

Back to School Guide

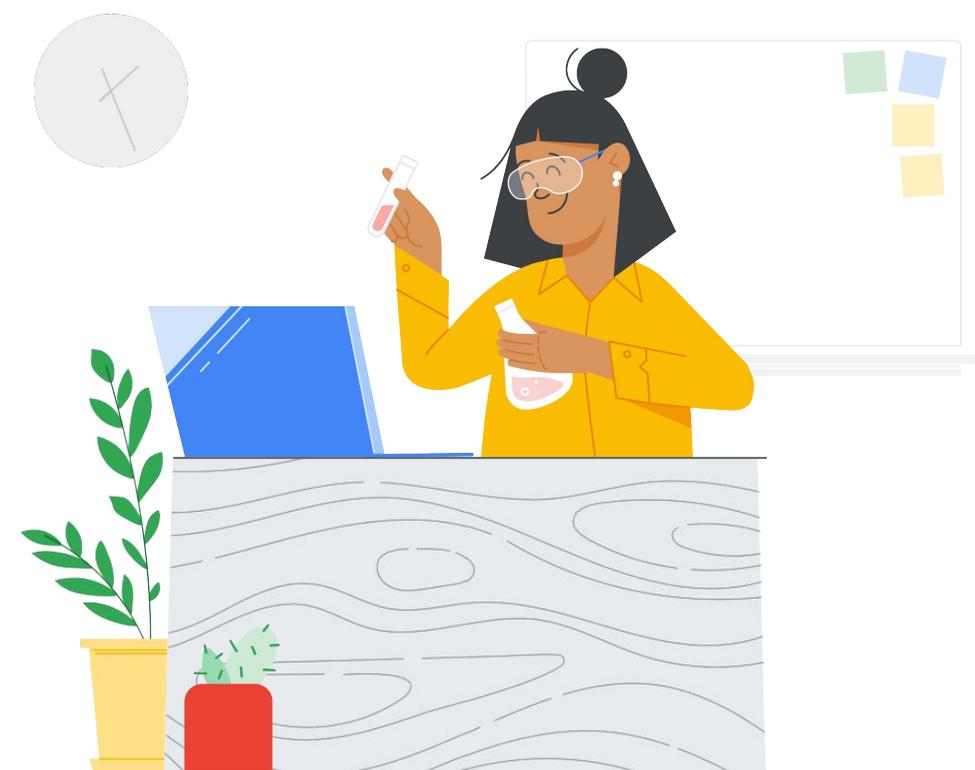


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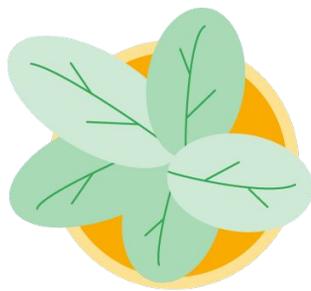
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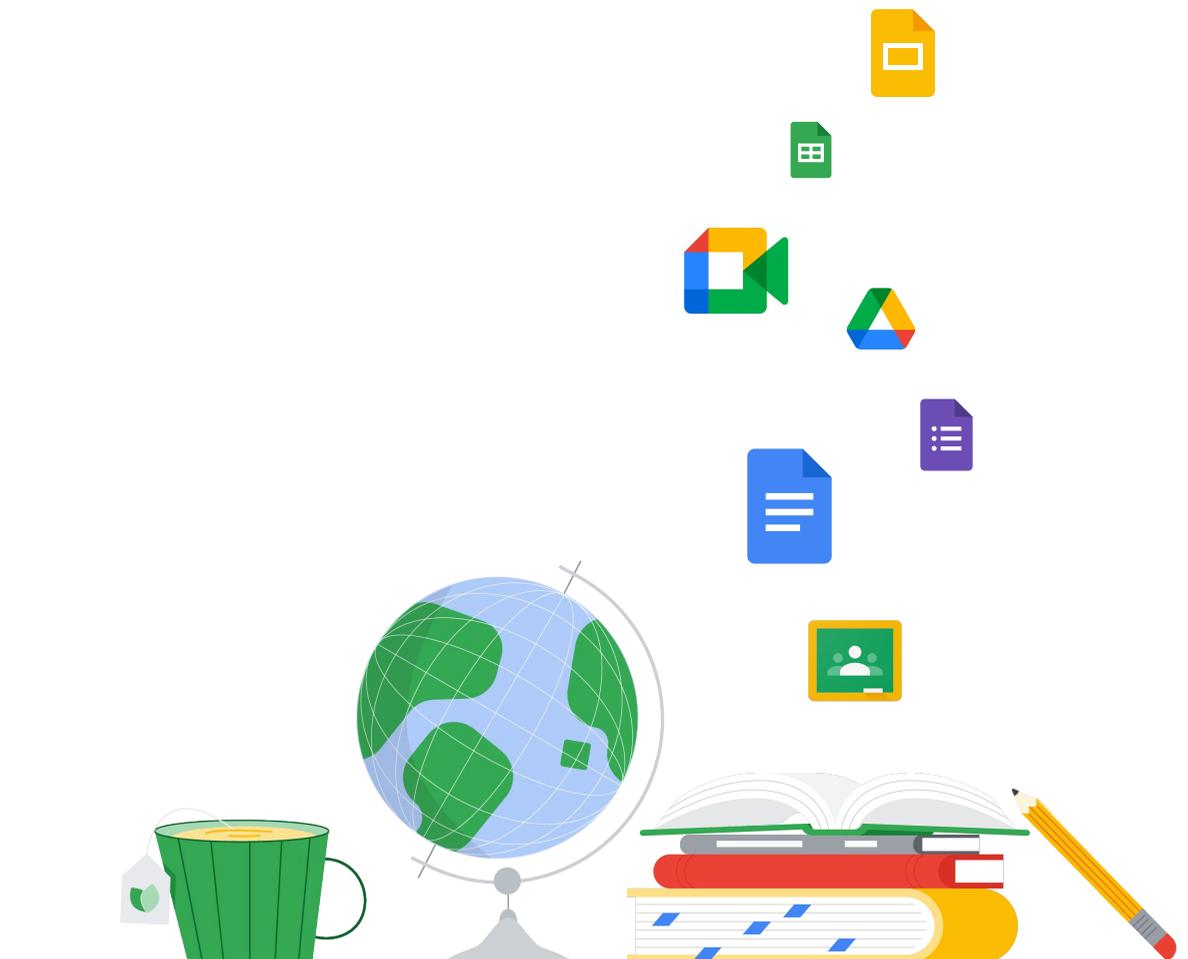
Thank you to all the educators who helped us develop this guide. And a special thanks to Chin Song, Ron Carroll, Mark Garrison, Femi Aina, and Ruth Yeh for their guidance and time.



Overview

Equipping your district, educators, students, and families with the resources they need to go back to school with confidence can be daunting. Google for Education is always working to make digital tools easier to use and more helpful for everyone.

We want to help your school community get the most out of your Google for Education tools. Use this guide for tips on how to use our most popular tools – like Google Classroom, Google Meet, Google Forms, and Chromebooks – to help educators