

Google for Education

Getting Started With

G Suite Enterprise for Education

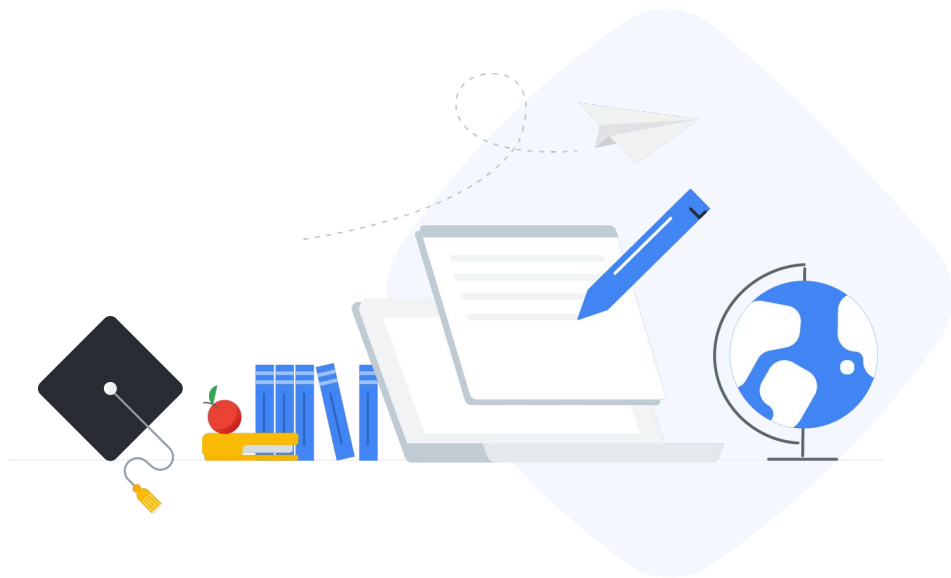


Table of contents



Enhanced security, visibility, and controls

- Security center »
- Security dashboard »
- Security health »
- Investigation tool »
- Advanced mobile-device management »



Do more with data and insights

- Admin reports in BigQuery »
- Gmail logs in BigQuery »
- Cloud Search »
- Data regions »

Teaching and learning tools



Advanced video meeting capabilities

- Google Meet »
- Live stream »
- Record a meeting »
- International phone dial-in access »



Empower authentic thinking

- Unlimited originality reports »

Security and admin controls

G Suite Enterprise for Education gives you more control across your domain with enterprise-grade tools to help you defend against security threats, analyze security incidents, and protect student and faculty data.



Get started with:



Enhanced security, visibility, and controls



Do more with data and insights

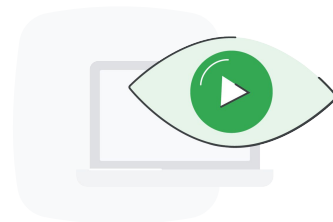


Enhanced security, visibility, and controls

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:

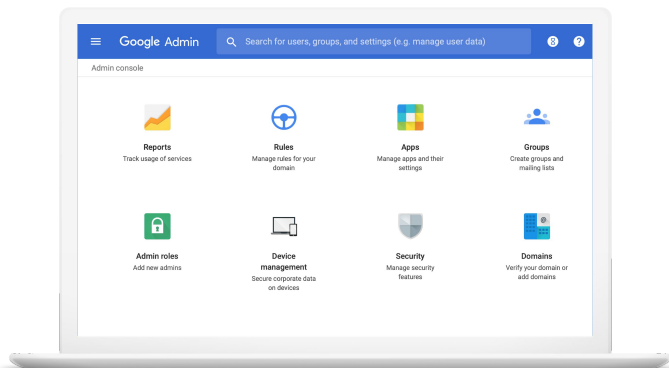
- Access your [security dashboard](#) to view and download [reports](#)
- Check your [security health](#) to ensure you're following security best practices
- Use the [investigation tool](#) to dive deeper into security incidents and create activity rules
- Use [advanced mobile-device management](#) for more control over data





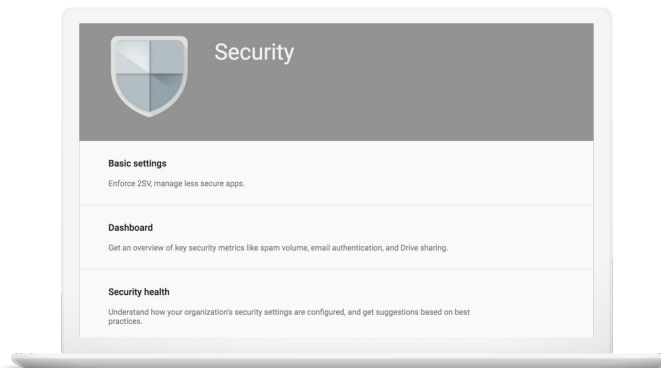
1

To open the **security center**, click **Security** from the Admin console.



2

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.



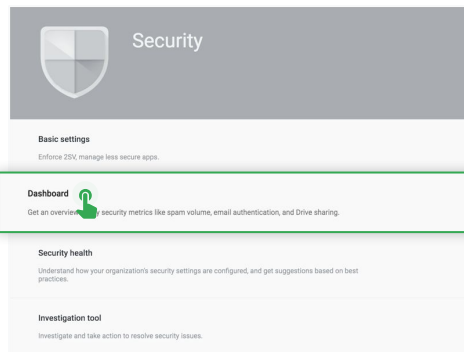


Dashboard

The security dashboard gives you a quick overview of important security metrics across your organization, such as spam volume, email authentication, and Drive sharing.

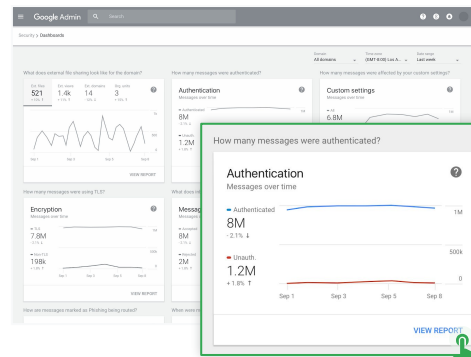
1

From the **security center**, click **Dashboard**.



2

You can quickly review all of your metrics, then dive deeper into a single dashboard by clicking **View report**.



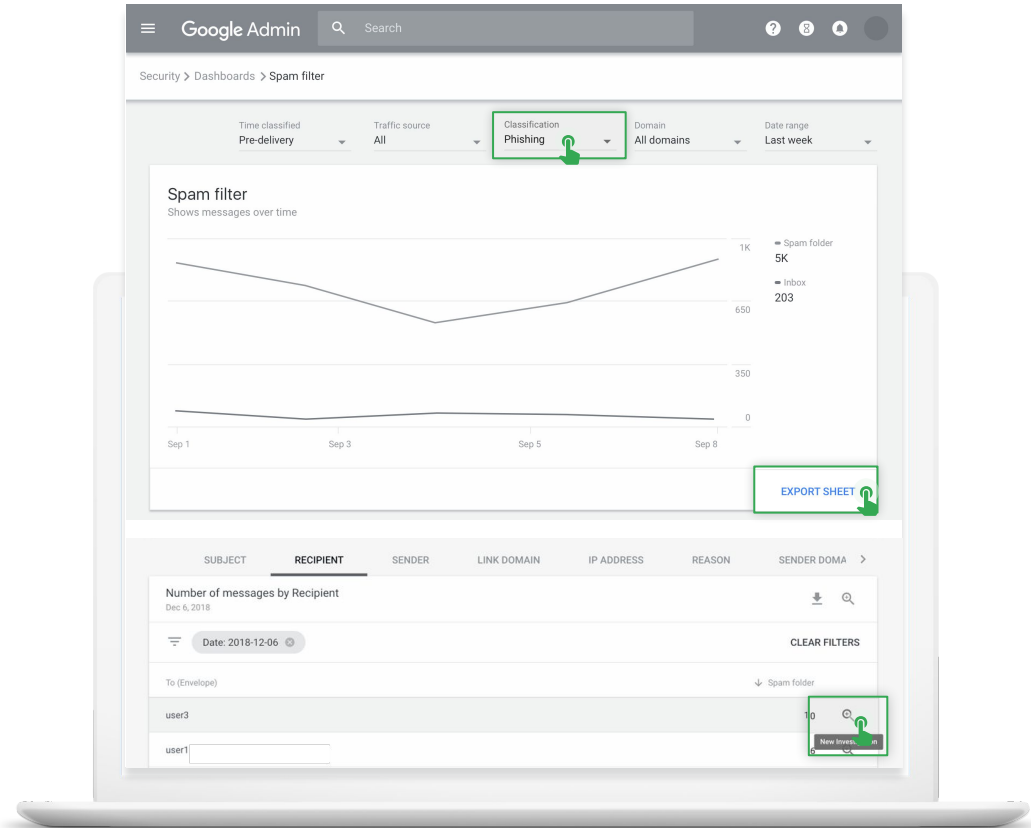


Reports

Reports can help you identify and mitigate potential security risks. 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 Sheets for reporting and distribution
- [Launch an investigation](#) to drill down for actionable insights



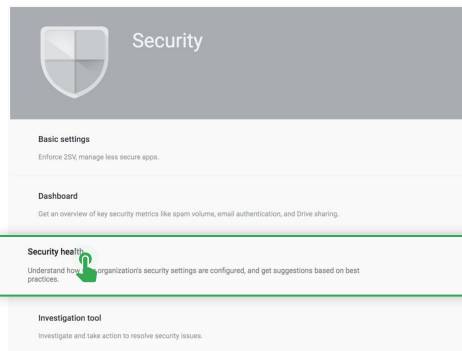


Security health

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

1

From the **security center**, click **Security health**.



