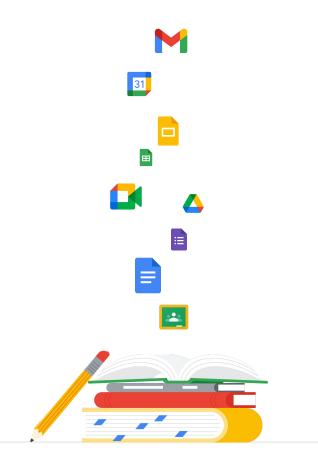
Google Workspace for Education

Getting started with the paid editions of

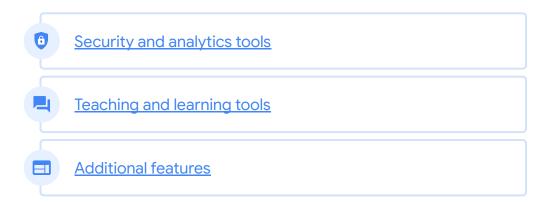
Google Workspace for Education



Getting started with Google Workspace for Education

Use this deck to help you get set up with all the tools you need to best meet your institution's needs. Here we'll provide step-by-step guidance on:

G





Exploring Google Workspace for Education for the first time? Connect with an expert and learn more <u>here</u>.

Table of contents

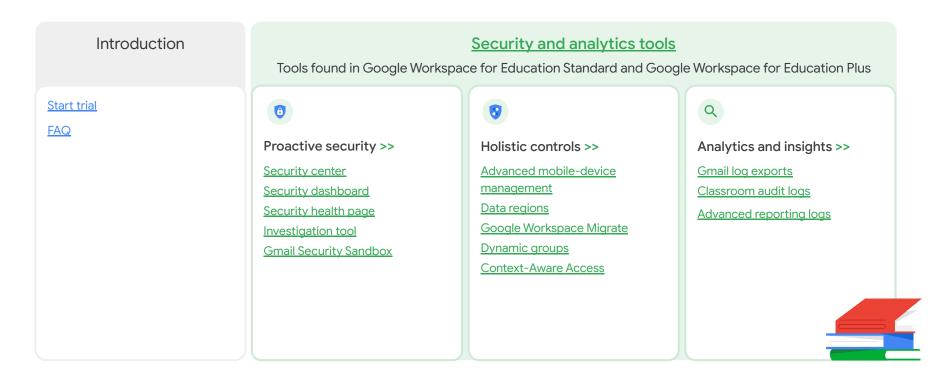


Table of contents

Teaching and learning tools

Tools found in the Teaching and Learning Upgrade and Google Workspace for Education Plus

Engage from anywhere >>

Larger meetings

<u>Q&A</u>

Polls

Breakout rooms

Live streaming

Record a meeting

Noise cancellation

Attendance reports

Guide deeper learning >>

Originality reports Private repository for school matches Enrich experiences >> Classroom add-ons* Classroom roster sync

Additional features

Features only found in Google Workspace for Education Plus

Cloud Search

Extra storage

Dedicated support



Start your trial

You can try any of the Google Workspace for Education paid editions at no charge - for 60 days, with up to 50 licenses. Try out these powerful capabilities to elevate your digital education environment. Experience firsthand features that support education leadership, make managing your domain simpler, and empower your entire school community.





Google Workspace for Education FAQ

÷



For pricing information on each paid edition based on your region, needs, and enrollment numbers, please contact your sales representative.



All paid Google Workspace for Education editions are annual subscriptions, and pricing is locked for the duration of the subscription term. Customers who purchase the Teaching and Learning Upgrade can add Education Standard at any time (and vice versa).

no charge to qualifying institutions, and <u>Education Standard</u>, the <u>Teaching and</u> <u>Learning Upgrade</u>, and <u>Education Plus</u>, paid editions that offer premium features.

Google Workspace for Education editions include Education Fundamentals, available at

For specific features included in each of the Google Workspace for Education editions, please visit our <u>comparison chart</u>.

G Suite Enterprise for Education (now known as Google Workspace for Education Plus) will still be available at current pricing until April 2021. At that point, customers seeking a comprehensive and comparable solution for their institution should consider the <u>Education Plus</u> edition.

All customers who have purchased G Suite Enterprise for Education will receive new features and functionality that are released to the new Google Workspace for Education editions.

 \equiv Back to contents

Security and analytics tools

Get more control across your domain with proactive security tools that help you defend against threats, analyze security incidents, and protect student and faculty data.



- Proactive security
- Holistic controls
- Q <u>Analytics and insights</u>

Back to contents

Education Standard

Education Plus

A

Proactive security

Prevent. detect. and remediate security threats swiftly

The security center gives you more visibility and control over security by providing you with actionable insights about activity within your domain, including phishing

and spam emails, external file sharing, and message authentication. It's also where you can access and adjust basic settings, such as enforcing 2-step verification (2SV).

Get started

A

View the security center to find advanced settings within the Admin console

Access your security dashboard to view and download reports

Check your security health page to ensure you're following security best practices

Use the investigation tool to dive deeper into security incidents and create activity rules

Check your <u>security sandbox</u> to identify potential threats from automatically scanned emails and attachments

Proactive security

Security center

Get advanced security information and analytics, as well as added visibility and control over security issues affecting your domain.

Within the security center, access features like:

- Security dashboard
- Reports
- Security health page
- Investigation tool

≡ Google Admin	Q Search for users, groups, a	and settings (e.g. manage user data)	8 ?
Admin console			
Reports Track usage of services	Rules Manage rules for your domain	Apps Manage apps and their settings	Groups Create groups and mailing lists
Admin roles Add new admins	Device management Secure corporate data on devices	Security Manage security features	Domains Verify your domain or add domains

To open the security center, click Security from the Admin console homepage or click Security in the main menu at the top-left corner.

Proactive security

Security center



Basic settings

Enforce 2SV, manage less secure apps.

Dashboard

Get an overview of key security metrics like spam volume, email authentication, and Drive sharing.

Security health

Understand how your organization's security settings are configured, and get suggestions based on best practices.

Once in the security center, select the tool that you want to work with. The dashboard is a good place to start, so that you can get an overview of key security metrics.

Back to contents

Proactive security

Security dashboard

Get a quick overview of important security metrics across your organization, such as spam volume, email authentication, and Google Drive sharing.

	Security
Basic settings	i less secure apps.
Dashbo Get an or	pard verview of key security metrics like spam volume, email authentication, and Drive sharin
Security health Understand how your practices.	r organization's security settings are configured, and get suggestions based on best

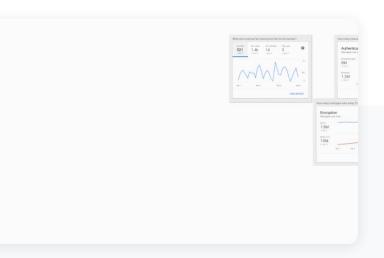
Once in the security center, select the tool that you want to work with. The dashboard is a good place to start, so that you can get an overview of key security metrics.

Back to contents

Proactive security

Security dashboard

- To customize your dashboard, click the Customize dashboard icon in the upper-right corner.
 Pick up and drag relevant items and charts from the Add widgets panel to the location you prefer.
- 3 Add a chart by clicking the + icon in the upper-right corner of any chart in the dashboard. Or, hide a chart by clicking the x icon.
- Important: All modifications to the dashboard are saved on a per-user basis. For example, if you hide a chart on the dashboard, that chart is only hidden for you, and not for other admins in your organization.

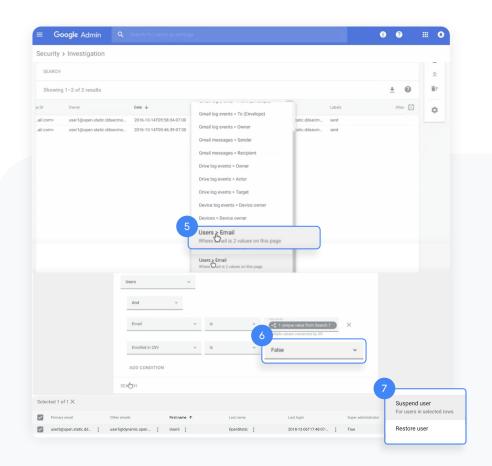


∃ Back to contents

Proactive security

Security dashboard

- ⁵ For example, you can open the pivot options for the Recipient column to select Users as the data source. This will use the accounts listed in the Recipient column as the data input for the next query.
- ⁶ From here, you can add a parameter from the User account information to see which of these accounts have 2SV disabled.
- Within the refined search results, you can select one or more accounts on which to perform <u>specific</u> <u>actions</u>, such as suspending the user, resetting their password, or sending them an email with instructions for keeping their inbox more secure.



Back to contents

2

Quickly review all of your metrics, and dive deeper into a single dashboard by choosing the report most relevant for you. Choose from reports like:

- File exposure
- Authentication
- Custom settings
- Top policy incidents
- Encryption
- Message delivery
- Spam
- Suspicious device activities
- See all reports and how-tos

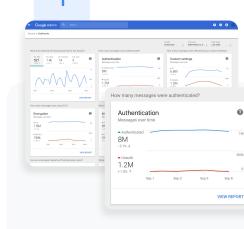


Reports

Help identify and mitigate potential security risks within your dashboard. For example, you can open a spam filter report to identify which users are receiving spam emails, then work with those users to make sure they have 2SV enabled and understand what phishing emails look like so they are less at risk.

Within a report, you can:

- Adjust filters to further classify your dataset .
- Export to Google Sheets for reporting and distribution .
- Launch an investigation to drill down for . actionable insights



To view reports from your dashboard, select the report from the panel you'd like to see. In the bottom right, click View report.

Education Standard Education Plus

Back to contents

Proactive security

Security health

The security health page helps you understand how your organization's security settings are configured and gives recommendations based on Google best practices.

Security

Basic settings

Enforce 2SV, manage less secure apps.

Dashboard

Get an overview of key security metrics like spam volume, email authentication, and Drive sharing.

Security health

Understand how your organization's security settings are configured, and get suggestions based on best practices.

