Google for Education

Getting Started With

G Suite Enterprise for Education

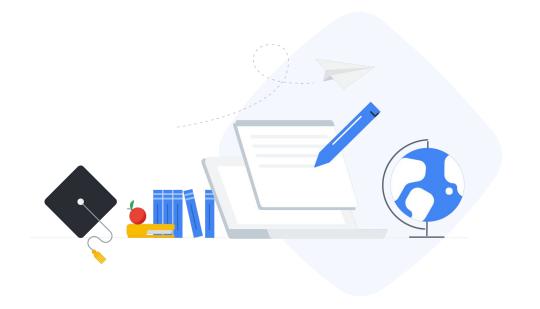


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Getting started with G Suite Enterprise for Education

G Suite Enterprise for Education helps you create an innovative learning environment with enterprise-grade tools that are customized for education. Here we'll provide step-by-step guidance on:

G

Exploring G Suite
Enterprise for Education
for the first time?

Connect with an expert and learn more <u>here</u>.

Getting set up

Security and admin controls

⇔

Teaching and learning tools

(3)

Watch <u>this video</u> to see how these powerful features can benefit your educational organization. We'll continue to add capabilities geared toward your specific needs, so stay tuned.







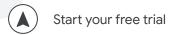
Getting set up

You can **try G Suite Enterprise for Education** for 30 days at no charge with up to 10 licenses. This will give you a chance to try out the powerful enterprise-grade features that can benefit you as an IT admin and make managing your domain simpler. You will also empower the faculty, staff, and students on campus with easy-to-use productivity and communication tools.



Get started with:

Free trial	(3)
Assign Licenses	\ominus
Rules and best practices	\hookrightarrow



Go to your Admin console and click Billing. Google Admin Dashboard by confirming that this account issues. REVIEW.

In the G Suite Enterprise for Education module, click Find out more. Google Admin Q Search for users, groups, and settings (e.g. create group G Suite for Education Pree Subscription

3 When prompted to review your selection, click Continue. Add G Suite Enterprise for Education G Suite Enterprise for Education

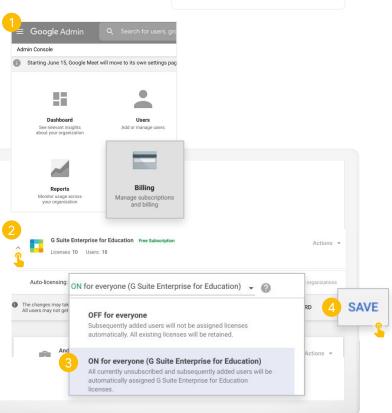
Automatically assign licenses

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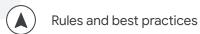
- 1 From the Admin console homepage, go to **Billing**.

 The **Billing** page lists each service you've purchased, along with basic information about your subscription.
- 2 For the service you want, click the down arrow to the left of the service name to expand the box.
- Click the **Auto-licensing** field and select **ON for everyone**.

For help manually assigning G Suite Enterprise for Education licenses, visit this Help Center article.



Click Save.





- Only a G Suite Administrator has access to the Admin console and can distribute the G Suite Enterprise for Education license.
- The threshold for getting G Suite Enterprise for Education is set at a minimum of 50 seats or 15% of total full-time **/** employee seats, whichever is higher.
- If you purchase full-domain licensing for all staff, you get 10 free student licenses for every purchased faculty or staff license in that domain. If your student-to-faculty or staff ratio exceeds 10 to one, you might need to purchase extra faculty or staff licenses to get additional student licenses.
- Depending on whether you are on the full-domain or partial-domain plan, functionalities differ for licensed versus unlicensed users - see FDL versus PDL comparison chart.
- If you have multiple Google services or multiple subscriptions of the same service, you can only turn on automatic **/** licensing for one service or subscription.
- If you choose to automatically assign licenses for a service to all users, you can't remove an individual user's license.
- If you have organizational units under your top-level organization, you can set automatic licensing options for specific organizational units.
- It can take up to 24 hours for an automatically assigned license to take effect.

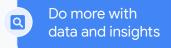
Security and admin controls

G Suite Enterprise for Education gives you more control across your domain with enterprise-grade tools to help you defend against security threats, analyze security incidents, and protect student and faculty data.