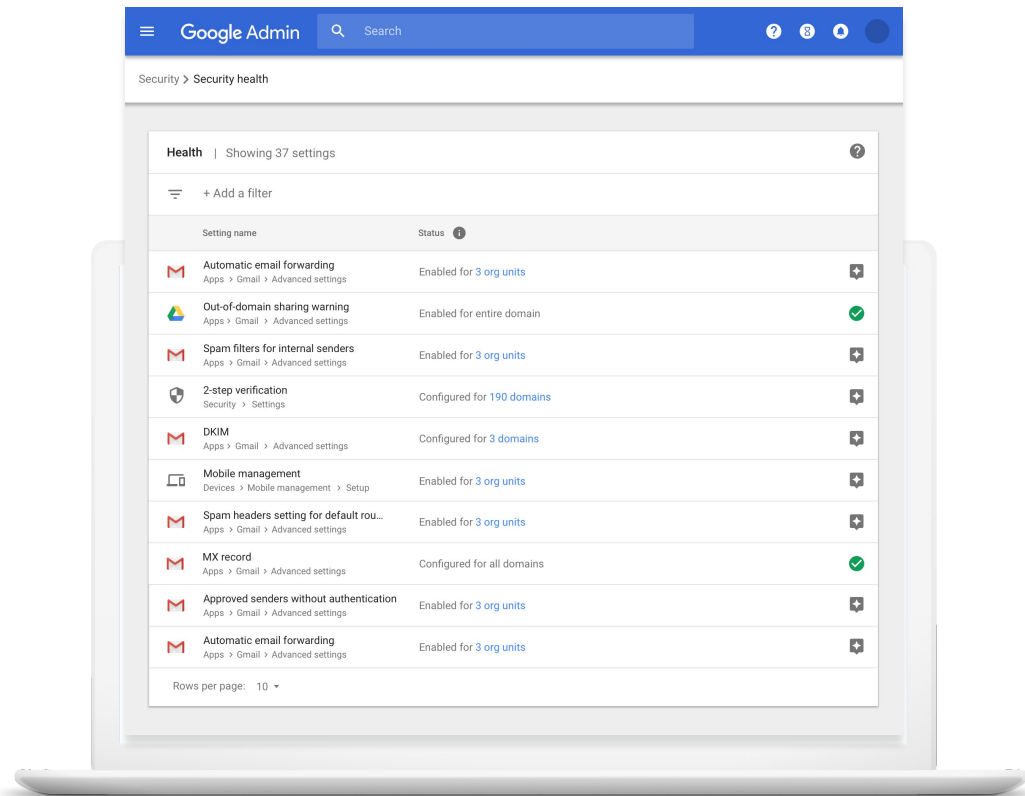
2

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



Security health

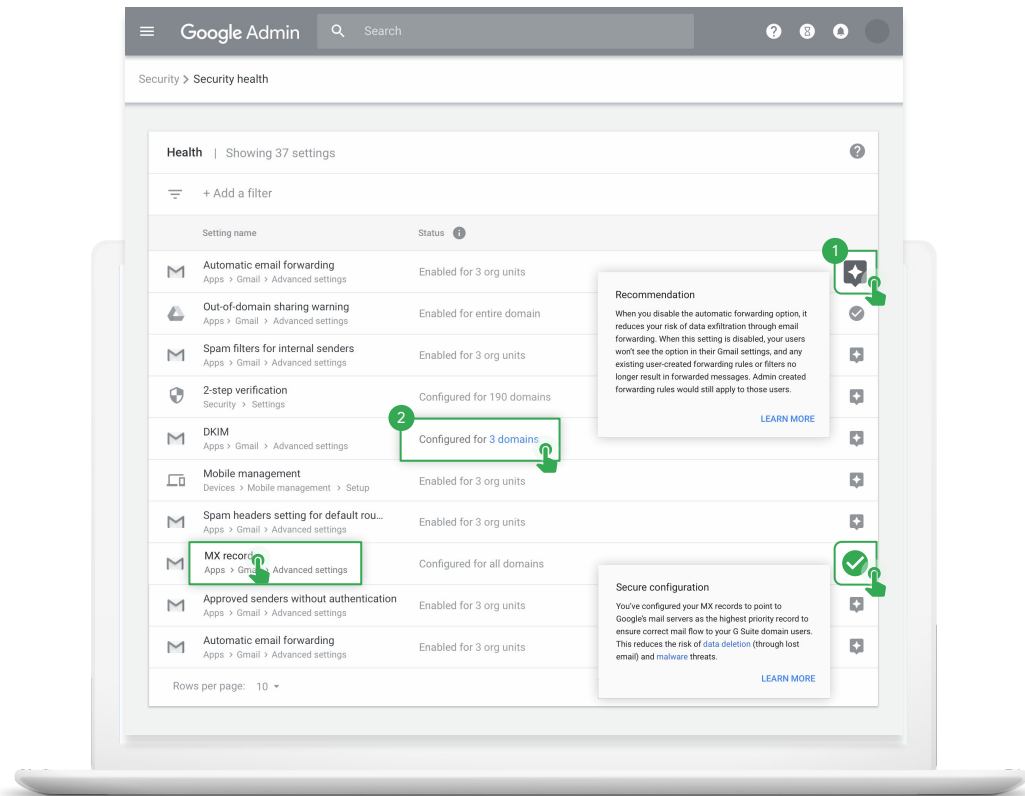
- ✔ A green check mark indicates that a setting is currently following best practices
- ⓘ A gray information icon indicates that more information is available to help you update the setting to best practices





Security health

- 1 Click a gray information icon to read a quick summary of the recommendation, then click **Learn more** for a deeper exploration.
- 2 Click the hyperlinked number of organization units (OUs) in the center column to view security settings for each OU and see how they compare to Google recommended best practices.
- 3 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.

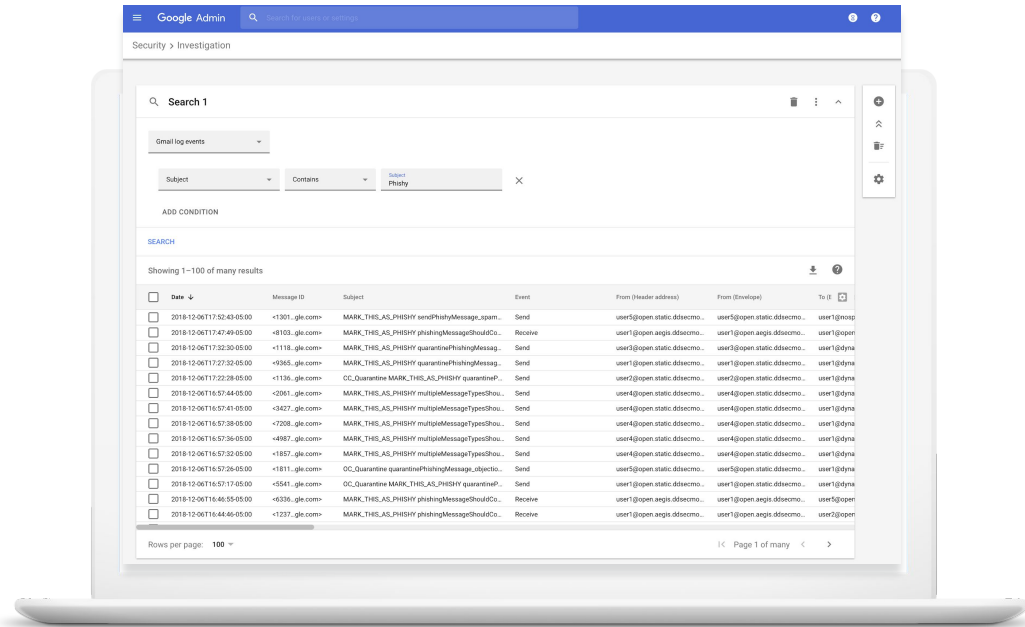




Investigation tool

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

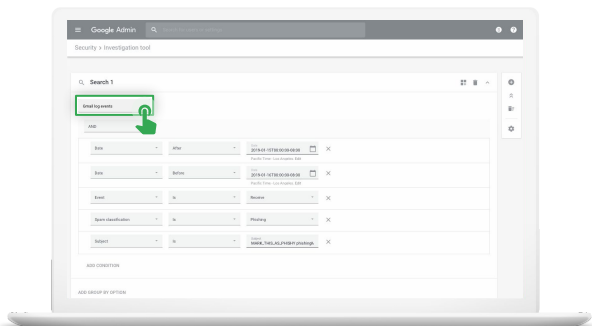




1 You can open the investigation tool in two ways:

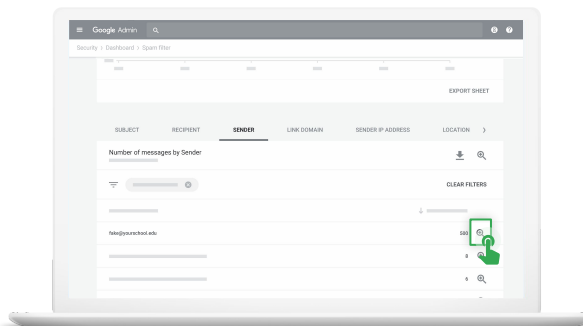
A In the **security center**, click **Investigation tool**.

- Select a data source. For example, “Gmail log events.”
- Set conditions for your search, such as date or device type. [Here's](#) a full list of applicable conditions.
- Click **Search**.



B Directly from a [report](#).

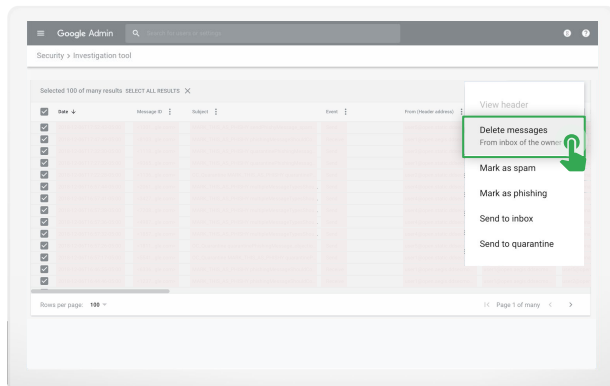
- Click the **magnifying glass** to launch an investigation about
- the data in the report.
- Read this [Help Center article](#) for details on which reports are available for use with the investigation tool.





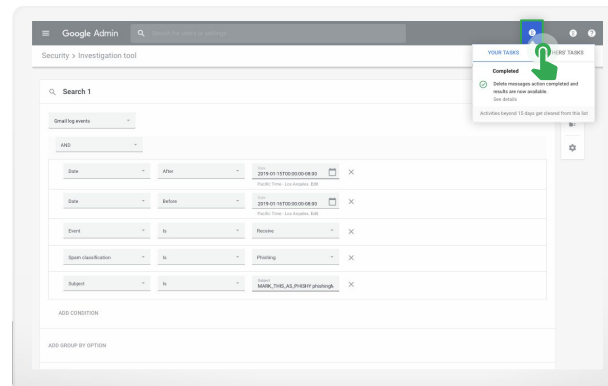
2

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 Help Center](#) article for a list of actions you can take.



3

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.





4

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.

The screenshot shows the Google Admin console interface. At the top, there's a search bar and navigation icons. The main content area is titled 'Security > Investigation'. Below this, there's a search results table with columns: 'je ID', 'Owner', 'Date', and 'Labels'. A context menu is open over the 'Date' column header, listing various pivot options such as 'Gmail log events > To (Envelope)', 'Gmail log events > Owner', 'Gmail messages > Sender', 'Gmail messages > Recipient', 'Drive log events > Owner', 'Drive log events > Actor', 'Drive log events > Target', 'Device log events > Device owner', and 'Devices > Device owner'. The 'Users > Email' option is highlighted with a green box and a green arrow. Below the table, there's a filter section for 'Users' with an 'And' operator. A condition is added: 'Email is [1 unique value from Search 1]'. Below this, there's an 'ADD CONDITION' button. At the bottom, there's a search bar and a table of users with columns: 'Primary email', 'Other emails', 'First name', 'Last name', 'Last login', 'Super administrator', and 'Suspend user'. The first user is selected, and a 'Restore user' button is visible.



5-7

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.

7

Within the refined search results, you can select one or more accounts on which to perform specific actions, such as suspending the user, resetting their password, or sending them an email with instructions for keeping their inbox more secure.

