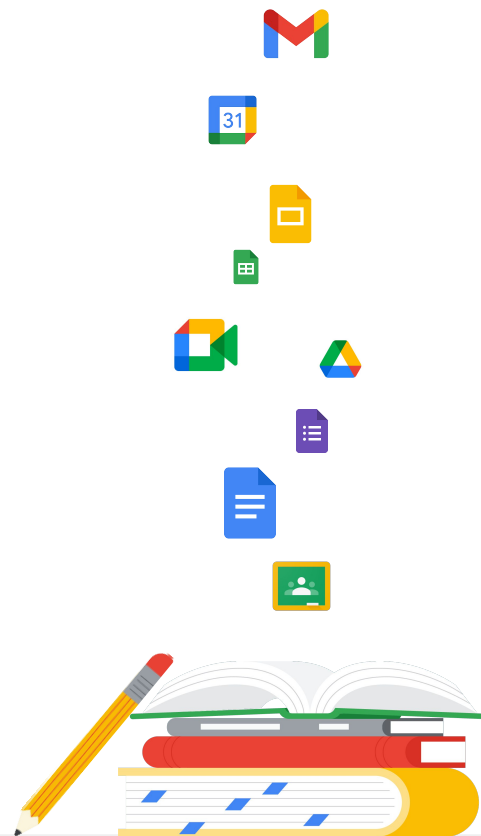


Google Workspace
for Education

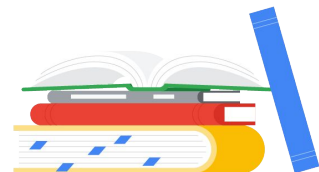
Getting started with the [paid editions](#) of

Google Workspace for Education



Getting started with Google Workspace for Education

Use this deck to help you get set up with all the tools you need to best meet your institution's needs.



Here we'll provide step-by-step guidance on:



[Security and analytics tools](#)



[Teaching and learning tools](#)



[Additional features](#)



Exploring Google Workspace for Education for the first time?
Connect with an expert and learn more [here](#).

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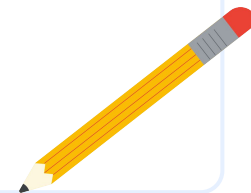
Additional features

Features only found in Google Workspace for Education Plus

[Cloud Search](#)

[Extra storage](#)

[Dedicated support](#)



Start your trial

You can try any of the Google Workspace for Education paid editions at no charge - for 60 days, with up to 50 licenses. Try out these powerful capabilities to elevate your digital education environment. Experience firsthand features that support education leadership, make managing your domain simpler, and empower your entire school community.



Reach out to your sales representative or your partner representative to [get started today](#).

Google Workspace for Education FAQ



Google Workspace for Education editions include Education Fundamentals, available at no charge to qualifying institutions, and Education Standard, the Teaching and Learning Upgrade, and Education Plus, paid editions that offer premium features.



For specific features included in each of the Google Workspace for Education editions, please visit our [comparison chart](#).



G Suite Enterprise for Education (now known as Google Workspace for Education Plus) will still be available at current pricing until April 2021. At that point, customers seeking a comprehensive and comparable solution for their institution should consider the Education Plus edition.



All customers who have purchased G Suite Enterprise for Education will receive new features and functionality that are released to the new Google Workspace for Education editions.



For pricing information on each paid edition based on your region, needs, and enrollment numbers, please contact your sales representative.



All paid Google Workspace for Education editions are annual subscriptions, and pricing is locked for the duration of the subscription term. Customers who purchase the Teaching and Learning Upgrade can add Education Standard at any time (and vice versa).

Security and analytics tools

Get more control across your domain with proactive security tools that help you defend against threats, analyze security incidents, and protect student and faculty data.



[Proactive security](#)



[Holistic controls](#)



[Analytics and insights](#)



Proactive security

Prevent, detect, and remediate security threats swiftly

The security center gives you more visibility and control over security by providing you with actionable insights about activity within your domain, including phishing and spam emails, external file sharing, and message authentication. It's also where you can access and adjust basic settings, such as enforcing 2-step verification (2SV).

Get started



View the [security center](#) to find advanced settings within the Admin console



Access your [security dashboard](#) to view and download [reports](#)



Check your [security health](#) page to ensure you're following security best practices



Use the [investigation tool](#) to dive deeper into security incidents and create activity rules



Check your [security sandbox](#) to identify potential threats from automatically scanned emails and attachments

1

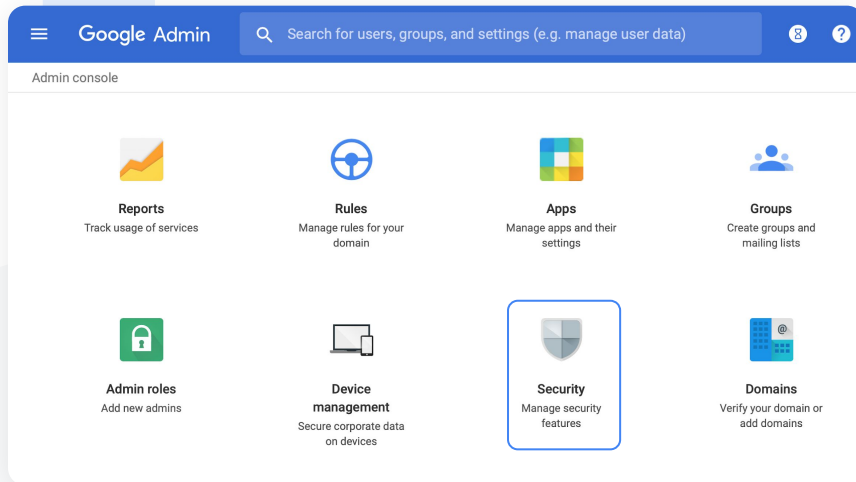
Proactive security

Security center

Get advanced security information and analytics, as well as added visibility and control over security issues affecting your domain.

Within the security center, access features like:

- Security dashboard
- Reports
- Security health page
- Investigation tool



To open the [security center](#), click [Security](#) from the Admin console homepage or click [Security](#) in the main menu at the top-left corner.

2

Proactive security

Security center



Security

Basic settings

Enforce 2SV, manage less secure apps.

Dashboard

Get an overview of key security metrics like spam volume, email authentication, and Drive sharing.

Security health

Understand how your organization's security settings are configured, and get suggestions based on best practices.

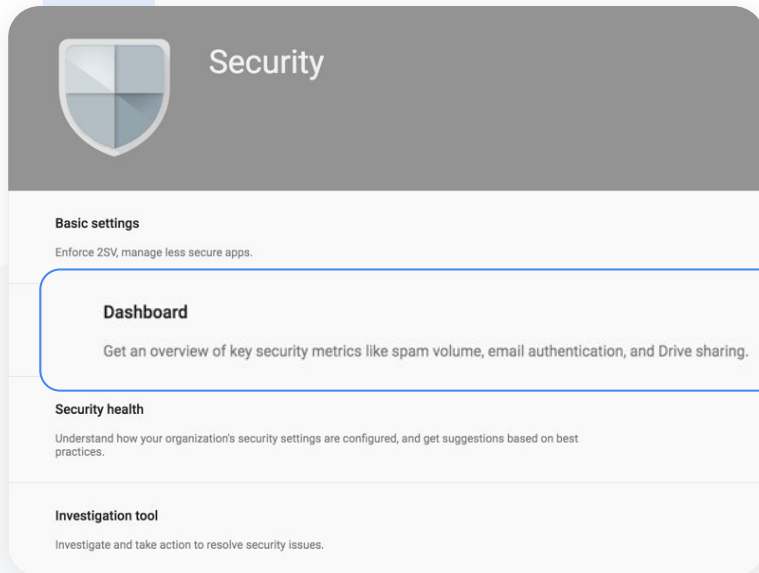
Once in the [security center](#), select the tool that you want to work with. The [dashboard](#) is a good place to start, so that you can get an overview of key security metrics.

1

Proactive security

Security dashboard

Get a quick overview of important security metrics across your organization, such as spam volume, email authentication, and Google Drive sharing.

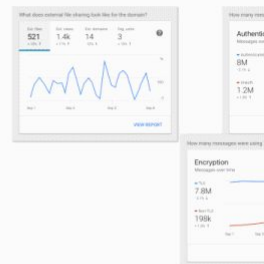


Once in the [security center](#), select the tool that you want to work with. The [dashboard](#) is a good place to start, so that you can get an overview of key security metrics.

Proactive security

Security dashboard

- 2 To customize your dashboard, click the **Customize dashboard** icon in the upper-right corner.
Pick up and drag relevant items and charts from the **Add widgets** panel to the location you prefer.
- 3 Add a chart by clicking the **+** icon in the upper-right corner of any chart in the dashboard.
Or, hide a chart by clicking the **x** icon.
- 4 Important: All modifications to the dashboard are saved on a per-user basis. For example, if you hide a chart on the dashboard, that chart is only hidden for you, and not for other admins in your organization.



Proactive security

Security dashboard

- 5 For example, you can open the pivot options for the **Recipient** column to select **Users** as the data source. This will use the accounts listed in the **Recipient** column as the data input for the next query.
- 6 From here, you can add a parameter from the **User account** information to see which of these accounts have 2SV disabled.
- 7 Within the refined search results, you can select one or more accounts on which to perform specific actions, such as suspending the user, resetting their password, or sending them an email with instructions for keeping their inbox more secure.

The screenshot shows the Google Admin Security Investigation interface. At the top, there's a search bar and a navigation menu. The main area displays a search query with results. A dropdown menu is open for the 'Recipient' column, showing options like 'Gmail log events > To (Envelope)', 'Gmail log events > Owner', 'Gmail messages > Sender', 'Gmail messages > Recipient', 'Drive log events > Owner', 'Drive log events > Actor', 'Drive log events > Target', 'Device log events > Device owner', and 'Devices > Device owner'. A callout box labeled '5' points to the 'Users > Email' option. Below the dropdown, a search filter is applied: 'Email' is set to 'Is' '1 unique value from Search 1'. Another filter is applied: 'Enrolled in 2SV' is set to 'Is' 'False'. A callout box labeled '6' points to the 'False' value. At the bottom, a table shows the results of the search. A callout box labeled '7' points to the 'Suspend user' and 'Restore user' actions available for the selected user.

Primary email	Other emails	First name	Last name	Last login	Super administrator
user5@open-static.dd...	user5@dynamic.open...	User5	OpenStatic	2018-12-06T17:48:07...	True

1

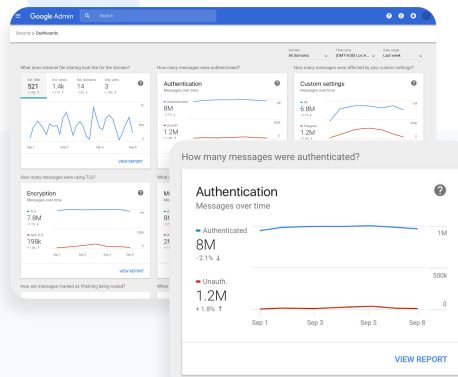
Proactive security

Reports

Help identify and mitigate potential security risks within your dashboard. For example, you can open a spam filter report to identify which users are receiving spam emails, then work with those users to make sure they have 2SV enabled and understand what phishing emails look like so they are less at risk.

Within a report, you can:

- Adjust filters to further classify your dataset
- Export to Google Sheets for reporting and distribution
- [Launch an investigation](#) to drill down for actionable insights



To view reports from your dashboard, select the report from the panel you'd like to see.

In the bottom right, click [View report](#).

2

Quickly review all of your metrics, and dive deeper into a single dashboard by choosing the report most relevant for you. Choose from reports like:

- File exposure
- Authentication
- Custom settings
- Top policy incidents
- Encryption
- Message delivery
- Spam
- Suspicious device activities
- See [all reports and how-tos](#)

Proactive security

Security health

The security health page helps you understand how your organization's security settings are configured and gives recommendations based on Google best practices.

1



Security

Basic settings

Enforce 2SV, manage less secure apps.

Dashboard

Get an overview of key security metrics like spam volume, email authentication, and Drive sharing.

Security health

Understand how your organization's security settings are configured, and get suggestions based on best practices.

Investigation tool

Investigate and take action to resolve security issues.






















To access the [security health page](#) from the security center, click [Security health](#).

Proactive security

Security health

2

Security > Security Health

Security Health Showing 42 settings		
+ Add a filter		
Setting name	Status	
 Calendar sharing policy Apps > Google Workspace > Settings for Calendar	Disabled for the entire organization	
 Access Checker Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	 
 Access to offline docs Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	
 Desktop access to Drive Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	
 Drive add-ons Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	
 Drive sharing settings Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	
 File publishing on the web Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	
 Google sign-in requirement for external collaborators Apps > Google Workspace > Settings for Drive and Docs	Disabled for 1 org unit	
 Warning for out of domain sharing Apps > Google Workspace > Settings for Drive and Docs	Enabled for the entire organization	
 Add spam headers setting to all default routing rules Apps > Google Workspace > Settings for Gmail > Advanced settings	The spam header is enabled in your domain for the default routing rules	

Quickly browse all the available security settings across your Admin console to check whether they correspond with **Google-recommended best practices**.

3

The far-right column within the security health page may display:



A green check mark, which indicates that a setting is currently following best practices

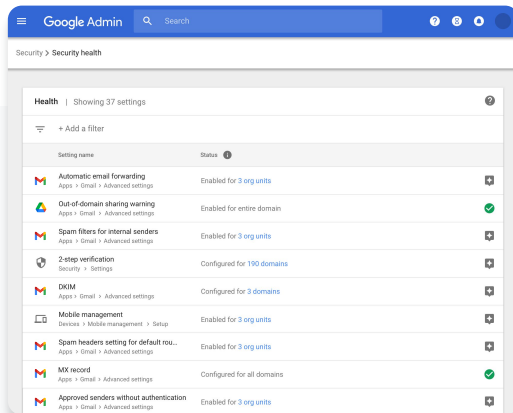


A gray information icon, which indicates that more information is available to help you update the setting to best practices

Proactive security

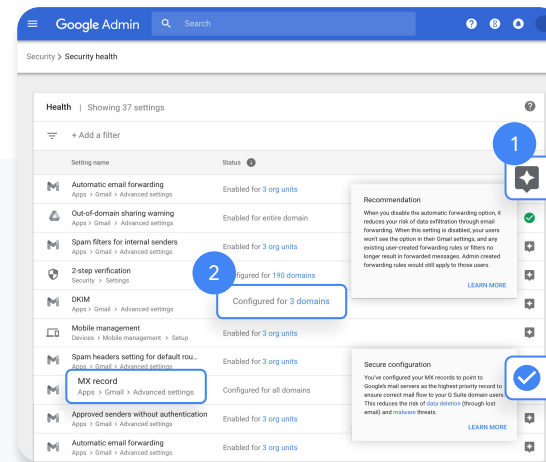
Security health

4



Click the gray information icon to read a quick summary of the recommendation, then click [Learn more](#) for a deeper exploration.

5



Click the [hyperlinked number of organization units](#) (OUs) in the center column to view security settings for each OU.

