Add and Update Google Classroom Guardians in Bulk

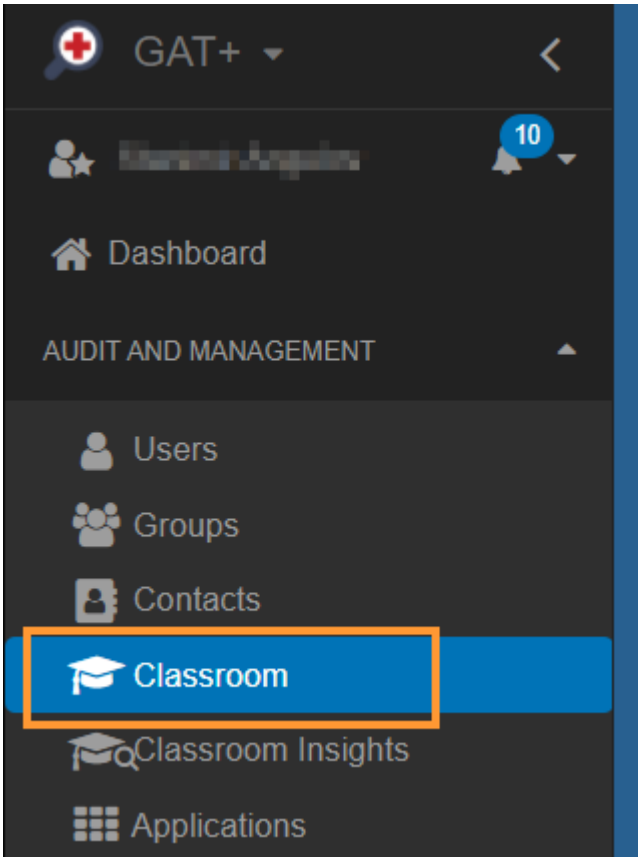
Classroom Audit & Management · https://gatlabs.com/knowledge/tech-tips/add-and-update-google-classroom-guardians-in-bulk/

With GAT+ admin can update all Google Classroom Guardians to the students in bulk.

This can be achieved using **Export** - extract a list of students and **Import** - adding students back to Google Workspace (using GAT+) with updated Guardians

Start

Open GAT+ and then click on the **Classroom** audit.



From the menu on the top select the **Students** tab

> Note: To get the freshest data **click** on the **play button** to run extras scan for Classwork, Classwork submissions and **Guardians**.

Filter

Apply filter to find all students, whose **Guardians** have to be **added, replaced, or removed.**

As an **example** search

- Click on the "**apply custom filter**" button
- Select **Guardians = is empty**
- Click on **Apply**

This will give us a list of all students that have **no Guardians added to their accounts.** Alternatively, find accounts that have Guardians that need to be **updated or removed.**

When you **find the Students you want** to **update, export** the data.

Export

When the result is displayed **Export** the data into Google Spreadsheet or CSV

Add Guardians

Add **new**, **update** existing, and **remove** guardians in the spreadsheet/CSV document

The Guardians field will be green colored, the data on this field can be changed.

- **Add** - add a guardian to the student.
- **Replace** - existing guardian, removing the old one, and adding new on its place.
- **Remove** - remove an existing guardian.
- **Multiple** -add two or more guardians to one student, **separated by a comma**.

When done with changes, close the spreadsheet this will "auto-save" the changes.

Import

Click on the **import** button select the last spreadsheet and click on the **check-mark** button.

> Click on the "**eye**" icon to open the spreadsheet again.

A new window will be displayed, view the changes that will happen.

> Guardians before (none) and after (email addresses)

Click on **Accept** to import the changes.

> **Note:** The guardian emails can be any email address

The Guardians will be shown for each of the Students. The Status for each of them will be **pending,** when **accepted** (pending message will disappear).

Result

The Guardians (email) will receive an email notification from Google Classroom.

Note: The email will be sent from the "randomly" selected admin of the domain. If admin who requests this job is Dave, the Guardian invitation email could be "sent" by Joe who is also the admin of this domain.

When the Guardian invitation is **accepted**, the changes will be reflected in the GAT+ Classroom audit, as a new scan will be automatically requested.