The screenshot shows the Google Admin console interface for Security > Investigation. It features a search bar at the top, a table of search results, and a filter configuration section. A dropdown menu is open over the 'Recipient' column, showing options like 'Users' and 'Email'. A second dropdown is open over the 'Enrolled in 2SV' column, showing the option 'False'. At the bottom, a table of search results is shown with a 'Suspend user' button highlighted over one of the rows.

je ID	Owner	Date	Labels	Alerts
.all.com>	user1@open.static.ddsecm...	2016-10-14T05:58:34-07:00	static.ddsecm... sent	
.all.com>	user1@open.static.ddsecm...	2016-10-14T05:46:39-07:00	static.ddsecm... sent	

Users

And

Email is 1 unique value from Search 1

Enrolled in 2SV is False

ADD CONDITION

SEARCH

Selected 1 of 1 X

Primary email	Other emails	First name	Last name	Last login	Super administrator
user5@open.static.dd...	user5@dynamic.open...	User5	OpenStatic	2018-12-06T17:48:07...	True

Suspend user
For users in selected...

Restore user



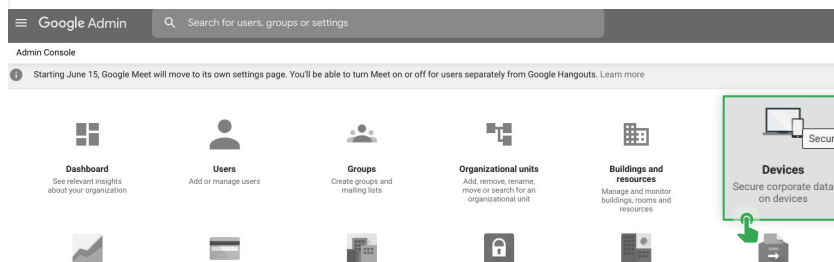
Advanced mobile-device management

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

From the Admin console homepage, go to **Devices**.





2-4

2

On the left, click **Setup**.

3

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.

The screenshot shows the Google Admin console interface. On the left sidebar, under 'Device management', the following items are listed: 'DEVICE SETTINGS', 'Networks', 'Chrome management', 'Google meeting room hardware', and 'Jamboard'. Below these, under 'MOBILE', the 'Setup' link is highlighted with a green box and a green '2' in a circle. A green arrow points to the 'Setup' link. In the main content area, the 'Setup' card is visible, with a green box and a green '3' in a circle around the 'Mobile Management' section. Below the 'Setup' card, the 'Mobile Management' settings are shown. The 'Enable Mobile Management' toggle is turned on, with the text 'Enabled' and 'Locally applied'. Below this, there are three radio button options: 'Basic', 'Advanced', and 'Custom'. The 'Advanced' option is selected, with a green box and a green '4' in a circle around it. The 'Advanced' option description reads: 'Available with this option: manage business apps, allow separate profiles for work and personal use (Android only), get mobile insights, and all the features available with the basic option.'



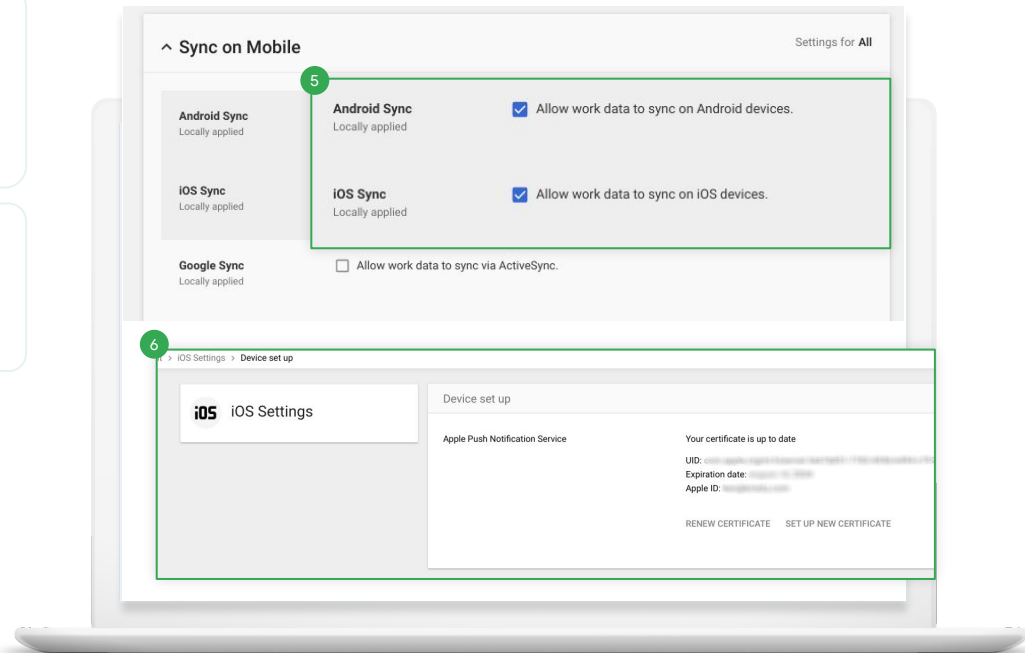
5-6

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 and click [Save](#).

6

If you want to manage iOS devices and apps, create an [Apple push certificate](#). You need to renew this certificate annually.



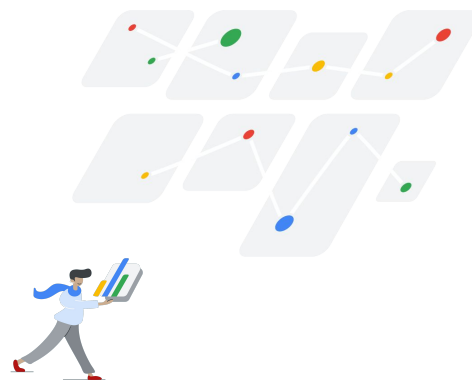


Do more with data and insights

G Suite Enterprise for Education gives you more visibility and control over your data with BigQuery, along with advanced capabilities to locate information anywhere in your domain through a unified search experience and storage of your data in predefined data regions.

Get started:

- Get insights with [admin reports in BigQuery](#)
- Analyze and report on [Gmail logs in BigQuery](#) for more visibility into emails
- Find information using [Cloud Search](#)
- Use [data regions](#) to store data in a specific geographic location





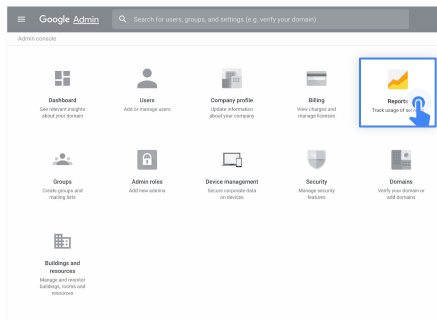
Admin reports in BigQuery

Get insight into your G Suite usage, and access all of your audit logs and usage reports and export them for analysis in [BigQuery](#).

Follow these steps to access this feature.

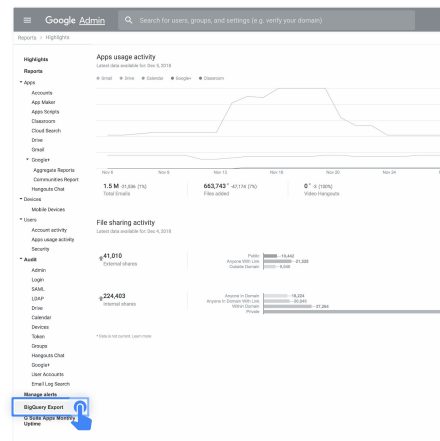
1

From your Admin console, click **Reports**.



2

In the left-hand menu, click **BigQuery Export**.

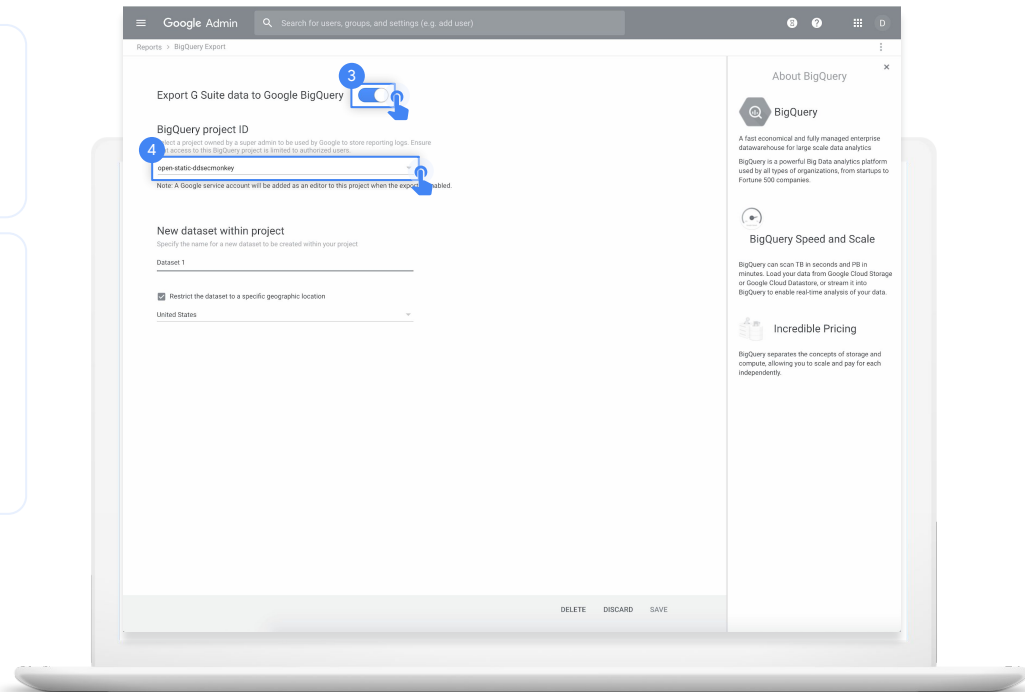




3-4

3 Turn on the **Export G Suite data to Google BigQuery** switch to enable BigQuery logs. 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 [quickstart guide for using the BigQuery web UI](#).

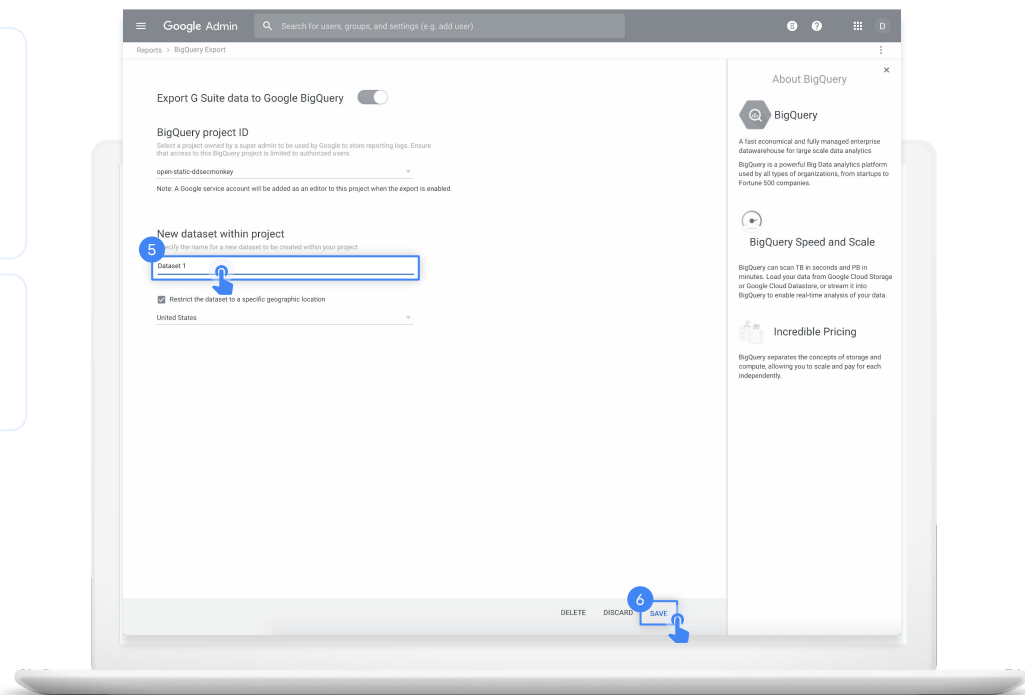




5-6

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 [creating and using datasets](#).

