

Module 4 of 9 · 0/2 lessons done · Quiz: not taken · 0%

[← Family course](#)

QUIZ NOT STARTED · pass mark 80%

Family Module 4 · School Routines · about 26 minutes · 2 lessons + 10-question quiz

Hero Routines: School

Two lines instead of fourteen emails. Step-by-step setup for: School emails, down to two lines; The Sunday missing-work digest

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Download the PDF workbook

Exercises work with Grok Bot or any AI assistant. Use non-sensitive information only.
App connections marked "varies" depend on your school, team or provider and are confirmed during setup.

Lessons

Lesson 1 · School emails, down to two lines (~9 min)

Lesson 2 · The Sunday missing-work digest (~9 min)

Module quiz (10 questions, ~8 min)

Send feedback

Lesson 1 · ~9 min

School emails, down to two lines

You will be able to

- Turn a week of school emails into a few action lines
- Get due dates onto the calendar

Apps involved: ParentSquare · ClassDojo · SignUpGenius. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Email: direct. ParentSquare, ClassDojo, SignUpGenius: varies (via email).

Step by step

1. Label school senders (Module 2).
2. Ask for a digest at a set time, for example weekdays at 4 PM or Sunday at 7 PM.

3. Ask it to pull out only actions with dates: forms, sign-ups, money due, events.
4. Approve which items go onto the calendar as reminders.

Example

Fourteen school emails this week. You read two lines: sign the field-trip form by Thursday, and you're on napkins Friday.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.
- Pick a reporting time you'll actually check.
- Anything that sends, books or buys waits for your yes.

Lesson 2 · ~9 min

The Sunday missing-work digest

You will be able to

- Get one Sunday message per kid with missing work, upcoming tests and projects
- Nudge kids without nagging

Apps involved: Canvas · Google Classroom · PowerSchool. Here's what this routine does and how to turn it on. You approve anything that sends, books or buys.

Works with: Canvas, Google Classroom, PowerSchool: varies (via guardian emails; portal flags are sometimes out of date, so check before you nag).

Step by step

1. Turn on guardian or parent email summaries in each school portal (Module 2).
2. Ask for a Sunday 7 PM digest, split by kid.
3. Ask it to flag anything marked missing and anything due in the next 3 days.

4. Use the 'friendly nudge' draft to message your kid, or just talk at dinner.

Example

Sunday 7 PM: one message per kid. Two assignments missing, a science lab due Monday, a math test Thursday. No more logging into three portals.

Checklist

- ☐ The sources this routine needs are connected or emailing me
- ☐ I know when and how it reports to me
- ☐ I know which steps wait for my OK

Key points

- Start from the sources: calendar, email, app notifications.
- Pick a reporting time you'll actually check.
- Anything that sends, books or buys waits for your yes.

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Hero Routines quiz

10 questions, about 8 minutes. Pass mark 80%. Your best score is saved in this browser.

1. What does the school inbox routine produce?

- ☐ A copy of every email
- ☐ Replies to teachers
- ☐ A short digest of actions with dates
- ☐ A list of all senders

2. Which items should the school digest pull out?

- ☐ Every newsletter photo
- ☐ Teacher biographies

- ☐ Forms, sign-ups, money due and events with dates
- ☐ Lunch menus only

3. What happens to due dates in the digest?

- ☐ They're ignored
- ☐ The assistant signs the forms
- ☐ You approve which ones become calendar reminders
- ☐ They're emailed to the principal

4. When does the missing-work digest go out by default?

- ☐ Only at report card time

- ☐ Monday 6 AM
- ☐ Every hour
- ☐ Sunday 7 PM, one message per kid

5. Where does missing-work info usually come from?

- ☐ The assistant guesses
- ☐ Guardian or parent summary emails from the school portal (varies)
- ☐ Other parents
- ☐ Social media

6. The digest says an assignment is missing. What should you do before nagging?

- ☐ Ignore it
- ☐ Email the principal
- ☐ Check the portal, since flags can be stale
- ☐ Ground your kid

7. What's the 'friendly nudge' for?

- ☐ Sending a message to the teacher
- ☐ A draft you can send your kid, or just a reminder to talk at dinner
- ☐ Auto-submitting homework
- ☐ Contacting the coach

8. What should the digest flag besides missing work?

- ☐ Anything due in the next 3 days and upcoming tests
- ☐ Teacher salaries
- ☐ Cafeteria prices
- ☐ Classmates' grades

9. Which apps are marked 'varies' for school routines?

- ☐ None
- ☐ Only Gmail
- ☐ Canvas, Google Classroom, PowerSchool, ParentSquare and similar

☐ Only Google Calendar

10. Who replies to school emails?

☐ You, though the assistant can draft a reply for your OK

☐ Nobody

☐ The kids

☐ The assistant, automatically

Check answers

← Previous: Module 3

Next: Module 5 →