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[Link](#) to Slides (view only)

Setting up a G Suite for Education in ABE

A Presentation for First Literacy

Dr. Kevin O'Connor

Part 1, 10/21/2020

About the Presenter

Kevin O'Connor

Began teaching Adult ESL in 1995

Experience in Workplace Ed, Community-Based ESL and GED, Teacher Education in Higher Ed, Bilingualism and Multicultural Education

Joined DL Advisory Board in 2000

Experience integrating hardware and software into Adult Education

About the Topic

This workshop is designed for ABE administrators and tech helpers.

Google's G Suites for Education offers an astounding variety of services at no cost, but there is a lot to learn as you set it up.

Instruction at Framingham Adult ESL Plus is entirely remote, and we have gone through this process, and this session will give an overview of our program's experience setting up G Suite for Education in our program.

It will detail the steps, processes, and lessons learned.

We will cover G Suites, Google Classroom and touch on Zoom.

Participants will....

- Be able to list at least 5 services included in G Suites.
- Discuss the benefits of the apps and services included in G Suites.
- Articulate the different levels of G Suite services and decide which level of G Suite service is appropriate.
- Receive a description of the process, including a list of challenges and the resources needed to address them.

About the audience

Your Name

Program Name

Program Services

Role in the Program

What you hope to get out of this presentation

What is G Suite?

- A collection of cloud-based Google **apps**
- These apps are programs and collaboration tools developed and marketed by Google
- Compare it to Microsoft Office
 - Cloud-based
 - “Free”
 - Similar, but not the same
- First launched in 2006 as “Google Apps for Your Domain”
- Rebranded as “Google Workspace” in October 2020

What does it include?



Docs



Slides



Sheets



Drive



Jamboard



Gmail



Meet



Chat



Classroom



Assignments



Forms

Collaborate anywhere

Co-edit documents, spreadsheets, and presentations in real time.

Communicate your way

Connect your classroom with email, chat, and video.

Manage your classroom simply

Create classes, make assignments, give quizzes, and save time grading.



Keep



Calendar



Admin

Organize your tasks

Build to-do lists, create task reminders, and schedule meetings.

Administer and scale confidently

Manage students, devices, and security so data stays safe and you can scale as needed.

G Suite (Google Workspace) [levels](#)

- G Suite for Business
- G Suite for Education
- G Suite for Nonprofit
- G Suite Enterprise

How much does it cost?

Cost is calculated by a per user fee

- Education: \$4 per month
- Basic: \$6 per month
- Business: \$12 per month
- Enterprise: call for price

So... how much does it cost?

If we had not qualified as a non-profit or a school:

	Cost per person, per month	Number of people	Months in use	Total
Per teacher	\$4	55	12	\$2,640
Per student	\$4	800	10	\$32,000
Annual total				\$34,640

So... really... how much does it cost?

Since we qualified as a school

	Cost per person, per month	Number of people	Months in use	Total
Per teacher	\$0	55	12	\$0
Per student	\$0	800	12	\$0
Annual total				\$0

What did we get?

Unique usernames, linked to our own domain

- E.g., ***MJagger@faesl.org***
- Each user gets all the apps (Gmail, Drive, etc.)

Google Classroom LMS

Access to Google Meet*

Our own Admin Panel

All the other apps,

Free integration of 3rd party apps (Zoom, Kami, ScreenCastify)

Which one is right for me?

G Suites for Education *Enterprise* would only be needed for a school with more than 40,000 unique users.

G Suites for Education or Non-Profit should suffice

How do I get it? How to qualify

[Apply](#) for School or non-profit status

K–12 schools, higher-education institutions, and homeschool co-ops are eligible for G Suite for Education if they meet certain criteria. The institution applying must submit the application.

- Have verified not-for-profit status.
- Be a government-recognized, formally-accredited educational institution delivering nationally or internationally-approved certifications at primary, secondary, or third level.
- Homeschools must be verified by a state homeschool organization.

How to qualify (continued)

Other registered nonprofit organizations that do not qualify might be eligible for G Suite for Nonprofits. For details, see the [G Suite for Nonprofits homepage](#).

Organizations that get academic or operational funding from national or local government, such as military academies and public libraries, do not qualify for G Suite for Education;

Not a governmental entity or organization;

Not a hospital or healthcare organization.



What next?

Setting up Admin Console

How did we set it up?

1. Create Organizational Structure
2. Bulk upload teachers
3. Bulk upload students
4. Turn on apps (Classroom, Gmail, Drive, etc.)
5. Create Google Classrooms
6. Add teachers and Admins to each Classroom
7. Create generic accounts for **Sub**, **Assessment**, and **Advisor**
8. Decide which 3rd party apps to whitelist (Kami, Nearpod, Peardeck. etc.)
9. (Set up Zoom accounts for teachers)
10. Figure out how to onboard students*













Admin Console

The screenshot displays the Google Admin Console interface. At the top, there is a blue header with the Google Admin logo and a search bar. Below the header, the main content area is white. A light blue banner at the top of the main area contains an information icon, a message about the end of the free period for advanced Google Meet video-conferencing features, and a link to view upgrade options. The main area is organized into a grid of 12 management options, each with an icon, a title, and a brief description.

