



- G Suite
Administration



Susan F. Reeves

**Educational Specialist, Digital Age Learning
ESC-20**

Google for Education Certified Innovator

@susanfreeves

susan.reeves@esc20.net



Google for Education Basics

Domain Best Practices

Organizational Units

Tour of the Admin Console

Team Drives

Device Management

Training - Users & Admin

1

Google for Education Basics

BASICS

- Free for K-12 or higher nonprofit educational institutions (accredited)
- Unlimited user accounts with Unlimited Drive, Gmail and Photos Storage
- Seamless collaboration between employees/teachers/students
- Team Drives (domain ownership of files to avoid loss when employees leave)
- Google Sites 100 GB
- Free Google Vault (organizational archiving and eDiscovery)
- Ability to sync accounts with other services (Discovery Ed, BrainPOP, etc.)
- 99.9% uptime on [core services](#)

Google for Education

Google for Education Essential Resources Guide:

<https://goo.gl/MYadz1>

Join the Texas CIO Roundtable: Email Cassandra (Cassi) Caputo at ccaputo@google.com to request an invitation

Join Google Cloud Connect: <https://www.cloudconnect.goog/>

Subscribe to the G Suites Update Blog:

<https://gsuiteupdates.googleblog.com/>

G Suite Status Dashboard:

<https://www.google.com/appsstatus#hl=en&v=status>

G Suite Known Issues: <https://support.google.com/a/answer/6166309>



2

Domain Best Practices

DOMAIN BEST PRACTICES

- Check web resources for admins and teachers
- Gather input before selecting OU settings/permissions
- Decide upon release track - Rapid or Scheduled (all Admin console features deploy immediately)
- Push G Suite Training Chrome Extension to all users
- Communicate service policies and changes to users, establish clear policies to request changes, extension push outs, etc.
- Reach out to others for advice - TECSIG, etc.
- Security considerations - 2 factor authentication for admins
- Communicate with Google - Cassandra (Cassi) Caputo will put you in touch with appropriate representative
ccaputo@google.com



Domain Best Practices

<https://goo.gl/v9BSyn>

3

Organizational Units

ORGANIZATIONAL UNITS

- Key to efficient assignments of rights and privileges
- Children inherit permissions from the parent units, customized settings can be set at lower levels
- Usually organized by staff or student and campus/grade level assignments
- Chromebooks/carts should be independent organizational unit(s)
- Consider granting limited administrative privileges for select users at each site for password/user support

4

Admin Console



Tour of Admin Console

5

Team Drives

TEAM DRIVES

- Must enable (unless domain created after July 2017)
- Will be automatically turned on January 2018
- Essential to examine permissions, as member permissions can be restricted:
- Only Super Admins and Delegated Users can transfer/upload folders into Team Drive
- Members can be added via Google Groups

Full access (default)

Can manage members & can upload/edit/delete all files

Edit access

Can edit all files & upload new files

Comment access

Can comment on all files

View access

Can view all files

Team Drives



Manage Team Drives:

<https://support.google.com/a/answer/7212025?hl=en>

Migrate Content: <https://support.google.com/a/answer/7374057>

Manage Team Drive Users and Activity:

https://support.google.com/a/answer/7337635?hl=en&ref_topic=7337266

6

Device Management

DEVICE MANAGEMENT

- Encourage users on laptops/desktops to login to Chrome browser (Chrome Profile) and link data. Disconnect when leaving non-secured machine.
- Chromebooks? Purchase Chrome Device Licenses to manage via Admin Portal
- Select device release policies - Stable - Beta - Dev

Chrome & Chromebooks Best Practices



How to Manage Multiple Google Accounts:

<http://www.shakeuplearning.com/blog/youre-doing-it-wrong-how-to-manage-multiple-google-accounts/>

Which Release? <https://goo.gl/H425iQ>

Chrome Device Deployment Guide: <https://goo.gl/G7YPzP>

Manage Chrome Devices: <https://goo.gl/zsqu1d>

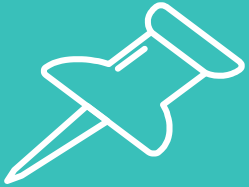
7

Training - Users & Admins

● TRAINING RESOURCES

- Encourage users on laptops/desktops to login to Chrome browser and link data. Disconnect when leaving non-secured machine.
- G Suite Training Extension for all users - Just in time training
- Systematic training, pilot group, expand from there
- G Suite Training Center
- Google Certification Tests
- ESC-20 Training via Digital Age Learning Team

Training Resources



Google for Education Training Center (plus teacher/trainer certifications): <https://edutrainingcenter.withgoogle.com/>

G Suite Administrator self study course, review & certification: <https://cloud.google.com/certification/gsuite-administrator>

Manage Chrome Devices: <https://goo.gl/zsqu1d>

ESC-20 and TCEA Classes, Academies, Consulting

Other Resources

G Suite Updates/Alerts Blog:

<https://gsuiteupdates.googleblog.com/>

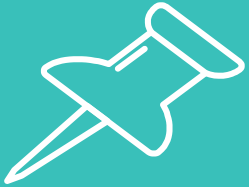
What's New in G Suite (Track Feature Releases):

https://support.google.com/a/table/7314896?visit_id=1-636426000596986165-3282943237&p=whatsnew&rd=1

G Suite Release Calendar:

<https://gsuite.google.com/whatsnew/>

Contacting Google Support: Generate PIN from Admin Help, call 1-877-355-5787. PIN is valid for 60 minutes



Yet More Resources



Better Cloud Monitor (newsletter subscription):

<https://www.bettercloud.com/monitor/subscription-preferences/>

Shake Up Learning:

<http://www.shakeuplearning.com/subscribe/>

You Tube Channels: G Suite, Google for Education (esp Edu in 90 subset), Google Cloud (more developer focused), Google (commercial focus)

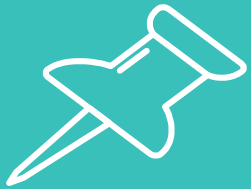
Google's Team Texas

Kevin Hodges, khodges@google.com - Manager, based in Austin, TX. Covers TX's largest districts (Austin ISD, Dallas ISD, Houston ISD, etc.)

Pryscilla Ladeira, pladeira@google.com - Based in Austin, TX. Covers new customers in Austin, San Antonio, West TX, East TX, Panhandle, RGV.

Mike Schwab, mikeschwab@google.com - Based in Mountain View, CA. Covers new customers in Houston, Dallas, Ft. Worth

Cassi Caputo, ccaputo@google.com - Based in Mountain View, CA. Covers current Google customers in Texas (similar to account management role).



<https://goo.gl/d85dYn>

Thanks!

ANY QUESTIONS?

You can find me at

@susanfreeves

susan.reeves@esc20.net



This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)