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Own Your Domain: Getting Started with Google Apps for Education

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This presentation

https://goo.gl/JCCLzv

Google Apps for Education

@debatchison

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Things to Consider

In this hands-on, BYOD workshop, you will learn how to **set up and manage a Google Apps for Education domain**. Trainer Debra Atchison has helped hundreds of education IT staff take control of their domains. Her insights will include an **extensive walk through the Admin Control Panel** used to manage your domain, including the steps needed to set up a Google Apps for Education account. Debra then will take you on a "deeper dive" into the Google Apps Admin Console to help you better understand the nuances of managing your domain. And she will provide **tips and tricks** on user management and organizational structure, including how to **enable apps for teachers but not students**, as well as how to change user settings on **Chromebooks**. You will leave feeling ready to successfully manage your GAFE deploy. Experienced domain managers also are welcome, as Debra will identify **what's new** in the Admin Console and how you can use these new features in you district.

My Experience as a GAfE Administrator

Google Certified Administrator

CERTIFIED Trainer Google for Education

I now assist districts, colleges & businesses in setting up their domains and training their trainers and/or end users.

Pressure from other districts

TAC Subcommittee

Richardson ISD Implementation

Things to Consider

Who's Here?

Name

District

Years experience as GAfE admin

Burning questions you hope to get answered today

Step 1

Go to http://www.google.com/enterprise/apps/education/ and click Get Google Apps for Edu to begin. You'll need three pieces of information to sign up: Internet domain name, primary email address & secondary email address http://goo.gl/aXFtti

Step 2

Prove Domain Ownership: access to domain settings, the server that hosts your domain's web site, or a Google Analytics account for your domain. http://goo.gl/AyMNLJ

Step 3

Login to your Admin Control Panel.

Step 4

Configure GAFE by using the Setup Wizard. Create users, migrate data if need be, add core apps and apps from the Marketplace. http://goo.gl/x9oank

Step 5

Plan your rollout, procedures for troubleshooting and training. K12 Guide to Going Google http://goo.gl/XtA3d

