Quickstart Guide to Gemini for Education and NotebookLM for Admins
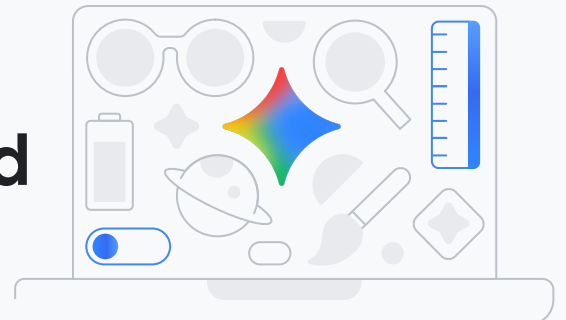
Gemini and **NotebookLM** are generative AI tools from Google that can be your AI assistants for education. Educators and staff can use Gemini and NotebookLM to save time, create captivating learning experiences, and inspire fresh ideas. And students can use them to learn confidently and prepare for an AI-driven future.

01. Key things to know about the Gemini app and NotebookLM

Free of charge: The Gemini app and NotebookLM are included in all Google Workspace for Education editions free of charge.

Available to everyone: The Gemini app and NotebookLM are available to users of all ages.

Easy to access: Chat with Gemini at gemini.google.com and in the Gemini mobile app. Access NotebookLM at notebooklm.google.com and the NotebookLM mobile app.

Enterprise-grade data protection: When using your Workspace for Education account, the Gemini app and NotebookLM are Core Services covered under your existing Workspace for Education terms, data is not human reviewed or used to train AI models, and they support compliance with many industry regulations, like COPPA and FERPA.

Grounded in learning science: Gemini and NotebookLM use 2.5 Pro, which incorporates LearnLM, our family of models fine-tuned for learning and built with education experts, making it the world's leading model for learning.

A distinct experience for users under 18: Gemini and NotebookLM have stricter content policies that help prevent potentially inappropriate or harmful responses for users under 18. To help younger learners use AI responsibly, Gemini includes a youth onboarding experience with AI literacy resources – endorsed by ConnectSafely and Family Online Safety Institute – and the first time a user asks a fact-based question a double-check response feature runs automatically powered by Google Search.

Considerations: Does your school or district have an AI policy? If you don't already have one, consider creating one and/or establishing an AI advisory board.

02. Manage who has access

- ✓ Easily turn access to <u>Gemini</u> and <u>NotebookLM</u> on and off in the Admin console

- ✓ <u>Set up groups or organizational units</u> to give certain users in your domain access

03. Equip your users with AI Literacy resources and training

- ✓ Get the word out to faculty, staff, students and parents/guardians that Gemini is now available. Leverage <u>these email templates</u> and/or use Gemini to help you draft your own communications.

- ✓ Share trainings, certifications, videos and more from this <u>one pager</u>.

- ✓ Educators can teach their students responsible use of AI with this <u>lesson plan</u>, and get up to speed on Gemini and NotebookLM themselves with no cost courses designed for <u>K-12</u> and <u>Higher Education</u>.

04. Gain visibility into Gemini usage with powerful reporting

- ✓ Use Vault to <u>search Gemini app conversations in your domain</u> and create an export of your search results.

- ✓ <u>See how many people are using Gemini</u> and their overall usage levels in the Admin console

- ✓ <u>Control how long you want Gemini to save chats</u> in your users' accounts.

05. Upgrade to get premium AI capabilities

- ✓ Supercharge productivity for educators and staff using <u>Google Workspace with Gemini</u>, providing Gemini in Workspace and expanded access to premium models and features in the Gemini app and NotebookLM.