Google Admin Search for users, groups or settings

Admin Console

i If you're not subscribed to the G Suite Enterprise edition, the free period for advanced Google Meet video-conferencing features ends on September 30, 2020. [Learn more](#) **VIEW UPGRADE OPTIONS** >

 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
 Apps Manage apps and their settings	 Security Configure security settings	 Reports Monitor usage across your organization	 Billing Manage subscriptions and billing	 Account settings Update information about your company	 Admin roles Manage administrative roles

Users

Google Admin

Search for users, groups or settings

Users

All organizations <

Users | Showing users from all organizational units Add new user Bulk update users Download users More ▾

+ Add a filter

<input type="checkbox"/>	Name ↑	Status	Last sign in	
<input type="checkbox"/>	Abne [redacted]@faesi.org	Active	1 week ago	
<input type="checkbox"/>	Adem [redacted]@faesi.org	Active	About 18 hours ago	
<input type="checkbox"/>	Adem [redacted]@faesi.org	Active	3 weeks ago	
<input type="checkbox"/>	Adils [redacted]@faesi.org	Active	Hasn't signed in	
<input type="checkbox"/>	Adirs [redacted]redo@faesi.org	Active	5 days ago	

MANAGE ORGANIZATIONAL UNITS

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Page 1 of many < >


Bulk Upload

Sample upload template ☆ 📁 ☁

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1	First Name [Required]	Last Name [Required]	Email Address [Required]	Password [Required]	Password Hash Function [Optional]	Org Unit Path [Required]	New Primary Error Recovery Method	
2	O'Connor	Kevin	koconnor@faesl.org	*****		/Staff		
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Google Classroom

Setting up Google Classrooms

“Turn and talk”

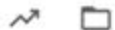
Have you had any experience with Google Classroom?

What experience have you had as an online learner?

Overview [video](#) from Google

Google Classroom

Level 2+ Sue C
AMESL2+.1



Level 3 AM Lee Ann
AMESL3.1



Level 3+ Amy
AMESL3+.1



Due Tuesday
[IN CLASS Practice](#)



Level 4/4+ Jane
AMESL4.1



Level 5 Bob
AMESL5.1



Level 5 + Debbie
AMESL5+.1



Level 6 Mary Jo
AMESL6.1



Level 1 Denise
PMESL1.1



Managing Multiple Google Identities



admin console My Drive - Google... classes My groups

1Plus1is Four

Google

Welcome

koconnor@faesl.org

To continue, first verify it's you

Enter your password

Forgot password? [Next](#)

Sync is on

Manage your Google Account

Other people

- Dr. Kevin
- Faesi (Help FAESL)
- june
- Kevin (Kevin K12)
- Kevin K12
- O'Connor (Kevin FAESL)
- Guest
- + Add

Multiple online identities

We know there are a lot of new challenges.

“Last semester, I was able to use my Zoom class fine. I just want to be able to do that.”

All you need is to have access to your Google Classroom, and to be able to launch a Zoom.

Getting students into Google Classroom

- They can log on with their ID and Password
- They can click on the Google Classroom “Invite link” we will send them via WhatsApp or text
- If none of that works, we will call them
- If none of that works, we bring them in (with PPE)



Lessons Learned

Supports

- Administrators
- Bilingual Advisors
- peers in Level Meetings
- Peer Mentors for new staff
- Tech help sessions onsite (small groups, with PPE)

Pieces of advice

Make sure that there are several people who know how to use the Admin Console

Set up a helpdesk (e.g., help@xxxx.edu)

Decide what to do about outside logins

Support materials: Google and your own

Establish a process for tech support, assigning students to class, moving students between classes

Things to plan for

How will you do...

- Walkthroughs
- Substitutes
- Assessment
- Student access to technology
- Onboarding
- Orientation

Lessons Learned

- Deployment (ensuring that each student gets an indiv ID and PW)
- Technology (Droid, outside of domain, Whitelist, user accounts; pull other from Staff Meeting PPTs)
- Ensuring user ability (Staff and students)
- One-to-one supports are crucial
- Online textbooks can be glitchy
- Cross-platform compatibility
- Signing on with non-domain accounts
 - Sharing outside of domain
- Videos from the Ed Leaders help
- Spicing up classes

Focus on the Basics

For a successful class:

- Get yourself logged in
- Launch the class
- See your students' smiles
- Cherish the moment
- Take attendance
- Everything else is gravy



Breakout Rooms

- How are you currently managing to keep physical distance?
- What do you like about this?
- What might work for you?
- What would be the greatest challenge?
- What would you need that you do not already have?

Each group will need a moderator and a note-taker to present highlights

Reflections from the Breakout Rooms

- How are you currently managing to keep physical distance?
- What do you like about this?
- What might work for you?
- What would be the greatest challenge?
- What would you need that you do not already have?

For the next session...

Supporting students as they log on

PD Needed to support teachers

Zoom versus Classroom