Get started with:







Enhanced security, visibility, and controls

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:

- Access your <u>security dashboard</u> to view and download <u>reports</u>
- Check your <u>security health</u> to ensure you're following security best practices
- Use the <u>investigation tool</u> to dive deeper into security incidents and create activity rules
- Use <u>advanced mobile-device management</u> for more control over data

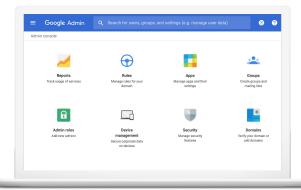






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To open the security center, click Security from the Admin console.



2

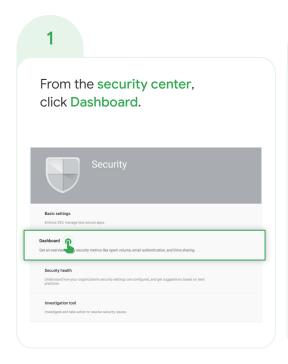
Once in the security center, select the tool that you want to work with. The dashboard is a good place to start so that you can get an overview of key security metrics.





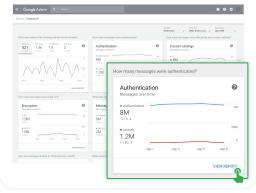
Dashboard

The security dashboard gives you a quick overview of important security metrics across your organization, such as spam volume, email authentication, and Drive sharing.



2

You can quickly review all of your metrics, then dive deeper into a single dashboard by clicking View report.

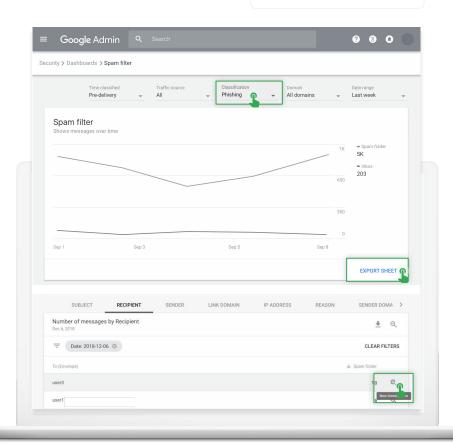


Reports

Reports can help you identify and mitigate potential security risks. 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.

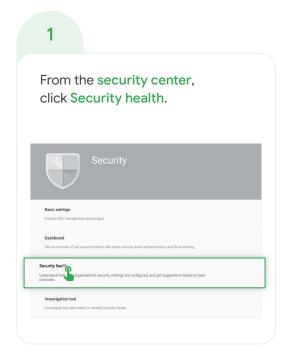
Within a report, you can:

- Adjust filters to further classify your dataset
- Export to Sheets for reporting and distribution
- <u>Launch an investigation</u> to drill down for actionable insights



Security health

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



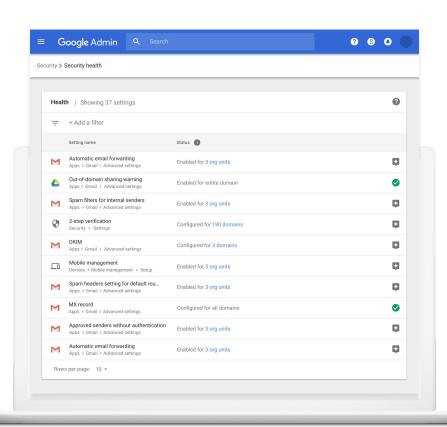
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Quickly browse all the available security settings across your Admin console to check whether they correspond with Google recommended best practices.



Security health

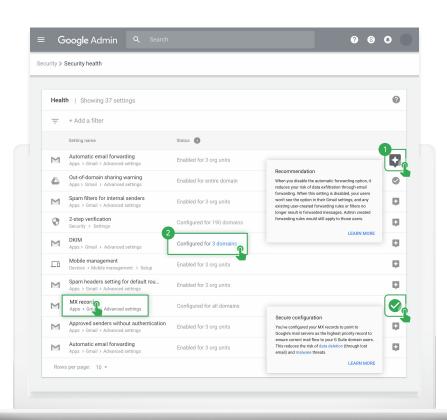
- A green check mark indicates that a setting is currently following best practices
- A gray information icon indicates that more information is available to help you update the setting to best practices





Security health

- 1 Click a gray information icon to read a quick summary of the recommendation, then click Learn more for a deeper exploration.
- 2 Click the hyperlinked number of organization units (OUs) in the center column to view security settings for each OU and see how they compare to Google recommended best practices.
- 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.