engage, connect, and collaborate with their classes, keep guardians involved and informed, stay up to date on the latest admin settings, and ensure a secure learning environment.



Back-to-School Tips



Tools to enhance teaching and learning

- i. Collaboration
- ii. Student engagement
- iii. Amplify instruction
- iv. Classroom management
- v. Internet connectivity



Support your school's students and families beyond the curriculum

- i. Social and emotional learning
- ii. Supporting all types of learners
- iii. Guardians
- iv. Digital citizenship



Google's commitment to data privacy and security

- i. Online safety
- ii. Data protection
- iii. Admin controls for safer learning



Prepare your Google for Education products for the new school year

- i. Back-to-school checklist

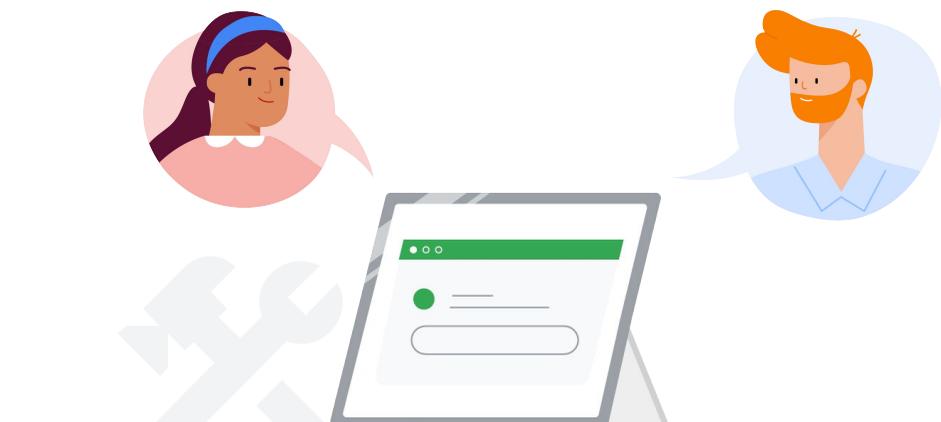


Collaboration

Q: What Google tools should I consider using to promote collaboration, in person or from home?

