Google Workspace for Education

Making the most of your Education Plus Free Trial

How to use this document: Use this document as a week by week schedule to make the most out of your free trial of Education Plus.
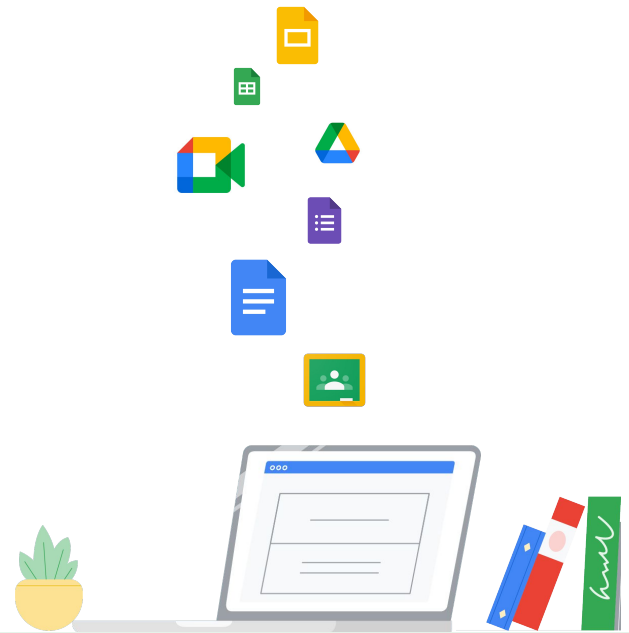
Steps to Getting Started with Trial

Choose your preferred Reseller to work with for trial

Once you've selected your preferred Reseller, take time to prep for the trial
- When is the preferred time to start a trial?
- Which stakeholders from your institution need to be engaged?

Familiarize yourself with the Reseller Token Transfer that will take place to allocate licenses
- Transfer your account to a reseller - details reseller's access and process to execute
- Reseller's limitations within a customer's Admin console
- Change a reseller's access to your account - post roll out of licenses for trial, you can perform this action

Your Reseller will deploy licenses and alert you once you have access.

Key Milestones to Cover

1. Enhanced security examination
2. Collaboration tools
3. Advanced analytics
4. Device management / Unified Search

Google Workspace
for Education

Weekly Focus Guide

Week 1: Trial Kick Off and Getting Started (IT Focused)

Help you to provision trial licenses to both IT staff and select instructors to help them get full experience of tools. Here are the steps to provision user licenses.

Actions to Complete

☐ Assign licenses manually to users participating in trial with provisioning guide

☐ Review 30+ ways to use Google for Education paid editions

Helpful Resources

- Provisioning Google Workspace for Education Paid Editions

- Getting Started Guide: A guide to optimize your use of Education Plus licenses

- Assign administrator roles to a user

- Administrator privilege definitions

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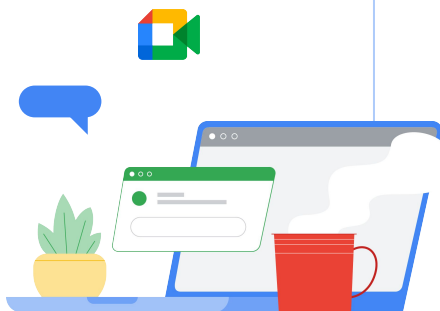
Week 2: Dive into the Security Center (IT Focused)

Actions to Complete

- ☐ Explore the Investigation Tool, Security Dashboard, and Security Health page in the admin console
- ☐ Utilize AI/ML by creating activity rules in the investigation tool
- ☐ Optional: Review Workspace for Education Plus and Standard Demo Slam

Helpful links

Security Center

- Security Dashboards
- Security Health Page - Google security recommendations
- Security Investigation Tool - Incidents Response

Data Regions

- Enable geo locations for your data

Week 3: Explore Communication Tools (Instructor Focused)