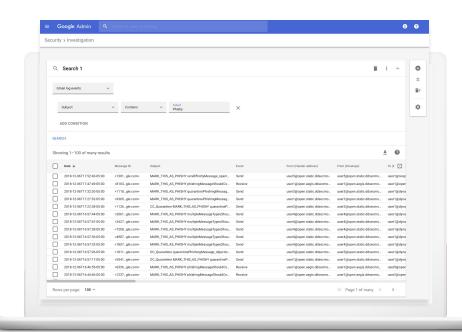




Investigation tool

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





1 You can open the investigation tool in two ways:

- A In the security center, 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.



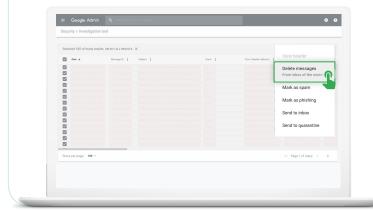
- B Directly from a report.
 - · Click the magnifying glass to launch an investigation about
 - the data in the report.
 - Read this <u>Help Center article</u> for details on which reports are available for use with the investigation tool.





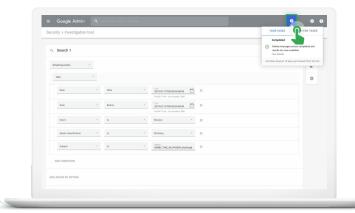
2

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

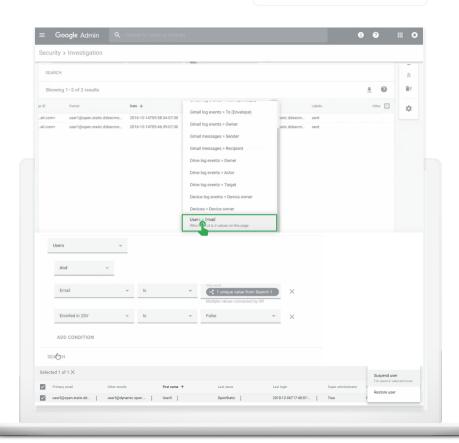
To check the status of an action, click the white hourglass icon at the top right of the Admin console to open the Long-running task pane. When the action completes, the pane will display granular results of the action.





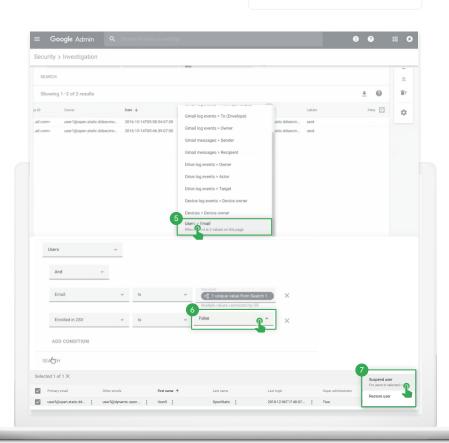
You can use column-based pivoting to view data about an item or group of items related to a different data source.

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.



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.

- From here, you can add a parameter from the User account information to see which of these accounts have 2SV disabled.
- 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.

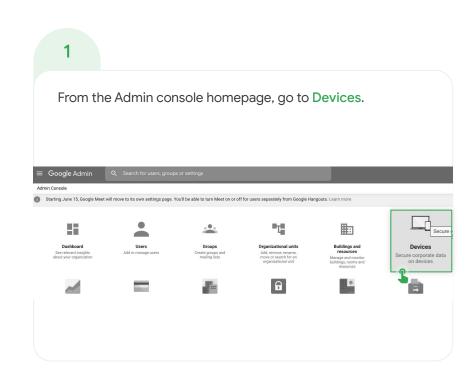




Advanced mobile-device management

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



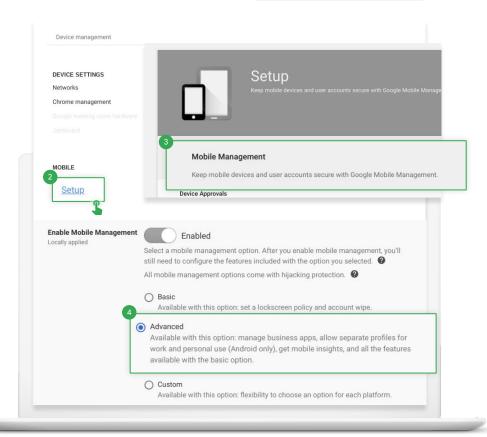
On the left, click Setup.