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.





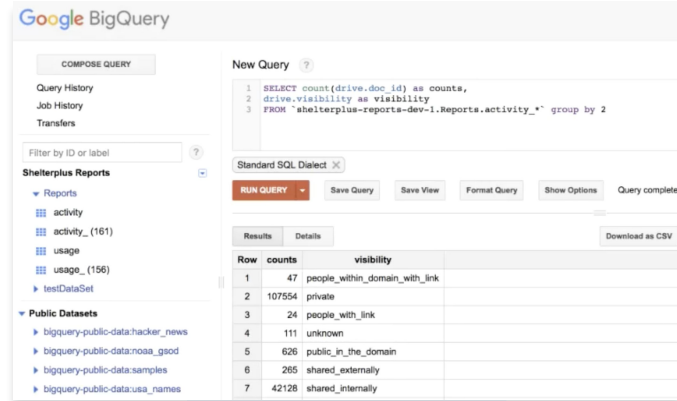
7-8

7

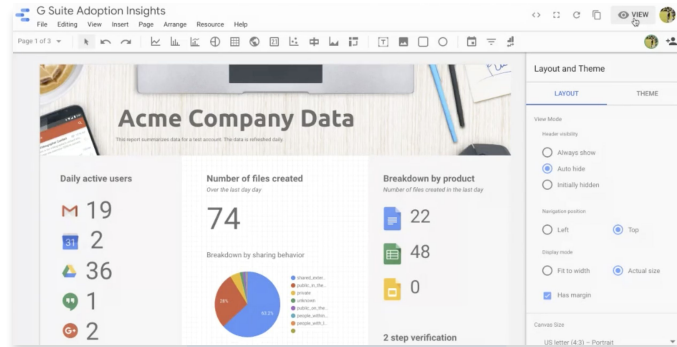
The dataset is created the next day when the export is triggered. In addition to project owners, editors, and viewers, the gapps-reports@system.gserviceaccount.com service account is added as editor. The service account is required to write logs and update the schema.

8

Within BigQuery, you can [write queries](#) to analyze your data, or connect your dataset to Google Data Studio or third-party tools for further analysis and visualization.



BigQuery



Google Data Studio



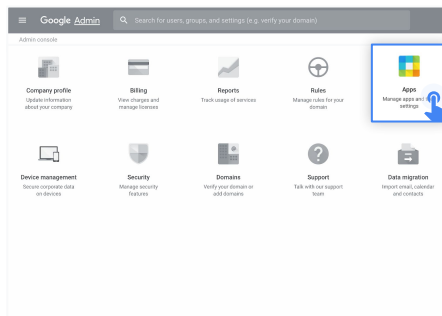
Gmail logs in BigQuery

With G Suite Enterprise for Education, you can 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 [Google Data Studio](#).

Read this [Help Center article](#) for more details about reporting logs in BigQuery.

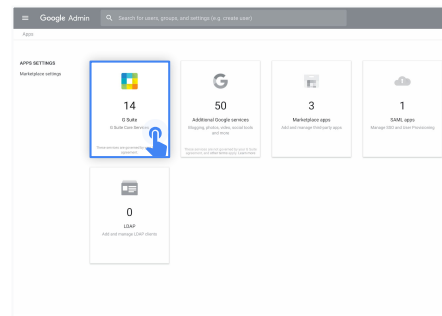
1

From your Admin console, click **Apps**.



2

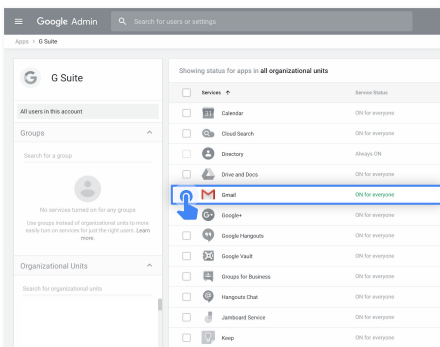
Then click **G Suite**.





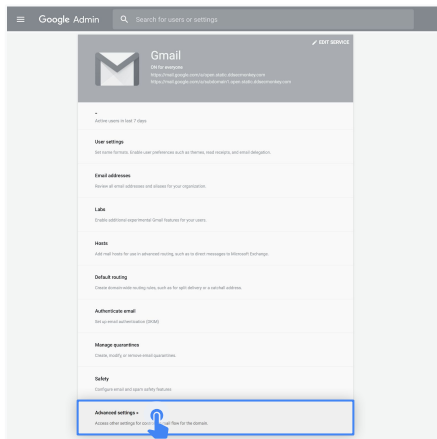
3

Within the G Suite management interface, select **Gmail** from the list of services.



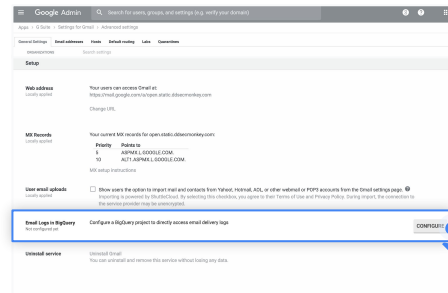
4

From the Gmail management interface, select **Advanced settings**.



5

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



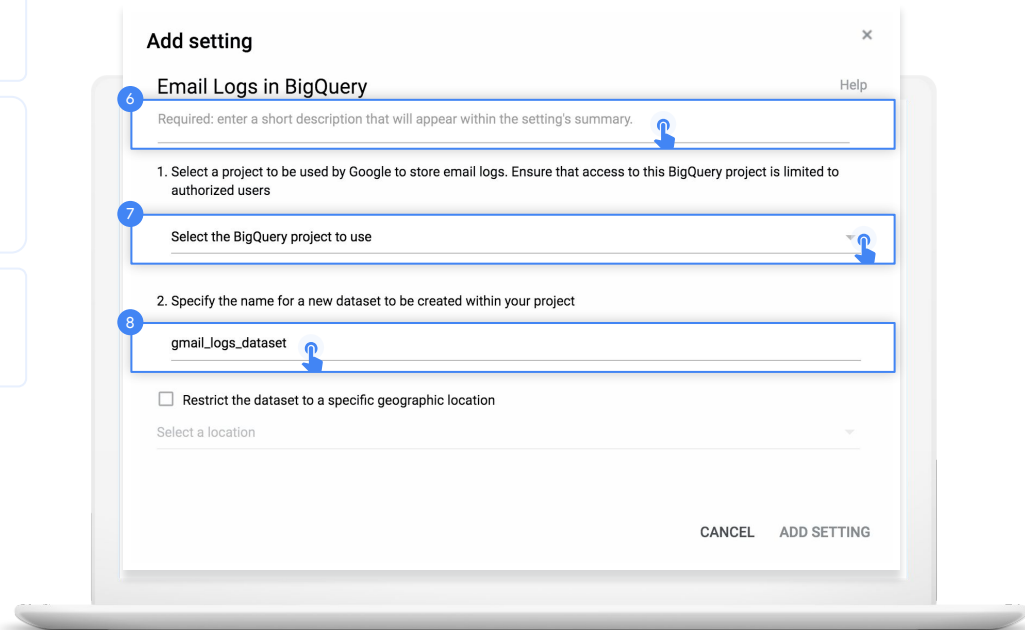


6-8

6 In the **Add setting** window, enter a description under **Email Logs in BigQuery**.

7 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.

8 Under item 2, enter a name for the new dataset that will store the Gmail logs.





9-11

9

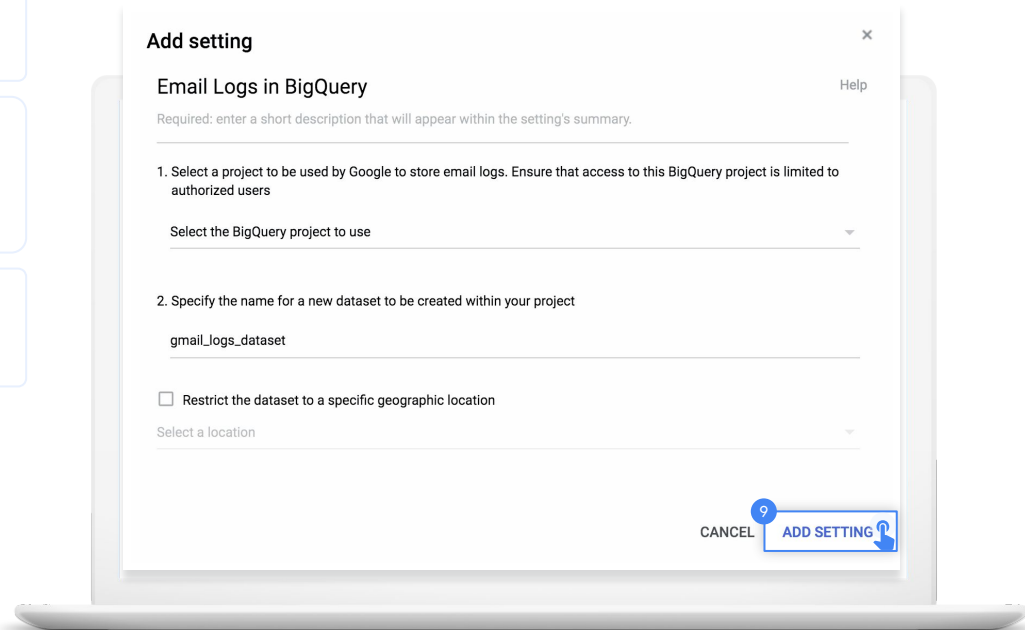
Click [Add setting](#) in the lower right to return to the settings page, then click [Save](#).

10

After adding your setting, go back to your [BigQuery project](#). Your new dataset should appear under the name you designated during step 8.

11

Check out the Help Center for more detailed information on [Gmail logs in BigQuery](#).





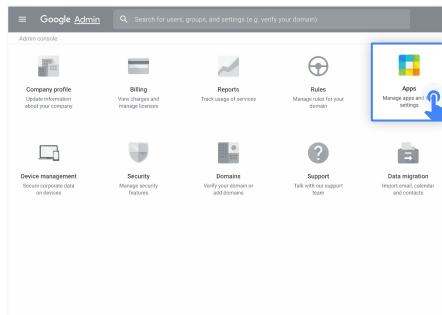
Cloud Search

Cloud Search makes it easy to find information within your organization's content sources, including G Suite services – such as 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.

