

University of Canberra High School Kaleen

Dear Parent / Carer,

As you would be aware UCHSK use Google Classroom as an online platform for students to engage with their curriculum. Google Classroom offers Guardian Summaries and we use this feature to help increase parent communication. This feature enables parents and carers to access content related to their child from each of their child's Google Classrooms.

The following information is drawn from the Google Classroom Help webpage:

When guardians join Classroom, they receive regular email summaries for each of their students. Guardians choose the frequency of the emails—daily or weekly—and can unsubscribe at any time.

Guardian email summaries include:

- *Missing work—Work that's late at the time the email was sent*
- *Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)*
- *Class activity—Announcements, assignments, and questions recently posted by teachers*

Further information on Google Guardian Summaries can be found at:

<https://support.google.com/edu/classroom/answer/6388136?hl=en>

Information available includes:

- How to accept an invitation
- How to manage your summary settings
- Why you might not receive an email summary

In order to receive Guardian Summaries parents/carers must have a **Google** account. This can be created with any email address. If you would like to receive Guardian Summaries please provide your Google account email in the section below and return this note to the school front office. On the second page you will find a quick guide to setting up a Google account.

Name: _____ Parent/Carer of:

_____ Year: _____

I wish to receive Google Guardian Summaries for my child's Google Classrooms.

Google account email:

How to create a Google Account

1. Go to the [Create your Google Account](https://accounts.google.com/signup) page (<https://accounts.google.com/signup>)
2. You can use any existing email address, just make sure you click the **I prefer to use my current email address.**
3. Then follow through the prompts.
4. Let us know the email address you have used on the prior page.
5. Done - we can now add your account to Google Guardian Summary.