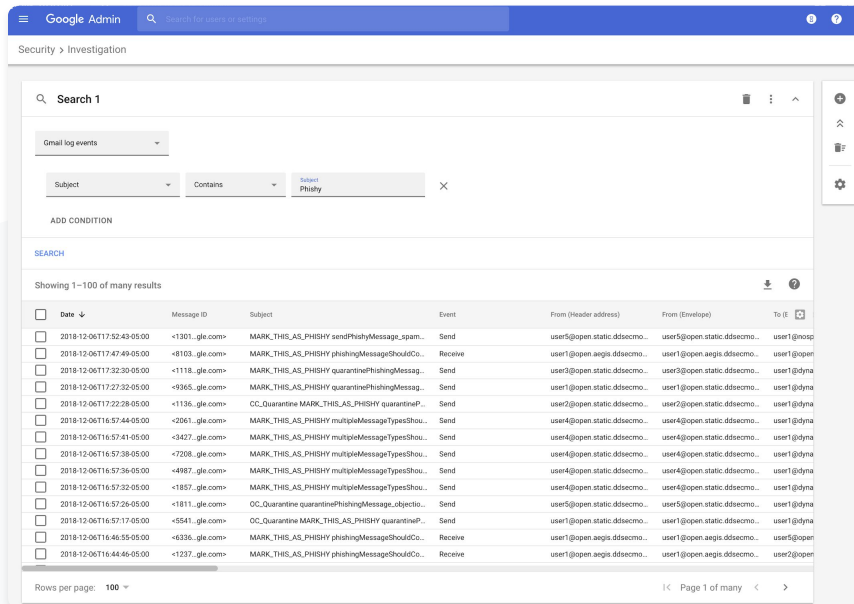
To adjust a setting, click the [name of the setting](#) in the left column. This will take you directly to where you can adjust the setting in the Admin console.

Proactive security

Investigation tool

The investigation tool helps you identify, triage, and take action on security and privacy concerns in your domain.

- See which devices and applications are accessing your data
- Find and erase malicious emails, mark emails as spam or phishing, or send follow-up emails to users' inboxes
- Analyze file sharing, document creation and deletion, user access to documents, and more
- Create activity rules to automate actions and help prevent, detect, and remediate security issues more quickly and efficiently

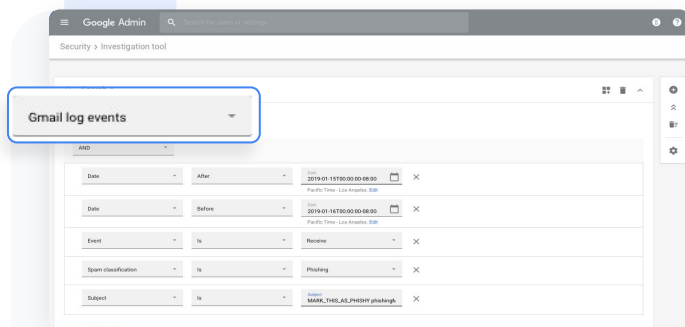


Proactive security

Investigation tool

You can open the investigation tool in [two ways](#):

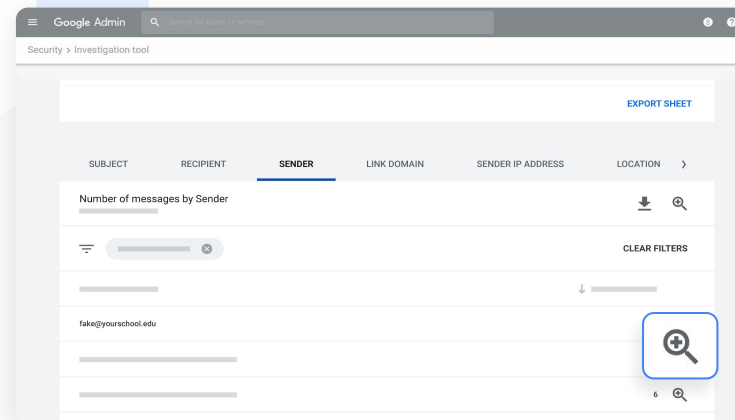
1a



In the security center, click Security and then click Investigation tool.

- Select a data source. For example, “Gmail log events.”
- Set conditions for your search, such as date or device type. [Here's](#) a full list of applicable conditions.
- Click [Search](#).

1b



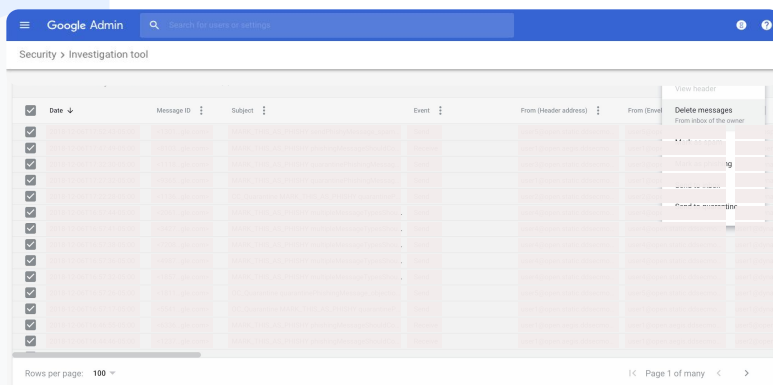
Open it directly from a [report](#).

- Click [New investigation](#) when hovering over the [magnifying glass](#) to launch an investigation about the data in the report
- Read this [Help Center article](#) for details on which reports are available for use with the investigation tool

Proactive security

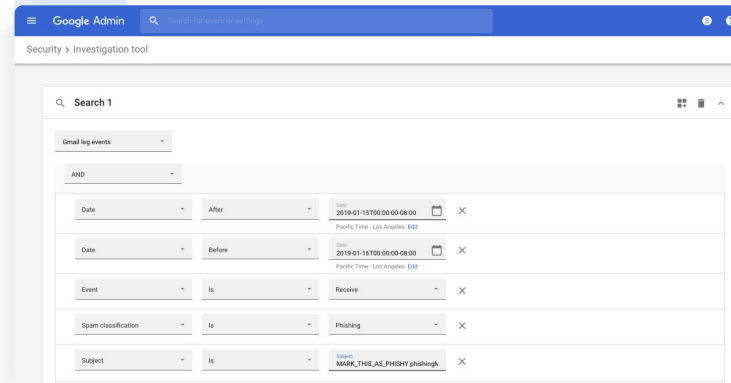
Investigation tool

2



From your search results, you can take further action. For example, you can select and delete phishing emails from user inboxes by selecting the top-level checkbox, clicking [Actions](#), and highlighting the [Delete messages](#) action. See this [Help Center](#) article for a list of actions you can take.

3



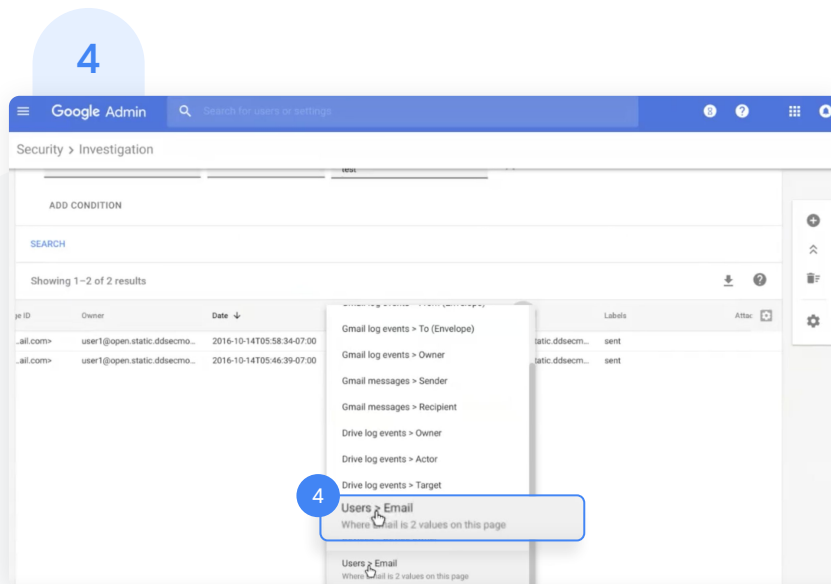
To check the status of an action, click the white hourglass icon at the top right of the Admin console to open the [Long-running task](#) pane. When the action completes, the pane will display granular results of the action.

Proactive security

Investigation tool

You can use column-based pivoting to view data about an item or group of items related to a different data source.

To view pivot options, click the **Options** menu that appears when you hover your mouse over a column name or a specific item in the search results.



Proactive security

Security sandbox for Gmail

Identify potential threats by automatically scanning emails and attachments

- Automatically move threats to spam or quarantine them completely
- Set up Gmail to scan all supported attachment types, or specify rules for attachment scanning
- Create rules to scan content for specific keywords, account types, domains and address lists

1

To scan all email attachments for malicious software, update your settings.

- From the [security center](#), click Apps, choose [Google Workspace](#)
- Select [Gmail](#) then click [Advanced settings](#).

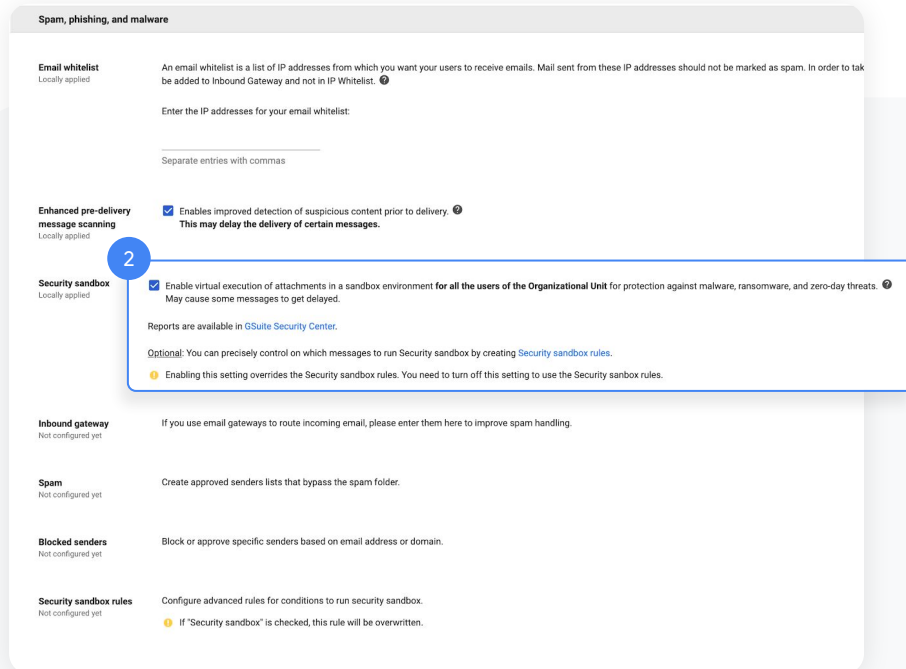
Proactive security

Security sandbox for Gmail

- 2 On the general settings tab, select your organization.

Within the Spam, phishing, and malware section, check the **Enable virtual execution of attachments in a sandbox** environment box.

- 3 At the bottom of the page, click **save**.



Proactive security

Security sandbox for Gmail

4 To scan only certain attachments, set up custom parameter settings using this [Help Center article](#) to personalize scans for:

- Specific rules under [content compliance](#)
- Specific address lists
- Specific account types
- Specific senders, recipients, and groups

5 View reports and changes to settings in the [security dashboard](#).





Holistic controls

Centralize access and security management

Keep your entire school community more protected from digital threats with security controls and more visibility built in.

Get started



Apply [advanced mobile-device management](#) for more control over data



Use [data regions](#) to store data in a specific geographic location



Utilize [Google Workspace Migrate](#) to move data from different sources



Manage access with [dynamic groups](#) by automatically adding and removing users.



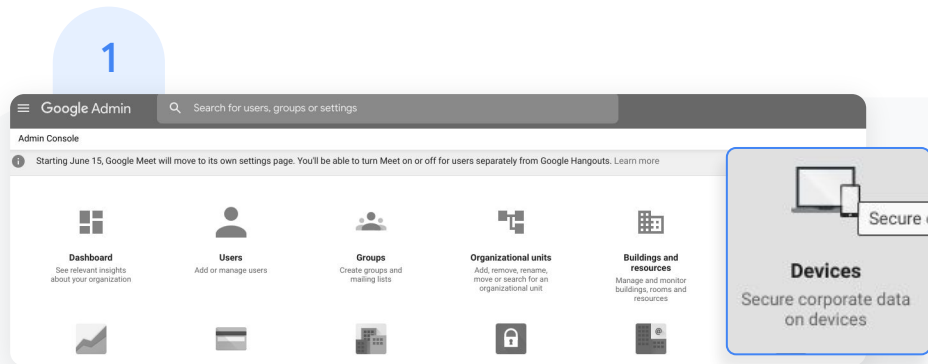
Set [Context-Aware Access](#) to control access based on user identity and more

Holistic controls

Advanced mobile-device management

Use advanced management if you want more control over access to your school's data.

- Manage apps on Android and Apple® iOS® devices
- Keep inventory of the devices your school owns
- Control which apps are installed
- Access mobile reports, audits, and alerts
- Define rules to automate mobile-device management tasks
- Apply policy settings to your managed devices



To access, from the Admin console homepage, go to [Devices](#).

Holistic controls

Advanced mobile-device management

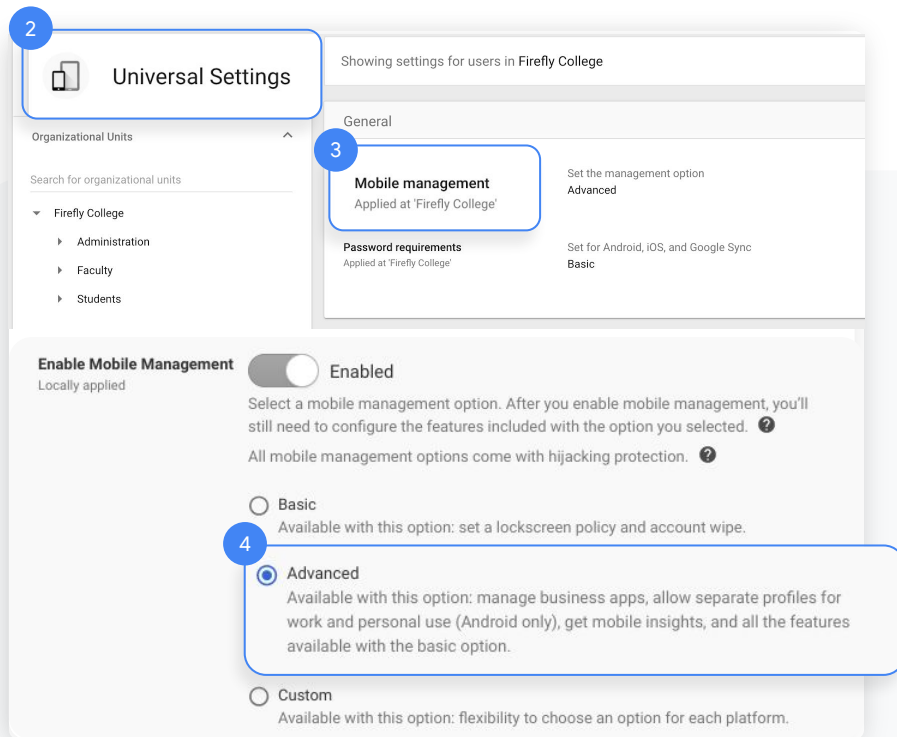
2 On the left, click **Settings**, then **Universal Settings**.

