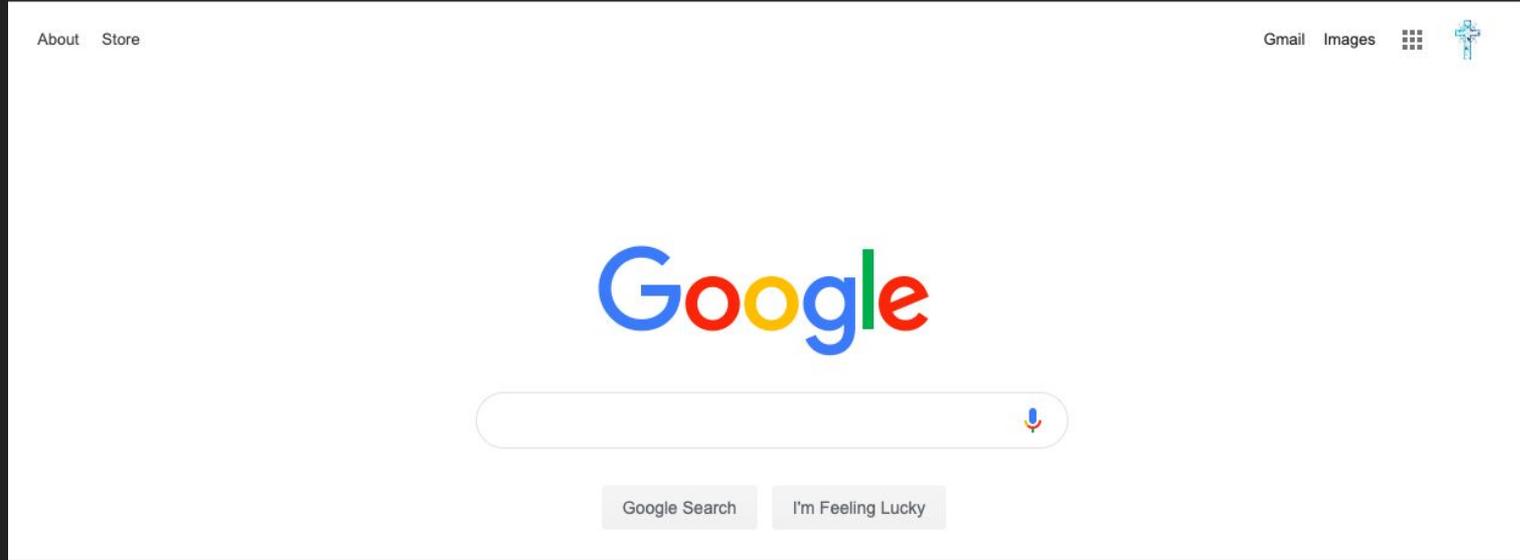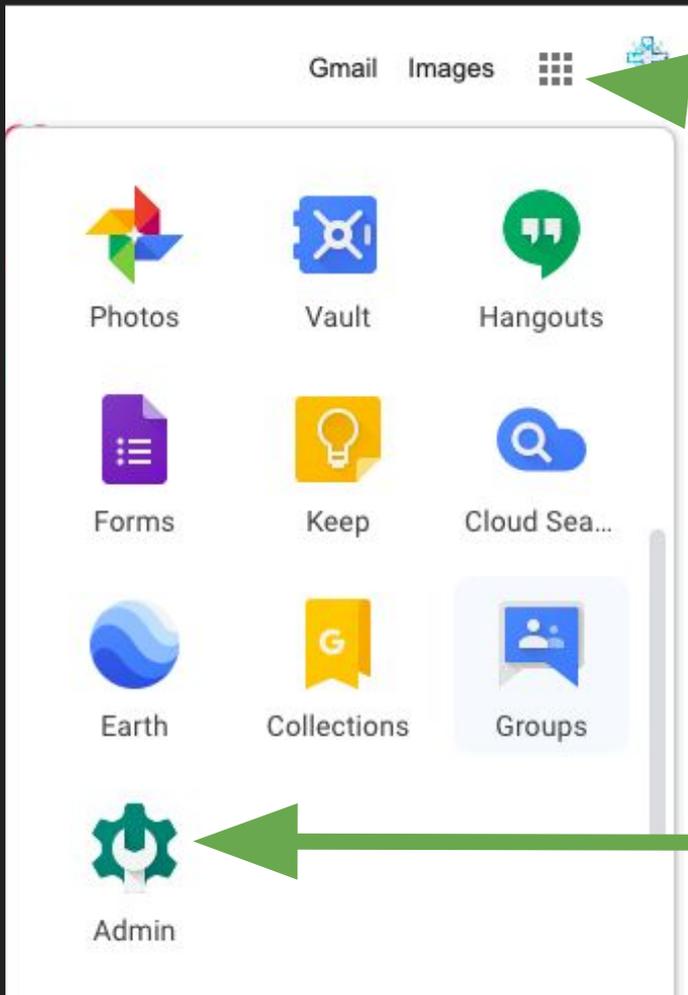# Inviting Guardians to Google Classroom

Classroom

Before you can invite guardians to your classroom, the permission needs to be granted by your system administrator.