Investigation tool

Investigate and take action to resolve security issues.

To access the security health page from the security center, click Security health.

Education Plus

Proactive security

Security health

2

ecu	rity Health Showing 42 settings			0
F	+ Add a filter			
	Setting name	Status 👔		
I.	Calendar sharing policy Apps > Google Workspace > Settings for Calendar	Disabled for the entire organization		0
	Access Checker Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit	172	۵
	Access to offline docs Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit		۵
	Desktop access to Drive Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit		۵
	Drive add-ons Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit		۵
	Drive sharing settings Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit		۵
	File publishing on the web Apps > Google Workspace > Settings for Drive and Docs	Enabled for 1 org unit		۵
•	Google sign-in requirement for external collaborators Apps > Google Workspace > Settings for Drive and Docs	Disabled for 1 org unit		۵
	Warning for out of domain sharing Apps > Google Workspace > Settings for Drive and Docs	Enabled for the entire organization		0
1	Add spam headers setting to all default routing rules Apps > Google Workspace > Settings for Gmail > Advanced settings	The spam header is enabled in your domain for the default routing rules		0

Quickly browse all the available security settings across your Admin console to check whether they correspond with Google-recommended best practices.

3

The far-right column within the security health page may display:

- A green check mark, which indicates that a setting is currently following best practices
- A gray information icon, which indicates that more information is available to help you update the setting to best practices

∃ Back to contents

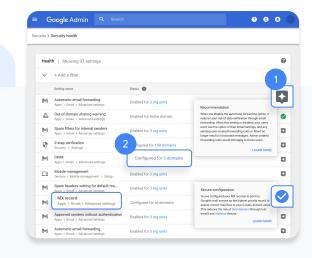
Proactive security

Security health

= (Google Admin Q Search		000
Security	Security health		
Hei	alth Showing 37 settings		0
Ŧ	+ Add a filter		
	Setting name	Status 🕕	
м	Automatic email forwarding Apps > Gmail > Advanced settings	Enabled for 3 org units	D
4	Out-of-domain sharing warning Apps > Gmail > Advanced settings	Enabled for entire domain	ø
м	Spam filters for internal senders Appa > Gmail > Advanced sattings	Enabled for 3 org units	D
Ø	2-step verification Security > Settings	Configured for 190 domains	Q
м	DKIM Apps > Gmail > Advanced settings	Configured for 3 domains	D
LTO	Mobile management Devices > Mobile management > Setup	Enabled for 3 org units	Q
м	Spam headers setting for default rou Apps > Gmail > Advanced settings	Enabled for 3 org units	D
M	MX record Apps > Gmail > Advanced settings	Configured for all domains	0
M	Approved senders without authentication Apps > Gmail > Advanced settings	Enabled for 3 org units	Q

Click the gray information icon to read a quick summary of the recommendation, then click

Learn more for a deeper exploration.



5

Click the hyperlinked number of organization units (OUs) in the center column to view security settings for each OU.

To adjust a setting, click the name of the setting in the left column. This will take you directly to where you can adjust the setting in the Admin console.

Proactive security

Investigation tool

The investigation tool helps you identify, triage, and take action on security and privacy concerns in your domain.

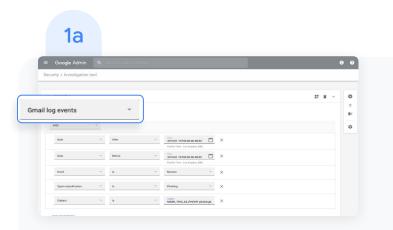
- See which devices and applications are accessing your data
- Find and erase malicious emails, mark emails as spam or phishing, or send follow-up emails to users' inboxes
- Analyze file sharing, document creation and deletion,
 user access to documents, and more
- Create activity rules to automate actions and help prevent, detect, and remediate security issues more quickly and efficiently

	oogle Admin ♀	Search for users or a	ettings.				8
2,	Search 1						i ^
Gm	ail log events 👻						
	Subject	* Contains	 Subject Philoty 	×			
	DD CONDITION						
IOW	ring 1–100 of many results						± 0
]	Date 🕹	Message ID	Subject	Event	From (Header address)	From (Envelope)	To (E
]	2018-12-06T17:52:43-05:00	<1301gle.com>	MARK_THIS_AS_PHISHY sendPhishyMessage_spam	Send	user5@open.static.ddsecmo	user5@open.static.ddsecmo	user1@nosp
	2018-12-06T17:47:49-05:00	<8103gle.com>	MARK_THIS_AS_PHISHY phishingMessageShouldCo	Receive	user1@open.aegis.ddsecmo	user1@open.aegis.ddsecmo	user1@open
	2018-12-06T17:32:30-05:00	<1118gle.com>	MARK_THIS_AS_PHISHY quarantinePhishingMessag	Send	user3@open.static.ddsecmo	user3@open.static.ddsecmo	user1@dyna
]	2018-12-06T17:27:32-05:00	<9365gle.com>	MARK_THIS_AS_PHISHY guarantinePhishingMessag	Send	user1@open.static.ddsecmo	user1@open.static.ddsecmo	user1@dyna
	2018-12-06T17:22:28-05:00	<1136gle.com>	CC_Quarantine MARK_THIS_AS_PHISHY quarantineP	Send	user2@open.static.ddsecmo	user2@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:44-05:00	<2061gle.com>	MARK_THIS_AS_PHISHY multipleMessageTypesShou	Send	user4@open.static.ddsecmo	user4@open.static.ddsecmo	user1@dyna
]	2018-12-06T16:57:41-05:00	<3427gle.com>	MARK_THIS_AS_PHISHY multipleMessageTypesShou	Send	user4@open.static.ddsecmo	user4@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:38-05:00	<7208gle.com>	MARK_THIS_AS_PHISHY multipleMessageTypesShou	Send	user4@open.static.ddsecmo	user4@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:36-05:00	<4987gle.com>	MARK_THIS_AS_PHISHY multipleMessageTypesShou	Send	user4@open.static.ddsecmo	user4@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:32-05:00	<1857gle.com>	MARK_THIS_AS_PHISHY multipleMessageTypesShou	Send	user4@open.static.ddsecmo	user4@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:26-05:00	<1811gle.com>	OC_Quarantine quarantinePhishingMessage_objectio	Send	user5@open.static.ddsecmo	user5@open.static.ddsecmo	user1@dyna
	2018-12-06T16:57:17-05:00	<5541gle.com>	OC_Quarantine MARK_THIS_AS_PHISHY quarantineP	Send	user1@open.static.ddsecmo	user1@open.static.ddsecmo	user1@dyna
	2018-12-06T16:46:55-05:00	<6336gle.com>	MARK_THIS_AS_PHISHY phishingMessageShouldCo	Receive	user1@open.aegis.ddsecmo	user1@open.aegis.ddsecmo	user5@open
	2018-12-06T16:44:46-05:00	<1237gle.com>	MARK_THIS_AS_PHISHY phishingMessageShouldCo	Receive	user1@open.aegis.ddsecmo	user1@open.aegis.ddsecmo	user2@open

Proactive security

Investigation tool

You can open the investigation tool in two ways:



In the security center, click Security and then click Investigation tool.

- Select a data source. For example, "Gmail log events."
- Set conditions for your search, such as date or device type. <u>Here's</u> a full list of applicable conditions.
- Click Search.

	1b					
	oogle Admin C	Courch for users or sett	ings			8 0
Security	> Investigation tool					
						EXPORT SHEET
	SUBJECT	RECIPIENT	SENDER	LINK DOMAIN	SENDER IP ADDRESS	LOCATION >
	Number of mess	ages by Sender				<u>₩</u> @
	₹					CLEAR FILTERS
					Ļ	
	fake@yourschool.edu					
						Q
						6 Q

Open it directly from a <u>report</u>.

- Click New investigation when hovering over the magnifying glass to launch an investigation about the data in the report
- Read this <u>Help Center article</u> for details on which reports are available for use with the investigation tool

Proactive security

Investigation tool

2	
2	

cui	ity > Investigation too	d						
							View header	
	Date ψ	Message ID	Subject	Event 🚦	From (Header address)	From (Ervel	Delete messag From inbox of the	
2								
2								
1								19
1							Send to Inber	
1							C	
1								unc
1								- serie
1								
1								

From your search results, you can take further action. For example, you can select and delete phishing emails from user inboxes by selecting the top-level checkbox, clicking Actions, and highlighting the Delete messages action. See this <u>Help Center</u> article for a list of actions you can take.

Google Admin							8	
ity > Investigation tool								
् Search 1							 1	^
Gmail log events	*							
AND	-							
Date	7.	After		0000 2019-01-15T00:00:00 08:00 Pacific Time - Los Angeles, Edit	×			
Date	٠	Before		Date 2019-01-16100:00:00-08:00 Pacific Time - Los Angeles, Edit	×			
Event	*	ls	*	Receive	- ×			
Spam classification	*	16		Phishing	- ×			
Subject		Is		Subject MARK_THIS_AS_PHISHY phishi	wah ×			

To check the status of an action, click the white hourglass icon at the top right of the Admin console

to open the Long-running task pane. When the action completes, the pane will display granular results of the action.

Proactive security

Investigation tool

You can use column-based pivoting to view data about an item or group of items related to a different data source.

To view pivot options, click the **Options** menu that appears when you hover your mouse over a column name or a specific item in the search results.

Security > Investigation					
ADD CONDITION		(Kos · · ·			
Showing 1-2 of 2 results				<u>*</u> Ø	
pe ID Owner	Date 4	Gmail log events > To (Envelope)	Labels	Attac 💽	-
all.com- user1@open.static.ddsecmo all.com- user1@open.static.ddsecmo	2016-10-14T055834-07:00 2016-10-14T05:46:39-07:00	Gmail log events > Owner Gmail messages > Sender Gmail messages > Recipient Drive log events > Owner Drive log events > Actor Drive log events > Actor Drive log events > Target Userer Email Where Usal in 52 values on this page	iatic.ddscm sent		

 \equiv Back to contents

Proactive security

Security sandbox for Gmail

Identify potential threats by automatically scanning emails and attachments

- Automatically move threats to spam or quarantine
 them completely
- Set up Gmail to scan all supported attachment types, or specify rules for attachment scanning
- Create rules to scan content for specific keywords, account types, domains and address lists

1

To scan all email attachments for malicious software, update your settings.