3 Click **General**, then click **Mobile Management**.

To apply the setting to everyone, leave the top organizational unit selected. Otherwise, select a child organizational unit.

4 Select **Advanced**. Click **Save**.

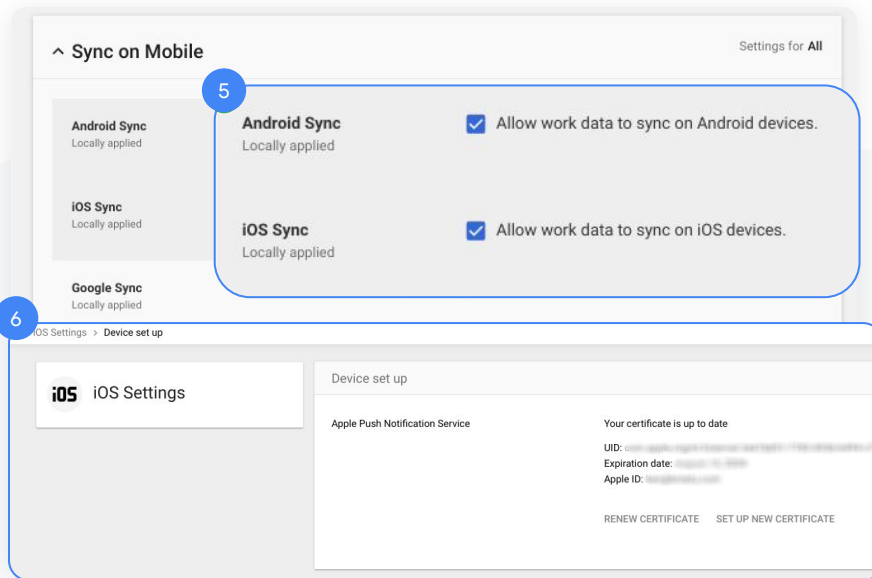
If you configured a child organizational unit, you might be able to inherit or override a parent organizational unit's settings.



Holistic controls

Advanced mobile-device management

- 5 If you see a message that you need to enable sync on mobile, click [Go to Sync on Mobile](#). Check the boxes for the devices you want to allow to synchronize work data, then click Save.
- 6 If you want to manage iOS devices and apps, create an [Apple push certificate](#). You need to renew this certificate annually.



Holistic controls

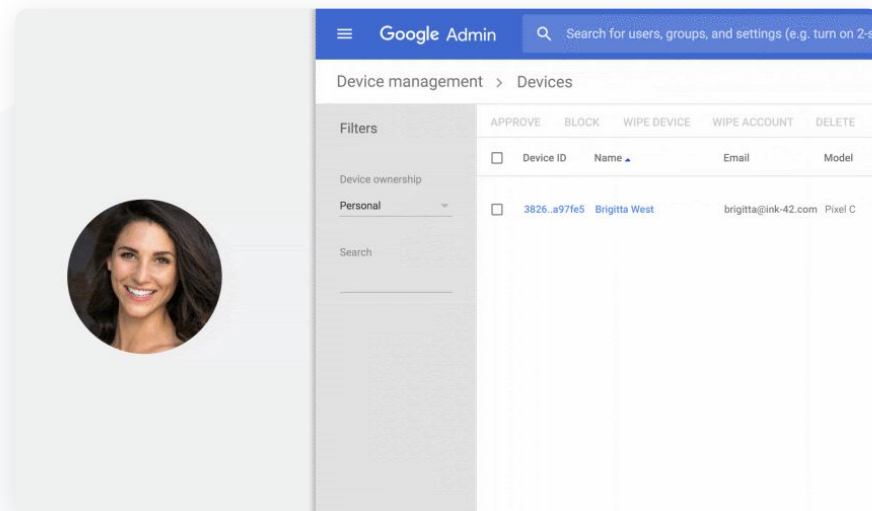
Advanced mobile-device management

7 For even more control over your institution's mobile devices, get access to the below paid features* :

- Device audits and alerts
- Device Management Rules
- Enrolling company-owned devices
- Distributing device certificates

Compare all mobile-device management features and access step-by-step how-tos for each in the [Help Center](#).

* Paid features are available on Google Workspace for Education Standard and Google Workspace for Education Plus.



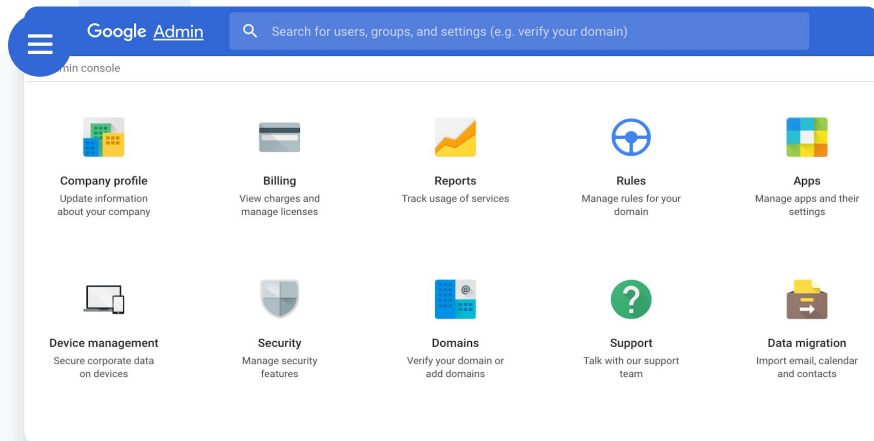
1


Holistic controls

Data regions

As an administrator, you can choose to store your covered data in a specific geographic location (the United States or Europe) by using a data region policy.

Follow these steps to configure data regions in Google Workspace for Education.

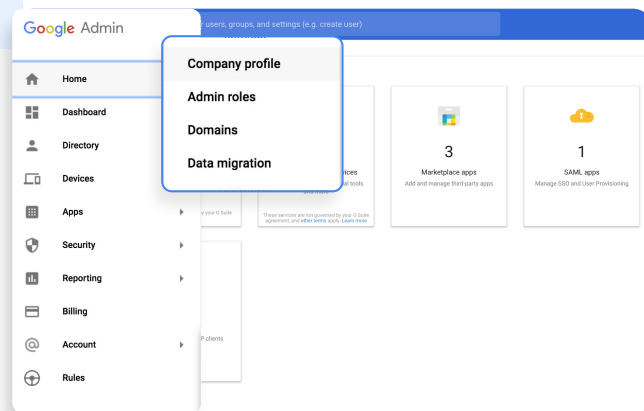


From your Admin console, open the main menu by clicking the **main menu icon**  in the top left of your screen.

Holistic controls

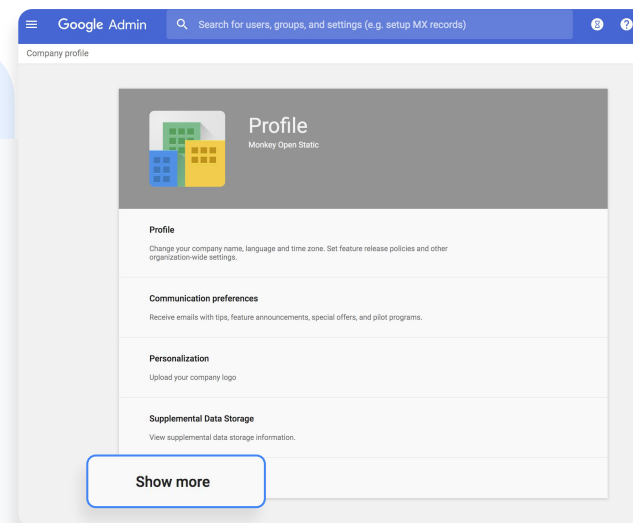
Data regions

2



Click the arrow next to [Account](#) to open the [Options](#) menu, then select [Company profile](#).

3

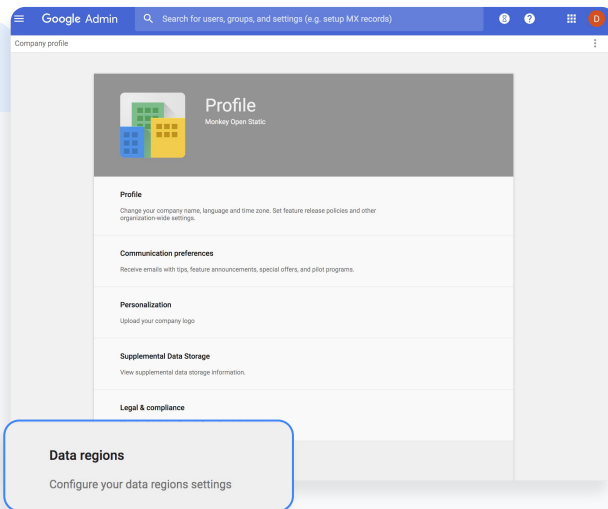


On your [Company profile](#) page, click [Show more](#).

Holistic controls

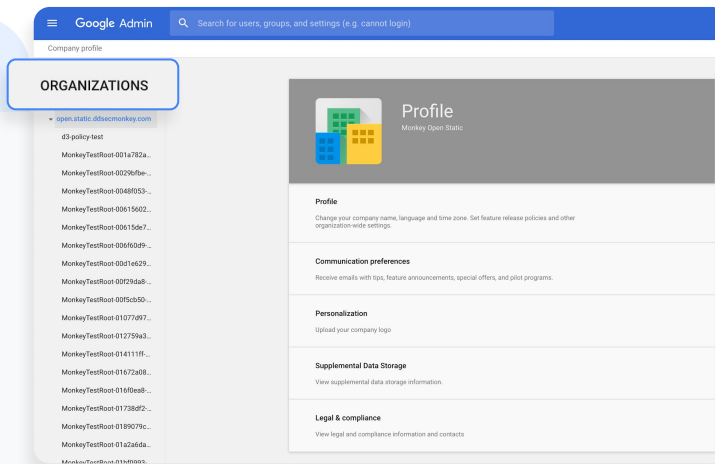
Data regions

4



Then click **Data regions**.

5



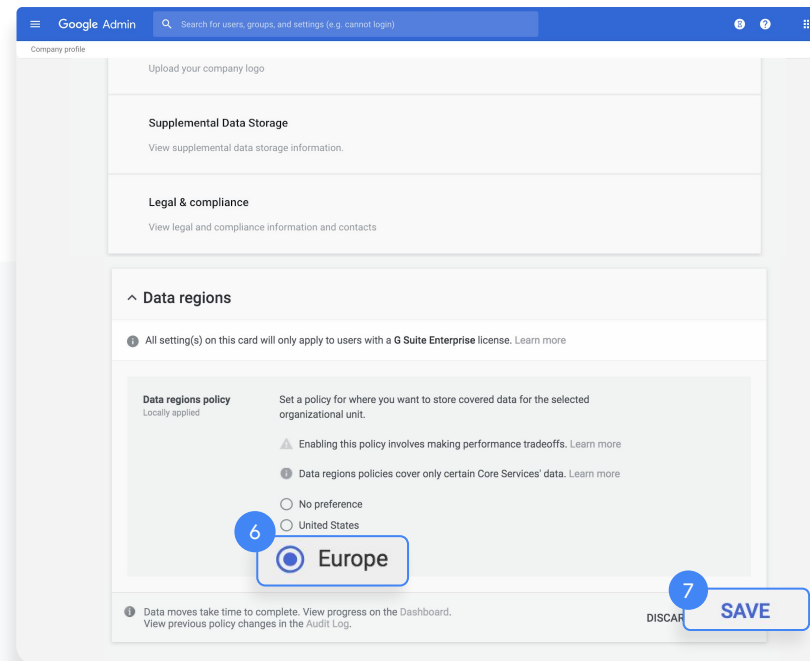
From the left-column menu, select the **organizational unit** you're storing data for. To apply the setting to everyone, select the top-level organizational unit.

Holistic controls

Data regions

- 6 On the **Data regions** card, select the region, **United States** or **Europe**, where you would like to store covered data. You can also select **No preference**
- 7 To continue, click **Save**. Otherwise, click **Discard**
- 8 [Optional] Repeat steps 4 to 7 for each of your organizational units.

For more information about what data is covered by a data region policy, read this [Help Center article](#).



Holistic controls

Google Workspace Migrate

Migrate your organization's data to Google Workspace. Administrators can transfer users' data—email, calendars, documents, sites, and more.

Migrate from Microsoft Outlook, Enterprise servers, collaboration products, file systems or from other Gmail or Google Workspace accounts.

To learn more about Google Workspace Migrate, visit the [Help Center](#).

1

Before you install Google Workspace Migrate, make sure to sign up for the [beta test](#) and confirm your institution meets the following system requirements:

Hardware requirements

- Supported runtime: Microsoft .NET 4.5 or later
- Recommended operating system: Microsoft Windows Server 2016
- Supported browser: Chrome browser
- At least four Windows Server machines
- The platform and all node servers must have network access to all data sources

Network requirements

- Each server must connect to the other servers from within the same network
- Servers should reside in close physical proximity
- Turn off Windows automatic updates

[Holistic controls](#)

Google Workspace Migrate

2

Before migrations, ensure you also meet the latest Google Workspace and Google Drive requirements shared in the [Help Center](#).

3

If you need help with setting up Google Workspace Migrate or planning a migration, [contact a Google Cloud partner](#).

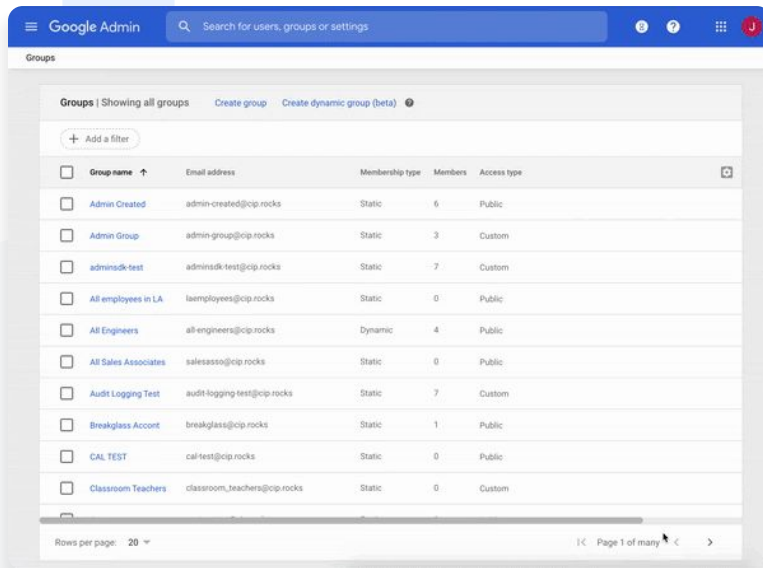
1

Holistic controls

Dynamic groups

Create a group with membership that is automatically kept up to date.

Dynamic groups can be based on one or many user attributes, including addresses, locations, organizations, and relations.



To create a group from your Admin console, go to [Directory](#) and select [Groups](#).

Select [Create dynamic group](#).