3 Click Mobile Management.

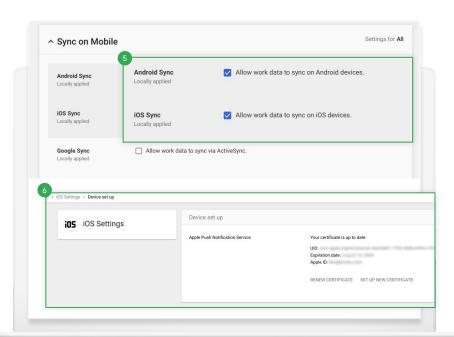
To apply the setting to everyone, leave the top organizational unit selected. Otherwise, select a child organizational unit.

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.



- 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 and click **Save**.
- 6 If you want to manage iOS devices and apps, create an Apple push certificate. You need to renew this certificate annually.



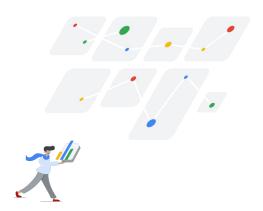


Do more with data and insights

G Suite Enterprise for Education gives you more visibility and control over your data with BigQuery, along with advanced capabilities to locate information anywhere in your domain through a unified search experience and storage of your data in predefined data regions.

Get started:

- Get insights with admin reports in BigQuery
- Analyze and report on <u>Gmail logs in BigQuery</u> for more visibility into emails
- Find information using Cloud Search
- Use data regions to store data in a specific geographic location

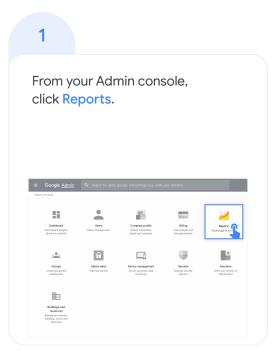




Admin reports in BigQuery

Get insight into your G Suite usage, and access all of your audit logs and usage reports and export them for analysis in <u>BigQuery</u>.

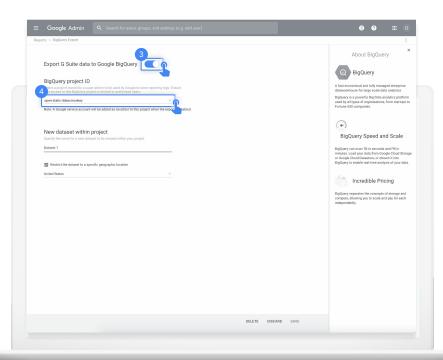
Follow these steps to access this feature.



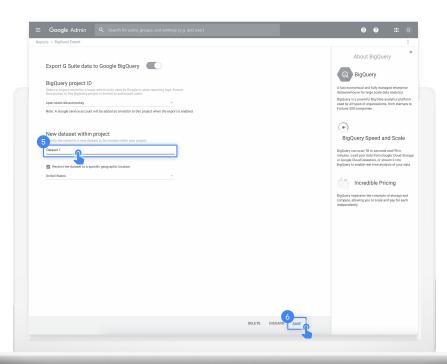
In the left-hand menu, click BigQuery Export.



- Turn on the Export G Suite data to Google BigQuery switch to enable BigQuery logs. The logs will be available within 48 hours after turning on this setting.
- 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.



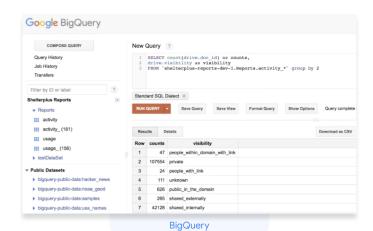
- Under New dataset within project, enter a name for the dataset you will create for storing logs in the project. Dataset names must be unique for each project. For details, check out this Help Center article on creating and using datasets.
- Click Save in the lower right corner. If the Save button is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



O D C D O VIEW

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- 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.
- Within BigQuery, you can <u>write queries</u> to analyze your data, or connect your dataset to Google Data Studio or third-party tools for further analysis and visualization.



Google Data Studio

2 step verification

G Suite Adoption Insights

② 2



Gmail logs in BigQuery

With G Suite Enterprise for Education, you can 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 <u>Help Center article</u> for more details about reporting logs in BigQuery.

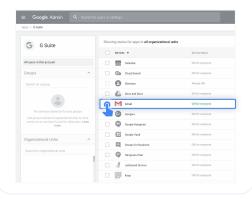
From your Admin console, click Apps.

