Google Workspace
for Education

Make the most of your Teaching and Learning Upgrade 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 the Teaching and Learning Upgrade. **If you've already started your trial please skip ahead to page 2.**

Steps to Getting Started with Trial

Start a trial of Teaching and Learning Upgrade directly in through the Workspace Admin Console OR choose your preferred Reseller to deploy your trial.

Once you've selected how you will move forward, 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?

Direct Trial Kickoff in Admin Console

If starting a trial in your Admin Console please familiarize yourself with these actions

- Review steps to starting T&L Upgrade Trial– detailed process to execute under Trial and Purchase section
- A **Google Workspace Super Administrator** will need to complete these actions

Reseller Trial Kickoff

If utilizing a preferred Reseller, please 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 or Super Administrator will deploy licenses and alert you once you have access.

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Weekly Focus Guide

Week 1: Trial Kick Off and Getting Started with the Teaching and Learning Upgrade
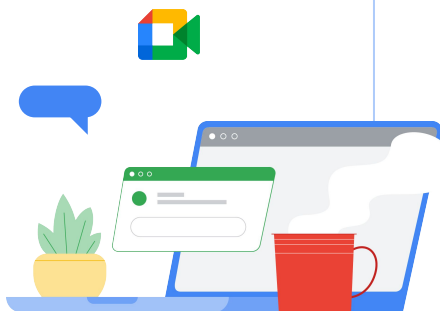
Provision the 50 trial licenses to both select instructors and IT staff to help them get full experience of the tools for 60 days. Here are the steps to provision user licenses.

Actions to Complete

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

- ☐ Review Assigning licenses video demo

Helpful Resources

- Provisioning Google Workspace for Education Paid Editions

- Getting Started Guide: A guide to optimize your use of T&L Upgrade licenses

- Overview of Teaching and Learning Upgrade features

- Help Center

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Week 2: Explore Meet Premium Features

Actions to Complete

- ☐ Explore features like 250 person virtual classes, live stream, moderation features, recording functionality, and more

- ☐ Involve educators/instructors in testing of enhanced Google Meet tools

- ☐ Optional: Review Teaching & Learning Upgrade Demo Slam

Helpful use cases & links

Google Meet Additional Use Cases

- Leading educator professional development, interviewing job candidates, hosting virtual meetings with parents or students, etc.

Google Meet Enhancements

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

Week 3: Engage students with Meet

Actions to Complete

- ☐ Explore features like Q&A, hand raising, real-time polling, attendance reporting, and noise cancellation.

- ☐ Involve educators/instructors in testing of enhanced Google Meet tools

- ☐ Optional: Review Teaching & Learning Upgrade Demo Slam if you haven't already

Helpful links

Google Meet Livestream

- Setup Livestream Event (Slide 60)

Google Meet Enhancements

- Q&A, polls, live-stream, and more (Slide 54 - 71)

Help Center

- Meet Help Article

Week 4: Support Authentic Student Work

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: Teaching and Learning Trial - Halfway Review

Actions to Complete

- ☐ Take advantage of breakout rooms to enable smaller group work and collaboration
  - Learn More about breakout rooms

- ☐ Live stream staff and faculty meetings to up to 10,000 viewers:
  - Learn more about live streams

- ☐ Turn plagiarism into a learning opportunity with originality reports:
  - Compare students work against hundreds of billions of web pages, over 40 million books and your other students work with a single click

Helpful use cases & links

Additional Live Stream Use Cases

- Campus speakers, sporting events, graduation ceremonies, new student orientations, etc.
- Trusted domains can now view live streams: enable that setting here

Originality Reports - School Matches

- Turn on school matches
- Use originality reports with an assignment
- Integrate directly into Google Classroom or Google Assignments

Week 6: Check out the new Classroom features

Actions to Complete

- ☑ Improved Meet and Classroom integrations that make all Classroom meetings safe by default: Learn more here!

- ☑ Create more compelling content with Classroom add-ons, integrating your favorite third-party tools right inside Classroom

Helpful use cases & links

Google Meet + Classroom Integration
- Manage access to Meet based on student's enrolled in your class
- Restrict unauthorized participants from requesting access or joining

What's new to Google Classroom
- Drive Folder Shortcuts

Week 7 & 8: Final weeks of the Teaching and Learning Upgrade Trial

Actions to Complete

- ☑ Request a quote from your partner if interested in upgrading or you can upgrade directly within your Admin Console's billing section: Learn more about the purchase process here!

- ☑ Let us know what you thought of your free trial here.

Helpful information

Your Google Workspace for Education Teaching and Learning Upgrade free trial is coming to an end. On the last day, upgraded users will revert back to Google Workspace for Education Fundamentals and additional tools/features will no longer be available.

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Any questions or feedback you have list them here to review with your partner & internal team:

Name	Question	Answer

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Feature Overview of Workspace for Education Teaching and Learning Upgrade

[Google Workspace for Education Teaching and Learning Upgrade](#) – The power of Google Workspace for Education, plus premium educator tools and enhanced features.

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

Additional pooled cloud storage for every Teaching and Learning Upgrade license. 100 GB added to the domains overall pooled storage.

Unlimited originality reports and peer comparison on originality reports available with the Teaching and Learning Upgrade.

If you have any questions about the Teaching and Learning Upgrade or any of the Google Workspace for Education paid editions please contact your Google for Education Certified Partner or Google sales representative. If you need to find a Google for Education Certified Partner, you can find one [here](#).