Holistic controls

Dynamic groups

2

Within the [membership query](#), select your [group condition](#) and label your desired [value](#).

Preview the group users and click [Create dynamic group](#).

3

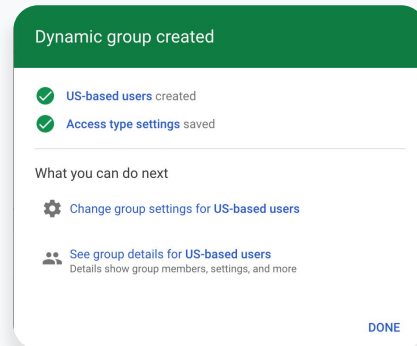
Within the pop-up, input your preferred [Group name](#) and the [Group email](#).

Hit [Save](#).

Important: You will need to use the beta version of the Cloud Identity Groups API to retrieve a dynamic group and list members.

4

Once your group is created, admins can [Change group settings](#) and [See group details](#) as needed.



Holistic controls

Context-Aware Access

Use this tool to create access-control policies based on attributes like user identity, location, device security status, and IP address.

For example, Context-Aware Access allows you to limit access to Google Workspace applications from approved devices only and prevent threats from outside your domain by applying data encryption requirements.

There are four steps to set up Context-Aware Access for desktop and mobile devices. View this [Help Center](#) article for more details.

- 1 Set up endpoint verification
- 2 Turn on Context-Aware Access
- 3 Create an access level
- 4 Assign access levels to apps



Analytics and insights

Get more visibility with data and insights

Optimize your education environment with tools to help access and analyze data from across your domain.

Get started:



Analyze and report on [Gmail log exports](#) for more visibility into emails



Drill down on critical details with [Classroom audit logs](#)



Use [advanced reporting logs](#) to track activity across your entire domain

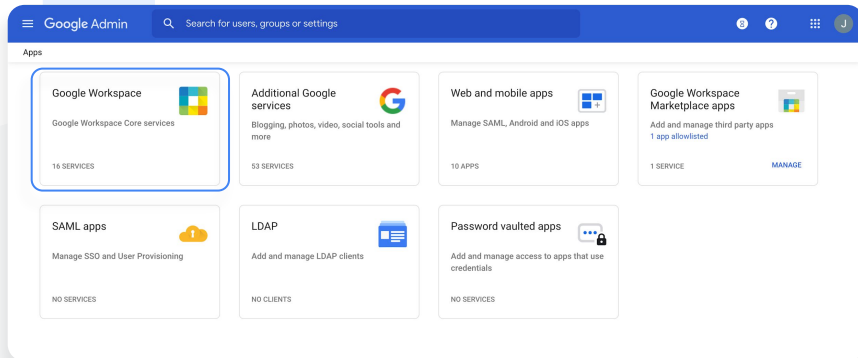
Analytics and insights

Gmail log exports

Search your Gmail logs to analyze and report on your organization's email. You can perform deep analyses using custom queries, enforce data retention policies, and create custom reports and dashboards using analytics tools such as [Google Data Studio](#).

Read this [Help Center article](#) for more details about Gmail logs in BigQuery.

1



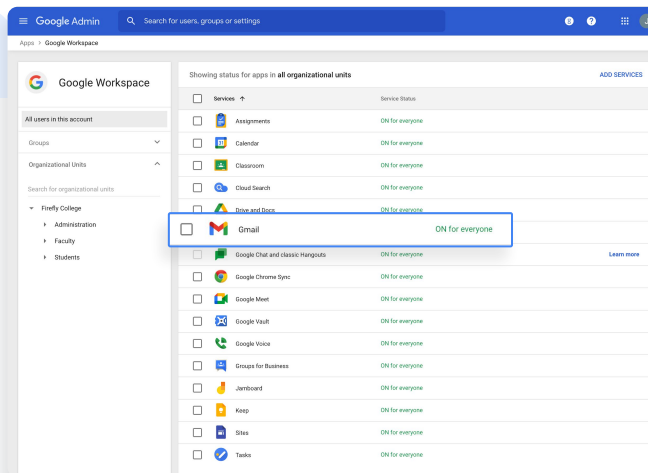
From your Admin console, click [Apps](#).

Then click [Google Workspace](#).

Analytics and insights

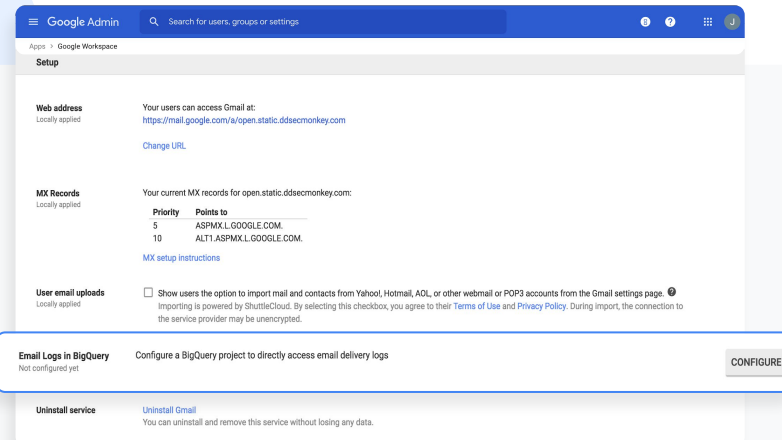
Gmail log exports

2



Within the Google Workspace management interface, select **Gmail** from the list of services.

3



In the **General Settings** tab, under the **Setup** options, hover over **Email Logs in BigQuery** and click **CONFIGURE**.

Analytics and insights

Gmail log exports

- 4 In the [Add setting](#) window, enter a description under [Email Logs in BigQuery](#).
- 5 From the drop-down menu under item 1, select the [BigQuery project](#) you want to use for Gmail logs. You must select a project with write access.
- 6 Under item 2, enter a name for the new dataset that will store the Gmail logs.

Add setting

✕

4 Email Logs in BigQuery Help

Required: enter a short description that will appear within the setting's summary.

1. Select a project to be used by Google to store email logs. Ensure that access to this BigQuery project is limited to authorized users

5 Select the BigQuery project to use

2. Specify the name for a new dataset to be created within your project

6 gmail_logs_dataset

☐ Restrict the dataset to a specific geographic location

Select a location

CANCEL ADD SETTING

Analytics and insights

Gmail log exports

- 7 Click **ADD SETTING** in the lower right to return to the General Settings tab, then click **Save**.
- 8 After adding your setting, go back to your BigQuery project. Your new dataset should appear under the name you designated during **step 6**.
- 9 Check out the [Help Center](#) for more detailed information on Gmail logs in BigQuery.

Add setting

Email Logs in BigQuery

[Help](#)

Required: enter a short description that will appear within the setting's summary.

1. Select a project to be used by Google to store email logs. Ensure that access to this BigQuery project is limited to authorized users

Select the BigQuery project to use

2. Specify the name for a new dataset to be created within your project

gmail_logs_dataset

- ☐ Restrict the dataset to a specific geographic location

Select a location

CANCEL

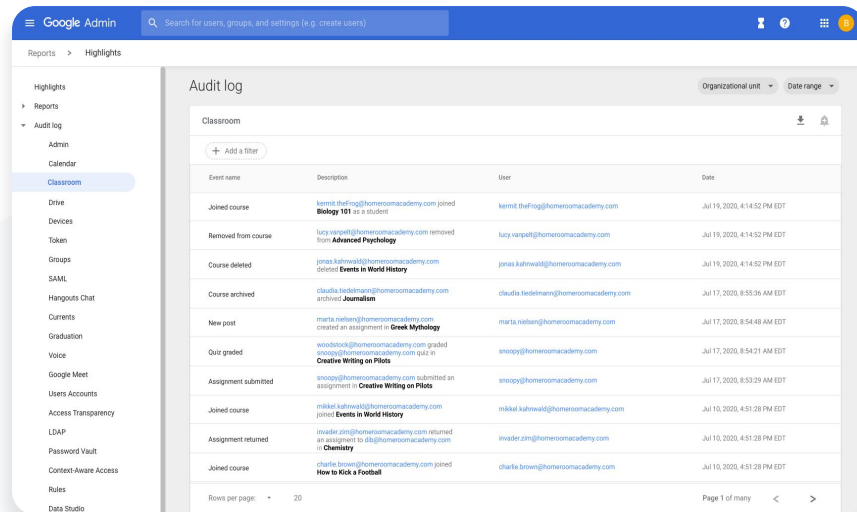
9 **ADD SETTING**

Analytics and insights

Classroom audit logs

Easily pinpoint events for critical activities right from the Admin console. Drill down on who, what, where, and when security events happened in Classroom.

- Investigate Classroom usage such as who removed a student from a class and who archived a specific class on a specific date
- Save time for admins by allowing them to quickly get to the root of issues within Classroom



The screenshot shows the Google Admin console interface. The left sidebar contains a navigation menu with options like Reports, Highlights, Audit log, Admin, Calendar, Classroom (selected), Drive, Devices, Token, Groups, SAML, Hangouts Chat, Currents, Graduation, Voice, Google Meet, Users Accounts, Access Transparency, LDAP, Password Vault, Context-Aware Access, Rules, and Data Studio. The main content area is titled 'Audit log' and shows a table of Classroom events. The table has columns for Event name, Description, User, and Date. The events listed include 'Joined course', 'Removed from course', 'Course deleted', 'Course archived', 'New post', 'Quiz graded', 'Assignment submitted', 'Joined course', 'Assignment returned', and 'Joined course'. Each row provides details about the event, such as the user who performed it and the date and time.

Event name	Description	User	Date
Joined course	terrell.thefrog@homeromacademy.com joined Biology 101 as a student	terrell.thefrog@homeromacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Removed from course	lucy.vanpet@homeromacademy.com removed from Advanced Psychology	lucy.vanpet@homeromacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course deleted	jonas.kahnwald@homeromacademy.com deleted Events in World History	jonas.kahnwald@homeromacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course archived	claudia.tedeham@homeromacademy.com archived Journalism	claudia.tedeham@homeromacademy.com	Jul 17, 2020, 8:55:36 AM EDT
New post	marta.nelien@homeromacademy.com created an assignment in Greek Mythology	marta.nelien@homeromacademy.com	Jul 17, 2020, 8:54:48 AM EDT
Quiz graded	woodcock@homeromacademy.com graded energy@homeromacademy.com quiz in Creative Writing on Pilots	energy@homeromacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Assignment submitted	energy@homeromacademy.com submitted an assignment to Creative Writing on Pilots	energy@homeromacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Joined course	mikael.kahnwald@homeromacademy.com joined Events in World History	mikael.kahnwald@homeromacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Assignment returned	invader.zing@homeromacademy.com returned an assignment to db@homeromacademy.com in Chemistry	invader.zing@homeromacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Joined course	charlie.brown@homeromacademy.com joined How to Kick a Football	charlie.brown@homeromacademy.com	Jul 10, 2020, 4:51:28 PM EDT

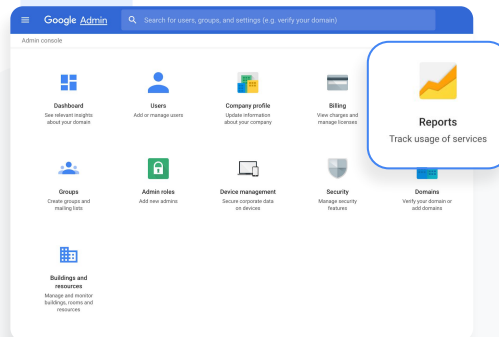
Analytics and insights

Advanced reporting logs

Track activity and usage across your domain by exporting Google Workspace logs and usage data to BigQuery. You can perform deep analyses using custom queries, enforce data retention policies, and create custom reports and dashboards using analytics tools such as [Google Data Studio](#).

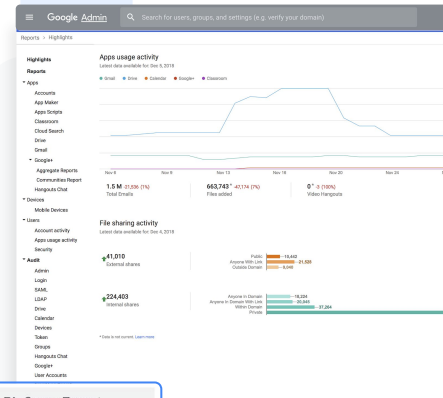
Read this [Help Center article](#) for more details about reporting logs in BigQuery.

1



From your Admin console, click **Reports**.

2



In the left-hand menu, click **BigQuery Export**.

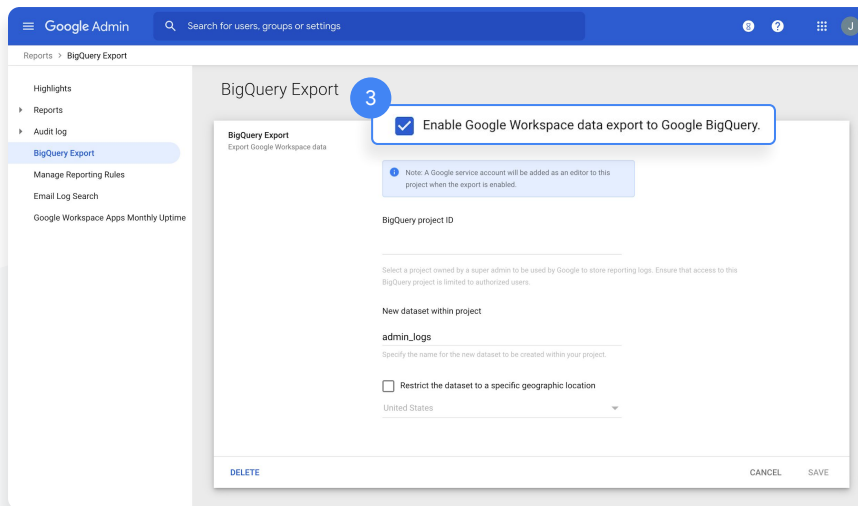
Analytics and insights

Advanced reporting logs

- 3 Within BigQuery Export, check the **Enable Google Workspace data export to Google BigQuery** box.

The logs will be available within 48 hours after turning on this setting.

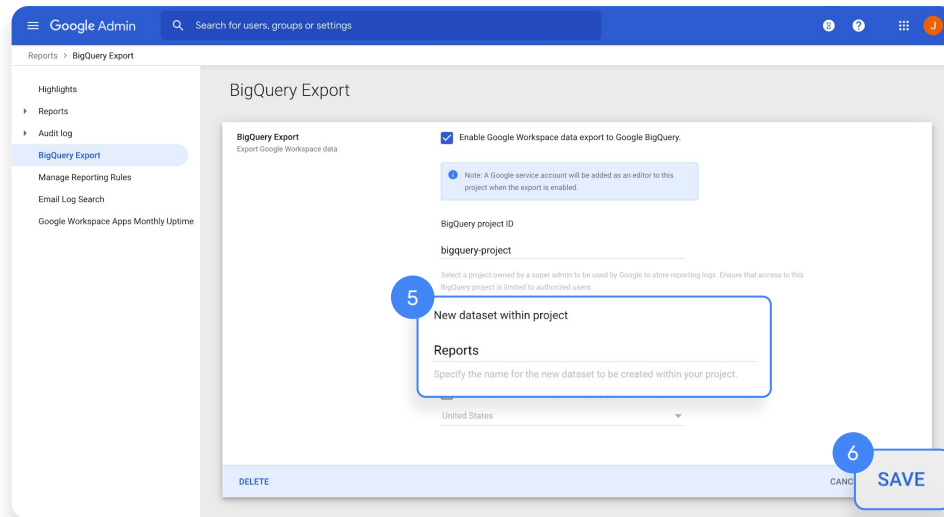
- 4 Under **BigQuery project ID**, click the down arrow to select the project where you want to store the logs. You need to choose a project with write access. If you don't see the project, you need to set it up in BigQuery. For details, see the [quickstart guide for using the BigQuery web UI](#).