1

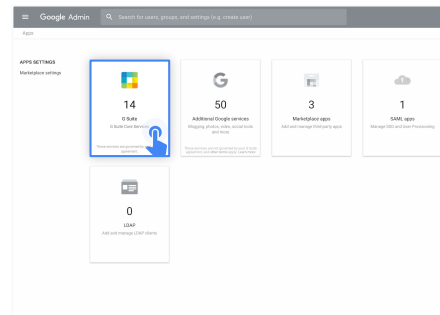
To enable Cloud Search:

From your Admin console, click **Apps**.



2

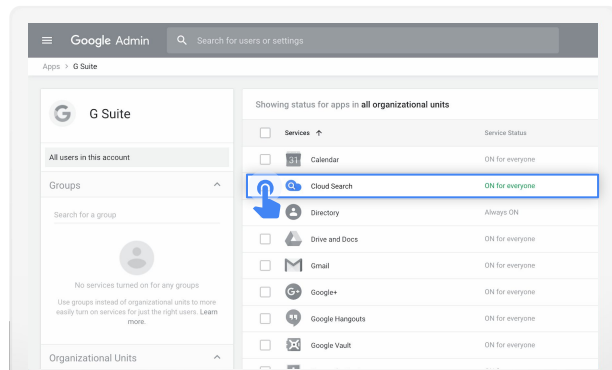
Then click **G Suite**.





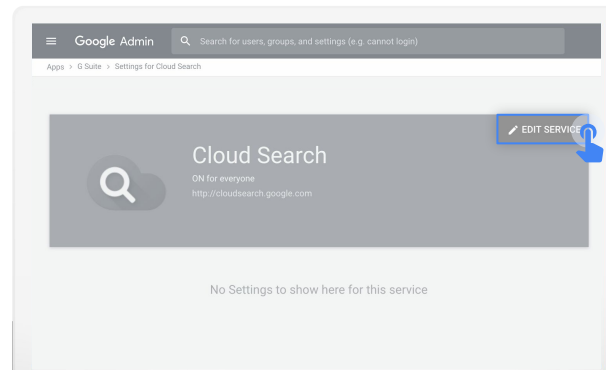
3

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



4

At the top right of the gray box, click **Edit service**.





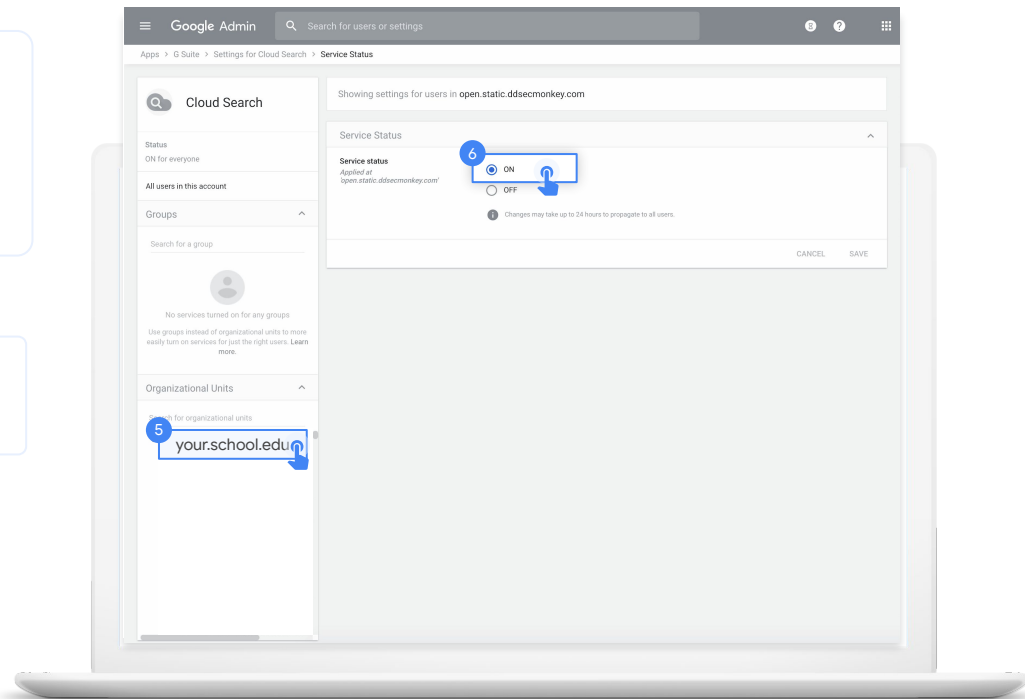
5-6

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**.





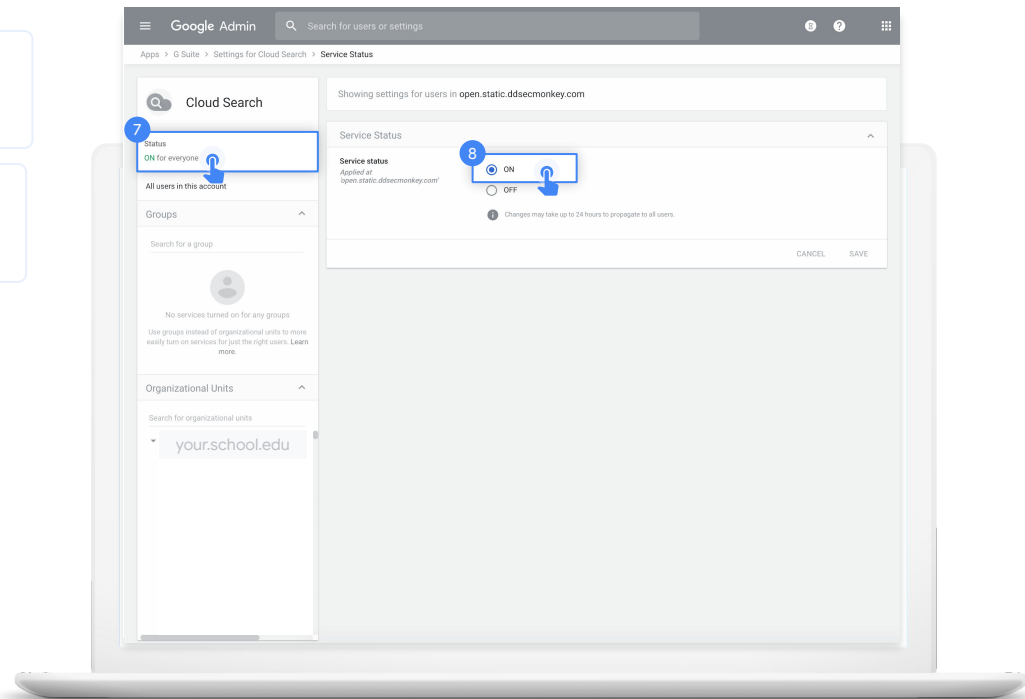
7-8

7

To enable Cloud Search for **all organizational units**, click **All users in this account** in the upper left.

8

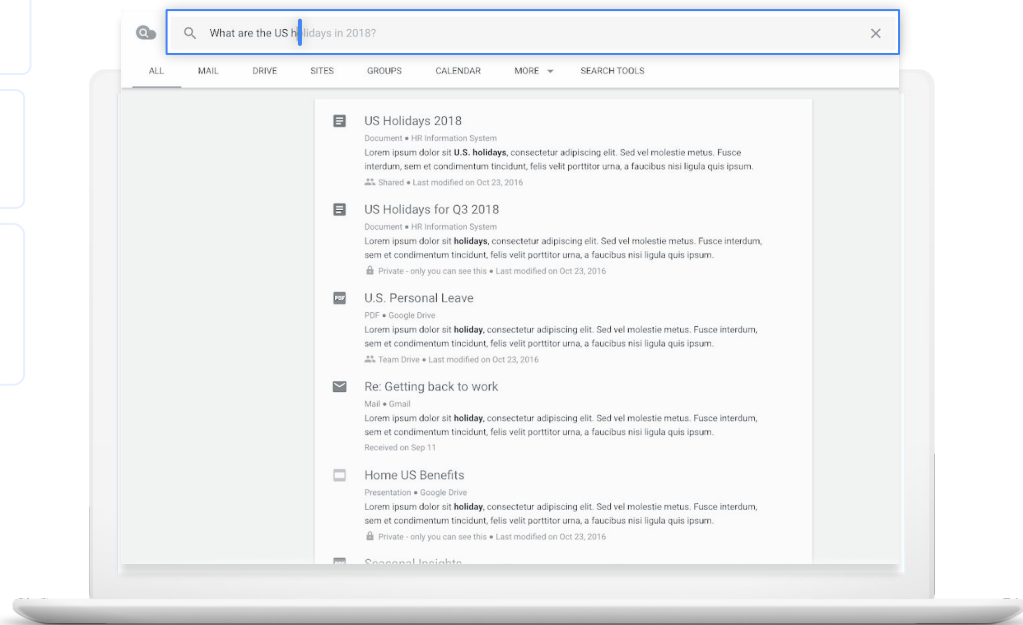
Under **Service Status**, select **On** for everyone, then click **Save**.





To use Cloud Search

- 1 On desktop, go to cloudsearch.google.com on any supported browser.
- 2 Install the mobile app on any supported device.
- 3 Conduct a search using natural language. Refine your searches with [search operators](#) and [filters](#), and see [targeted suggestions](#).

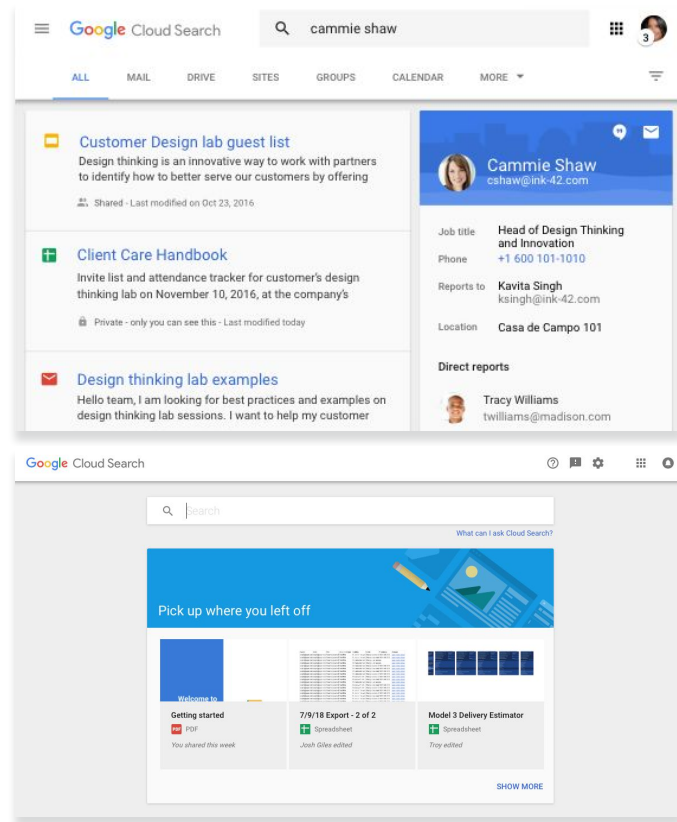




To use Cloud Search

4 Enable your global **Directory** so that people in your organization can use Cloud Search to find contact information and employee details for people in it. Read this [Help Center article](#) to learn how.

5 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 [Help Center article](#) to learn more.






