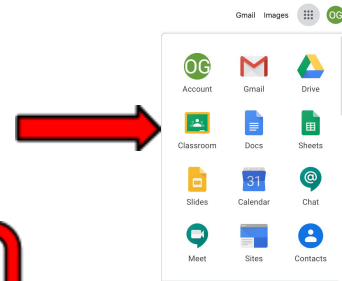


# How to Manage Google Classroom Notifications (for Teachers and Students)

Here is a way to limit the number of emails you receive from Google Classrooms. If you turn off notifications, remember to check the Classroom daily for new posts and/or assignments. You will still be responsible for all the work posted, whether you receive the notifications or not.

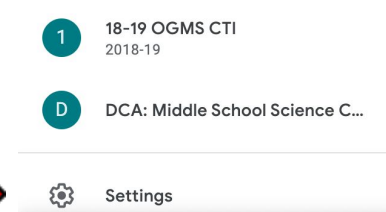
1. Open Google Classroom under the Google Apps (waffle) grid



2. On the top left, there are three lines next to the Google Classroom name. Click once on those three lines.



3. Scroll to the bottom of the list of your Classrooms to find the Settings. Click to open a new screen.



4. On this new screen, you can select what you receive email notifications for and what you do not. If you check your Classrooms daily, turn off the *Work and other posts from teachers*, and possibly *Due-date reminders for your work*. You should leave on *Returned work and grades from your teachers*, as well as *Invitations to join classes*.

## Classes you're enrolled in

Work and other posts from teachers



Returned work and grades from your teachers



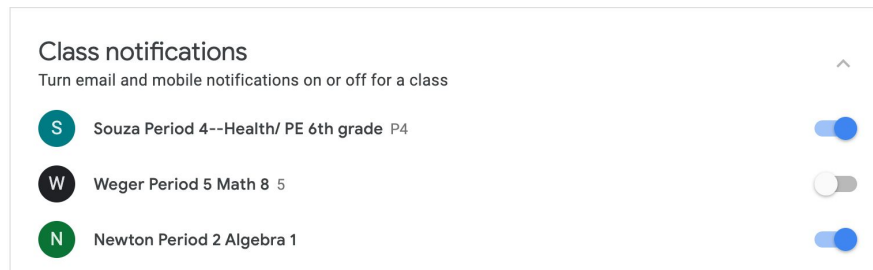
Invitations to join classes as a student



Due-date reminders for your work



5. If you don't want to receive any email notifications from a particular class, you can click open the Class Notifications at the bottom of the page and select which classes to turn off.



## **For Parents:**

Parents can Unsubscribe from the weekly update by clicking the Unsubscribe link at the bottom of the update.

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on notifications.

SETTINGS

UNSUBSCRIBE