Analytics and insights

Advanced reporting logs

- 5 Under **New dataset within project**, enter a name for the dataset you will create for storing logs in the project. Dataset names must be unique for each project. For details, check out this Help Center article on [creating and using datasets](#).
- 6 Click **SAVE** in the lower right corner. If the Save button is greyed out, try deleting the new dataset from the BigQuery console and saving again here.

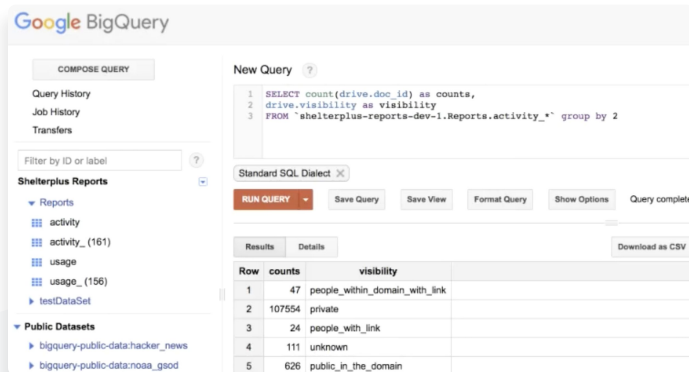


Analytics and insights

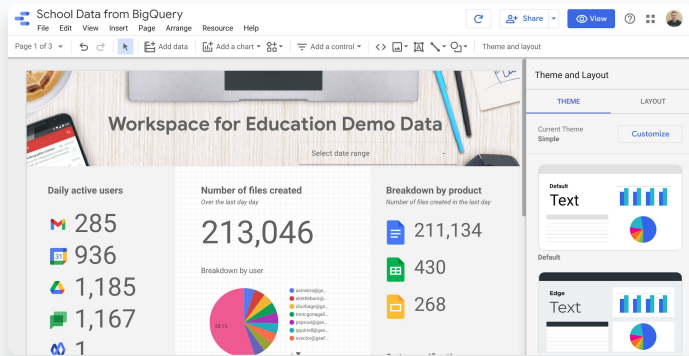
Advanced audit logs

7 The dataset is created the next day when the export is triggered. In addition to project owners, editors, and viewers, the gapps-reports@system.gserviceaccount.com service account is added as editor. The service account is required to write logs and update the schema.

8 Within BigQuery, you can [write queries](#) to analyze your data, or connect your dataset to Google Data Studio or third-party tools for further analysis and visualization.



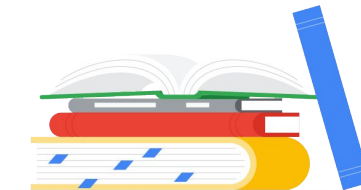
BigQuery






Google Data Studio

Teaching and learning tools

Equip your educators with additional capabilities in your digital learning environment with enhanced video communication, enriched class experiences, and tools to drive academic integrity.



Get started with tools that help you:

-  [Engage from anywhere](#)
-  [Guide deeper learning](#)
-  [Enrich experiences](#)

Engage from anywhere

Drive instructional impact

Create more compelling content more easily with third-party tool integration and course creation templates within Classroom. And discover more video capabilities, like meetings with up to 250 participants, live streaming, meeting recordings saved to Google Drive, and automatic attendance reports.

Get started



Use [Google Meet](#) to connect with larger groups



Engage classes with enhanced Google Meet capabilities like [Q&A](#), [polls](#), and [breakout rooms](#)



[Live stream](#) an assembly and [add your live stream to a meeting](#) or an event invite



[Record a meeting](#) and save to Google Drive



Use [noise cancellation](#) to lessen disruptions



Check [attendance reports](#) created automatically in a Google Meet call

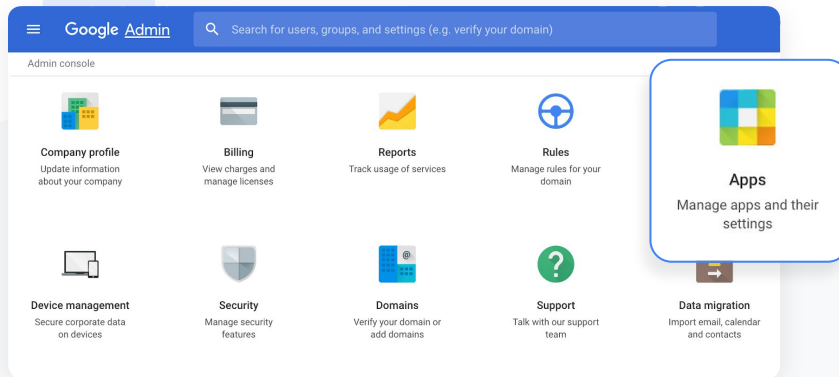
Engage from anywhere

Google Meet

To use Google Meet and be able to host larger video meetings, you'll need to first enable the tool.

Customers using the Teaching and Learning Upgrade can connect with up to 250 participants at once, and customers using the Education Plus edition can connect with up to 500 participants.

1



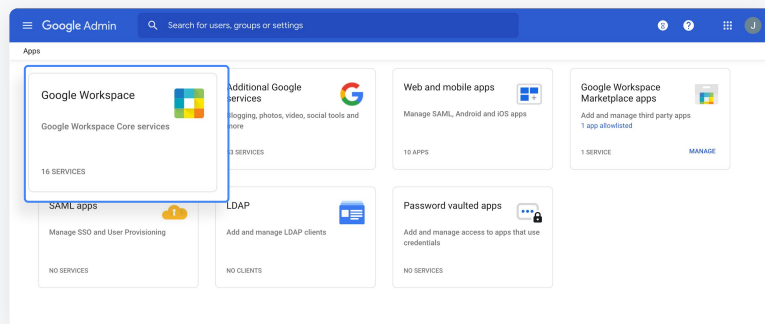
To enable Google Meet:

From your Admin console, click [Apps](#).

Engage from anywhere

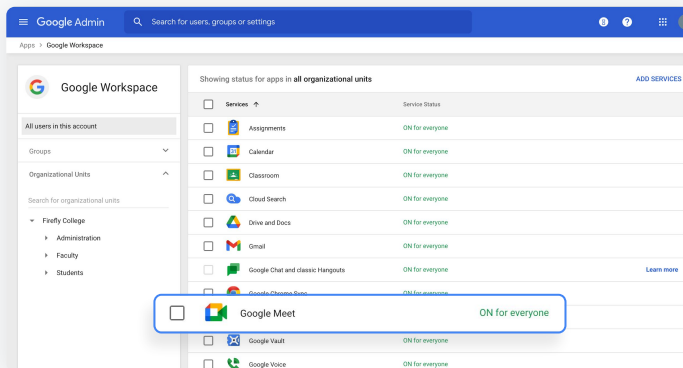
Google Meet

2



Then click **Google Workspace**.

3

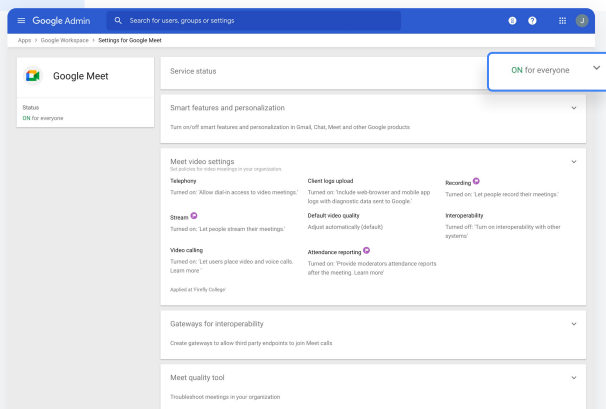


Within the Google Workspace interface, select **Google Meet** from the list of services.

Engage from anywhere

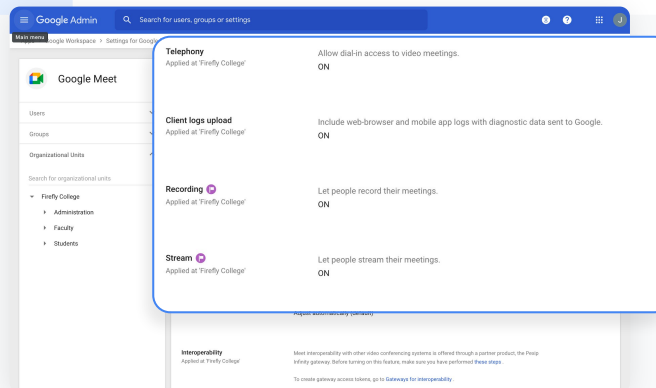
Google Meet

4



Next to **Service status** click the down arrow.

5



Check that each feature you'd like to use is turned on for everyone.

New meeting experience: **ON** Recording: **ON**

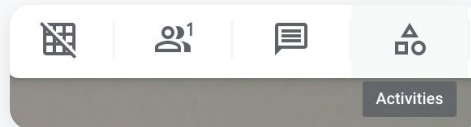
Dial-in: **ON** Stream: **ON**

Engage from anywhere

Q&A

Teachers with premium licences can turn on Q&A within Google Meet to allow anyone in a meeting to ask questions. Teachers can filter questions, mark them as answered, or hide them.

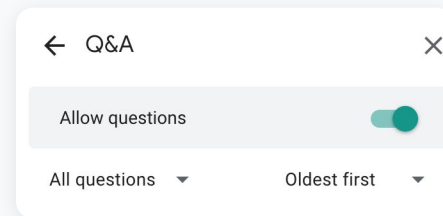
1



To use Q&A in your meeting:

Open a meeting and click [Activities](#) in the top-right corner.

2



Then click [Q&A](#) and select [Allow questions](#).

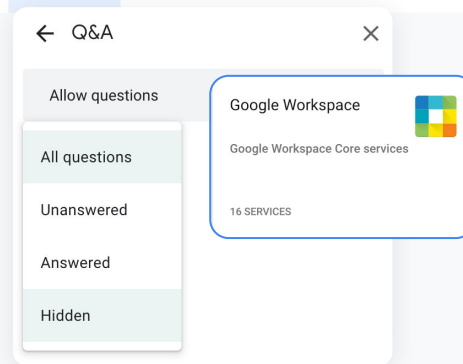
A moderator can filter, answer, and hide questions.

Engage from anywhere

Q&A

Teachers with premium licences can turn on Q&A within Google Meet to allow anyone in a meeting to ask questions. Teachers can filter questions, mark them as answered, or hide them.

3



To filter questions, next to All questions, click the down arrow and select:

- All questions
- Unanswered
- Answered
- Hidden

4

On each question, moderators can click the below options:

- **Upvote**, to upvote a question
- **Mark as answered**, to mark a question as answered
- **Hide**, to hide a question
- **Delete**, to delete a question

Or, to sort questions by popularity or chronologically, click the **down arrow** next to **Popular** and select an option.

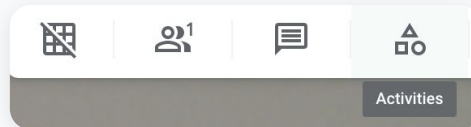
Engage from anywhere

Polls

Within a Google Meet call, moderators can create polls for participants to vote on.

After the meeting, the moderator is automatically emailed a report of the poll results that includes the names and answers of the participants.

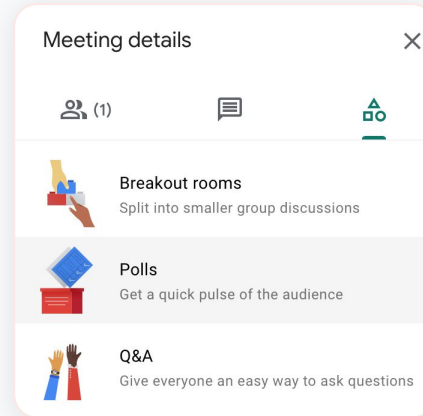
1



To create a poll:

Open a meeting and click [Activities](#) in the top-right corner.

2



Then select [Polls](#) and click [Start a poll](#).

Engage from anywhere

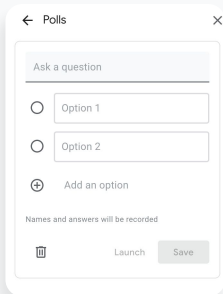
Polls

3

Enter a question and add options for the poll.

To post your poll, click [Launch](#).

To save your poll to launch it later, click [Save](#).




The screenshot shows the 'Polls' creation window. At the top, there's a title bar with a back arrow, the word 'Polls', and a close 'X' button. Below this is a text input field labeled 'Ask a question'. Underneath are two radio button options, 'Option 1' and 'Option 2'. Below these is a plus icon and the text 'Add an option'. At the bottom, there's a small text line 'Names and answers will be recorded'. At the very bottom are three elements: a trash icon, a 'Launch' button, and a 'Save' button.

4

To let participants see poll results,

Turn on [Show everyone the results](#).

Or to close a poll and no longer allow responses, click [End the poll](#).

 Show everyone the results

5

After a meeting, the moderator is emailed a report for all polls that includes the names and answers of the meeting participants. To access this:

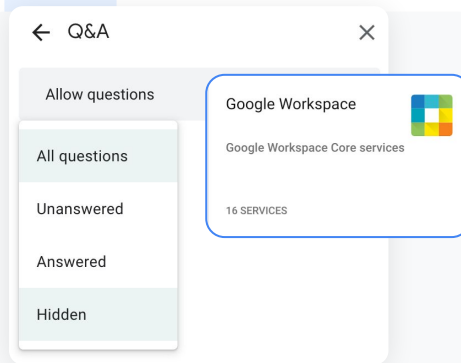
- [Open](#) the poll report email
- Click the [report attachment](#)

Engage from anywhere

Breakout rooms

Moderators can use breakout rooms to divide participants into smaller groups during video calls.

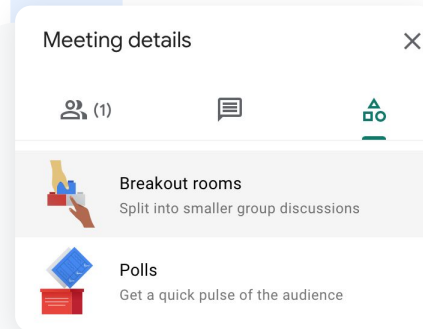
1



To create breakout rooms:

Open a meeting and click [Activities](#) in the top-right corner.

2



Then select [Breakout rooms](#).

Tip: To prevent students from having the ability to create breakout rooms, admins should ensure Google Meet [creation privileges](#) are reserved for faculty and staff organizational units only.