Then click G Suite.



3

Within the G Suite management interface, select Gmail from the list of services.



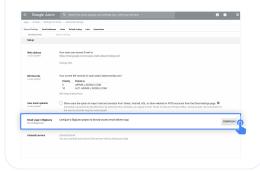
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From the Gmail management interface, select Advanced settings.

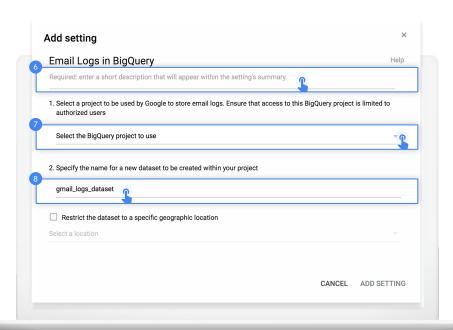


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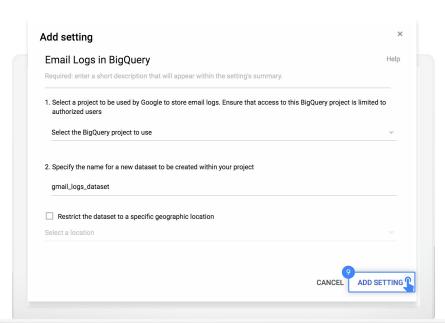
In the General Settings tab, under the Setup options, hover over Email Logs in BigQuery and click Configure.



- In the Add setting window, enter a description under Email Logs in BigQuery.
- 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.
- Under item 2, enter a name for the new dataset that will store the Gmail logs.



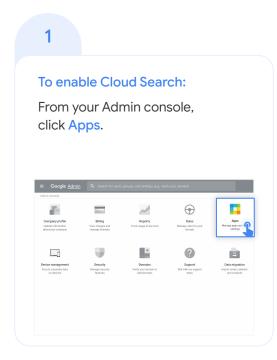
- 9 Click Add setting in the lower right to return to the settings page, then click Save.
- After adding your setting, go back to your BigQuery project. Your new dataset should appear under the name you designated during step 8.
- Check out the Help Center for more detailed information on <u>Gmail logs in BigQuery</u>.

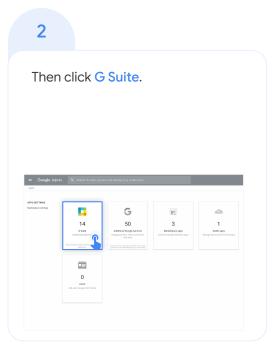




Cloud Search

Cloud Search makes it easy to find information within your organization's content sources, including G Suite services – such as 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.

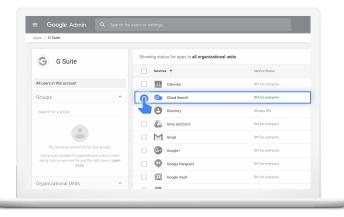






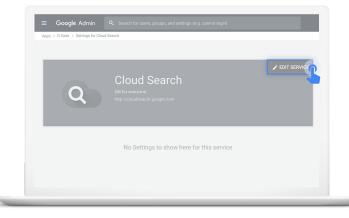
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From the list of services, click anywhere on the Cloud Search row.



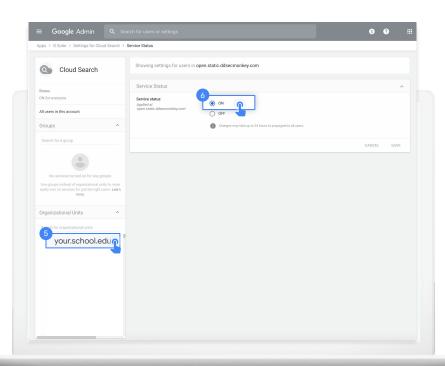
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At the top right of the gray box, click Edit service.

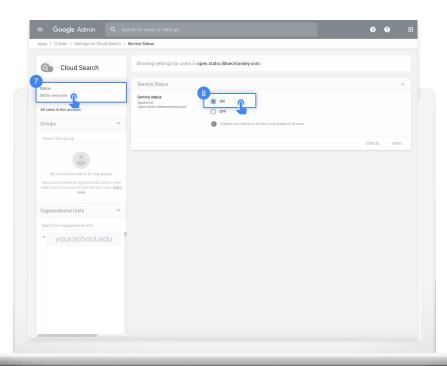


To enable Cloud Search for one or more organizational units, you can select from the lower left column a top-level unit, which will include all subunits listed under that unit, or select an individual subunit.