A: Our tools are built with collaboration in mind. Here's some ways to get started:

- Teach and learn with simple, flexible tools like [Classroom](#), [Meet](#), [Docs](#), [Slides](#), [Sheets](#), and [more](#) to cultivate collaboration, streamline instruction, and keep the digital learning environment safer.
- Make class more fun and interactive with [Jamboard](#), a virtual whiteboard, where students can use virtual sticky notes, upload images, and annotate at the same time on devices like Chromebooks. Try Jamboard in the [app](#) or in Google Meet.
- Use [interactive checklists and smart chips](#) in Docs to help teachers organize tasks for school events like graduation, or to help students stay on track with larger projects. Tag people and assign tasks and dates, easily embed Drive files, mark items as complete and more. See [how it looks in action](#).
- [Embed live Meet video calls](#) in Docs, Sheets, and Slides to make working together easier. Students can ask questions and share ideas over Meet as they complete an in-class exercise. This feature is available with [Education Plus](#).
- Search for “collaboration” in the [Chromebook App Hub](#) for apps that bring students together- and work seamlessly with Chromebooks.





Student engagement

Q: What Google for Education tools should I consider using to increase student engagement?

A: Here are some of our favorite tools to help keep students interested:

- Share touch-optimized apps that inspire learning – try [Canva for Education](#) and [Adobe Spark](#) in the [Chromebook App Hub](#).
- Embed YouTube videos right within Classroom, Slides, and Forms to help bring lectures to life for all students. [Learn how](#)
- Create exit tickets, class surveys, formative assessments, data collection, and more using [Forms](#) to engage and save time.
- Utilize Meet in and out of the classroom. Invite guest speakers or expose students to a new world with virtual field trips. Within Meet, encourage participation with [emoji reactions](#) and [hand raising](#) – when students finish talking, their hand is automatically lowered. And use the [Q&A](#) feature to let students ask and upvote questions, and get instant feedback with [Polls](#) (for users with the Teaching and Learning Upgrade or Education Plus edition). [Click here](#) for more information on ways to enrich learning experiences with Meet.
- Use [Chromebook touchscreens](#) or [with styluses](#) to support varied learning styles and encourage student creativity in class.



Amplify instruction

Q: What tools do you suggest I use to provide more individualized learning opportunities for my students?

A: Here are some upcoming resources to take teaching and learning to the next level.

This school year, you will be able to:

- Power student potential with [practice sets](#). Teachers are empowered to create interactive assignments that give students real-time feedback, and provide automated insights to identify potential gaps in students' understanding. Currently, practice sets are in beta, and in English only, for Google Workspace for Education customers with Education Plus or Teaching and Learning Upgrade.
- Help students have fun and gain confidence while learning to read with the [Read Along app](#), available via Google Play for Android devices and Chromebooks. Read Along uses Google's advanced text-to-speech and voice-recognition technologies to give young readers personalized support.
- Students can leverage the [Screencast app](#), built into Chrome OS in M103, to record, trim, share, and view transcribed screencasts – and create a custom library of recordings automatically saved to their Google drive. Select devices with Google TV will be enabled with [cast moderator](#) mode that enables both educators and students to wirelessly share their Chromebook screen to a class display.
- Help students turn in their best, individual work while teachers can quickly check for authenticity with [originality reports](#).
- Access interactive tools like Kahoot! and Nearpod in Classroom – no additional sign-ins required. With [Classroom add-ons](#), students can complete assigned activities and teachers can comment on student work – and grades pass back to Classroom's grade book. Admins can pre-install Classroom add-ons for their entire domain or specific groups. Try it out with the Teaching and Learning Upgrade or Education Plus.



Class management

Q: How can I make class management easier with Google for Education products?

