Sacramento City Unified School District

TECHNOLOGY SERVICES
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Dear Parents/Guardians,

I am pleased to inform you about a new resource you should sign up for to receive updates about some of the digital assignments and activities that your students participate in during the school day.

Recently, our district rolled out a tool called "Google Classroom" to teachers and students. Google Classroom allows teachers to post lesson materials and instructional content in a dedicated and secure online workspace, to facilitate class discussions, assign activities and conduct quizzes. Because it is a relatively new system, not all teachers and students use Google Classroom yet; however, dozens of new Google Classroom sites are created every day.

One exciting feature of Google Classroom is the ability for parents to receive regular email notifications with summaries about your student's Google Classroom activity and assignments. Google Classroom email summaries are a great opportunity for you to check in with your student and discuss what they are learning in class, see upcoming assignments, and engage in conversations surrounding your child's progress and goals.

Beginning this month, you will be able to sign up to receive these updates.

Here's how to sign up:

1. Confirm that your email address is in our system. Visit the district's Parent Portal (http://portal.scusd.edu) or talk to your school to validate this information.
2. Look for an email from Google inviting you to receive Google Classroom notifications. Messages start going out in late January.
3. Click "Accept" to link your email to your student's Google Classroom activity.
4. Begin receiving regular emails, either daily or weekly.

Important! If you do not receive an email invite, please visit the Parent Portal or check with your child's school office to make sure that we have your correct email in our system.

We are very excited to share this information with you and hope that you enjoy access to the activity summaries provided by this resource. Please reach out to your student's school administrator or teacher(s) if you have questions about Google Classroom or the use of technology at your school.

Sincerely,

Elliot Lopez
Chief Information Officer
Sacramento City Unified School District

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SCUSD Student Information System
Adding your personal email via the Parent Portal

1. Log in to the Parent Portal at http://portal.scusd.edu
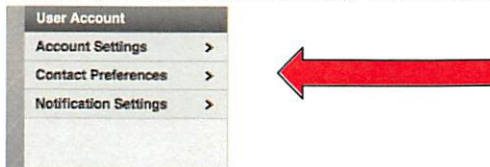

2. For each student in the district, use the drop down menu located at the top of the screen to select the name of your student.

   Campus Portal   SELECT A STUDENT

3. Select **Contact Preferences** from the menu on the left side of the screen.

User Account	
Account Settings	>
Contact Preferences	>
Notification Settings	>

4. Add a primary and/or secondary email address in the provided fields. If any email addresses are already listed, please verify for accuracy.

   Message Contact Preferences

   Email Address:

   Secondary Email Address:

5. Scroll to the bottom of the page to **Save** your changes.

   Preferred Language   US English

   Save

6. Log Out

NOTE If you are an SCUSD employee, you must use your work email as the primary email address.

English/