How to Add a Guardian in Classroom
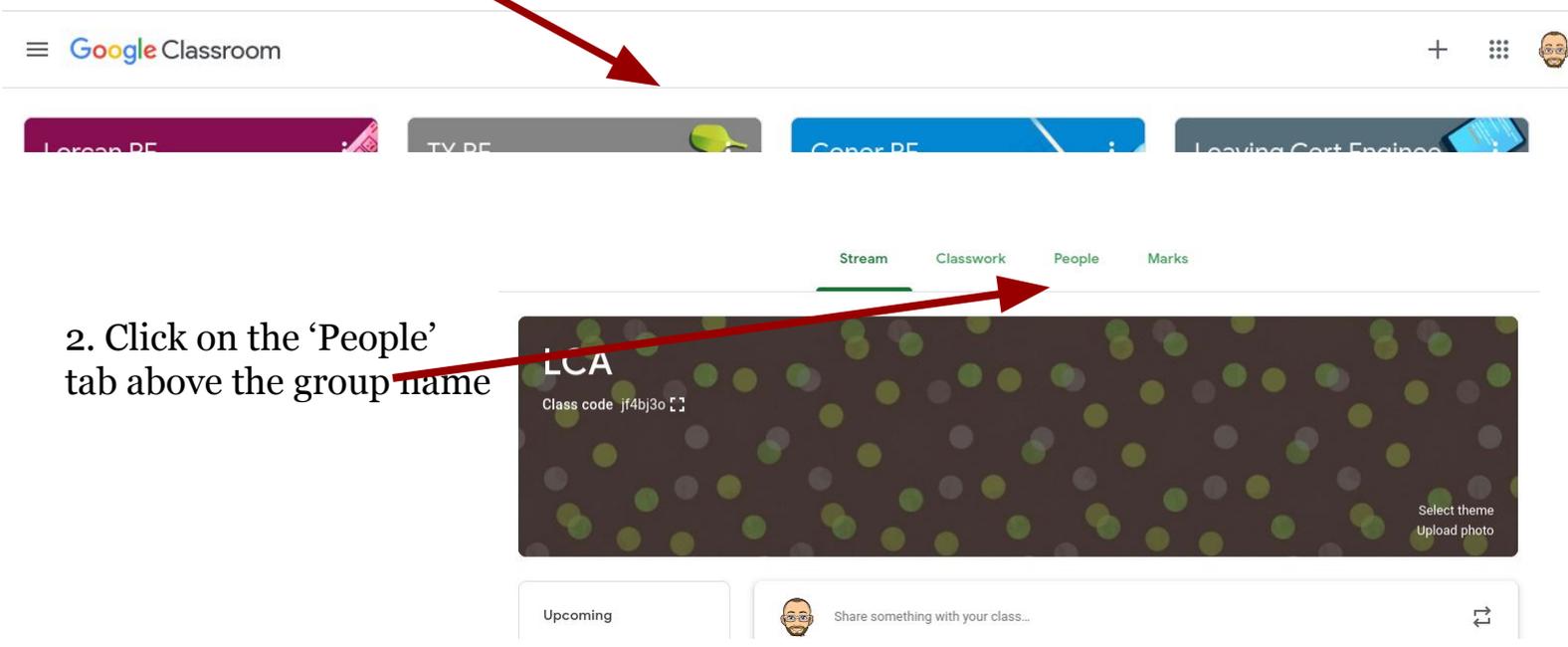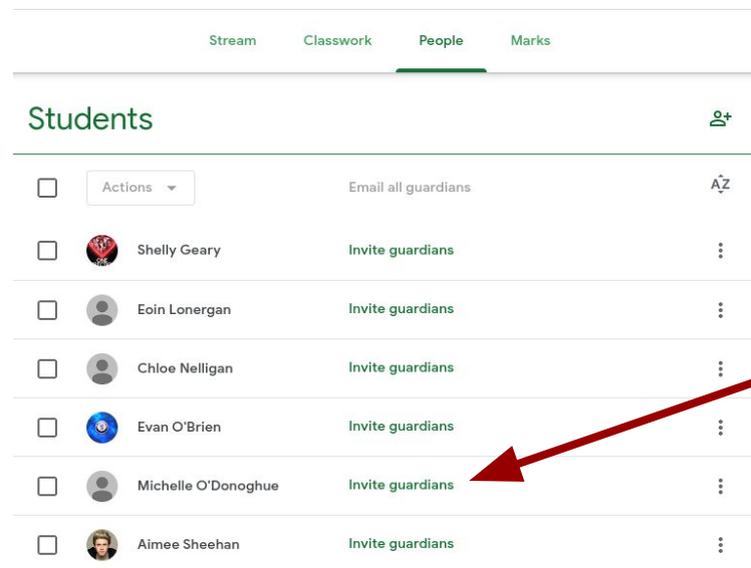
1. Open up Google Classroom, and click on the group where you want to add a guardian
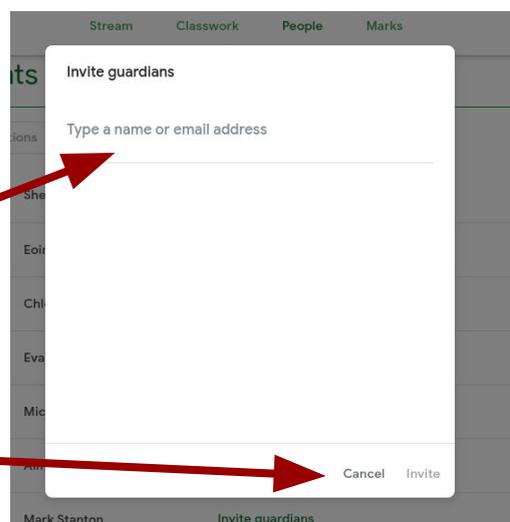
≡ **Google** Classroom   + ⋮⋮⋮ 👤

Lorcan PE   TY PE   Conor PE   Leaving Cert Engineer

Stream   Classwork   People   Marks

2. Click on the 'People' tab above the group name

LCA
Class code jf4bj3o

Select theme
Upload photo

Upcoming   Share something with your class…

Stream   Classwork   People   Marks

Students

			A‑Z
☐	Actions ▾	Email all guardians	
☐	Shelly Geary	Invite guardians	⋮
☐	Eoin Lonergan	Invite guardians	⋮
☐	Chloe Nelligan	Invite guardians	⋮
☐	Evan O'Brien	Invite guardians	⋮
☐	Michelle O'Donoghue	Invite guardians	⋮
☐	Aimee Sheehan	Invite guardians	⋮

3. Once that tab is open, scroll down until you get to the list of students.

4. For any student where you have the guardian's email address, click on the 'Invite guardians' button.

Stream   Classwork   People   Marks

Invite guardians

Type a name or email address

Cancel   Invite

Mark Stanton   Invite guardians

5. That will open this window. Type or paste in the email address you have for the guardian.
Click the invite button when done.

Students

			A‑Z
☐	Actions ▾	Email all guardians	
☐	Test Student1	Mr Hurley	⋮
☐	Test Student2	Siobhan Carne	
☐	Test Student3	Mr Golden	
☐	Test Student4	kdaly@mayfieldcs.net (invited)	⋮

Email student
Email guardians

Invite guardians
Remove guardians

6. If you now click on the 3 dots beside the student's name, you will have the option to email the student or email the guardian.

Once a parent receives the email, they will be asked to accept.
At that point they will be asked if they want to receive daily or weekly updates.
They do not see students' work, but will see if their child has returned work (or not), and if the work was on time or late.