Engage from anywhere

Breakout rooms

3

In the [Breakout rooms panel](#), choose the number of breakout rooms. You can create up to 100 breakout rooms in a call.

4

Google Meet participants are then distributed across the rooms. To manually move people into different rooms:

- Click the [participant's name](#), hold down the mouse, [drag](#) the name, and then [drop](#) it into another breakout room.
- To randomly mix up the groups again, click [Shuffle](#)
- In the bottom right, click [Open rooms](#)

5

To end Breakout rooms, click [Close rooms](#) in the Breakout rooms panel. Then, click [close all rooms](#) in the notification window that appears.

Close all breakout rooms?

Everyone will be asked to return to the main call in 30 seconds

[Cancel](#)[Close all rooms](#)

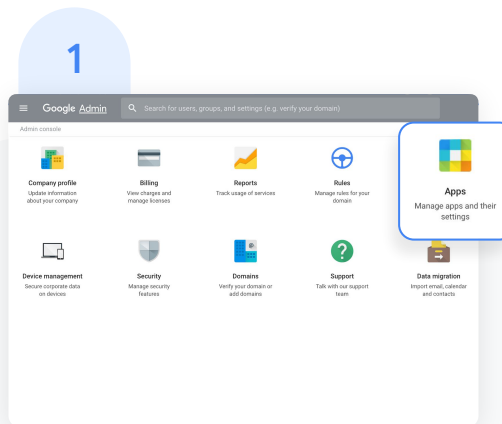
Engage from anywhere

Live streaming

Live stream to even more participants.*

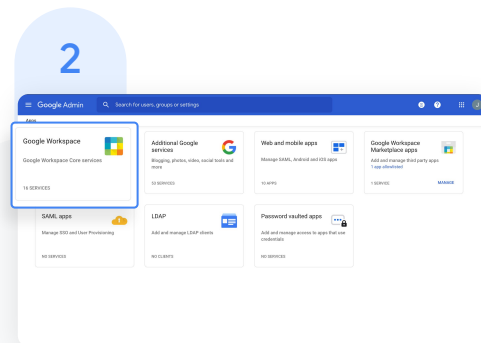
The ability for teachers and administrators to add live streaming to a meeting is turned on by default. You can restrict access based on organizational unit in the Admin console.

* Live stream up to 10,000 in-domain viewers with the Teaching and Learning Upgrade, and live stream up to 100,000 in-domain viewers with Google Workspace for Education Plus.



To turn live streaming on or off:

Open the Admin console and click [Apps](#).

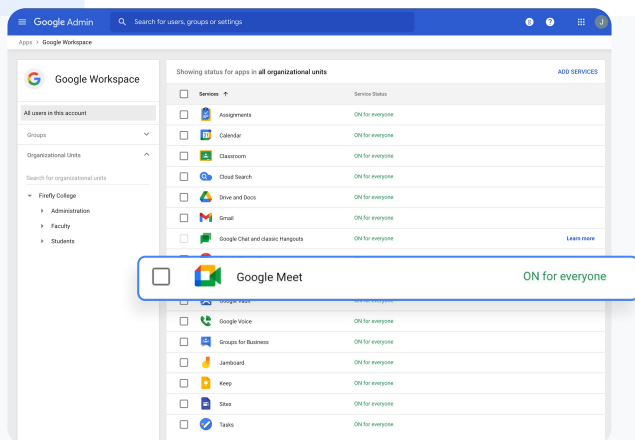


Then click [Google Workspace](#).

Engage from anywhere

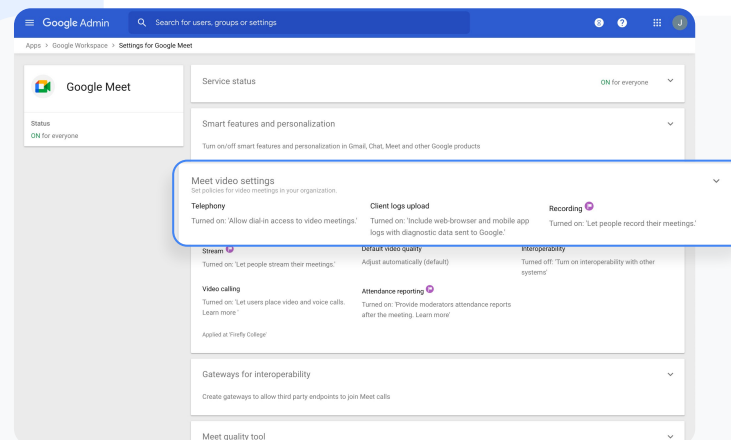
Live streaming

3



Next to **Service status** click the down arrow.


4



Then select **Meet video settings**.

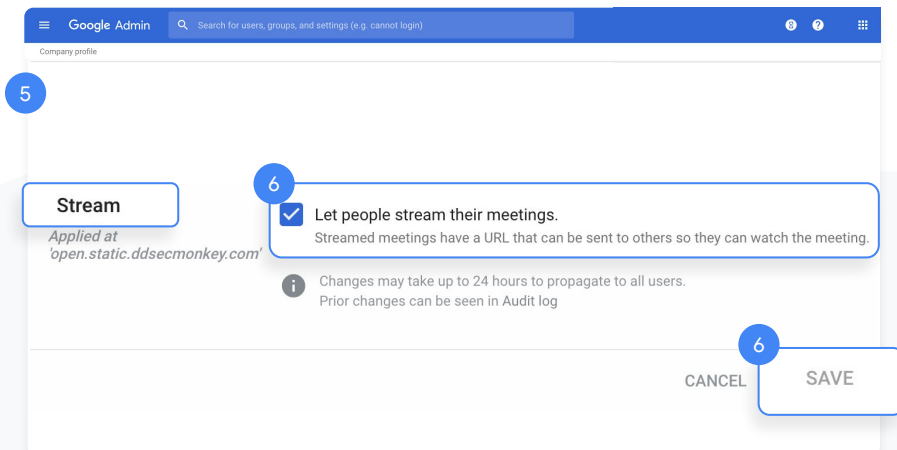
Engage from anywhere

Live streaming

- 5 Hover over **Stream**, then open the **Edit** menu 
- 6 Select the organizational unit, or units, that you want to enable live streaming for, then check the box next to **Let people stream their meetings**. Then click **SAVE**.

This setting is turned off by default for everyone in your organizations.

Tip: You can create different organization for different groups of people. For example, you can put teachers and students in separate organizations, each with different access privileges.



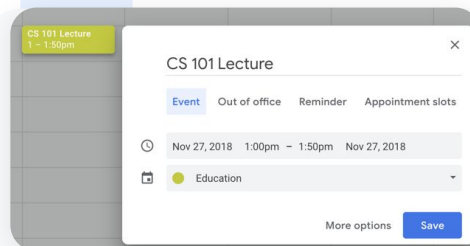
Check out the Help Center for more information on [live streaming video meetings](#) or [meeting recordings](#).

Engage from anywhere

Add live streaming to an event

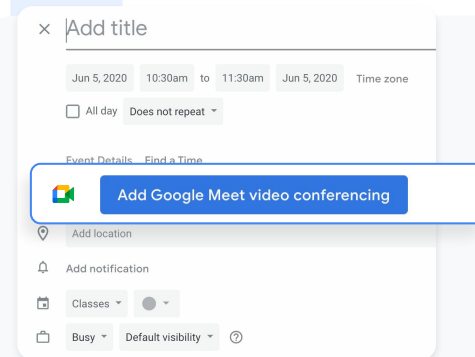
To create an event with a live stream link, add it from a Calendar event.

1



Create an event in [Calendar](#).
In the event summary window, click [More options](#) to open the event details.

2



Under [Event Details](#), select [Add Google Meet video conferencing](#).

Engage from anywhere

Add live streaming to an event

3

The screenshot shows the Google Calendar event creation interface for an event titled "CS 101 Lecture". The event is scheduled for Jan 19, 2021, from 2:30pm to 3:20pm. Below the date and time, there is a checkbox for "All day" and a dropdown menu for "Does not repeat". Underneath, there are tabs for "Event Details" and "Find a Time". The "Event Details" tab is selected, showing a "Join with Google Meet" button and a meeting link: "meet.google.com/xbv-smva-uvn". A notification bell icon is visible at the bottom left. A blue box highlights the "View conference details" button, which appears on the right side of the "Join with Google Meet" button.

Click the **View conference details** down arrow, which will appear on the right when Google Meet is selected.

4

The screenshot shows the Google Meet event details dialog box. At the top, there are tabs for "Event Details" and "Find a Time". Below the tabs, there is a "Join with Google Meet" button. Underneath the button, there is a meeting link: "meet.google.com/qho-ctxt-jnv". Below the link, there is a "Meeting ID" section with the text "meet.google.com/qho-ctxt-jnv". Below the meeting ID, there is a "Phone Numbers" section with the text "(US)+1 929-299-4210" and a "PIN: 517 703 472#". Below the phone numbers, there is a "More phone numbers" link. At the bottom, there is a button labeled "Add live stream".

Click **Add live stream** in the dialog box, which will generate a unique URL.

[Engage from anywhere](#)

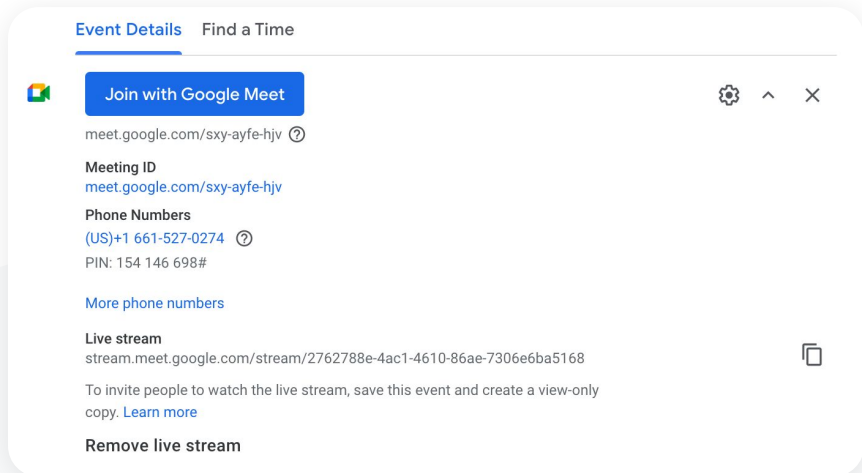
Add live streaming to an event

5 With the live stream URL, large numbers of participants* can watch the meeting from a browser or mobile device. You can distribute the live stream URL in three ways:

- Share the join-meeting info and live URL with all guests in one event. This will allow everyone on the invite to participate in the meeting.
- Create a separate view-only event and paste in the live stream URL. These guests can watch the live stream, but they won't be able to participate in the meeting.
- Share the live stream URL via email or any other channel of your choice. Viewers can paste the URL into a browser to view the live stream, but they won't be able to participate in the meeting.

Guests you invite can share the live stream URL, and anyone in your organization can watch the video event.

6 When it's time for your live stream, [join the meeting](#).

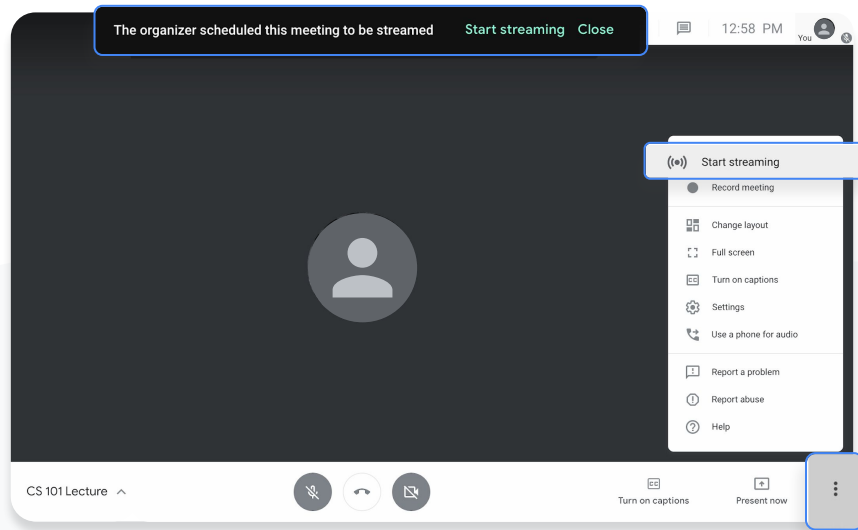


*Live stream up to 10,000 in-domain viewers with the Teaching and Learning Upgrade and live stream up to 100,000 in-domain viewers with Google Workspace for Education Plus.

Engage from anywhere

Add live streaming to an event

- 7 To start your live stream, open the **Options menu** in the lower-right corner, then click **Start streaming**.
- 8 When the live stream is on, **Live** will appear in the top-left corner.
- 9 To stop live streaming, reopen the **Options menu** and click **Stop streaming**, then click **Yes** to confirm that you want to stop the stream.

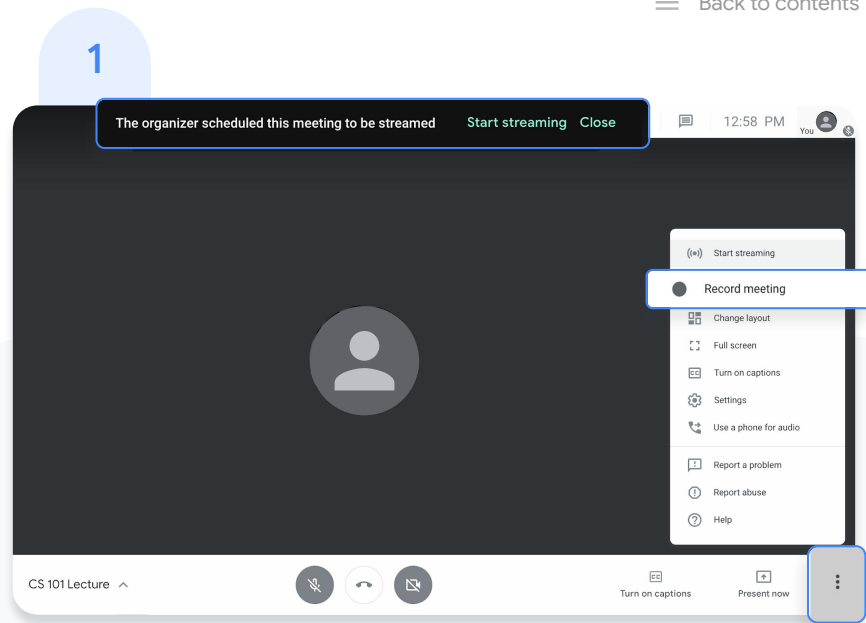


Engage from anywhere

Record a meeting

You can record video meetings for other people to watch later if you are the meeting organizer or in the organizer's domain.

Recordings are saved to the Google Drive of the meeting organizer and in the Calendar event. The meeting organizer will also get an email with the recording link.