A: Here are some tips to help automate administrative tasks and simplify class management:

- Enable [roster import](#) to automatically set up classes and keep Classroom rosters in sync with your student information system (SIS). Available for districts with Education Plus.
- Save time by posting the same assignment to [multiple classes](#) at once in Classroom - and [schedule](#) assignments in advance for multiple classes.
- [Track attendance](#) in Google Meet and access live stream reports.
- Manage classes on the go with even more functionalities in the Classroom Android app - switch between student submissions, grade while viewing an assignment, and share feedback. [Learn more](#) in our Classroom mobile app FAQ.
- Keep students on track with [to-do lists](#) personalized for each student in Classroom, automatically. And help students plan ahead with assignment [due dates](#) that automatically appear in their Google Calendars when the assignments are shared.
- Create and grade quizzes using Forms [on its own](#) or by [creating a quiz assignment in Classroom](#). Draft responses auto-save for up to 30 days, so students won't lose their work if they get interrupted. Find [more ways](#) to save time using Forms.
- Manage and deploy Chromebooks at scale easily using [zero-touch enrollment](#). Access over 500 Chrome policies in Google Admin Console available with the Chrome Education Upgrade.



Internet connectivity

Q: How do I ensure my school community can keep learning going without a steady internet connection?

A: Help keep education going, even with unreliable bandwidth.

Here's how:

- Avoid interruptions by setting up [Drive for desktop](#) so students can view, create and edit Docs, Sheets and Slides — even in a sudden power outage. Admins can also enable [Gmail offline](#) settings so users can always check messages and draft responses.
- Stay connected with Meet without a strong internet connection. [Optimize streaming](#) for high-quality video calls even with low bandwidth and automatically limit data usage on mobile networks.
- Use the Classroom Android mobile app in [offline mode](#). Open Drive attachments, start work, review assignments and attachments, and write assignments in Docs — all without an internet connection.
- Encourage students with Chromebooks to use “runs offline” extensions in the [Chrome Web Store](#) for long periods of internet unavailability. Admins can [push out the extensions](#) to all Google Workspace and Chromebook users. Check out [teacher tips](#) and more ideas.





Social and emotional learning

Q: How can I use Google for Education tools to support students' social and emotional learning?

A: Understand and track student well-being with the tools you already use.

To start, try to:

- Reach out to students with an emotional-health questionnaire using Forms. Keep the question list short with a few high-level questions: How do you feel today? Why do you feel this way? What is your goal for today? Even use images or multiple choice to make it super fast and simple to answer.
- Send wellness reminders to students with announcements in Classroom like "Take a quick movement break!" or share a mindfulness activity from YouTube.
- Integrate Chromebook apps made to help support social and emotional learning into regular class time. Try using [ClassDojo](#), [Classcraft](#), and custom [Pear deck slides](#) to get started.
- [Learn even more](#) ways Google tools can be used to support students' emotional well-being.





Supporting all types of learners

Q: How can I support all types of learners with Google for Education products?

A: We're passionate about building tools that make teaching and learning work for everyone. Get started with Google Workspace for Education and Chromebooks.

Visit our [Guide for Children with Disabilities](#) and our [accessibility website](#) for step-by-step how-tos on all of our features. Try to:

- Help students with visual impairments using Chromebook's browser zoom and [full screen magnifier](#). [Magnification support](#) is also available in Docs, Sheets, and Slides. Or, try ChromeVox, the Chromebook [screen reader](#) and enable high contrast mode and night light to help with eye strain.
- Assist children who are deaf or hard of hearing by enabling mono audio so that the same audio plays through both speakers. Teachers can turn on automatic [closed captions](#) in Slides when presenting, and students can [add captions](#) to audio and video files in Drive and customize closed captions by font, size, color and more. And try pinning [multiple tiles](#) in Meet to see a teacher and a sign language interpreter at the same time.
- Support students with dyslexia using [Select-to-speak](#) mode and enable a student to [speak to enter text](#) with Dictation mode. Also, enable Docs spelling and grammar suggestions.
- Empower students with limited motor skills using Tap to Click and Automatic clicks on Chromebooks. Try an on-screen keyboard with handwriting mode and use Docs Voice Typing for longer assignments.
- Leverage the [Chromebook App Hub](#), with more than 55 partner extensions available in a range of apps for reading, attention, visual, language, and other learning barriers. Also, third-party extensions can be installed to your Chrome browser to assist with accessibility.
- Set up accounts in Classroom to make sure individualized education plans (IEPs) are being met and assign material to specific student groups that need differentiated coursework.

For more information on how to support everyone in the classroom, visit:

- [Google for Education Accessibility Resource Center](#)
- [Google Workspace Admin Guide on Accessibility](#)
- [Google Workspace for Education accessibility features by product](#)
- [Chromebook accessibility video series](#)
- [Google Workspace and Chromebook accessibility training](#)



Guardians

Q: How can I help guardians stay more connected and involved in their children's education?