Actions to Complete

- ☐ Explore features like breakout rooms, hand raising, jamboard integration, recording functionality, and more
- ☐ Involve educators/instructors in testing of enhanced Google Meet tools
- ☐ Optional: Review Teaching & Learning Upgrade Demo Slam

Helpful links

Google Meet Enhancements

- Breakout rooms, larger meetings, recordings, and more (Slide 50)

Google Meet Livestream

- Setup Livestream Event (Slide 60)

Week 4: Support Authentic Student Work (Instructor Focused)

Actions to Complete

☐ Review how to enable Originality Reports for educators

☐ Review Teaching & Learning Upgrade Demo Slam if you haven't already; (also details Originality reports)

Helpful links

Originality reports: Plagiarism detection in Classroom and with LTI integrations for leading learning management systems

Week 5: Explore Analytics (IT Focused)

Actions to Complete

☐ Overview of BigQuery interface:
  - Run sample queries
  - Check out dataset retention
  - Look at storage and query limits
  - Review how to save queries
  - Look at exporting data to Data Studio or Connected Sheets

☐ Review how to set up BigQuery connections, both in GCP and Admin console

☐ Optional: Review reporting logs and BigQuery help article with customer

Helpful links

Data Logs in BigQuery

- Log Exports (Gmail & Drive) and Security Audits
- Audit Trail and logging of Gmail and Drive actions
- BigQuery for your Google Workspace Reports and User Logs
- Admin Reports in BigQuery set up service log exports

Week 6: Unified Search Experience Across Workspace Environment (IT & Instructor Focused)

Actions to Complete

☐ Review the overview of what Cloud Search is and how it can be used (internal Workspace content is now easily searchable)

☐ Review items you should consider before turning on Cloud Search

Helpful links

Cloud Search

- Cloud Search Landing Page
- Cloud Search's Connector Directory (With additional Cloud Search Platform License 3rd Party tools can be added to Cloud Search)

Week 7: Mobile Device Management (IT Focused)

Actions to Complete

☐ Preform setup process for mobile device management & computer management

☐ Review Context Aware Access (granular access control policies to apps based on attributes such as user identity, location, device security status, and IP address)

☐ Review endpoint management feature sets available to Education Plus customers

Helpful links

Advanced MDM - This helps large organizations enable proactive management of mobile BYOD devices, including mobile auditing, rules, and app management. Learn more

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Week 8: Review Return on Investment and Total Cost of Ownership (IT and Procurement Focused)

Actions to Complete

- [ ] Request a quote from your partner if you have not received one. (multi-year discounting available)

- [ ] Request additional time if needed

Helpful links

- Create business case with customer (ROI, Security Enhancements, Data location, Cost consolidation)
- Centralize sensitive content on Workspace for Education (school splitting users into PHI and Non-PHI groups)

Any questions you have list them here:

Name	Question	Answer

Google Workspace for Education

Feature Overview of Workspace for Education Plus

[Google Workspace for Education Plus](#) - The power of Google Workspace for Education, plus premium tools and enhanced security controls.

Security Center, a tool that can help IT admins with complex security needs bring together analytics and actionable insights for their organizations. **Learn more**

Data Regions, which lets administrators choose to store covered data in a specific geographic location (the United States or Europe) by using a data region policy. **Learn more**

Cloud Search, which provides a unified search experience across Google Workspace. Users spend less time searching for information and more time deriving insights. **Learn more**

Hangouts Meet advanced features, which include live streaming, meeting recordings saved to Google Drive, phone dial-in access (U.S. and international), and larger meetings with up to 250 participants. (Live streaming and meeting recordings aren't available for free licenses.) **Learn more**

Advanced Mobile Device Management. This helps large organizations enable proactive management of mobile BYOD devices, including mobile auditing, rules, and app management. **Learn more**

Google Workspace Reports and Gmail logs in BigQuery to help education administrators diagnose issues or unlock insights. **Learn more**

A third-party archiving product to store and discover mission-critical email. **Learn more**

Enhanced support, providing faster response times from a dedicated team of product specialists. Enhanced support is available to institutions who purchase over 200 licenses.