- From the security center, click Apps, choose Google Workspace
- Select Gmail then click Advanced settings.

Proactive security

Security sandbox for Gmail

2 On the general settings tab, select your organization.

Within the Spam, phishing, and malware section, check the Enable virtual execution of attachments in a sandbox environment box.

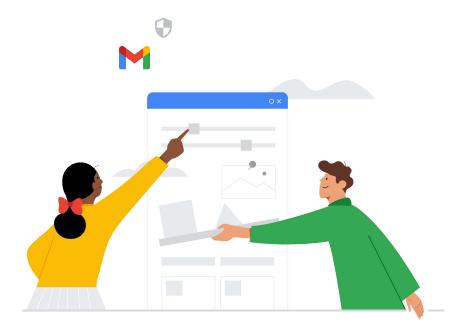
At the bottom of the page, click save.

Email whitelist Locally applied	An email whitelist is a list of IP addresses from which you want your users to receive emails. Mail sent from these IP addresses should not be marked as spam. In order to tak be added to inbound Gateway and not in IP Whitelist. 🚱
	Enter the IP addresses for your email whitelist:
	Separate entries with commas
Enhanced pre-delivery message scanning Locally applied	Enables improved detection of suspicious content prior to delivery. This may delay the delivery of certain messages.
Security sandbox Locally applied	Enable virtual execution of attachments in a sandbox environment for all the users of the Organizational Unit for protection against malware, ransomware, and zero-day threats. May cause some messages to get delayed.
	Reports are available in GSuite Security Center.
	Optional: You can precisely control on which messages to run Security sandbox by creating Security sandbox rules.
L	0 Enabling this setting overrides the Security sandbox rules. You need to turn off this setting to use the Security sanbox rules.
Inbound gateway Not configured yet	If you use email gateways to route incoming email, please enter them here to improve spam handling.
Spam Not configured yet	Create approved senders lists that bypass the spam folder.
Blocked senders Not configured yet	Block or approve specific senders based on email address or domain.
Security sandbox rules Not configured yet	Configure advanced rules for conditions to run security sandbox.
	If "Security sandbox" is checked, this rule will be overwritten.

Proactive security

Security sandbox for Gmail

- 4 To scan only certain attachments, set up custom parameter settings using this <u>Help Center article</u> to personalize scans for:
 - Specific rules under <u>content compliance</u>
 - Specific address lists
 - Specific account types
 - Specific senders, recipients, and groups
- 5 View reports and changes to settings in the <u>security dashboard</u>.



Get started

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Apply advanced mobile-device management for

more control over data

Use <u>data regions</u> to store data in a specific geographic location

Utilize <u>Google Workspace Migrate</u> to move data from different sources

Manage access with <u>dynamic groups</u> by automatically adding and removing users.

Set <u>Context-Aware Access</u> to control access based on user identity and more

Holistic controls

8

Centralize access and security management

Keep your entire school community more protected from digital threats with security controls and more visibility built in.



 \equiv Back to contents

Holistic controls

Advanced mobile-device management

Use advanced management if you want more control over access to your school's data.

- Manage apps on Android and Apple® iOS® devices
- Keep inventory of the devices your school owns
- Control which apps are installed
- Access mobile reports, audits, and alerts
- Define rules to automate mobile-device management tasks
- Apply policy settings to your managed devices

1					
≡ Google Admin	Q Search for users, group	is or settings			
Admin Console					
Starting June 15, Google Meet	t will move to its own settings page. Y	fou'll be able to turn Meet on or of	f for users separately from Google Ha	angouts. Learn more	Secur
Dashboard See relevant insights about your organization	Users Add or manage users	Groups Create groups and mailing lists	Organizational units Add, remove, rename, move or search for an organizational unit	Buildings and resources Manage and monitor buildings, rooms and resources	Devices Secure corporate data on devices
~				@-	on devices

To access, from the Admin console homepage, go to Devices.

⊟ Back to contents

Holistic controls

Advanced mobile-device management

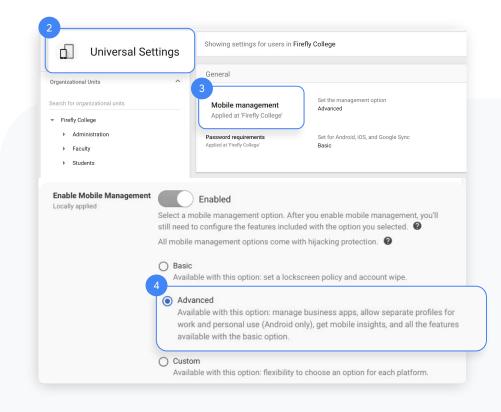
- ² On the left, click Settings, then Universal Settings.
- ³ Click General, then click Mobile Management.

To apply the setting to everyone, leave the top organizational unit selected. Otherwise, select a child organizational unit.

4 Select Advanced. Click Save.

If you configured a child organizational unit,

you might be able to inherit or override a parent organizational unit's settings.



Holistic controls

Advanced mobile-device management

- ⁵ If you see a message that you need to enable sync on mobile, click Go to Sync on Mobile. Check the boxes for the devices you want to allow to synchronize work data, then click Save.
- If you want to manage iOS devices and apps, create an Apple push certificate. You need to renew this certificate annually.

^ Sync on Mobil	e 5		Settings for All
Android Sync Locally applied	Android Sync Locally applied	🛃 Allow w	ork data to sync on Android devices.
iOS Sync Locally applied	iOS Sync Locally applied	🔽 Allow w	ork data to sync on iOS devices.
Google Sync Locally applied OS Settings > Device set up			
	Device set u	dr	
iOS iOS Settings		1	100 100 100 10 10 10
iOS iOS Settings	Apple Push Not	tification Service	Your certificate is up to date
iOS iOS Settings	Apple Push Not	tritication Service	Your certificate is up to date UID: - Expiration date: Apple ID:

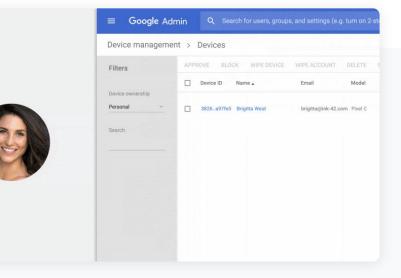
Holistic controls

Advanced mobile-device management

- 7 For even more control over your institution's mobile devices, get access to the below paid features* :
 - Device audits and alerts
 - Device Management Rules
 - Enrolling company-owned devices
 - Distributing device certificates

Compare all mobile-device management features and access step-by-step how-tos for each in the <u>Help Center</u>.

* Paid features are available on Google Workspace for Education Standard and Google Workspace for Education Plus.



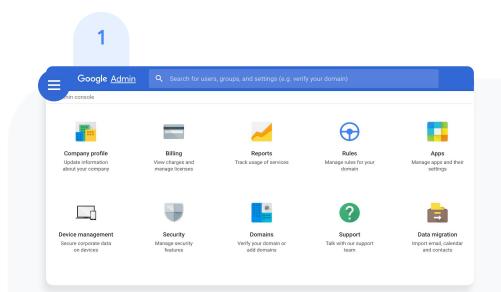
 \equiv Back to contents

Holistic controls

Data regions

As an administrator, you can choose to store your covered data in a specific geographic location (the United States or Europe) by using a data region policy.

Follow these steps to configure data regions in Google Workspace for Education.

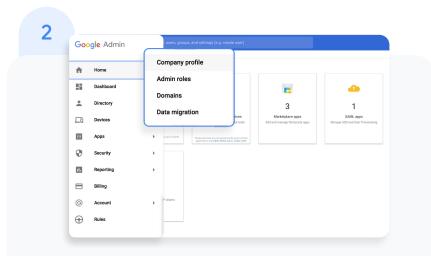


From your Admin console, open the main menu by clicking the main menu icon in the top left of your screen.

 \equiv Back to contents

Holistic controls

Data regions



Click the arrow next to Account to open the Options menu, then select Company profile.

Company profile		gle Admin Q. Search for users, groups, and settings (e.g. setup MX records)	8
Profile The provide set to be a set of the provide set of the	Company profile	2	
Change proz company nome. Isopage and time zone. Set leature release policies and other opportation-write earlings. Communication preferences Receive ensults with tips, feature announcements, special offers, and plot programs. Personalization Lipited your company logo Supplemental Data Storage Vew supplemental data storage information.		Monkey Open Static	
Receive emails with tips, feature announcements, special offers, and pilot programs. Personalization Lipload your company logo Supplemental Data Storage Vew supplemental data storage information.		Change your company name, language and time zone. Set feature release policies and other	
Lipload your company logo Supplemental Data Storage Vers supplemental data storage information.			
View supplemental data storage information.			
Showman			
Show more		Show more	

3

On your Company profile page, click Show more.

 \equiv Back to contents

Holistic controls

Data regions

	≡ Goog	gle Admin	Q. Search for users, groups, and settings (e.g. setup MX records)	8	0	 0
Λ	Company profile					1
-			Profile Moder Que State			
		Pro Cha orga	file neg your company name, language and time zone. Set feature release policies and other instantion wide attitings.			
			mmunication preferences elve emails with tips, feature announcements, special offers, and pilot programs.			
			sonalization ad your company logo			
			spiermental Data Storage w supplemental data storage information.			
		Leç	gal & compliance			
		a regions figure your d	lata regions settings			

Then click Data regions.