A: Our tools can help keep communication going and empower guardians to stay up to date on their students' progress. Get started:

- Help parents understand the technology students use in class with the [Tech Toolkit for Families and Guardians Video Series](#).
- Set up weekly automatic [guardian summary notifications](#) in Classroom. Emails recap student performance, new assignments, approaching deadlines and missing work.
- Empower educators to hold virtual parent-teacher conferences and set up check-ins on student progress with Meet. And, connect with more families at once by [livestreaming](#) an assembly or town hall to any domain, with the Teaching and Learning Upgrade and Education Plus editions.
- For guardians of younger students who need help logging into virtual classrooms, we've made it [easier to join](#). Access Google Meet through a direct link, a chat or email invitation, Classroom, or a class meeting nickname that stays the same the entire school year.

For more resources, check out:

- [Google Families](#)
- [Guardian's Guide to Accessibility](#)
- [Guardian's Guides to Google for Education Tools](#)
- [Chromebook App Hub](#)
- [Edu OnAir: Supporting Families With Distance Learning](#)
- [Enabling Distance Learning through Google Workspace & Chromebooks](#)



Digital citizenship

Q: How can I promote online safety best practices among students, guardians, and educators?

A: Google works directly with experts and education leaders to develop resources for teaching digital safety and creating healthy online habits. Consider sharing these resources with teachers and families to promote safer digital habits in your students.

Educator resources:

- [Digital citizenship course](#) designed for students and teachers
- [Be Internet Awesome curriculum guide](#) with interactive [printable activities](#) for the fundamentals of navigating the online world
- [Interland](#) interactive digital safety game
- [Google Search](#) lesson plans and activities
- [Applied digital skills](#) lesson plans

Guardians resources:

- [Google Families](#) resource hub to help raise digitally responsible kids
- [Family Safety Center](#) for safer experiences online
- [Family Link](#) for setting digital ground rules
- [Chromebook Help Center](#) for managing children's experiences
- [Digital Wellbeing Family Guide](#) resource hub for quality content
- [Be Internet Awesome Family Guide](#) for online safety tips



Online safety

Q: How do [Google Workspace for Education Core Services](#) help protect students and teachers online?

A: We design products to put the safety, security and privacy needs of our users first. This means keeping schools' data safer with built-in security features that provide automated protection, compliance, visibility, and control, to ensure a private, safe, and secure learning environment.

Everything we build is guided by three important principles:

1. Secure by default:

Protecting your privacy starts with the world's most advanced security. Even before you set up security controls for your school's digital environment specific to your needs, our built-in security is automatically protecting you from threats like ransomware.

2. Private by design:

We uphold responsible data practices designed to respect your privacy. Our Google Workspace for Education Core Services can be used in compliance with the most rigorous data privacy standards, including FERPA, COPPA, and GDPR. Google does not use data from Google Workspace for Education Core Services for advertising purposes, and users' personal information is never sold.

3. You're in control:

You own your data in Core Workspace Services, which means that you retain full intellectual property rights over your customer data, and you control who can download it, and when. Get real-time alerts so you can act immediately if an incident occurs, and customize the security dashboard to get reports on your security status at any time.

We're adding [additional features](#) to provide more visibility and control. And, our [privacy notice](#) makes it easier for teachers, guardians, and students to understand what information we collect and why we collect it. Nothing is changing about how your information is processed. Rather, we've improved the way we describe our practices and privacy controls with a simpler structure and clearer language.



Data protection

Q: How can I answer school community concerns over students' data when using Google for Education products?

A: Providing school communities with safe digital learning environments is foundational to Google Workspace for Education. Our products are secure by design, private by default, and we make it easy for admins to manage security, with new controls for students under 18.

More on Google's commitment to privacy and security:

- [Safer learning with Google for Education one-pager](#)
- [Google Workspace Security Checklist](#)
- [Google Workspace for Education Privacy Notice](#)
- [Guardian's Guide to Privacy & Security](#)
- [Tech Toolkit for Families and Guardians: Security](#)





Admin controls for safer learning

Q: What settings and controls does Google Workspace for Education provide to help protect students online?

A: Our tools give admins control of school data and visibility into threats with security settings and real-time alerts all in one place in the [security center](#). Now, we've added even more updates made for safer learning.

