

Quickstart Guide to Gemini for Education and Gemini Notebook for Admins



Gemini and **Gemini Notebook** are generative AI tools from Google that can be your AI assistants for education. Educators and staff can use the Gemini app and Gemini Notebook 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 Gemini Notebook

-  **Free of charge:** The Gemini app and Gemini Notebook are included in all Google Workspace for Education editions free of charge.
-  **Available to everyone:** The Gemini app and Gemini Notebook are available to users of all ages.
-  **Easy to access:** Chat with Gemini at gemini.google.com and in the [Gemini mobile app](#). Access Gemini Notebook at notebooklm.google.com and the [Gemini Notebook mobile app](#).
-  **Enterprise-grade data protection:** When using your Workspace for Education account, the Gemini app and Gemini Notebook 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 Gemini Notebook use 3.1 Pro, which incorporates [LearnLM](#), a family of models and capabilities fine-tuned for learning and rooted in learning science principles..
-  **A distinct experience for users under 18:** Gemini and Gemini Notebook 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 on or off access to [the Gemini App](#), [Gemini Notebook](#), and [Gemini in Workspace](#) in the Admin console
- ✓ [Set up groups or organizational units](#) to give certain users in your domain access

03. Equip your users with AI Literacy resources and training

- ✓ Spread the word that Gemini is now available by [emailing](#) faculty, staff, students, and parents, and creating a [landing page](#) to house AI resources
- ✓ Host dedicated [launch events](#) and hang posters in [student areas](#) and [staff lounges](#) to connect with your community 1:1 and give them practical examples of how to use AI
- ✓ Share our range of no-cost [guides, courses, and learning resources](#) to upskill
- ✓ Encourage educators to teach their students responsible AI using this [lesson plan](#)

04. Gain visibility into Gemini usage with powerful reporting

- ✓ Use Vault to [search Gemini app conversations in your domain](#) and create an export of your search results.
- ✓ [Get comprehensive visibility into AI feature usage and thresholds](#), allowing you to better manage your institution's Workspace subscription and Gemini adoption.
- ✓ [Control how long you want Gemini to save chats](#) in your users' accounts.

05. Upgrade to unlock the power of Gemini in Workspace

- ✓ Upgrade to [Education Plus](#) for expanded access Gemini in Workspace, integrated directly into apps educators and staff use every day like Docs, Slides, Classroom and more
- ✓ Add [Google AI Pro for Education](#) for full access to Gemini in Workspace, plus expanded access premium features and models in Gemini and Gemini Notebook

