



## USING G-SUITE IN THE CLASSROOM

**G-Suite (formerly Google Apps for Education or GAFE)** is a suite of FREE apps for schools. G-Suite allows for online storage, anywhere access to documents across platforms (phone, tablet, iPad, computer), document sharing/collaboration in real-time, communication (email, blogs, classroom). Google is so popular in education, that many apps and websites integrate with Google to allow Single Sign On (SSO) and uploading finished products directly to Classroom or Drive.

**Core Services:** Gmail (including Inbox by Gmail), Calendar, Chrome Sync, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts and Vault.

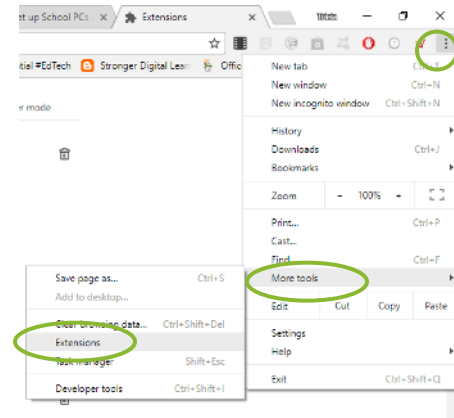
**Additional Services:** YouTube, My Maps, Blogger.


### Setup Tips:


- **Obtain Parental Consent for Students under 18:** (recommended for core services, required for additional services) <https://support.google.com/a/answer/7391849>
- Use **Organizational Units:** Faculty, separate students by graduation year
- Uniform **usernames** (ex: initials, grad year, number=js1801) Keep a spreadsheet of usernames/passwords for students. Do not allow them to change their passwords. When creating student accounts in other apps, use the same username and password (or SSO if possible).
- Train your teachers first! They don't have to know everything there is to know about G-Suite, but they need to feel COMFORTABLE or they won't use it.
- **Start small**-restrict access and then add it as students prove they are using G-Suite responsibly.
- **Set the stage:** this is students "work" account. It should be used solely for enhancing their learning and education. It should not be viewed as a personal, private account. The school has the right to (and should) check student account activity regularly. (GoGuardian and GoGuardian Teacher Can help with that!)


### Recommended Apps and Extensions:

As G-Suite Administrator, you can push out apps and extensions to your students (From Admin Console, Click Device Management, Chrome Management, User Settings). If you allow it, they can also be added manually:



 **AdBlocker**-blocks ads from loading on webpages. Great for speed, but also great for keeping students from seeing questionable ads. Some sites request you turn it off (GoNoodle, EasyBib) because ads are how they stay free. Just click the icon and choose "Don't run on pages in this Domain."

 **G-Suite Training**-this handy extension is always on. If students are in any Google App, they can click it and it will offer training videos that pertain to what they are doing. Great for the Admin Console, too!

 **Screen Castify** - Record screen, system audio, microphone, and webcam. Saves directly to Google Drive as .webm file. Can be uploaded to classroom. Great way for teachers to flip lesson or students to record How To videos or presentations. There is a maximum length for the videos, but students can record them individually then use iMovie or MovieMaker to combine into 1 video

- <https://www.teachthought.com/technology/50-of-the-best-google-chrome-extensions-for-teachers/>



## Add-Ons:

Add-ons are available within the various Google apps. For instance, in Google Docs, install the EasyBib add on to be able to cite work and insert citations directly within Google Docs. There are add-ons for mail merges, graphic organizers, label merges, table of contents and more! Add-ons can also be forced out from the Admin console.

## Good places for help/training:

- **G-Suite for Education FAQ:**  
[https://support.google.com/a/answer/139019?hl=en&ref\\_topic=6047382](https://support.google.com/a/answer/139019?hl=en&ref_topic=6047382)
- **Manage Chrome Devices:**  
<https://support.google.com/a/answer/1375678?hl=en>
- **Google Training and Certification for Educators:**  
<https://edutrainingcenter.withgoogle.com/>
- **Google Training for Admins:**  
<https://gsuite.google.com/setup/>

## Chromebook Tips

1. If students are taking them home-use cases that have straps and secure Chromebook in the case (I recommend Targus).
2. Chromebooks should never be placed on the floor or carried in arms with books.
3. Purchase extra "loaner" Chromebooks for students to use when Chromebooks are out of service.
4. Before going one-to-one, have carts of Chromebooks available for students. This introduces them to using Chromebooks in a controlled, monitored setting. It also gets the teachers used to integrating them into their lessons. By the end of a year or two, the teachers and students will be begging to go one-to-one.
5. Insurance-Do not make it optional. If you don't go through an insurance company, then have parents pay a fee to the school. Keep that money in an account and use it for repair/replacement costs. \*Chromebooks usually under warranty for 1 year.

Find more E-Tips at <https://goo.gl/qPn7bN>