The System Administrator will need to sign into their Google Account.
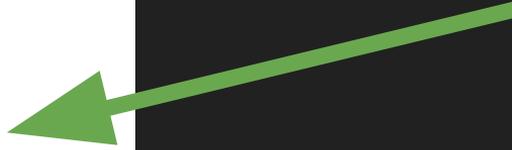
Click on the matrix

Click on the Admin icon

Click on Apps

Apps
Manage apps and their settings
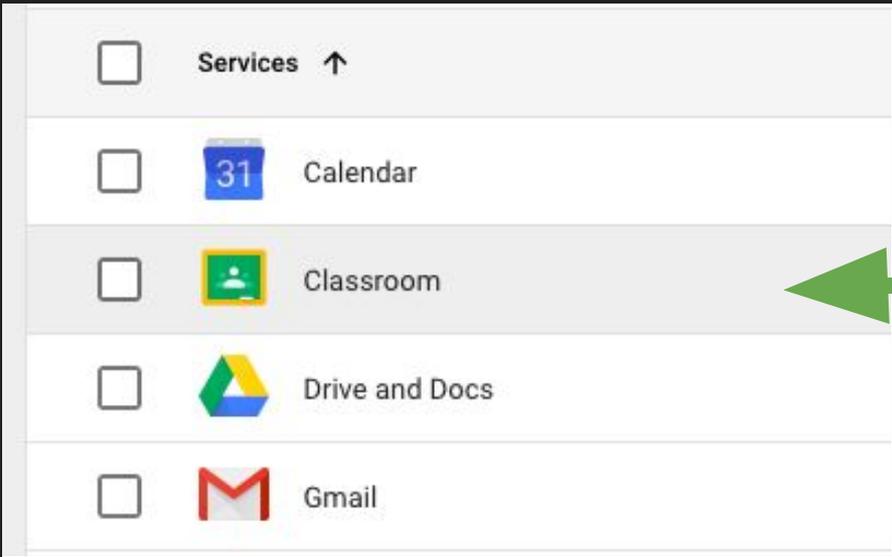
Click on G Suite

G Suite
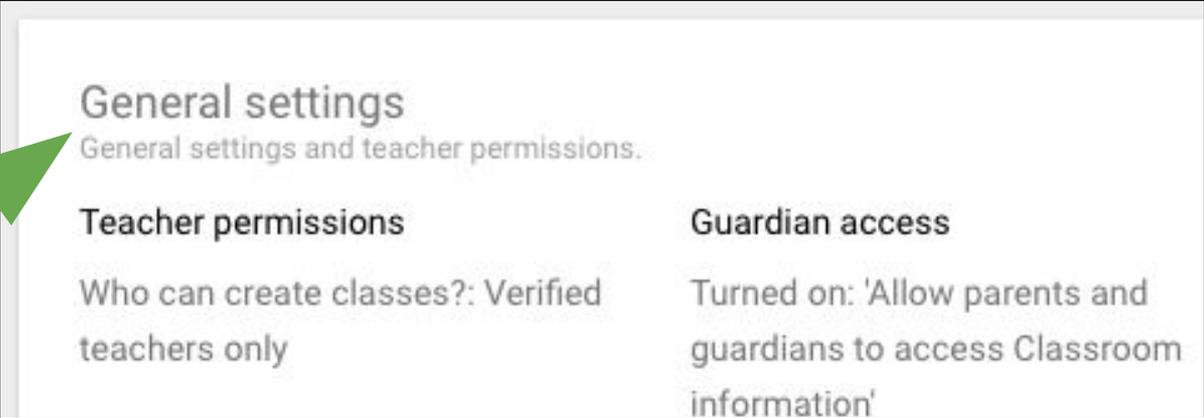G Suite Core services

13 SERVICES

| | Services ↑ | |
|---|---|---|
| ☐ | | Services ↑ |
| ☐ | 31 | Calendar |
| ☐ | ▦ | Classroom |
| ☐ | △ | Drive and Docs |
| ☐ | M | Gmail |

1  Click on Classroom

Click on General settings

2

**General settings**
General settings and teacher permissions.

**Teacher permissions**

Who can create classes?: Verified teachers only

**Guardian access**

Turned on: 'Allow parents and guardians to access Classroom information'

**Guardian access**

Parents and guardians can get email summaries of student and class work. You can add guardians to Classroom, and allow teachers to invite guardians. Learn more

Allow parents and guardians to access Classroom information
ON

1

Click on the pencil next to Guardian access

☑ Allow parents and guardians to access Classroom information

Who can manage parents and guardians?
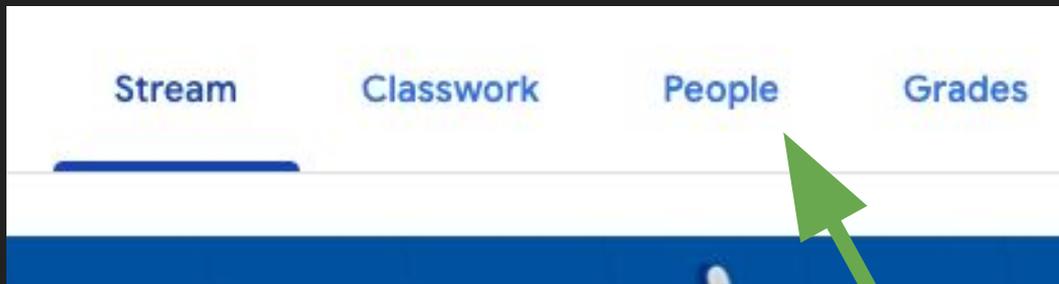
◉ All verified teachers

◯ Only domain administrators

2

Check the box to allow access to parents and guardians.

Saint Mary School NJ...
1
53 students

The Learning Center
1
25 students

Sixth Grade
4
5 students

**1** Select the classroom you want to invite parents and guardians.

Stream          Classwork          People          Grades

**2**

Click on People

Click on the link to invite guardians.

**Invite guardians**

Type a name or email

Cancel    Invite

Type the parent or guardian's email.

Click Invite