Under Service Status, select On, then click Save.



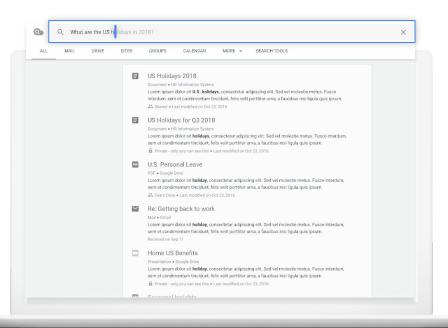
- 7 To enable Cloud Search for all organizational units, click All users in this account in the upper left.
- Under Service Status, select On for everyone, then click Save.





To use Cloud Search

- On desktop, go to <u>cloudsearch.google.com</u> on any supported browser.
- Install the mobile app on any supported device.
- Conduct a search using natural language. Refine your searches with search operators and filters, and see targeted suggestions.



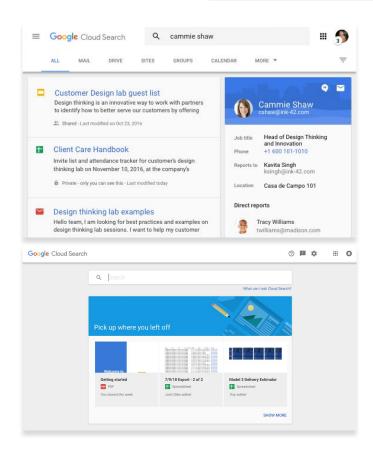


To use Cloud Search

Enable your global Directory so that people in your organization can use Cloud Search to find contact information and employee details for people in it. Read this Help Center article to learn how.

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.





Data regions

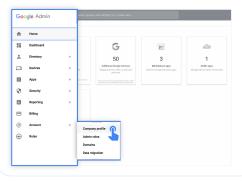
As an administrator, you can choose to store your covered data in a specific geographic location (the United States or Europe) by using a data region policy.

Follow these steps to configure data regions in G Suite Enterprise for Education.

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

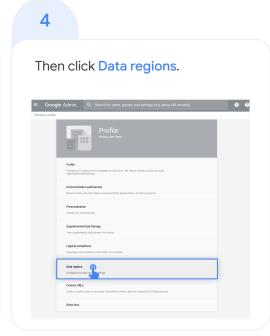
2

Click the arrow next to Account to open the Options menu, then select Company profile.





3 On your Company profile page, click Show more. Google Admin Q. Search for users, groups, and settings (e.g. setup MX records)



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.

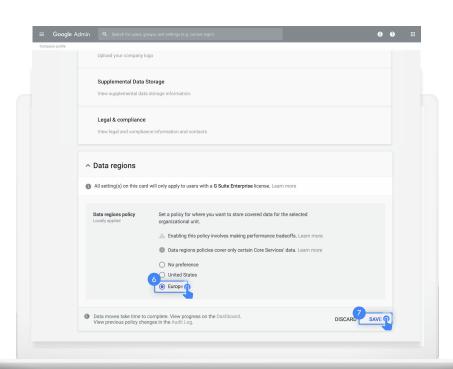
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- On the Data regions card, select the region, United States or Europe, where you would like to store covered data. You can also select No preference.
- 7 To continue, click Save. Otherwise, click Discard.
- 8 (Optional) Repeat steps 4 to 7 for each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

For more information about what data is covered by a data region policy, read this <u>Help Center article</u>.

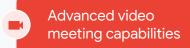


Teaching and learning tools

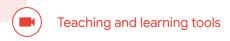
G Suite Enterprise for Education gives you enhanced capabilities for Google Meet. Your users can hold online meetings for up to 250 people, live stream to 100,000 audience members, easily record and save meetings to Drive, and include international dial-in.



Get started with:







Advanced video meeting capabilities

Discover more video capabilities with G Suite Enterprise for Education, such as meetings with up to 250 participants, live streaming, meeting recordings saved to Google Drive, and phone dial-in access (the US and international). Only licensed users get live streaming and meeting recordings.

