent or guardian.



Step 5.

Several options are available to the teacher by clicking on the vertical triple dots on the same line as the student name. The teacher can email the individual student, email the parent/guardian, remove the student, “mute” the student, invite parent/guardian and remove guardians.

