

## Google Workspace for Education

# Workspace Analytics Checklist

Google Workspace for Education paid editions ([Education Standard](#), [Teaching and Learning Upgrade](#), and [Education Plus](#)) help you create an innovative learning environment with enterprise-grade tools that are customized for education. Here we'll provide guidance on actions you can take to understand your Workspace usage, engagement, and security posture through data and insights.

### Exploring Google Workspace for Education for the first time?

Connect with an expert and learn more [here](#).

We recommend that Google Workspace administrators take some basic steps to access and engage with your reporting data, including:

- Monitor usage and security with [reports](#)
- Use [Apps reports](#) to review trends or see an overview of administrative information
- Get an overview of trends and key metrics with the [highlights report](#)
- View a [report](#) of the highlights of security and apps usage activity information
- See more information about your organization's [Gmail and Drive usage](#)
- Assess your domain's overall [security posture](#)
- Get information about specific events, like administrator activity, mobile activity, and more with [audit logs](#)
- [Export reporting logs](#) to BigQuery
- [Export Gmail logs](#) to BigQuery
- Use [Connected Sheets](#) to analyze BigQuery data in Google Sheets
- [Visualize BigQuery data](#) using Google Data Studio