Get started:

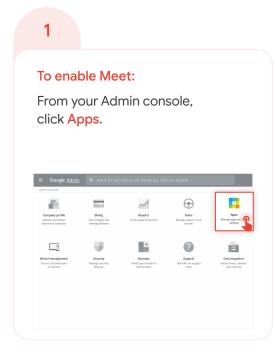
- Use <u>Google Meet</u> enterprise capabilities
- Add <u>live streaming</u> to a meeting or an event
- Record a meeting and save to Google Drive
- Use international phone dial-in access and select dial-in numbers



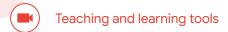


Google Meet

To use Meet enterprise capabilities, and be able to host larger video meetings for up to 250 users, you'll need to first enable the tool.







3 Within the G Suite management interface, select Google Meet from the list of services. G G Suite Services ↑ Cloud Search ☐ M Ornel Google Meet

□ @ Herroric

Select Meet settings.

5 Check that each feature you'd like to use is turned on. New meeting experience: ON Dial-in: ON Recording: ON Stream: ON Google Meet

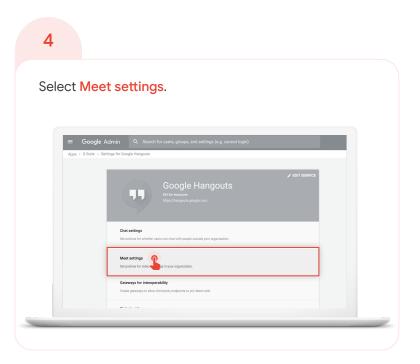
Live streaming

The ability to add live streaming to a meeting is turned on by default. You can restrict access per organizational unit from the Admin console. To turn live streaming on or off: Open the Admin console and click Apps.

Then click G Suite.



3 From the list of services, select Google Meet. Showing status for apps in all organizational units G Suite ☐ Services ↑ Service Status All users in this account Classroom Cloud Search Gmail Google Chrome Sync ON for everyone Google Vault



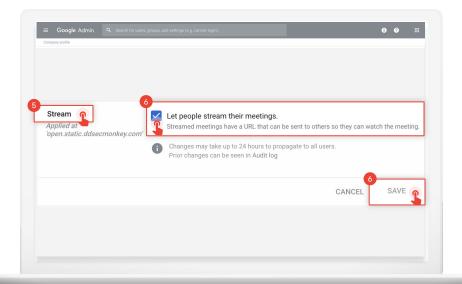


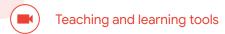
Hover over Stream, then open the Edit menu .



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 on by default for everyone in your organization.

Check out the Help Center for more information on live streaming video meetings or meeting recordings.



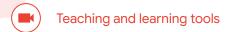


Add live streaming to an event

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

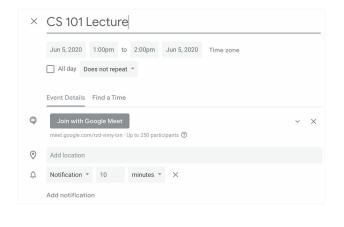
Create an event in Calendar. In the event summary window, click More options to open the event details. CS 101 Lecture Event Out of office Reminder Appointment slots Nov 27, 2018 1:00pm - 1:50pm Nov 27, 2018 ■ Education

Under Add conferencing, select Meet. × Add title Jun 5, 2020 10:30am to 11:30am Jun 5, 2020 Time zone ☐ All day Does not repeat ▼ Event Details Find a Time Add Google Meet video conferencing Add location Add notification Busy * Default visibility * (?)



3

Click Manage details, which will appear on the right when Meet is selected.



Click Add live stream in the dialog box, which will generate a unique URL. Event Details Find a Time meet.google.com/rzd-vimy-txn · Up to 250 participants ② meet.google.com/rzd-vimy-txn Phone Numbers (US)+1 731-307-2682 (?) PIN: 617 621 763# More phone numbers Add live stream

Teaching and learning tools

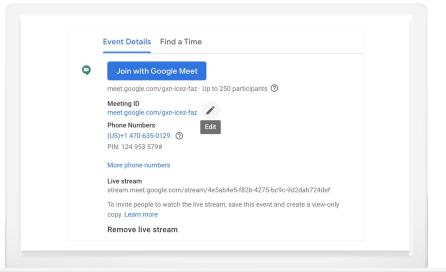
■ Back to table of contents

With the live stream URL, up to 100,000 in-domain 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.