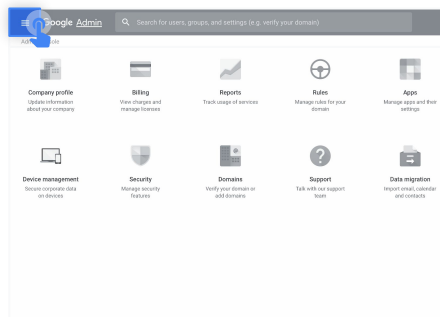
Data regions

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 G Suite Enterprise for Education.

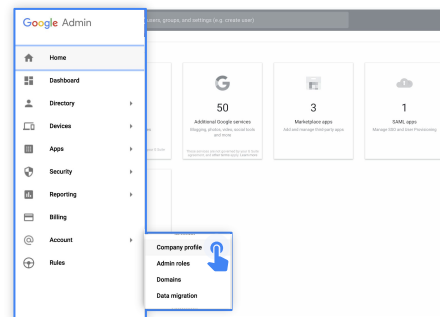
1

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



2

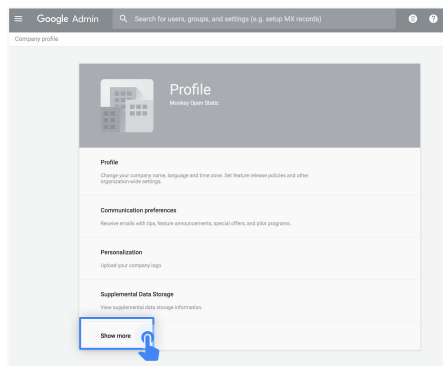
Click the arrow next to **Account** to open the **Options** menu, then select **Company profile**.





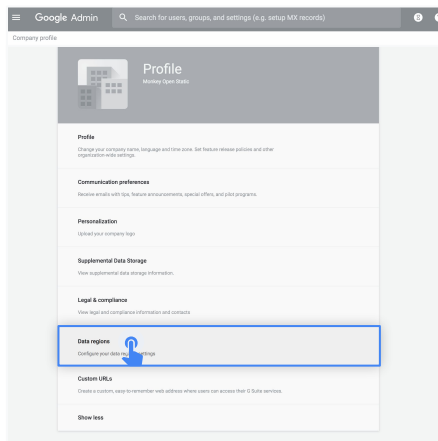
3

On your **Company profile** page, click **Show more**.



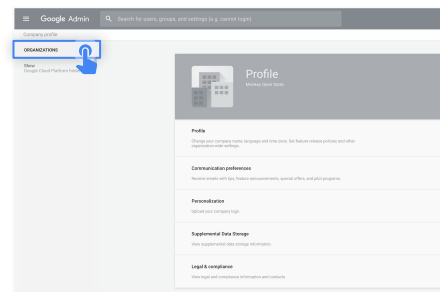
4

Then click **Data regions**.



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.





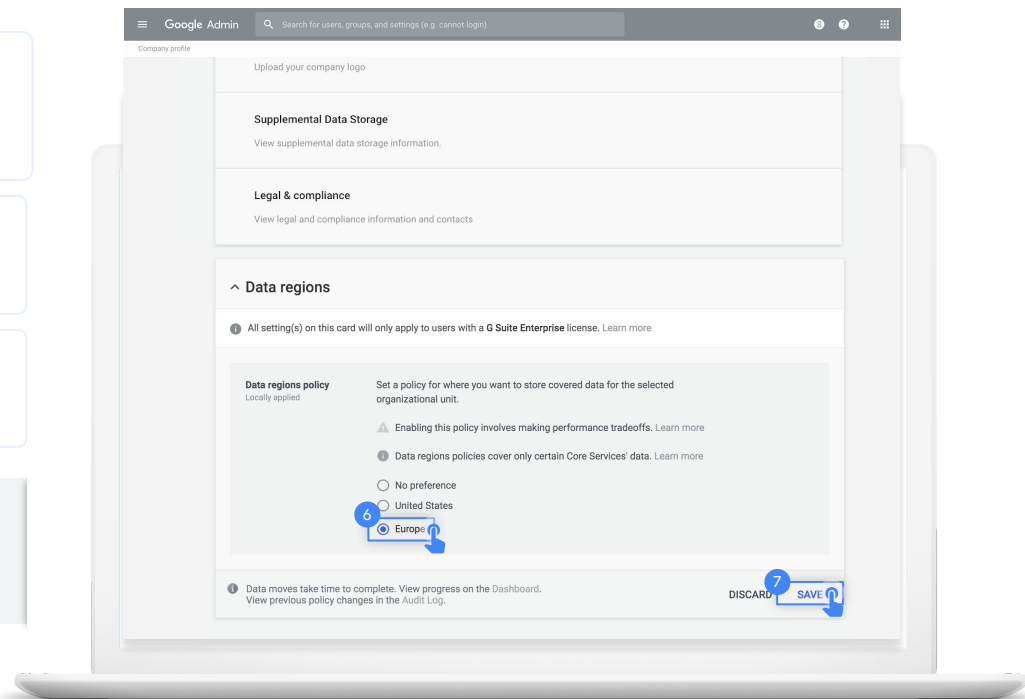
6-8

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**.

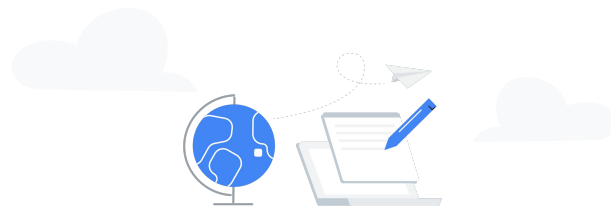
8 (Optional) Repeat steps 4 to 7 for each of your organizational units.

For more information about what data is covered by a data region policy, read this [Help Center article](#).



Teaching and learning tools

G Suite Enterprise for Education gives you enhanced capabilities for Google Meet. Your users can hold online meetings for up to 250 people, live stream to 100,000 audience members, easily record and save meetings to Drive, and include international dial-in.



Get started with:



Advanced video meeting capabilities



Empower authentic thinking

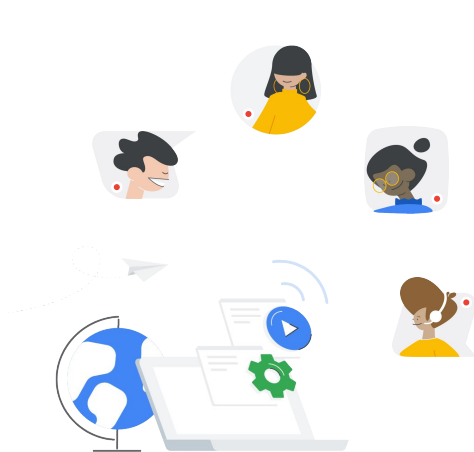


Advanced video meeting capabilities

Discover more video capabilities with G Suite Enterprise for Education, such as meetings with up to 250 participants, live streaming, meeting recordings saved to Google Drive, and phone dial-in access (the US and international). Only licensed users get live streaming and meeting recordings.

Get started:

- Use [Google Meet](#) enterprise capabilities
- Add [live streaming](#) to a meeting or an event
- [Record a meeting](#) and save to Google Drive
- Use [international phone dial-in access](#) and select dial-in numbers





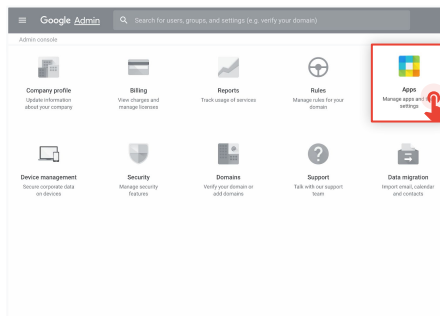
Google Meet

To use Meet enterprise capabilities, and be able to host larger video meetings for up to 250 users, you'll need to first enable the tool.

1

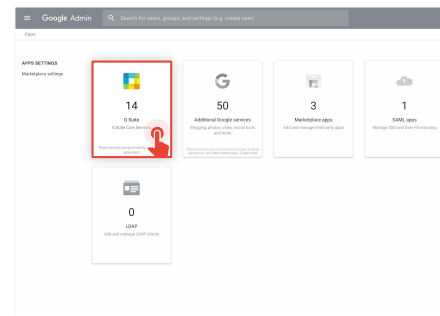
To enable Meet:

From your Admin console,
click **Apps**.



2

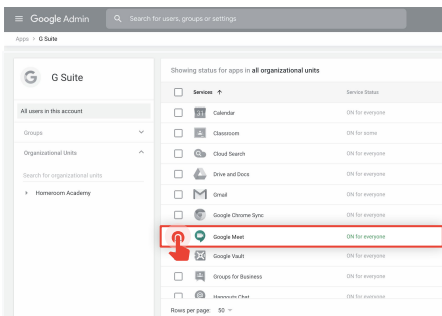
Then click **G Suite**.





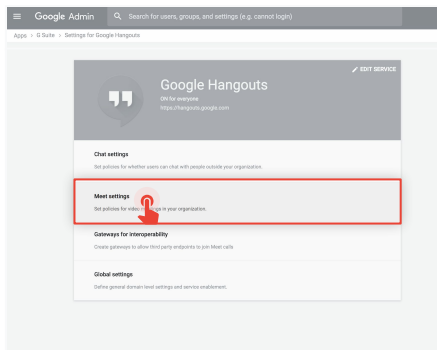
3

Within the G Suite management interface, select **Google Meet** from the list of services.



4

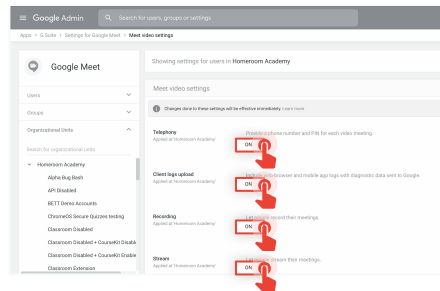
Select **Meet settings**.



5

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

New meeting experience: **ON**
Dial-in: **ON**
Recording: **ON**
Stream: **ON**





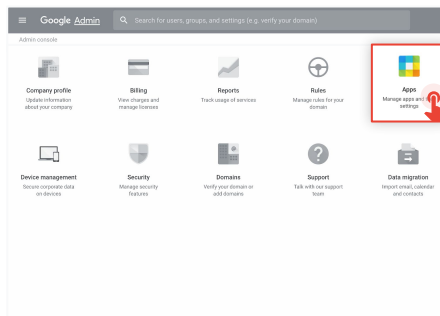
Live streaming

The ability to add live streaming to a meeting is turned on by default. You can restrict access per organizational unit from the Admin console.

1

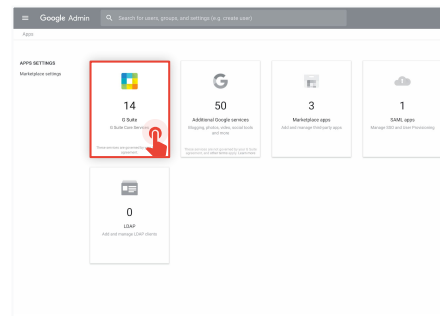
To turn live streaming on or off:

Open the Admin console and click **Apps**.