Company profile	
ORGANIZATIONS	
open.static.ddsecmonkey.com	Profile
d3-policy-test	Monkey Open Static
MonkeyTestRoot-001a782a	
MonkeyTestRoot-0029bfbe	
MonkeyTestRoot-0048f053	
MonkeyTestRoot-00615602	Profile
MonkeyTestRoot-00615de7	Change your company name, language and time zone. Set feature release policies and other organization-wide settings.
MonkeyTestRoot-006f60d9	
MonkeyTestRoot-00d1e629	Communication preferences
MonkeyTestRoot-00f29da8	Receive emails with tips, feature announcements, special offers, and pilot programs.
MonkeyTestRoot-00fScb50	
MonkeyTestRoot-01077d97	Personalization
MonkeyTestRoot-012759a3	Upload your company logo
MonkeyTestRoot-014111ff	
MonkeyTestRoot-01672a08	Supplemental Data Storage
MonkeyTestRoot-016f0ea8	View supplemental data atorage information.
MonkeyTestRoot-01738df2	
MonkeyTestRoot-0189079c	Legal & compliance

5

From the left-column menu, select the organizational unit you're storing data for. To apply the setting to everyone, select the top-level organizational unit.

Holistic controls

Data regions

- ⁶ On the Data regions card, select the region, United States or Europe, where you would like to store covered data. You can also select No preference
- 7 To continue, click Save. Otherwise, click Discard
- 8 [Optional] Repeat steps 4 to 7 for each of your organizational units.

For more information about what data is covered by a data region policy, read this <u>Help Center article</u>.

≡	Google #	Admin	Q. Search for users, g	groups, and settings (e.g. cannot login)	8	0	
Compa	any profile		Upload your company lo	ogo			
			Supplemental Data				
			Legal & compliance View legal and complia	nce information and contacts			
			Data regions	rd will only apply to users with a G Suite Enterprise license. Learn more			
			Data regions policy Locally applied	Set a policy for where you want to store covered data for the selected organizational unit.			
		0	Data moves take time to View previous policy ch	o complete. View progress on the Dashboard. anges in the Audit Log.	SAV	Έ	

Back to contents

Holistic controls

Google Workspace Migrate

Migrate your organization's data to Google Workspace. Administrators can transfer users' data-email. calendars. documents. sites. and more. Migrate from Microsoft Outlook, Enterprise servers, collaboration products, file systems or from other Gmail or Google Workspace accounts. To learn more about Google Workspace Migrate, visit the Help Center.

Before you install Google Workspace Migrate, make sure to sign up for the beta test and confirm your institution meets the following system requirements:

Hardware requirements

- Supported runtime: Microsoft .NET 4.5 or later .
- Recommended operating system: Microsoft Windows Server 2016 .
- Supported browser: Chrome browser .
- At least four Windows Server machines
- The platform and all node servers must have network access to all data sources

Network requirements

- Each server must connect to the other servers from within the • same network
- Servers should reside in close physical proximity ٠
- Turn off Windows automatic updates

Holistic controls

Google Workspace Migrate

2

Before migrations, ensure you also meet the latest Google Workspace and Google Drive requirements shared in the <u>Help Center</u>. 3

If you need help with setting up Google Workspace Migrate or planning a migration, <u>contact a Google</u> <u>Cloud partner</u>.

Holistic controls

Dynamic groups

Create a group with membership that is automatically kept up to date.

Dynamic groups can be based on one or many user attributes, including addresses, locations, organizations, and relations.

	gle Admin	Q. Search for users, groups of	, sector gas			9 (9	
ups							
Grou	ups Showing all gro	ups Create group Create dyn	amic group (beta) 🛛 🕹				
(+	Add a filter						
	Group name 🛧	Email address	Membership type	Members	Access type		(
	Admin Created	admin-created@cip.rocks	Static	6	Public		
	Admin Group	admin-group@cip.rocks	Static	3	Custom		
	adminsdk-test	adminsdk-test@cip.rocks	Static	7	Custom		
	All employees in LA	laemployees@cip.rocks	Static	0	Public		
	All Engineers	all-engineers@cip.rocks	Dynamic	4	Public		
	All Sales Associates	salesasso@cip rocks	Static	0	Public		
	Audit Logging Test	audit-logging test@cip.rocks	Static	7	Custom		
	Breakglass Accont	breakglass@cip.rocks	Statie	1	Public		
	CAL TEST	cal-test@cip.rocks	Static	0	Public		
	Classroom Teachers	classroom_teachers@cip.rocks	Static	0	Custom		
_							

To create a group from your Admin console, go to **Directory** and select **Groups**.

Select Create dynamic group.

Holistic controls

Dynamic groups

2

Within the membership query, select your group condition and label your desired value. Preview the group users and click Create dynamic group. 3

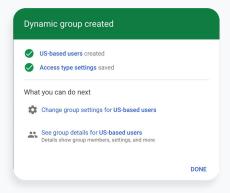
Within the pop-up, input your preferred Group name and the Group email.

Hit Save.

Important: You will need to use the beta version of the Cloud Identity Groups API to retrieve a dynamic group and list members.

4

Once your group is created, admins can Change group settings and See group details as needed.



Proprietary + Confidential

∃ Back to contents

Holistic controls

Context-Aware Access

Use this tool to create access-control policies based on attributes like user identity, location, device security status, and IP address.

For example, Context-Aware Access allows you to limit access to Google Workspace applications from approved devices only and prevent threats from outside your domain by applying data encryption requirements. There are four steps to set up Context-Aware Access for desktop and mobile devices. View this <u>Help Center</u> article for more details.



- Set up endpoint verification
- Turn on Context-Aware Access



Create an access level



Assign access levels to apps

Q

Analytics and insights

Get more visibility with data and insights

Optimize your education environment with tools to help access and analyze data from across your domain.

Get started:



Ê

Analyze and report on <u>Gmail log exports</u> for more visibility into emails

Drill down on critical details with <u>Classroom audit</u> logs

Use <u>advanced reporting logs</u> to track activity

across your entire domain

Proprietary + Confidential

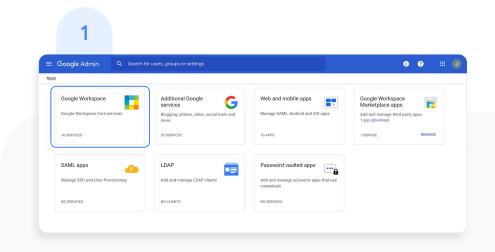
 \equiv Back to contents

Analytics and insights

Gmail log exports

Search your Gmail logs to analyze and report on your organization's email. You can perform deep analyses using custom queries, enforce data retention policies, and create custom reports and dashboards using analytics tools such as <u>Google</u> <u>Data Studio</u>.

Read this <u>Help Center article</u> for more details about Gmail logs in BigQuery.



From your Admin console, click Apps. Then click Google Workspace.

Analytics and insights

Gmail log exports

Apps > Google Workspace			
G Google Workspace	Showing status for apps in all organizations	al units	ADD SEF
	□ Services ↑	Service Status	
All users in this account	Assignments	ON for everyone	
Oroups 🗸 🗸	Calendar	ON for everyone	
Organizational Units	Classroom	ON for everyone	
Search for organizational units	Cloud Search	ON for everyone	
	Drive and Dock	ON for evenuone	
Administration Faculty	🔲 附 Gmail	ON for everyone	
→ Students	Google Chat and classic Hangouts	ON for everyone	Learn
	🗌 👩 Google Chrome Sync	ON for everyone	
	Google Meet	ON for everyone	
	🔲 🔀 Google Vault	DN for everyone	
	🗆 😍 Google Voice	ON for everyone	
	Groups for Business	ON for everyone	
	🔲 🤳 Jerriboard	ON for everyone	
	🗌 🔁 Коер	DN for everyone	
	Sites	ON for everyone	

Within the Google Workspace management interface, select Gmail from the list of services.

≡ Google Admin	Q Search for users, groups or settings	•••••••••••••••••••••••••••••••••••••••
Apps > Google Workspace		
Setup		
Web address Locally applied	Your users can access Gmail at: https://mail.google.com/a/open.static.ddsecmonkey.com	
MX Records Locally applied	Change URL Your ourrent MX records for open static discontiney.com: Priority Peints to 5 ASPANK.GOOGLE.COM.	
User email uploads	ALTLASPMXLL000GLE.COM. MX setup instructions Grow users the option to import mail and contacts from Yahoo, Hormal, AQL, or other webmail or POP3 accounts from the Gmail settings page. for importing log contacts from Yahoo, Hormal, AQL, or other webmail or POP3 accounts from the Gmail settings page. for importing log contacts the contacts the check via agree to their Terms of Use and Phrase-Policy. During import, the connection to	
Email Logs in BigQuery Not configured yet	Informing a powere of should-cool by secting this checkool, you give to their relins or one and Privacy Policy, during input, the connection to the service provider may be unencrypted.	CONF
Uninstall service	Uniestal Gmail You can uniestal and remove this service without losing any data.	

In the General Settings tab, under the Setup options, hover over Email Logs in BigQuery and click CONFIGURE.

Analytics and insights

Gmail log exports

- ⁴ In the Add setting window, enter a description under Email Logs in BigQuery.
- 5 From the drop-down menu under item 1, select the BigQuery project you want to use for Gmail logs. You must select a project with write access.
- Under item 2, enter a name for the new dataset that will store the Gmail logs.

Required: enter a short des	cription that will appear within the setting's summary.	
 Select a project to be used by (authorized users 	Google to store email logs. Ensure that access to this BigQuery project	ct is limited to
Select the BigQuery project to	use	
	taset to be created within your project	
2. Specify the name for a new data gmail_logs_dataset Restrict the dataset to a spece		

Analytics and insights

Gmail log exports

- ⁷ Click ADD SETTING in the lower right to return to the General Settings tab, then click Save.
- ⁸ After adding your setting, go back to your BigQuery project. Your new dataset should appear under the name you designated during step 6.
- One Check out the <u>Help Center</u> for more detailed information on Gmail logs in BigQuery.

Add setting	×
Email Logs in BigQuery	Help
Required: enter a short description that will appear within the setting's summary.	
 Select a project to be used by Google to store email logs. Ensure that access to t authorized users 	his BigQuery project is limited to
Select the BigQuery project to use	∇
Restrict the dataset to a specific geographic location	
Select a location	
	0
	CANCEL ADD SETTIN

Analytics and insights

Classroom audit logs

Easily pinpoint events for critical activities right from the Admin console. Drill down on who, what, where, and when security events happened in Classroom.