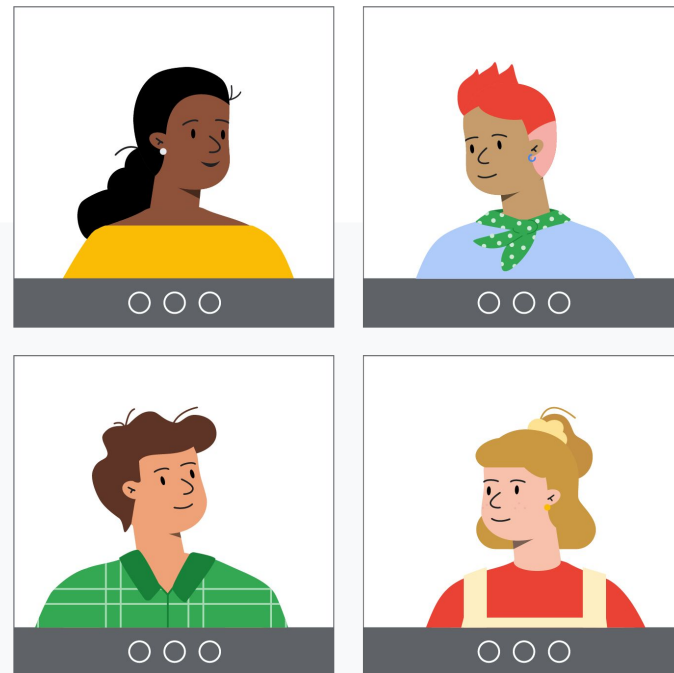
After you've joined the meeting, open the **Options** menu in the lower-right corner, then click **Record meeting**.

Wait a moment for the recording to start. Participants are notified when the recording starts or stops.

Engage from anywhere

Record a meeting

- 2 To stop the recording, open the [Options](#) menu and click [Stop recording](#). Then, click to confirm that you want to stop the recording.
- 3 Wait 10 or more minutes for the recording file to be generated and automatically saved to the organizer's [My Drive > Meet Recordings](#) folder. The meeting organizer and the person who started the recording will receive an email with a link to the recording file.

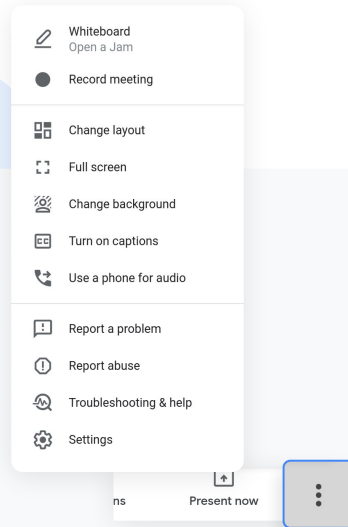


Engage from anywhere

Noise cancellation

To help limit distractions in your video call, filter out background noise. Enable Google Meet to remove background noises such as typing, closing a door, or the sounds of a nearby construction site.

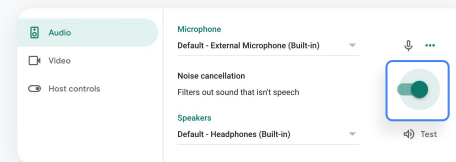
1



To enable noise cancellation:

From your Google Meet call, click [More options](#) then select [Settings](#).

2



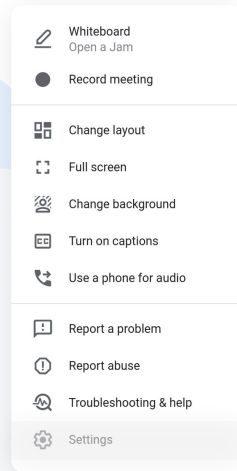
Click [Audio](#) and then turn on [Noise cancellation](#).

Engage from anywhere

Attendance reports

Track meeting attendance automatically in Google Meet. The meeting organizer will receive an email with an attached Google Sheets attendance report with the participants' names, email addresses, and duration on the call.

1

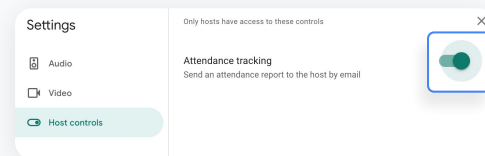


ns Present now



To change settings **within a meeting**, open the **Options menu** in the lower-right corner, then click **Settings**.

2

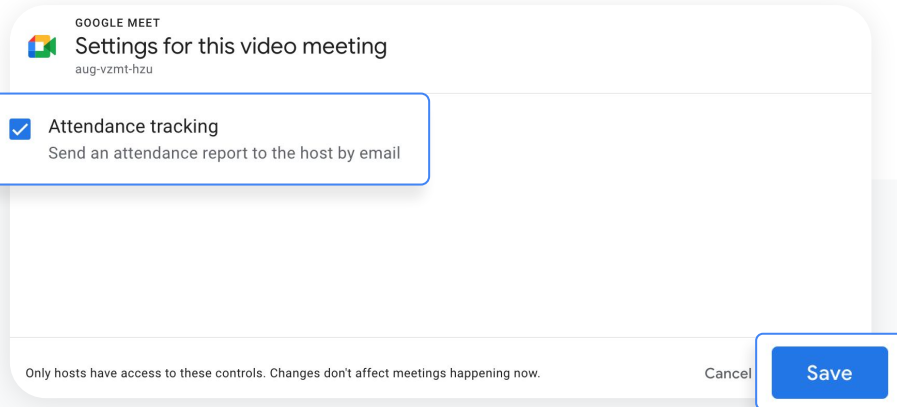


Select **Host controls** and turn attendance tracking **on or off**.

Engage from anywhere

Attendance reports

- 3 To view settings in [Google Calendar](#), create a new event and click Add [Google Meet video conferencing](#).
- 4 On the right, select the icon to [Change conference settings](#).
- 5 Check the box next to [Attendance tracking](#) and click [Save](#).



GOOGLE MEET

Settings for this video meeting

aug-vzmt-hzu

☒ Attendance tracking

Send an attendance report to the host by email

Only hosts have access to these controls. Changes don't affect meetings happening now.

Cancel

Save

[Guide deeper learning](#)

Empower authentic thinking

Ensure authenticity in student work and inspire more critical thinking with unlimited originality reports. Turn on originality reports for an unlimited number of assignments to help students properly cite their source material and allow teachers to streamline the grading process.

Get started



Enable and run [originality reports](#)



Access your school's own [student-to-student repository](#)

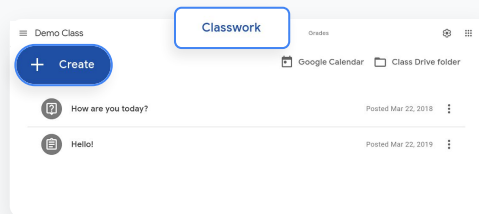
Guide deeper learning

Originality reports

Originality reports bring the power of Google Search to your student assignments and grading through Classroom and Assignments. When assigning work, instructors have the option to enable originality reports that review student work against hundreds of billions of pages in the Google Search index and tens of millions of books in Google Books.

[Watch the video](#) to learn more

1



To enable [originality reports](#), create an assignment in Classroom. Click [Classwork](#), then click [Create](#).

2

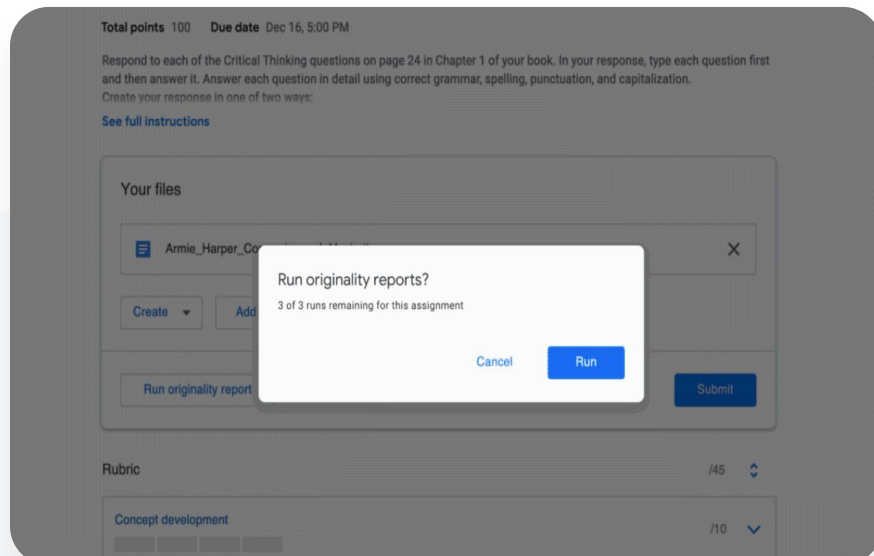
After a student's assignment submission, an originality report will automatically be available to instructors when grading the assignment.

Important: Students using Classroom always receive three originality reports per assignment

Guide deeper learning

Originality reports

- 3 Instructors can access the originality report in Classroom by opening a student [submission](#) from the list and clicking the grading tool. Under the student's submission, click [Check originality](#).
- 4 Click the [flagged passage notification](#) on the right, under the file name (if applicable), to view the highlighted web matches.
View potential flags as a number or percent.
Important: A link to the [external source](#) is available so instructors and students can explore further.



Guide deeper learning

Private repository for school matches

Within an originality report, instructors can automatically compare student work to anything previously scanned to your private, school-owned repository.

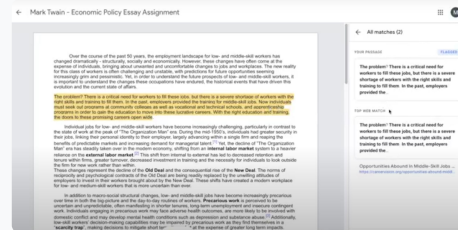
1

When you run an originality report, a student's work is automatically reviewed against your school's student-to-student repository, in addition to web matches.

To view in Classroom, open a student [submission](#) from the list and click the grading tool.

Under the student's submission, click [Check originality](#).

2



Click the flagged passage notification from your student-to-student repository on the right, under the file name (if applicable).

Guide deeper learning

Private repository for school matches

- 3 Click the **highlighted flagged passages** within the document.
- 4 Then, select the **top student repository** displayed to the right of the passage for further exploration (if applicable).

Originality report
Mark Twain - Economic Policy Essay Assignment

Over the course of the past 50 years, the employment landscape for low- and middle-skill workers has changed dramatically - structurally, socially and economically. However, these changes have often come at the expense of individuals, bringing about unwanted and uncomfortable changes to jobs and workplaces. The new reality for this class of workers is often challenging and unstable, with predictions for future opportunities seeming increasingly grim and pessimistic. Yet, in order to understand the future prospects of low- and middle-skill workers, it is important to understand the changes these occupations have endured, the historical events that have driven this evolution and the current state of affairs.

Individual jobs for low- and middle-skill workers have become increasingly challenging, particularly in contrast to the state of work at the peak of "The Organization Man" era. During the mid-1950s, individuals had greater security in their jobs, linking their personal identity to their employer, largely advancing within a single firm and reaping the benefits of predictable markets and increasing demand for managerial talent.^[1] Yet, the decline of "The Organization Man" era has steadily taken over in the modern economy, shifting from an **internal labor market** system to a heavier reliance on the **external labor market**.^[2] This shift from internal to external has led to decreased retention and tenure within firms, greater turnover, decreased investment in training and the necessity for individuals to look outside the firm for new work rather than within. These changes represent the decline of the **Old Deal** and the consequential rise of the **New Deal**. The norms of reciprocity and psychological contracts of the Old Deal are being readily replaced by the unwilling attitudes of employers to invest in their workers brought about by the New Deal. These shifts have created a modern workplace for low- and medium-skill workers that is more uncertain than ever.

In addition to macro-social structural changes, low- and middle-skill jobs have become increasingly precarious over time in both the big-picture and the day-to-day routines of workers. **Precarious work** is perceived

All matches (1)

STUDENT'S PASSAGE **FLAGGED**

The Taft-Hartley Act, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th United States Congress over the veto of President Harry S. ...

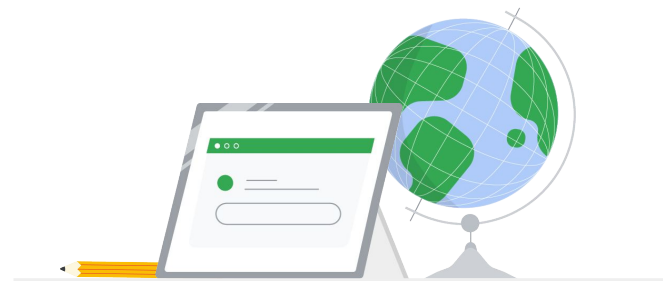
TOP WEB MATCH

The Labor Management Relations Act of 1947, better known as the **Taft-Hartley Act**, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th. ...



Taft-Hartley Act - Wikipedia
<https://en.wikipedia.org/wiki/Taft%E2%80%93Hartley>

Enrich class experiences

Help teachers create more compelling Classroom content by integrating their favorite tools and duplicating classes at scale.



Get started:

-  Choose from [Classroom add-ons](#)* that work for you
-  Save time using [Classroom roster sync](#)

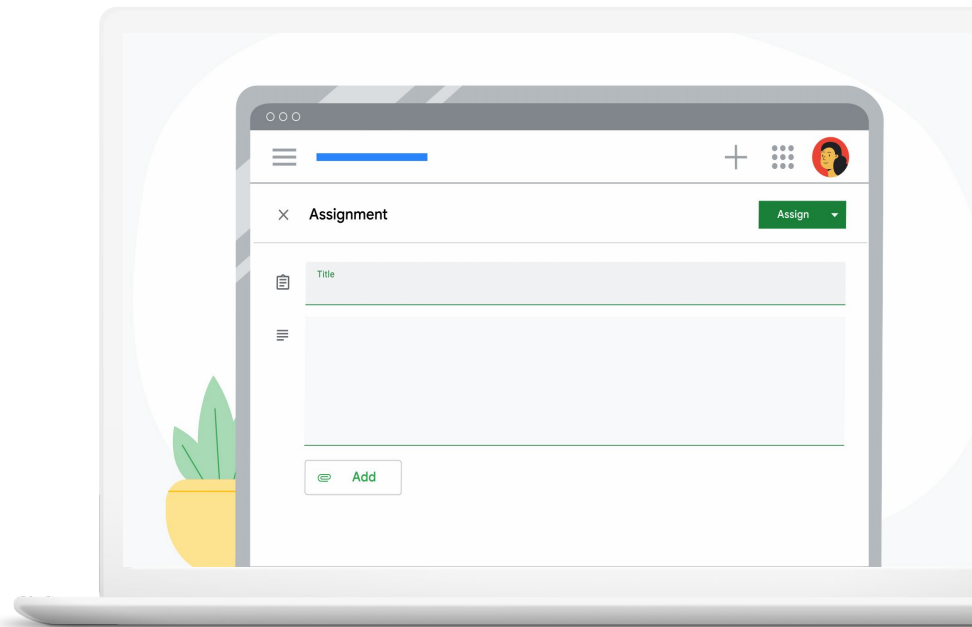
Coming soon

Enrich experiences

Classroom add-ons

Integrate Classroom with a marketplace of add-ons that work for you.

- Simplify workflows with a single sign-on that lets your class get to all the tools they need
- Get deeper, more seamless integration with third-party content and learning tools right inside Classroom



Enrich experiences

Classroom roster sync

Sync Classroom rosters from your Student Information System.