- Tailor experiences for users based on age when using Google services like YouTube, Photos and Maps with a new [age-based access setting](#).
- Gain more control over the YouTube experience for students younger than 18 by preventing them from creating YouTube content, engaging in comments and live chats, and purchasing items in YouTube - by default. Admins can turn the YouTube service "off" for students and "on" for staff ([learn how](#)). Additionally, students designated as under the age of 18 with YouTube turned "on" will have a more limited experience ([learn more](#)). Teachers with YouTube turned "on" can embed their favorite YouTube videos into Classroom, Slides, and Docs.
- Ensure safer web browsing with updated settings for SafeSearch, Guest Mode, and Incognito Mode. Now, SafeSearch technology will be enabled by default, and Guest Mode and Incognito Mode will be off by default. Admins can still change each of these policies on Chrome OS for individual organization units, for example allowing the use of Guest Mode for users in their domain. Customize settings in the [Admin console](#).
- [Protect virtual classrooms](#) using Meet's new admin controls to determine which meetings in-domain users can join. We [encrypt data by default](#), offer unique meeting IDs, and prevent students from joining completed class Meet links. Turn off everyone's video and chat at the same time to reduce class distractions. And, admins with Education Standard and Education Plus are able to end any meeting in their organization directly from the investigation tool. Finally, for Education Plus users, admins can [sync rosters](#) from their SIS directly to Classroom so that students can only join their unique class Meet link.
- Use additional features to help prevent malware and phishing threats with [Security Sandbox](#) and the [Security Center](#). Now in beta, [Drive labels](#) allows admins to classify files stored in Drive to make sure they're handled correctly. Additionally, new Drive trust rules will give admins more advanced controls around how files can be shared within and outside of their organization. Admins with Education Plus and Education Standard can [Sign up](#) for the beta for early access.



Back-to-school checklist

Q: What should I keep in mind when preparing my school's Google Workspace for Education tools ahead of the school year?

A: Here is a checklist specifically for admins to quickly ensure your Google Workspace for Education products and services are ready to go for the new school year.

Admin back-to-school checklist:

- ❑ Covers, power adapters, and other device accessories are purchased
- ❑ Returned Chromebooks are inventoried, repaired, and sanitized
- ❑ Bring the benefits of Chrome OS to your PCs and Macs. [Chrome OS Flex](#) is the cloud-first, fast, secure, easy-to-manage, unified operating system that optimizes your entire fleet
- ❑ Get the most of your Chromebooks by starting an in-house [Chromebook repair program](#) that's great for sustainability, extending the life of your fleet, minimizing turnaround to get devices back in class, and reclaiming time and costs
- ❑ Chrome devices are enrolled, updated, and patched and lost devices are wiped and deprovisioned. Visit our [Chrome Device Deployment Guide](#) for step-by-step instructions
- ❑ Chromebooks have been set up for remote learning, if necessary. Learn how in [Prepare Chromebooks for distance learning at home](#)
- ❑ [Google admin console](#) service configuration has been reviewed and updated if needed
- ❑ Google Workspace for Education [profiles](#) for new or incoming students and teachers have been created and updated
- ❑ Google Workspace for Education [permissions](#) are assigned to students and teachers
- ❑ Age-based access settings for students have been reviewed and [updated](#)
- ❑ Google Meet access, feature, and [permission settings](#) have been reviewed in the Admin console
- ❑ Guardian email summaries are [enabled](#) within Classroom
- ❑ [Family Link](#) is enabled on students' Google Workspace for Education accounts so guardians can stay in the loop on their children's digital activity
- ❑ [The Google Policy one-pager](#) and [Google's commitment](#) to privacy and security were shared with my school community

Additional Resources



Learn even more about how you can use Google for Education tools to enhance education.

- Visit the [Google for Education Blog](#) for the latest on education news and product updates
- Join us for the [latest webinars and events](#)
- Get [Distance Learning Strategies for Education Leaders](#)



Additional resources for admins:

- [Google for Education Product Support](#) resources
- [Google Workspace for Education Quickstart IT Setup Guide](#)
- Explore the [Classroom Help Center](#) and [Help Forums](#) for technical answers
- [Help Center Guide](#) for communicating with guardians



Additional resources for teachers:

- [Google for Education resources](#) to inspire creativity, encourage hands-on learning, and equip your students with digital skills
- [Training courses](#) and resources on digital citizenship, accessibility tools, Google Workspace for Education, available at no charge
- Join our [Educator Community](#) to find a group near you



Additional resources for guardians:

- [Guardian's Guide to Google Workspace for Education](#)
- [Guides for Guardians of Children with Disabilities](#)