- Investigate Classroom usage such as who removed a student from a class and who archived a specific class on a specific date
- Save time for admins by allowing them to quickly get to the root of issues within Classroom

Reports > Highlights				
Highlights	Audit log			Organizational unit 👻 Date range 👻
Reports				
Audit log	Classroom			± 0.
Admin Calendar	+ Add a filter			
Classroom	Event name	Description	User	Dute
Drive Devices	Joined course	kermit.theFrog@homeroomacademy.com joined Biology 101 as a student	kermit theFrog@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Token	Removed from course	lucy varpelt@homeroomacademy.com removed from Advanced Psychology	lucy.varpelt@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Groups	Course deleted	jonas.kahrwald@homeroomacademy.com deleted Events in World History	jonas kahrwald@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
SAML Hangouts Chat	Course archived	claudia.tiedelmann@homeroomacademy.com archived Journalism	claudia.tiedelmann@homeroomacademy.com	Jul 17, 2020, 8:55:36 AM EDT
Currents	New post	marta.nielsen@homeroomacademy.com created an assignment in Greek.Mythology	marta.nielsen@homercomacademy.com	Jul 17, 2020, 8:54:48 AM EDT
Graduation Voice	Quiz graded	woodstock@homercomacademy.com graded snoopy@homercomacademy.com guiz in Creative Writing on Pilots	anocpy@homeroamacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Google Meet	Assignment submitted	snoopy@homercomacademy.com submitted an assignment in Creative Writing on Pilots	snoopy@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Access Transparency	Joined course	mikkel.kahrwald@homeroomacademy.com joined Events in World History	mikkel kahrwald@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
LDAP Password Vault	Assignment returned	invader.zim@homeroomecademy.com returned an assignment to db@homeroomecademy.com in Chemistry	invader.zim@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Context-Aware Access	Joined course	charlie.brown@homeroomacademy.com joined How to Kick a Football	charlie.brown@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT

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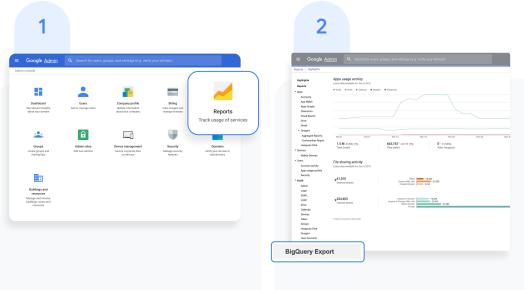
 \equiv Back to contents

Analytics and insights

Advanced reporting logs

Track activity and usage across your domain by exporting Google Workspace logs and usage data to BigQuery. You can perform deep analyses using custom queries, enforce data retention policies, and create custom reports and dashboards using analytics tools such as <u>Google</u> <u>Data Studio</u>.

Read this <u>Help Center article</u> for more details about reporting logs in BigQuery.



From your Admin console, click Reports.

In the left-hand menu, click BigQuery Export.

Analytics and insights

Advanced reporting logs

- Within BigQuery Export, check the Enable Google Workspace data export to Google BigQuery box.
 The logs will be available within 48 hours after turning on this setting.
- ⁴ Under BigQuery project ID, click the down arrow to select the project where you want to store the logs. You need to choose a project with write access. If you don't see the project, you need to set it up in BigQuery. For details, see the <u>quickstart</u> <u>guide for using the BigQuery web UI</u>.

≡ Google Admin	Q Search for users, groups or settings	8 2 #
Reports > BigQuery Export		
Highlights Reports Audit log 	BigQuery Export	3 ✓ Enable Google Workspace data export to Google BigQuery.
BigQuery Export Manage Reporting Rules Email Log Search	Esport Google Workspace data	Note: A Google service account will be added as an editor to this project when the export is enabled.
Google Workspace Apps Monthly	Uptime	BigQuery project ID
		New dataset within project admin_logs Specify the name for the new dataset to be created within your project.
		Restrict the dataset to a specific geographic location United States
	DELETE	CANCEL SAVE

Analytics and insights

Advanced reporting logs

- ⁵ Under New dataset within project, enter a name for the dataset you will create for storing logs in the project. Dataset names must be unique for each project. For details, check out this Help Center article on <u>creating and using datasets</u>.
- ⁶ Click SAVE in the lower right corner. If the Save button is greyed out, try deleting the new dataset from the BigQuery console and saving again here.

≡ Google Admin		arch for users, groups or settings		8 7	
Reports > BigQuery Export					
Highlights Reports 		BigQuery Export			
 Audit log BigQuery Export Manage Reporting Rules Email Log Search Google Workspace Apps Monthly 	ly Uptime	BigQuery Export	I calce Google Workspace data export to Google BigQuery. I calce Google workspace data export to Google BigQuery. BigQuery project 10 BigQuery project Stert a project worke by a spare admit to be used by Google to stere reporting logs. Ensure that access to the Stabary project to them. Mere dataset within project. Exports Exports Exports Exports Exports Winted States Winted States Winted States	6	
		DELETE		CANC	SAVE

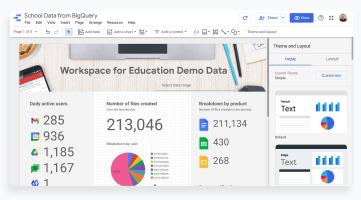
Analytics and insights

Advanced audit logs

- 7 The dataset is created the next day when the export is triggered. In addition to project owners, editors, and viewers, the gapps-reports@system.gserviceaccount.com service account is added as editor. The service account is required to write logs and update the schema.
- ⁸ Within BigQuery, you can <u>write queries</u> to analyze your data, or connect your dataset to Google Data Studio or third-party tools for further analysis and visualization.

COMPOSE QUERY	New 0	Query	?				
Query History Job History Transfers	2	drive.v	isibility as		ts, ports.activity_	*` group by	2
Filter by ID or label	Stand	ard SOL [Dialect ×				
Shelterplus Reports							
✓ Reports	RUN	QUERY	Save Quer	/ Save View	Format Query	Show Options	Query complet
iii activity							
activity_(161)	Resu	its D	etails				Download as CSV
usage	Row	counts	vis	bility			
usage_ (156)	1	47	people_within_	domain_with_link			
testDataSet	2	107554	private				
Public Datasets	3	24	people_with_lin	k			
bigquery-public-data:hacker_news	4	111	unknown				
			public in the				

BigQuery



Google Data Studio

Teaching and learning tools

Equip your educators with additional capabilities in your digital learning environment with enhanced video communication, enriched class experiences, and tools to drive academic integrity.



Get started with tools that help you:

- Engage from anywhere
- 🛉 <u>Guide deeper learning</u>
- Enrich experiences

Back to contents

Education Plus

Engage from anywhere

Drive instructional impact

Create more compelling content more easily with third-party tool integration and course creation templates within Classroom. And discover more video capabilities, like meetings with up to 250 participants, live streaming, meeting recordings saved to Google Drive, and automatic attendance reports.

Get started

- Use <u>Google Meet</u> to connect with larger groups
- Engage classes with enhanced Google Meet capabilities like <u>Q&A</u>, <u>polls</u>, and <u>breakout rooms</u>
- Live stream an assembly and add your live stream to a meeting or an event invite
 - Record a meeting and save to Google Drive
 - Use noise cancellation to lessen disruptions

Check attendance reports created automatically

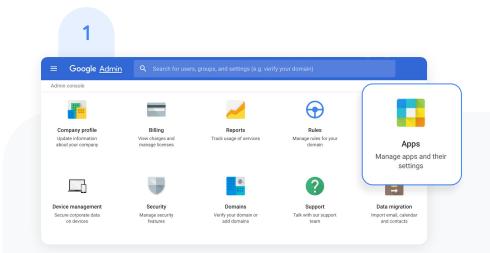
in a Google Meet call

Engage from anywhere

Google Meet

To use Google Meet and be able to host larger video meetings, you'll need to first enable the tool.

Customers using the Teaching and Learning Upgrade can connect with up to 250 participants at once, and customers using the Education Plus edition can connect with up to 500 participants.



To enable Google Meet:

From your Admin console, click Apps.

Engage from anywhere

Google Meet

2

Google Workspace	Additional Google C services C logging, photos, video, social tools and nore	Web and mobile apps	Google Workspace Marketplace apps Add and manage third party apps 1 app allowlisted
16 SERVICES	a services	10 APPS	1 SERVICE MANAGE
SAML apps		Password vaulted apps	
Manage SSO and User Provisioning	Add and manage LDAP clients	Add and manage access to apps that use credentials	
NO SERVICES	NO CLIENTS	NO SERVICES	

Then click Google Workspace.

3

Google Admin C	Search fo	r users, grou	ips or settings			8 8	
G Google Worksp	ace	Showing	g status for apps in all organizationa	il units			ADD SERVICES
•			Services 🛧	Service Status			
Il users in this account			Assignments	ON for everyone			
Groups	~		23 Calendar	ON for everyone			
Organizational Units	^		Classroom	ON for everyone			
Search for organizational units			Cloud Search	ON for everyone			
 Firefly College 			Drive and Docs	ON for everyone			
Administration Faculty			M Gmail	ON for everyone			
 Students 			Google Chat and classic Hangouts	ON for everyone			Learn more
			Consta Chrome Sam	ON for exercise			
			Google Meet	c	DN for everyone		
			Google Vault	ON for everyone			
			Google Voice	ON for everyone			

Within the Google Workspace interface, select Google Meet from the list of services.