2

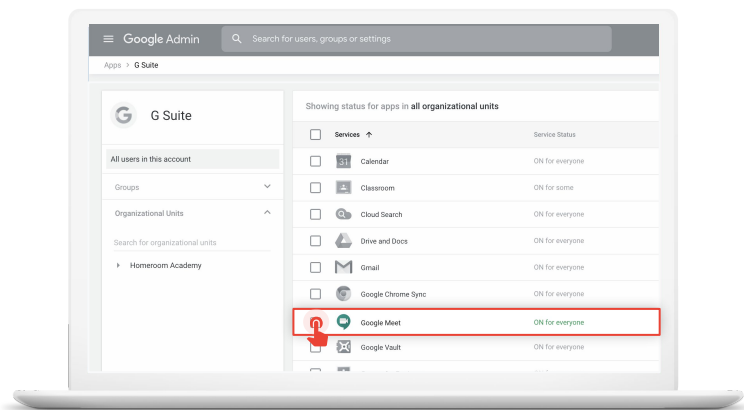
Then click **G Suite**.





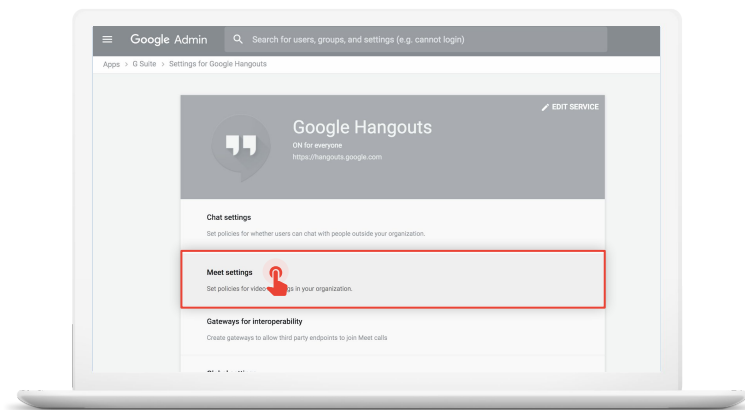
3

From the list of services, select **Google Meet**.



4

Select **Meet settings**.

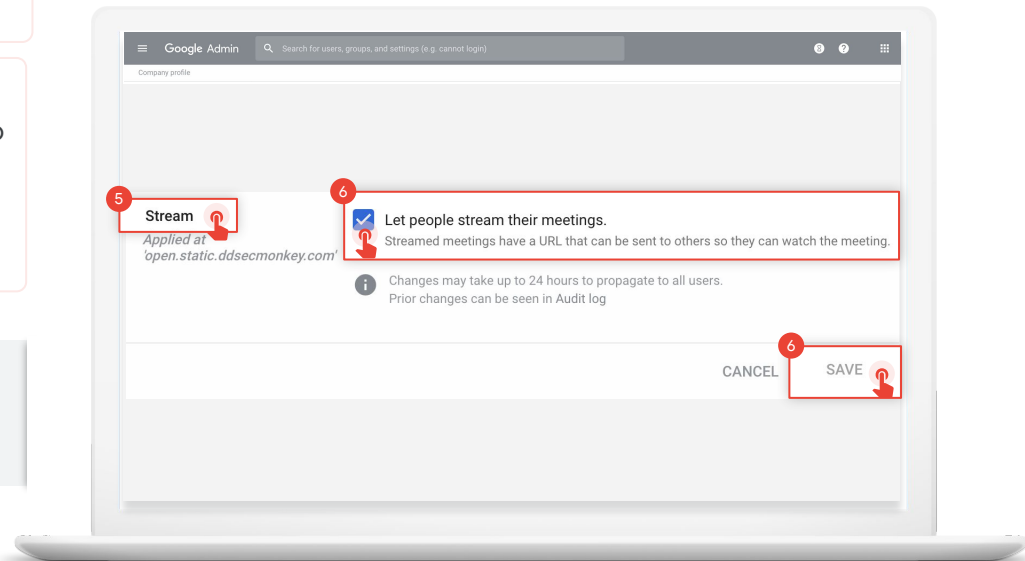




5 Hover over **Stream**, then open the **Edit** menu .

6 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 on by default for everyone in your organization.

Check out the Help Center for more information on [live streaming video meetings](#) or [meeting recordings](#).



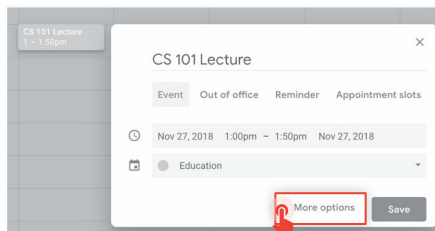


Add live streaming to an event

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

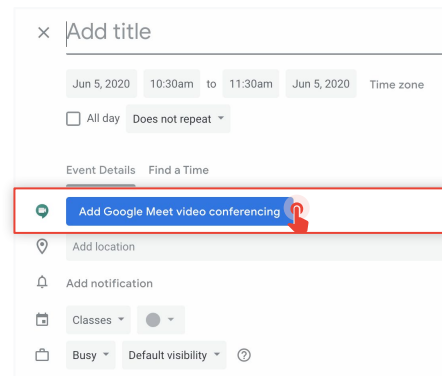
1

Create an event in [Calendar](#). In the event summary window, click **More options** to open the event details.



2

Under **Add conferencing**, select **Meet**.





3

Click **Manage details**, which will appear on the right when Meet is selected.

× CS 101 Lecture

Jun 5, 2020 1:00pm to 2:00pm Jun 5, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

Join with Google Meet

meet.google.com/rzd-vimy-txn · Up to 250 participants ⓘ

Add location

Notification ▾ 10 minutes ▾ ×

Add notification

4

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

Event Details Find a Time

Join with Google Meet

meet.google.com/rzd-vimy-txn · Up to 250 participants ⓘ

Meeting ID
meet.google.com/rzd-vimy-txn

Phone Numbers
(US)+1 731-307-2682 ⓘ
PIN: 617 621 763#

More phone numbers

Add live stream



5

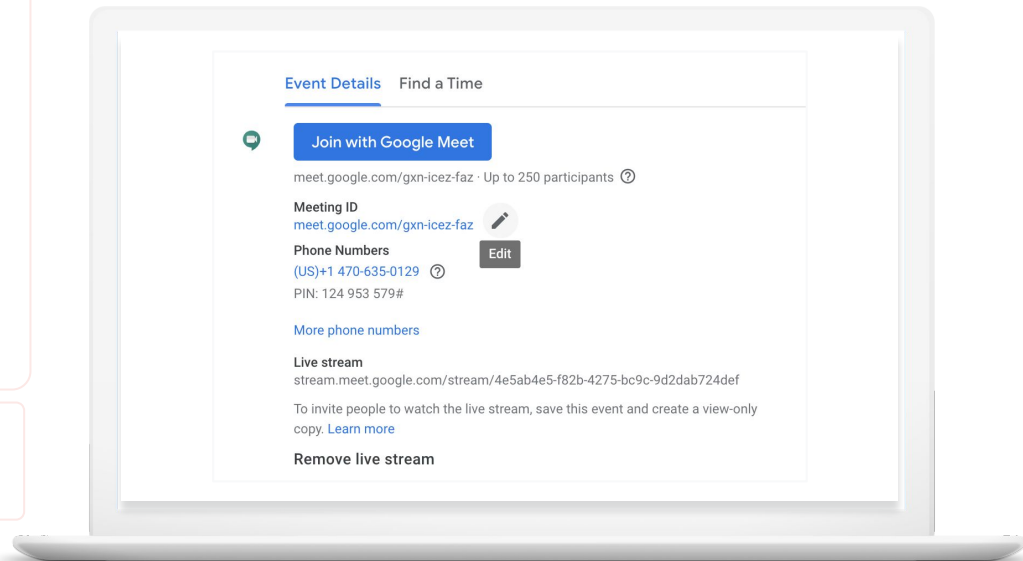
With the live stream URL, **up to 100,000 in-domain participants** can watch the meeting from a browser or mobile device. You can distribute the live stream URL in three ways:

- 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.


6

When it's time for your live stream, [join the meeting](#).




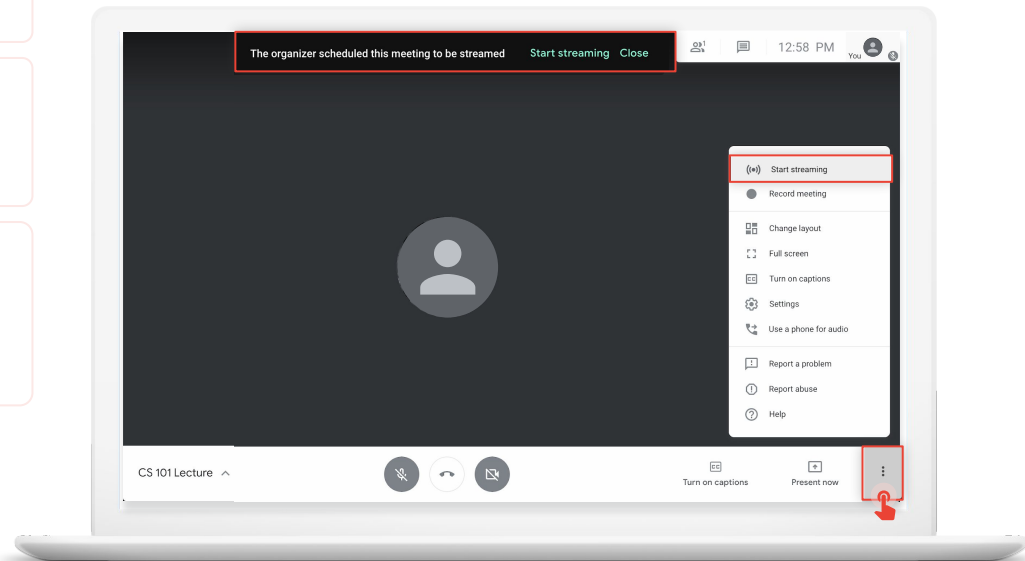


7-9

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.

9 To stop live streaming, reopen the **Options** menu  and click **> Stop streaming**, then click **Yes** to confirm that you want to stop the stream.






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.

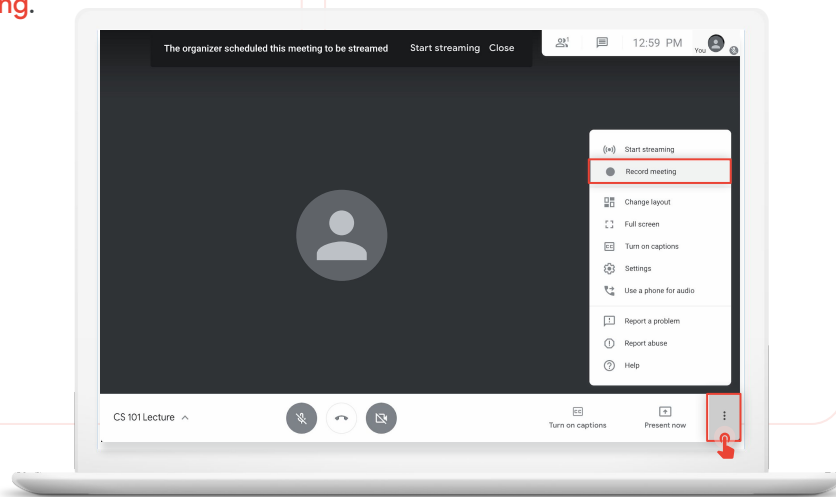
Recordings are saved in the Google Drive of the meeting organizer and in the Calendar event. The meeting organizer will also get an email with the recording link.