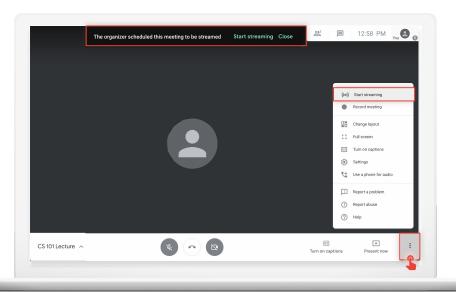
Guests you invite can share the live stream URL, and anyone in your organization can watch the video event.

When it's time for your live stream, join the meeting.



7-9

- 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.

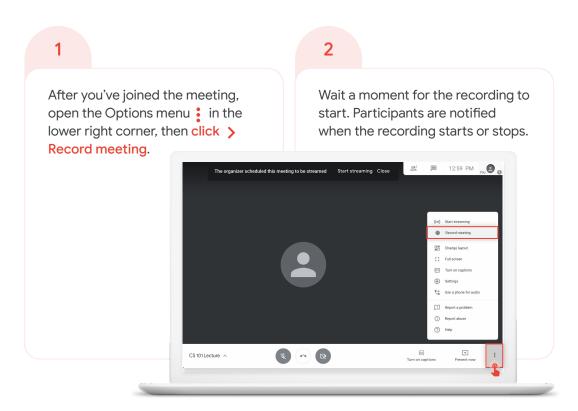


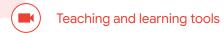


Record a meeting

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





3-4

- To stop the recording, open the Options menue, click > Stop meeting, and then click Yes to confirm that you want to stop the recording.
- 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.



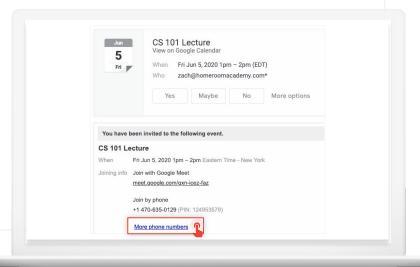
International phone dial-in access

As a recipient of an event where Meet is enabled, international dial-in capability is automatically added with G Suite Enterprise for

Education.

1

To access international dial-in numbers, click More phone numbers in the Calendar invite.



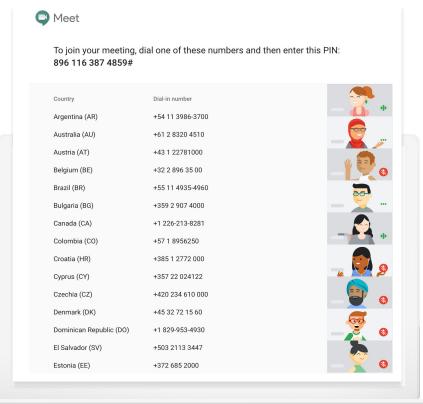


Selecting international dial-in

You'll be able to select from a list of local dial-in numbers and enter the meeting with your meeting PIN followed by #.

This option includes additional international phone numbers based on your computer's location or the location of the event organizer.

If your country is not yet supported, then the next best alternative is shown. Check out this Help Center article for a list of supported dial-in countries.



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:

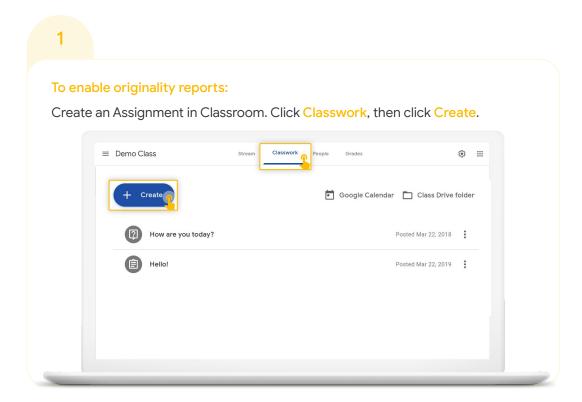
• Enable and run <u>Unlimited originality reports</u>



Originality reports

Originality reports bring the power of Google Search right to your student assignments and grading interface through Classroom and Assignments.

Watch the video to learn more.



Originality reports

When assigning work, instructors have the option to enable originality reports

Students using Classroom always receive three originality reports per assignment

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Originality reports

Check work against hundreds of billions of pages in the Google Search index and tens of millions of books in Google Books

Highlight web matches directly within a document

Link to the external source so instructors and students can explore further Originality reports run automatically when the assignment is submitted. Total points 100 Due date Dec 16, 5:00 PM Your files Run originality reports? 3 of 3 runs remaining for this assignment /10 ~



Thank you

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