Engage from anywhere

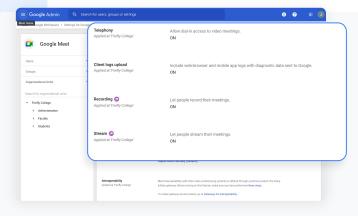
Google Meet

Δ

ops > Google Workspace > Settings for Goo	ogle Meet				
Google Meet	Service status			ON for every	one 🗸
Status DN for everyone	Smart features and personalization Turn on/off smart features and personalization in G	mail, Chat, Meet and other Google products			~
	Meet video settings Sel paleies for video meetings in your organization. Telephony Turned on: 'Allow clair-in access to video meetings.'	Client loga upload Turned on: Include web-browser and mobile app logar with disposed data sent to Geogle!	Recording O	a record their meetings	
	Stream 😡 Turned on: 'Let people abeam their meetings.'	Default video quality Adjust automatically (default)	Interoperability Turned off: 'Turn on in systems'	deroperability with othe	er .
	Video calling Tarreed on: Let users place video and voice calls. Learn more " Aquied at Vively College"	Atlandance reporting Turned on: "Provide moderators attendance reports after the meeting. Learn more'			
	Gateways for interoperability Create gateways to allow third party endpoints to jo	n Meet calls			×
	Meet quality tool				v

Next to Service status click the down arrow.

5



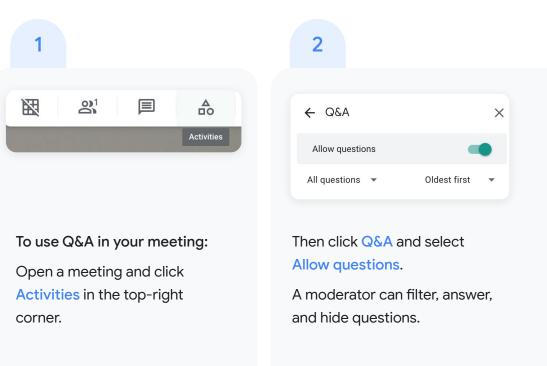
Check that each feature you'd like to use is turned on for everyone.

New meeting experience: ONRecording: ONDial-in: ONStream: ON

Engage from anywhere

Q&A

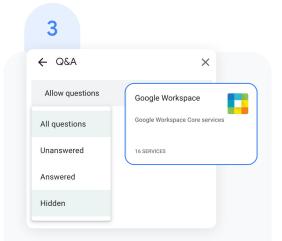
Teachers with premium licences can turn on Q&A within Google Meet to allow anyone in a meeting to ask questions. Teachers can filter questions, mark them as answered, or hide them.



Engage from anywhere

Q&A

Teachers with premium licences can turn on Q&A within Google Meet to allow anyone in a meeting to ask questions. Teachers can filter questions, mark them as answered, or hide them.



To filter questions, next to All questions, click the down arrow and select:

- All questions
- Unanswered
- Answered
- Hidden

4

On each question, moderators can click the below options:

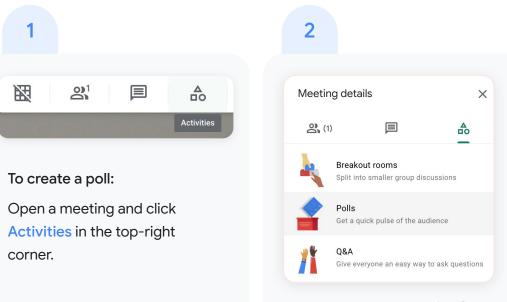
- Upvote, to upvote a question
- Mark as answered, to mark a question as answered
- Hide, to hide a question
- Delete, to delete a question

Or, to sort questions by popularity or chronologically, click the down arrow next to Popular and select an option.

Engage from anywhere

Polls

Within a Google Meet call, moderators can create polls for participants to vote on. After the meeting, the moderator is automatically emailed a report of the poll results that includes the names and answers of the participants.



Then select Polls and click Start a poll.

Engage from anywhere

Polls

3

Enter a question and add options for the poll. To post your poll, click Launch. To save your poll to launch it later, click Save.

← Po	blls	×
Ask	a question	
0	Option 1	
0	Option 2	
\oplus	Add an option	
Names	and answers will be recorded	
1	Launch Save	

4

To let participants see poll results,

Turn on Show everyone the results.

Or to close a poll and no longer allow responses, click End the poll.

Show everyone the results

Proprietary + Confidentia

 \equiv Back to contents

5

After a meeting, the moderator is emailed a report for all polls that includes the names and answers of the meeting participants. To access this:

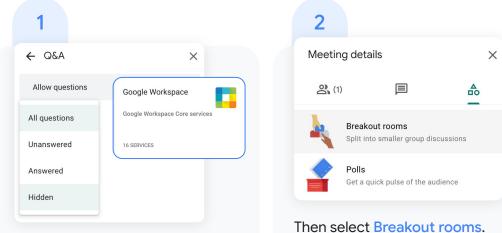
- Open the poll report email
- Click the report attachment

⊟ Back to contents

Engage from anywhere

Breakout rooms

Moderators can use breakout rooms to divide participants into smaller groups during video calls.



To create breakout rooms:

Open a meeting and click Activities in the top-right corner.

Tip: To prevent students from having the ability to create breakout rooms, admins should ensure Google Meet creation privileges are reserved for faculty and staff organizational units only.

Engage from anywhere

Breakout rooms

3

In the Breakout rooms panel, choose the number of breakout rooms. You can create up to 100 breakout rooms in a call. 4

Google Meet participants are then distributed across the rooms. To manually move people into different rooms:

- Click the participant's name, hold down the mouse, drag the name, and then drop it into another breakout room.
- To randomly mix up the groups again, click Shuffle
- In the bottom right, click Open
 rooms

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 \equiv Back to contents

5

To end Breakout rooms, click Close rooms in the Breakout rooms panel.

Then, click close all rooms in the notification window that appears.

Close all breakout rooms?

Everyone will be asked to return to the main call in 30 seconds

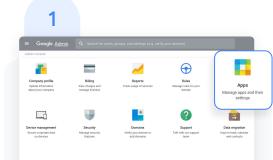
Cancel Close all rooms

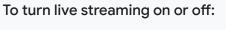
Engage from anywhere

Live streaming

Live stream to even more participants.* The ability for teachers and administrators to add live streaming to a meeting is turned on by default. You can restrict access based on organizational unit in the Admin console.

* Live stream up to 10,000 in-domain viewers with the Teaching and Learning Upgrade, and live stream up to 100,000 in-domain viewers with Google Workspace for Education Plus.





Open the Admin console and

click Apps.



Then click Google Workspace.

Engage from anywhere

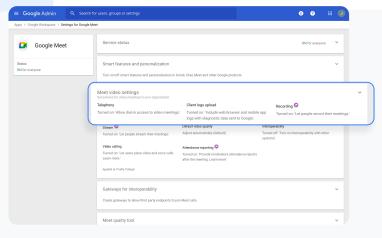
Live streaming

- 3	
- 5	
\sim	
~	

ps > Google Workspace				
G Google Workspace	Showing status for apps in all organiz	zational units	ADD SERVICES	
	Services 1	Service Sistur		
d users in this account	C 😫 Assignments	ON for everyone		
Groups 🗸	Colendar	ON for everyone		
Organizational Units	Classroom	ON for everyone		
Search for organizational units	Cloud Search	ON for everyone		
 Firefly College 	🗌 🔥 Drive and Doos	ON for everyone		
Administration Faculty	🗆 M Grai	ON for everyone		
> Students	Google Chat and classic Har	ngouts ON for everyone	Learn more	
	Google Me		Lean nee ON for everyone	
	Google Me	eet		
	Google Me	eet		
	Google Ma	eet over only on ON for everyone		
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Next to Service status click the down arrow.

4



Then select Meet video settings.

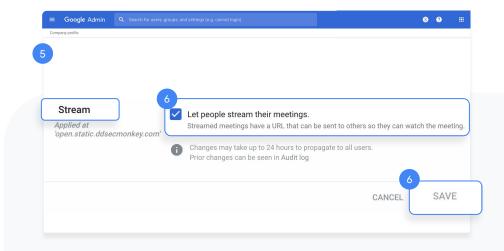
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 \equiv Back to contents

Engage from anywhere

Live streaming

- 5) Hover over Stream, then open the Edit menu 🧪
- Select the organizational unit, or units, that you want to enable live streaming for, then check the box next to Let people stream their meetings. Then click SAVE.
 - This setting is turned off by default for everyone in your organizations.
 - Tip: You can create different organization for different groups of people. For example, you can put teachers and students in separate organizations, each with different access privileges.



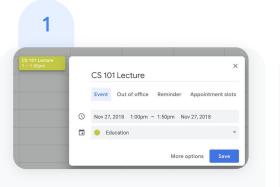
Check out the Help Center for more information on <u>live</u> streaming video meetings or meeting recordings.

⊟ Back to contents

Engage from anywhere

Add live streaming to an event

To create an event with a live stream link. add it from a Calendar event.



Create an event in Calendar. In the event summary window, click More options to open the event details.

Under Event Details, select Add Google Meet video conferencing.

Jun 5, 2020 10:30am to 11:30am Jun 5, 2020 Time zone

Add Google Meet video conferencing

2

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× Add title

All day Does not repeat *

Event Details Find a Time

Add notification

Classes 👻 🔵 👻 🗂 Busy 🐐 Default visibility 👻 🕐

Engage from anywhere

Add live streaming to an event

3		4		
×	CS 101 Lecture		Event Details Find a Time	
	Jan 19, 2021 2:30pm to 3:20pm Jan 19, 2021 Time zone		Join with Google Meet meet.google.com/qho-ctxt-jnv ②	@ ^ X
	All day Does not repeat 👻		Meeting ID meet.google.com/qho-ctxt-jnv	
	Event Details Find a Time		Phone Numbers (US)+1 929-299-4210 ⑦ PIN: 517 703 472#	
۰	Join with Google Meet Meet.google.com/xbv-smva-uvn ③		More phone numbers Add live stream	
¢	Notification * 10 minutes * X			
	Add notification			

Click the View conference details down arrow, which will appear on the right when Google Meet is selected.

Click Add live stream in the dialog box, which will generate a unique URL.