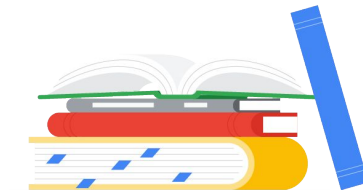
Admins can create classes, and populate and sync rosters directly to Classroom from any Student Information System.

The screenshot shows the Google Admin console interface. On the left is a navigation menu with categories like Highlights, Reports, Audit log, Admin, Calendar, Classroom (highlighted), Drive, Devices, Token, Groups, SAML, Hangouts Chat, Currents, Graduation, Voice, Google Meet, Users Accounts, Access Transparency, LDAP, Password Vault, Context-Aware Access, Rules, and Data Studio. The main content area is titled 'Audit log' and shows a table of events for the 'Classroom' organizational unit. The table has columns for Event name, Description, User, and Date. It lists various actions such as 'Joined course', 'Removed from course', 'Course deleted', 'Course archived', 'New post', 'Quiz graded', 'Assignment submitted', and 'Assignment returned' with corresponding user email addresses and timestamps.

Event name	Description	User	Date
Joined course	jane.esperanza@homeroomacademy.com joined Biology 101 as a student	jane.esperanza@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Removed from course	paritosa.shah@homeroomacademy.com removed from Advanced Psychology	paritosa.shah@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course deleted	amy.kuan@homeroomacademy.com deleted Events in World History	amy.kuan@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Course archived	joe.carlson@homeroomacademy.com archived Journalism	joe.carlson@homeroomacademy.com	Jul 17, 2020, 8:55:36 AM EDT
New post	erin.kirkpatrick@homeroomacademy.com created an assignment in Greek Mythology	erin.kirkpatrick@homeroomacademy.com	Jul 17, 2020, 8:54:48 AM EDT
Quiz graded	erik.paul@homeroomacademy.com graded erin.kirkpatrick@homeroomacademy.com Creative Writing on Pilots	erik.paul@homeroomacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Assignment submitted	alberto.calvert@homeroomacademy.com submitted an assignment in Creative Writing on Pilots	alberto.calvert@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Joined course	visheh.patel@homeroomacademy.com joined Events in World History	visheh.patel@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Assignment returned	kevin.johnson@homeroomacademy.com returned an assignment to db@homeroomacademy.com in Chemistry	kevin.johnson@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Joined course	calin.o'connor@homeroomacademy.com joined Events in World History	calin.o'connor@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT

Additional features

Help transform your digital learning environment with comprehensive tools in Google Workspace for Education Plus. **Premium features only found in Education Plus** provide the most effective and unified learning environment for your school community.



Get started with:



[Cloud Search](#)



[Extra storage](#)



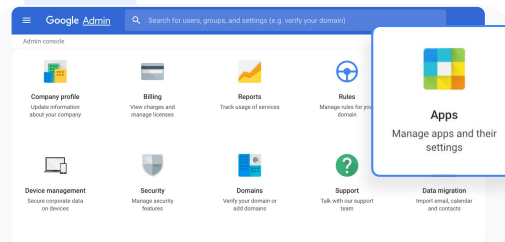
[Dedicated support](#)

Additional features

Cloud Search

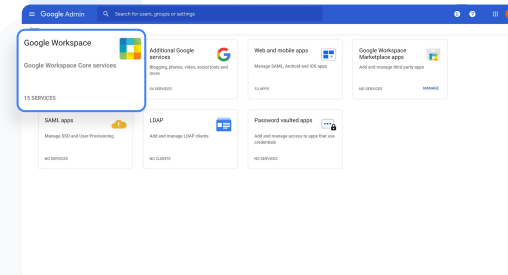
Cloud Search makes it easy to find information within your organization's content sources, including Google Workspace services – like Drive and Gmail – and third-party data sources. End users can quickly find all the information they need with a unified search experience across your domain, powered by machine intelligence.

1



To enable [Cloud Search](#), from your Admin console, click [Apps](#).

2

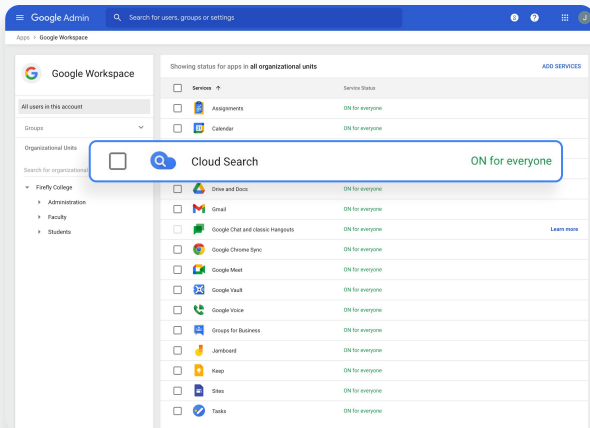


Then click [Google Workspace](#).

Additional features

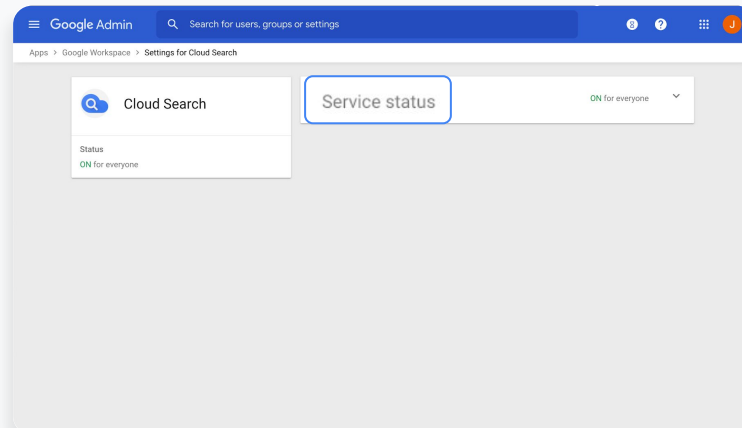
Cloud Search

3



From the list of services, click anywhere on the **Cloud Search** row.

4



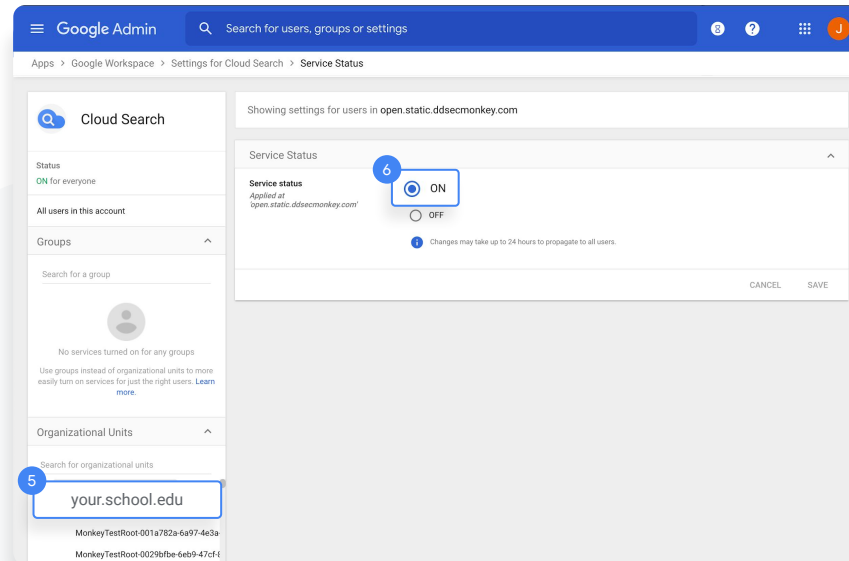
At the top right of the gray box, click **SERVICE STATUS**.

Additional features

Cloud Search

5 To enable Cloud Search for **one or more organizational units**, you can select from the lower-left column a top-level unit, which will include all subunits listed under that unit, or **select an individual subunit**.

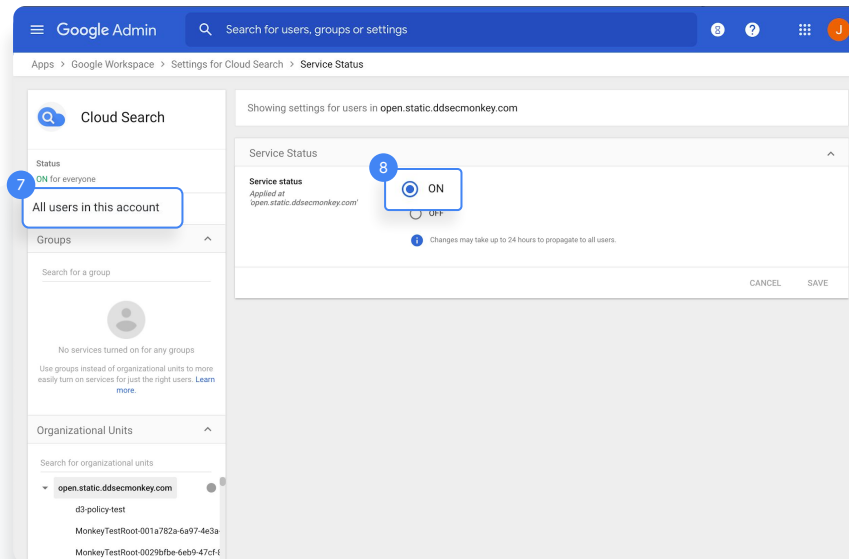
6 Under **Service Status**, select **ON**, then click **SAVE**.



Additional features

Cloud Search

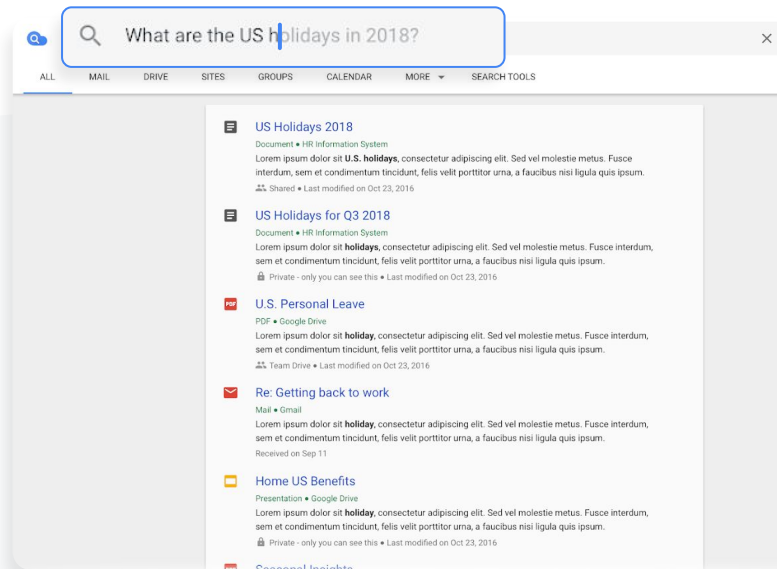
- 7 To enable Cloud Search for **all organizational units**, click **All users in this account** in the upper left.
- 8 Under **Service Status**, select **ON** for everyone, then click **SAVE**.



Additional features

To use Cloud Search

- 1 On desktop, go to cloudsearch.google.com on any supported browser.
- 2 Install the mobile app on any supported device.
- 3 Conduct a search using natural language. Refine your searches with [search operators](#) and [filters](#), and see [targeted suggestions](#).



Engage from anywhere

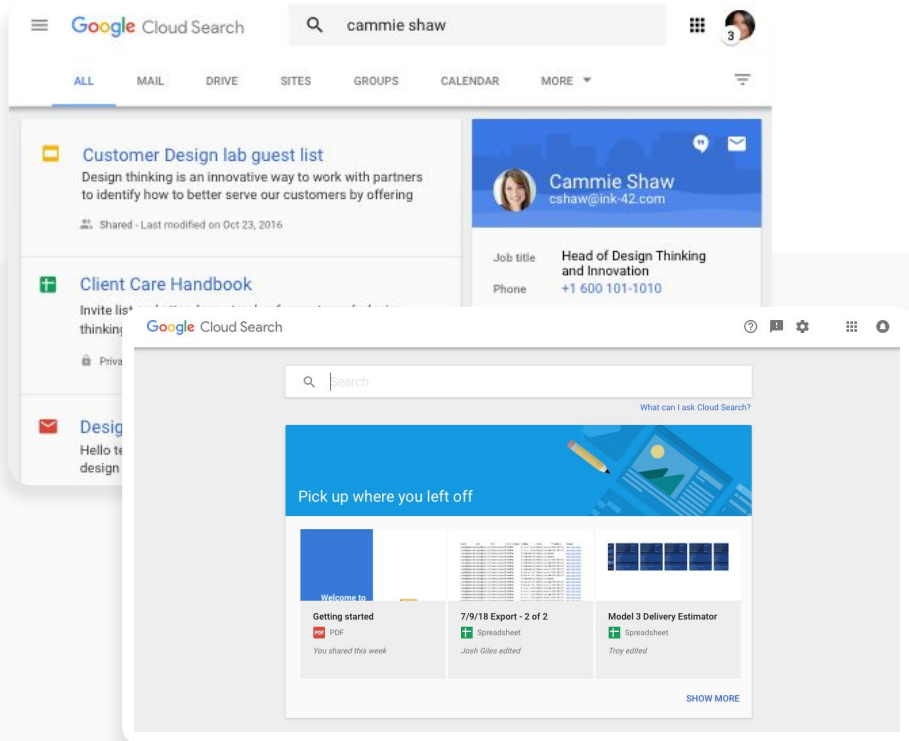
To use Cloud Search

- 4 Enable your global [Directory](#) so that people in your organization can use Cloud Search to find contact information and employee details for the people in it.

Read this [Help Center article](#) to learn how.

- 5 Use [assist cards](#) to help you stay organized and prepared. Cards show up on your Cloud Search homepage based on recent activity and upcoming events, such as your scheduled meetings in Calendar and the work going on around you.

Read this [Help Center article](#) to learn more.







Additional features

Extra storage

Rely on ample storage in Google Drive, with 100 TB of pooled cloud storage shared by your institution.

-  Admin tools for storage will be coming soon
-  If additional storage is needed, contact support

Additional storage for Teaching and Learning Upgrade

In addition to the **100 TB** of pooled cloud storage, get **100 GB added** to the shared pool for **each staff license**

Additional storage for Education Plus

In addition to the **100 TB** of pooled cloud storage, get **20 GB** added to the shared pool for **each license across your entire domain**

Support


Multiple convenient ways to access support

Support is available for all Google Workspace for Education editions by phone, email, and online.

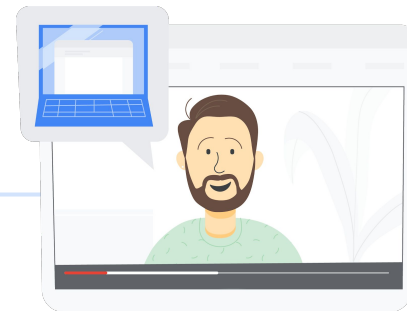
Plus, find how-to resources for step-by-step instructions, access help centers and forums, or join a community of educators like you.

Get started

- [Google for Education Help Centers](#)
- [Help forums](#)
- [Partners](#)
- [Google Workspace Admin Help Center](#)
- [Google Cloud Support](#)
- [Educator community](#)



With **Education Plus**, count on faster responses from product specialists. Faster support is available if you purchase more than 200 licenses.



Thank you

