Fort Worth INDEPENDENT SCHOOL DISTRICT | DIVISION OF ACADEMICS

Teachers: Guardian Summaries in Google Classroom

Introduction

Teachers can invite guardians to receive email summaries about their student's activity in Google Classroom. Email summaries do not include grades. For grades, guardians should ask their child or contact the teacher of record.

In email summaries, guardians can review:
- Missing work—Work not turned in at the time the summary was sent.
- Upcoming work—Work that is due today and tomorrow (for daily emails) or that is due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.
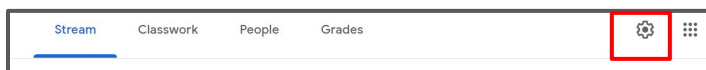
Getting Started

Note: Use the web version of Google Classroom to invite guardians.

1. **Log** into the FWISD App Portal (www.fwisd.org/myfwisd).

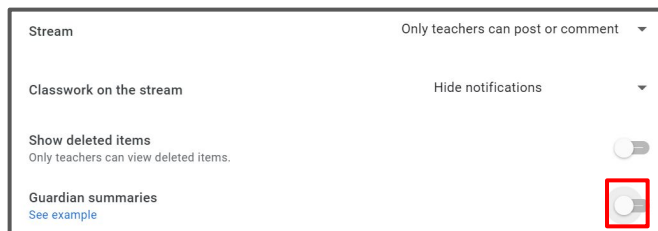2. **Click** on the Google Classroom icon.

Turn On Guardian Summaries

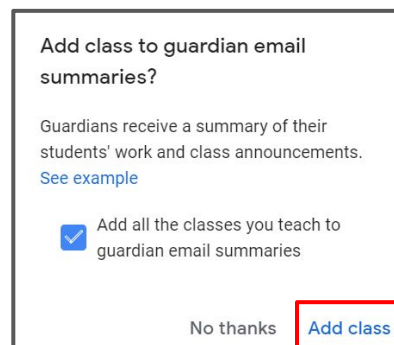1. **Click** on the desired class. Then, **click** the Settings icon.

3. Under General, **click** the switch to enable Guardian Summaries.

4. If a teacher does not want to turn on summaries for all current classes and classes created going forward, **uncheck** the "Add all the classes you teach to guardian email summaries" box.

   Note: This will not affect any classes with summaries previously turned on.
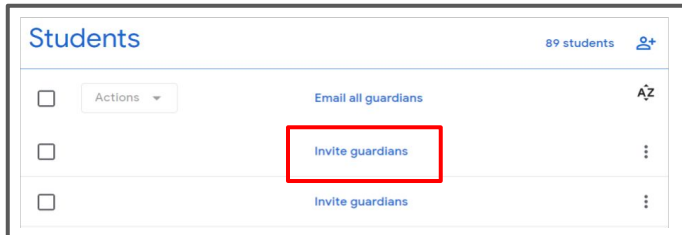
5. **Click** Add Class.

6. At the top, **click** Save.

Invite Guardians

1. **Click** on the People tab at the top of the class.

Teachers: Guardian Summaries in Google Classroom

2. Next to the student's name, **click** invite guardians.

3. **Type** the guardian's email address. To invite multiple guardians, insert a comma between the email addresses.

    Note: Teachers must confirm guardian status in the Student Information System (Focus) prior to inviting to receive guardian summaries.

4. **Click** Invite.

Note: The word "invited" will appear next to the guardian's email address until it has been accepted. Once a guardian has accepted the invitation, the guardian's name will appear next to the student's name. The guardian will also receive a confirmation email.