Back to contents

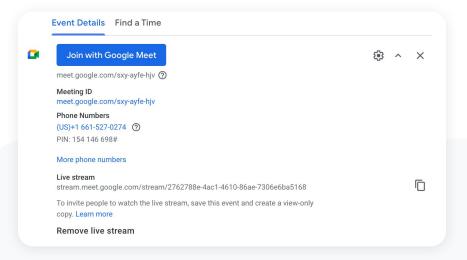
Engage from anywhere

Add live streaming to an event

- 5 With the live stream URL, large numbers of participants* can watch the meeting from a browser or mobile device. You can distribute the live stream URL in three ways:
 - Share the join-meeting info and live URL with all guests in one event. This will allow everyone on the invite to participate in the meeting.
 - Create a separate view-only event and paste in the live stream URL. These guests can watch the live stream, but they won't be able to participate in the meeting.
 - Share the live stream URL via email or any other channel of your choice. Viewers can paste the URL into a browser to view the live stream, but they won't be able to participate in the meeting.

Guests you invite can share the live stream URL, and anyone in your organization can watch the video event.





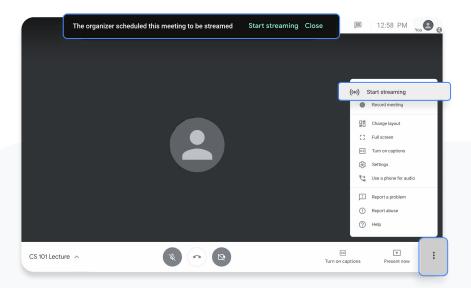
*Live stream up to 10,000 in-domain viewers with the Teaching and Learning Upgrade and live stream up to 100,000 in-domain viewers with Google Workspace for Education Plus.

⊟ Back to contents

Engage from anywhere

Add live streaming to an event

- 7 To start your live stream, open the Options menu in the lower-right corner, then click Start streaming.
- ⁸ When the live stream is on, Live will appear in the top-left corner.
- P To stop live streaming, reopen the Options menu and click Stop streaming, then click Yes to confirm that you want to stop the stream.

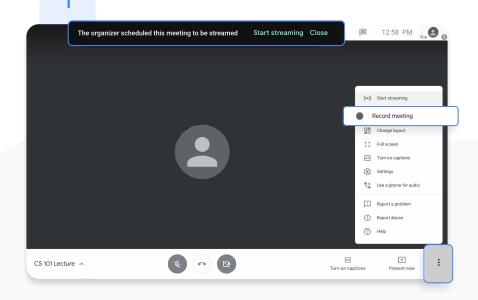


Engage from anywhere

Record a meeting

You can record video meetings for other people to watch later if you are the meeting organizer or in the organizer's domain.

Recordings are saved to the Google Drive of the meeting organizer and in the Calendar event. The meeting organizer will also get an email with the recording link.



After you've joined the meeting, open the Options menu in the lower-right corner, then click Record meeting.

Wait a moment for the recording to start. Participants are notified when the recording starts or stops.

Proprietary + Confidential

 \equiv Back to contents

Engage from anywhere

Record a meeting

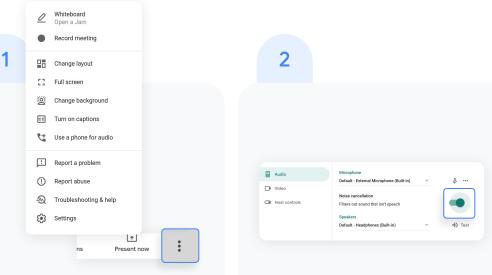
- ² To stop the recording, open the Options menu and click Stop recording. Then, click to confirm that you want to stop the recording.
- ³ Wait 10 or more minutes for the recording file to be generated and automatically saved to the organizer's My Drive > Meet Recordings folder. The meeting organizer and the person who started the recording will receive an email with a link to the recording file.



Engage from anywhere

Noise cancellation

To help limit distractions in your video call, filter out background noise. Enable Google Meet to remove background noises such as typing, closing a door, or the sounds of a nearby construction site.

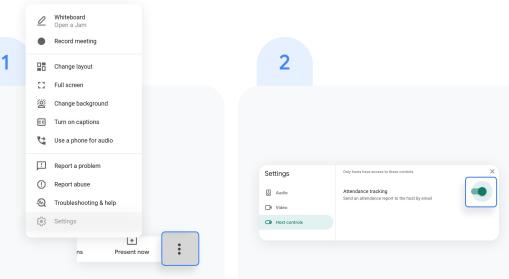


To enable noise cancellation: From your Google Meet call, click More options then select Settings. Click Audio and then turn on Noise cancellation.

Engage from anywhere

Attendance reports

Track meeting attendance automatically in Google Meet. The meeting organizer will receive an email with an attached Google Sheets attendance report with the participants' names, email addresses, and duration on the call.



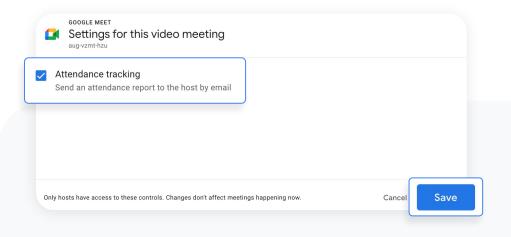
To change settings within a meeting, open the Options menu in the lower-right corner, then click Settings.

Select Host controls and turn attendance tracking on or off.

Engage from anywhere

Attendance reports

- ³ To view settings in Google Calendar, create a new event and click Add Google Meet video conferencing.
- 4 On the right, select the icon to Change conference settings.
- 5 Check the box next to Attendance tracking and click Save.



Guide deeper learning

Empower authentic thinking

Ensure authenticity in student work and inspire more critical thinking with unlimited originality reports. Turn on originality reports for an unlimited number of assignments to help students properly cite their source material and allow teachers to streamline the grading process.

Get started Enable and run originality reports Access your school's own student-to-student repository

Guide deeper learning

Originality reports

Originality reports bring the power of Google Search to your student assignments and grading through Classroom and Assignments. When assigning work, instructors have the option to enable originality reports that review student work against hundreds of billions of pages in the Google Search index and tens of millions of books in Google Books.

To enable originality reports, create an assignment in Classroom. Click Classwork, then click Create.

2

After a student's assignment submission, an originality report will automatically be available to instructors when grading the assignment.

Important: Students using Classroom always receive three originality reports per assignment

Watch the video to learn more

Guide deeper learning

Originality reports

- Instructors can access the originality report in Classroom by opening a student submission from the list and clicking the grading tool. Under the student's submission, click Check originality.
- 4 Click the flagged passage notification on the right, under the file name (if applicable), to view the highlighted web matches.

View potential flags as a number or percent.

Important: A link to the external source is available so instructors and students can explore further.

Total points 100 Due date Dec 16, 5:00 PM

Respond to each of the Critical Thinking questions on page 24 in Chapter 1 of your book. In your response, type each question first and then answer it. Answer each question in detail using correct grammar, spelling, punctuation, and capitalization. Create your response in one of two ways:

See full instructions

Armie_Harper_Cor	1 1 11 11 11			×
Create - Add	Run originality reports? 3 of 3 runs remaining for this assignment			
Create				
		Cancel	Run	
Run originality report		_		Submit
Rubric				/45 🛟

Back to contents

Guide deeper learning

Education Plus

Private repository for school matches

Within an originality report, instructors can automatically compare student work to anything previously scanned to your private, school-owned repository.

Teaching and learning

1

When you run an originality report, a student's work is automatically reviewed against your school's student-tostudent repository, in addition to web matches.

To view in Classroom, open a student submission from the list and click the grading tool.

Under the student's submission, click Check originality.

2

• Motivation: Economic Maing Saar Augument • Motivation: Economic Maing Saar Augument • Output • Motivation: Economic Maing Saar Augument • Output • Out

Click the flagged passage notification from your student-to-student repository on the right, under the file name (if applicable).

Back to contents

Guide deeper learning

Private repository for school matches

- ³ Click the highlighted flagged passages within the document.
- ⁴ Then, select the top student repository displayed to the right of the passage for further exploration (if applicable).

×	Originality report							
~	Mark Twain - Economic Policy Essay Assignme							

Over the course of the past 50 years, the employment landscape for low- and middle-skill workers has changed dramatically - structurally, socially and economically. However, these changes have other one at the expense of individuals, bringing about unwanted and uncomfortable changes to jobs and workplaces. The new reality for this dask of workers is other challenging and unstable, with predictions for future opportunities seeming movies; it is important to an understand, the challenging and unstable, with predictions for future opportunities seeming movies; it is important to understand; the challenging and unstable, with predictions for future opportunities have driven this evolution and the current state of affairs.

Individual jobs for for-se and middle-skill workers have become increasingly challenging, particularly in contrast to the state of work at the peak of "The Organization Man" era. During the mid-1950's, individuals had greater security in their jobs, linking their personal dentity to their employer, largely advanciong within a single firm and reaging the benefits of predictable markets and increasing demand for managerial tatent.^[11] Yet, the docline of "The Organization Man" era has steaded ly taken over in the modern economy, shifting from an internal labor

market system to a heavier reliance on the external labor market^[2] This shift from internal to external has lead of decreased intertain and tenure within firms, greater tumover, decreased investment in training and the necessity for individuals to look outside the firm for new work rather than within. These changes represent the decline of the OID Deal and the consequential rise of the New Deal. The norms of

These changes represent the docline of the **Old Deal** and the consequential rise of the **New Deal**. The norms reciprocity and psychological contracts of the **Old** Deal are being readily replaced by the unwilling attitudes of employers to invest in their workers brought about by the New Deal. These shifts have created a modern workplace for low- and medium-skill workers that is more uncertain than ever.

In addition to macro-social structural changes, low- and middle-skill jobs have become increasingly precarious over time in both the big-picture and the day-to-day routines of workers. Precarious work is perceived ← All matches (1)

STUDENT'S PASSAGE

The Taft-Hartley Act, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th United States Congress over the veto of President Harry $\mathbb{S}_{\rm m}$

TOP WEB MATCH

The shor Management Relations Act of 1947, better known as the Taft-Hartley Act, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th...

Taft-Hartley Act - Wikipedia https://en.wikipedia.org/wiki/Taft%E2%80%93Hartle

 \equiv Back to contents

Enrich class experiences



Help teachers create more compelling Classroom content by integrating their favorite tools and duplicating classes at scale.