1

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


2

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

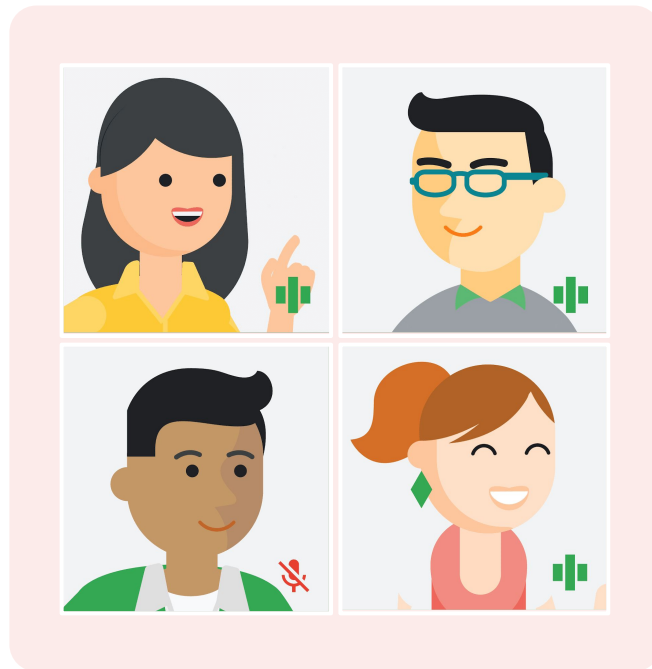




3-4

3 To stop the recording, open the **Options** menu  , click **> Stop meeting**, and then click **Yes** to confirm that you want to stop the recording.

4 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.





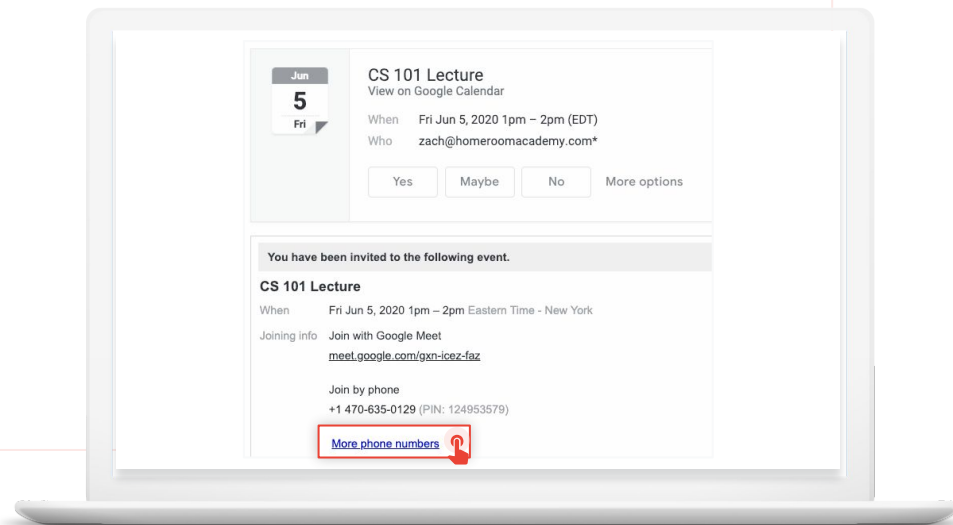
International phone dial-in access

As a recipient of an event where Meet is enabled, international dial-in capability is

automatically added with G Suite Enterprise for Education.

1

To access international dial-in numbers, click **More phone numbers** in the Calendar invite.





2

Selecting international dial-in

You'll be able to select from a list of local dial-in numbers and enter the meeting with your meeting PIN followed by #.

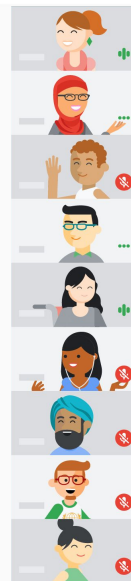
This option includes additional international phone numbers based on your computer's location or the location of the event organizer.

If your country is not yet supported, then the next best alternative is shown. Check out this [Help Center article](#) for a list of supported dial-in countries.



To join your meeting, dial one of these numbers and then enter this PIN:
896 116 387 4859#

Country	Dial-in number
Argentina (AR)	+54 11 3986-3700
Australia (AU)	+61 2 8320 4510
Austria (AT)	+43 1 22781000
Belgium (BE)	+32 2 896 35 00
Brazil (BR)	+55 11 4935-4960
Bulgaria (BG)	+359 2 907 4000
Canada (CA)	+1 226-213-8281
Colombia (CO)	+57 1 8956250
Croatia (HR)	+385 1 2772 000
Cyprus (CY)	+357 22 024122
Czechia (CZ)	+420 234 610 000
Denmark (DK)	+45 32 72 15 60
Dominican Republic (DO)	+1 829-953-4930
El Salvador (SV)	+503 2113 3447
Estonia (EE)	+372 685 2000





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 [Unlimited originality reports](#)





Originality reports

Originality reports bring the power of Google Search right to your student assignments and grading interface through Classroom and Assignments.

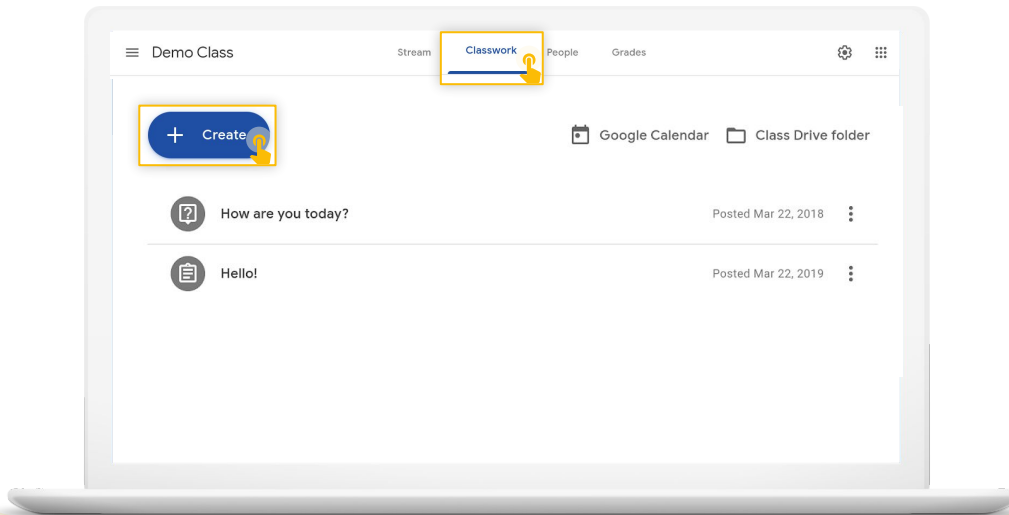
[Watch the video](#)

to learn more.

1

To enable originality reports:

Create an Assignment in Classroom. Click **Classwork**, then click **Create**.





Originality reports

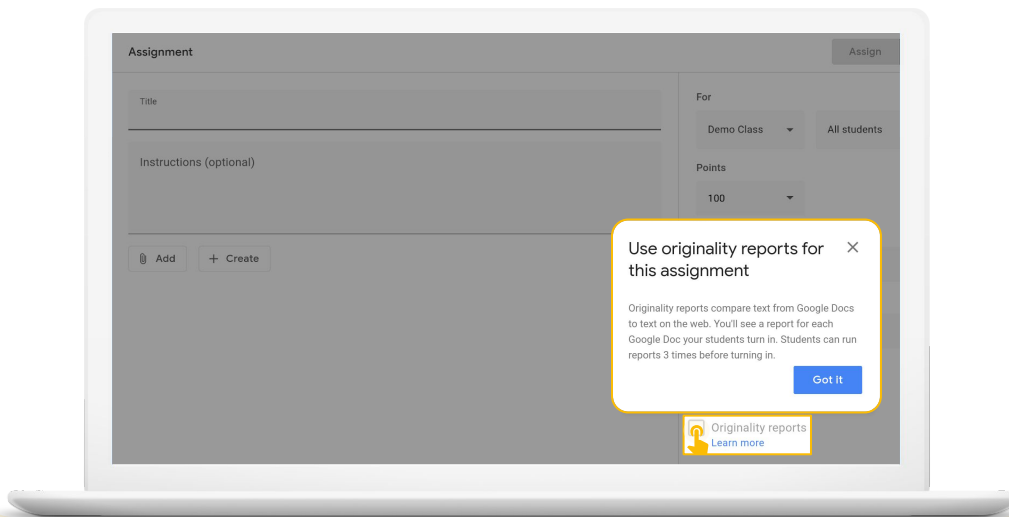
When assigning work, instructors have the option to enable originality reports

Students using Classroom always receive three originality reports per assignment

After submission, a fresh originality report will automatically be available to instructors when grading the assignment

2

Then click **Originality reports**.





Originality reports

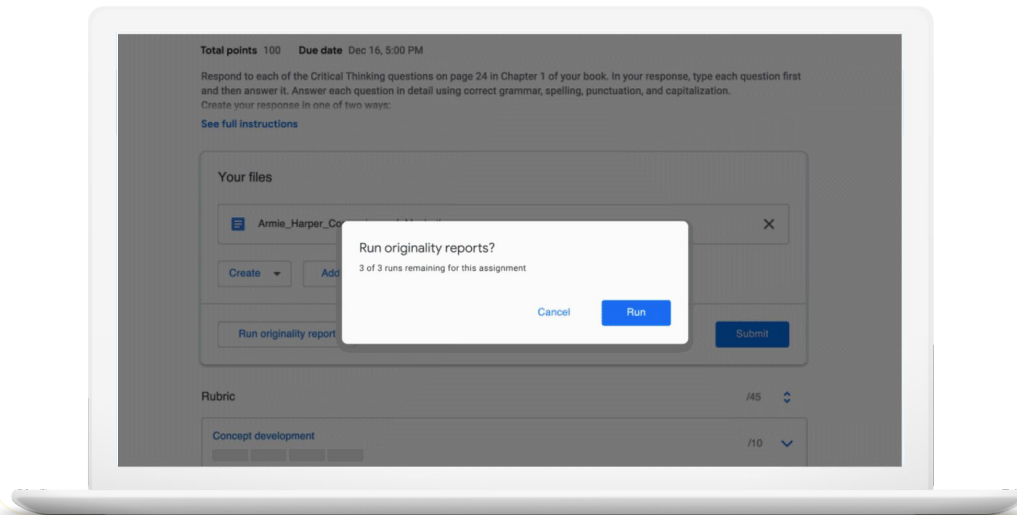
Check work against hundreds of billions of pages in the Google Search index and tens of millions of books in Google Books

Highlight web matches directly within a document

Link to the external source so instructors and students can explore further

3

Originality reports run automatically when the assignment is submitted.





Thank you

Google for Education