Get started:

- Choose from <u>Classroom add-ons</u>*
 that work for you
 - Save time using <u>Classroom roster sync</u>

Coming soon

Enrich experiences

Classroom add-ons

Integrate Classroom with a marketplace of add-ons that work for you.

- Simplify workflows with a single sign-on that lets your class get to all the tools they need
- Get deeper, more seamless integration with third-party content and learning tools right inside Classroom

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		+	***	
×	Assignment		Assign	•
Ê	Title			
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	@ Add			

Enrich experiences

Classroom roster sync

Sync Classroom rosters from your Student Information System.

Admins can create classes, and populate and sync rosters directly to Classroom from any Student Information System.

Google Admin				I 🛛 🖽
eports > Highlights				
Highlights	Audit log			Organizational unit 👻 Date range 👻
Reports Audit log	Classroom			± 0.
Admin Calendar	+ Add a filter			
Classroom	Event name	Description	User	Date
Drive Devices	Joined course	jane.esparza@homeroomacademy.com joined Biology 101 as a student	jane.esparza@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Token	Removed from course	parissa.shah@homeroomacademy.com removed from Advanced Psychology	parissa.shah@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Groups	Course deleted	amy.luan@homeroomacademy.com deleted Events in World History	amy.luan@homeroomacademy.com	Jul 19, 2020, 4:14:52 PM EDT
Hangouts Chat	Course archived	joe.carlson@homeroomacademy.com archived Journalism	joe.carlson@homeroomacademy.com	Jul 17, 2020, 8:55:36 AM EDT
Currents	New post	erin.kirkpatrick@homeroomacademy.com created an assignment in Greek Mythology	erin.kirkpatrick@homeroomacademy.com	Jul 17, 2020, 8:54:48 AM EDT
Voice	Quiz graded	erik paul@homeroomacademy.com graded erin kirkpatrick@homeroomacademy.com Creative Writing on Pilots	erik.paul@homeroomacademy.com	Jul 17, 2020, 8:54:21 AM EDT
Google Meet Users Accounts	Assignment submitted	alberto.calvert@homeroomacademy.com submitted an assignment in Creative Writing on Pilots	alberto.calvert@homeroomacademy.com	Jul 17, 2020, 8:53:29 AM EDT
Access Transparency	Joined course	vishesh.patel@homeroomacademy.com joined Events in World History	vishesh.patel@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
LDAP Password Vault	Assignment returned	kevin.johnson@homeroomacademy.com returned an assigment to dib@homeroomacademy.com in Chemistry	kevin.johnson@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Context-Aware Access	Joined course	callin.o'connor@homeroomacademy.com joined Events in World History	cailin.o'connor@homeroomacademy.com	Jul 10, 2020, 4:51:28 PM EDT
Rules	Rows per page: - 2	10		Page 1 of many < >
Data Studio				

 \equiv Back to contents

Additional features

Help transform your digital learning environment with comprehensive tools in Google Workspace for
Education Plus. Premium features only found in
Education Plus provide the most effective and unified
learning environment for your school community.



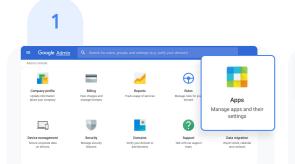
Get started with:

- Q Cloud Search
- Extra storage
- <u>Dedicated support</u>

Additional features

Cloud Search

Cloud Search makes it easy to find information within your organization's content sources, including Google Workspace services – like Drive and Gmail – and third-party data sources. End users can quickly find all the information they need with a unified search experience across your domain, powered by machine intelligence.



To enable Cloud Search, from your Admin console, click Apps.

Then click Google Workspace.

 \equiv Back to contents

ON for everyone

Additional features

Cloud Search

3

			or settings		8 0 🖩 🔮	
ops > Google Workspace						
G Google Workspace		wing st	atus for apps in all organizational units	ADD SERVICES		
• • • • • • • • • • • • • • • • • • • •		Servi	ces 🛧	Service Status		
VI users in this account	0	2	Assignments	ON for everyone		
Groups	× 0	ញ	Calendar	ON for everyone		
Organizational Units Search for organizational]	Clo	oud Search		ON for everyone	
 Firefly College 		4	Drive and Docs	ON for everyone		
Administration Faculty		M	Gmail	ON for everyone		
 Students 			Google Chat and classic Hangouts	ON for everyone	Learn more	
	0	0	Coogle Chrome Sync	ON for everyone		
	0		Google Meet	ON far everyone		
	0	×	Google Vault	ON for everyone		
		6	Google Voice	ON for everyone		
		-	Groups for Business	ON for everyone		
	0	-	Jamboard	ON for everyone		
	0		Канр	ON for everyone		
	0		Ster	ON far everyone		
		•	Tanks	ON for everyone		

From the list of services, click anywhere on the Cloud Search row.

At the top right of the gray box, click **SERVICE STATUS**.

Q Search for users, groups or settings

Service status

4

≡ Google Admin

Status ON for everyone

Apps > Google Workspace > Settings for Cloud Search

Cloud Search

Additional features

Cloud Search

- ⁵ To enable Cloud Search for one or more organizational units, you can select from the lower-left column a top-level unit, which will include all subunits listed under that unit, or select an individual subunit.
- ⁶ Under Service Status, select ON, then click SAVE.

≡ Google Admin	Search for users, groups or settings	8	?	
Apps > Google Workspace > Settings for	cloud Search > Service Status			
Q Cloud Search	Showing settings for users in open.static.ddsecmonkey.com			
Status	Service Status			
ON for everyone	Service status			
All users in this account	Applied at 'open.static.ddsecmonkey.com'			
Groups ^	Changes may take up to 24 hours to propagate to a	Il users.		
Search for a group			CANCEL	SAVI
No services turned on for any groups Use groups instead of organizational units to more easily turn on services for just the right users. Learn more.				
Organizational Units				
Search for organizational units				
your.school.edu				
MonkeyTestRoot-001a762a-6a97-4e3a				
MonkeyTestRoot-0029bfbe-6eb9-47cf-{				

Additional features

Cloud Search

- 7 To enable Cloud Search for all organizational units, click All users in this account in the upper left.
- 8 Under Service Status, select ON for everyone, then click SAVE.

≡ Google Admin Q s	earch for users, groups or settings	8	?	
Apps > Google Workspace > Settings for Cl	oud Search > Service Status			
Q Cloud Search	Showing settings for users in open.static.ddsecmonkey.com			
ToN for everyone All users in this account	Service Status Service status Spans astic disconcerving com			^
Groups ^	Changes may take up to 24 hours to propagate to all users.			
Search for a group			CANCEL	SAVE
No services tuned on for any groups. Use groups instead of organizational units to more easily tune on services for just the right users. Learn pore.				
Organizational Units				
Search for organizational units				
open.static.ddsecmonkey.com d3-policy-test MorkeyTestRoot-001a782a-6a97-4e3a MorkeyTestRoot-0029bfbe-6eb9-47cf-f4				

×

Additional features

To use Cloud Search

- 1 On desktop, go to <u>cloudsearch.google.com</u> on any supported browser.
- 2 Install the mobile app on any supported device.
- Conduct a search using natural language. Refine your searches with <u>search operators</u> and <u>filters</u>, and see <u>targeted suggestions</u>.

Q What are the US holidays in 2018?

Q

ALL MAIL

US Holidays 2018

Document + HR Information System Lorem ipsum dolor sit U.S. holidays, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidumt, felis velit portitior urna, a faucibus nisi ligula quis ipsum. 4.5. Shared - Lata modified on 04: 23, 2016

US Holidays for Q3 2018

DRIVE SITES GROUPS CALENDAR MORE SEARCH TOOLS

Document + HR Information System Lorem Ipsum dolor alt holidays, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit portitior uma, a faucibus nisi ligula quis ipsum. À Private-only you can set this + Last modified on Oct 23, 2016

U.S. Personal Leave

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Re: Getting back to work

Mail • Gmail

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Home US Benefits

Back to contents

Engage from anywhere

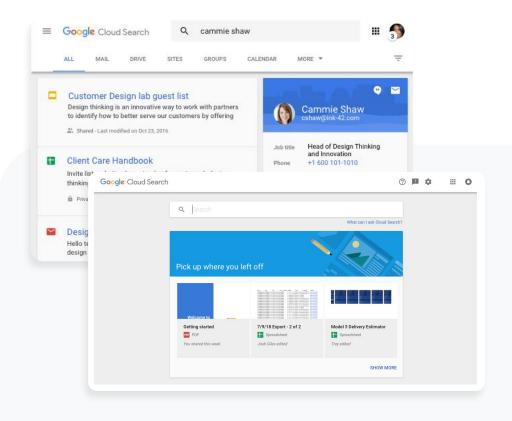
To use Cloud Search

4 Enable your global Directory so that people in your organization can use Cloud Search to find contact information and employee details for the people in it.

Read this <u>Help Center article</u> to learn how.

Use assist cards to help you stay organized and prepared. Cards show up on your Cloud Search homepage based on recent activity and upcoming events, such as your scheduled meetings in Calendar and the work going on around you.

Read this <u>Help Center article</u> to learn more.



 \equiv Back to contents

Additional features

Extra storage

Rely on ample storage in Google Drive, with 100 TB of pooled cloud storage shared by your institution.

- Admin tools for storage will be coming soon
- If additional storage is needed, contact support

Additional storage for Teaching and Learning Upgrade

In addition to the 100 TB of pooled cloud storage, get 100 GB added to the shared pool for each staff license Additional storage for Education Plus

In addition to the 100 TB of pooled cloud storage, get 20 GB added to the shared pool for each license across your entire domain

Support

Multiple convenient ways to access support

Support is available for all Google Workspace for Education editions by phone, email, and online.

Plus, find how-to resources for step-by-step instructions, access help centers and forums, or join a community of educators like you.

Get started

- <u>Google for Education</u>
 <u>Help Centers</u>
- <u>Help forums</u>
- Partners

- <u>Google Workspace</u>
 <u>Admin Help Center</u>
- Google Cloud Support
- Educator community

With Education Plus, count on faster responses from product specialists. Faster support is available if you purchase more than 200 licenses.



Thank you