*****Google Apps for Edu Deployment Guide*****

http://goo.gl/NHD89Q

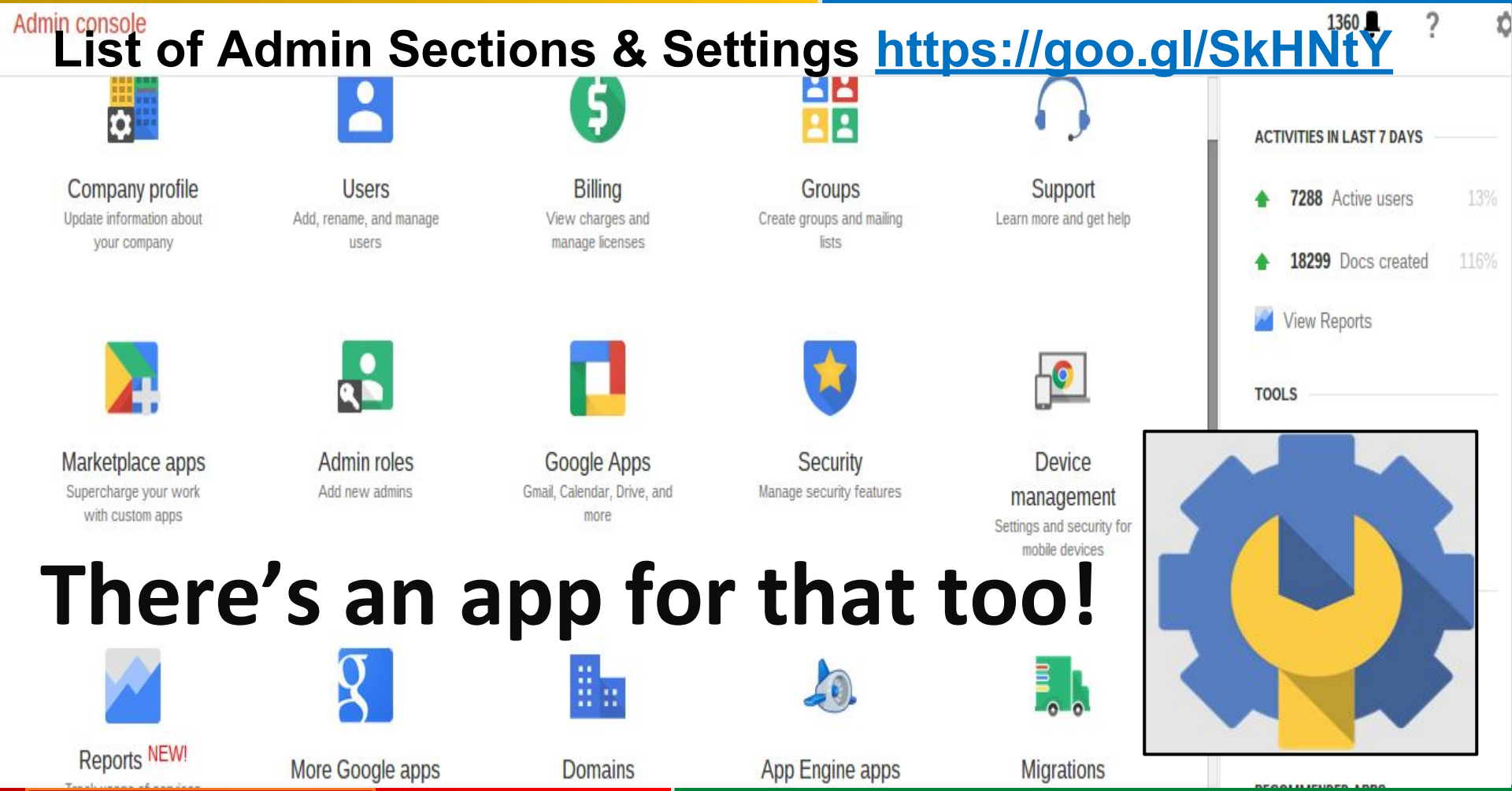
Things to Consider

How to get to the admin console?

1. Admin.google.com
2. Waffle-->Admin Console
3. From Email-->Settings, Manage This Domain

Let's Walk Through the Admin Control Panel

List of Admin Sections & Settings https://goo.gl/SkHNtY

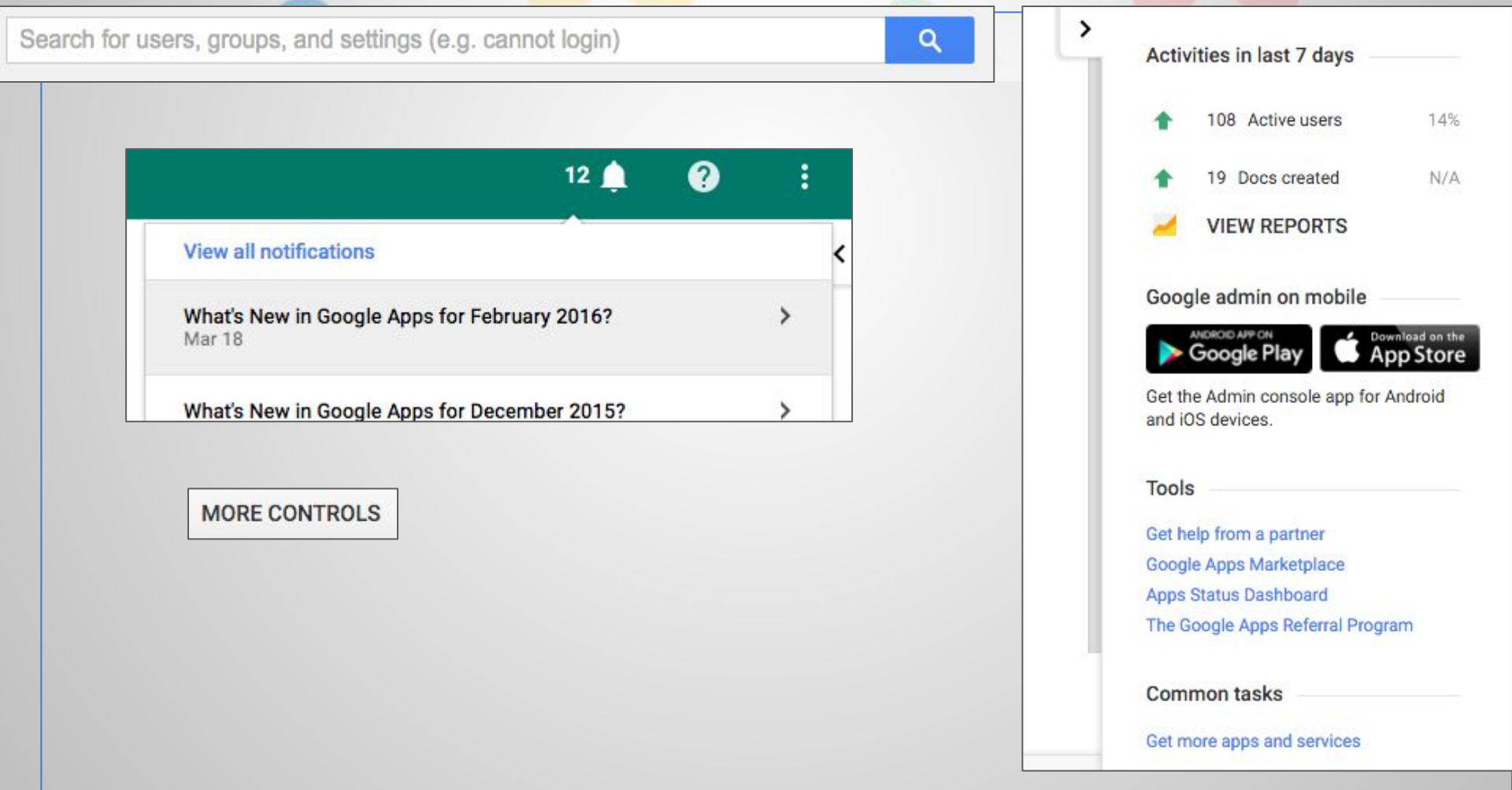


There's an app for that too!

Google Apps for Education

https://admin.google.com

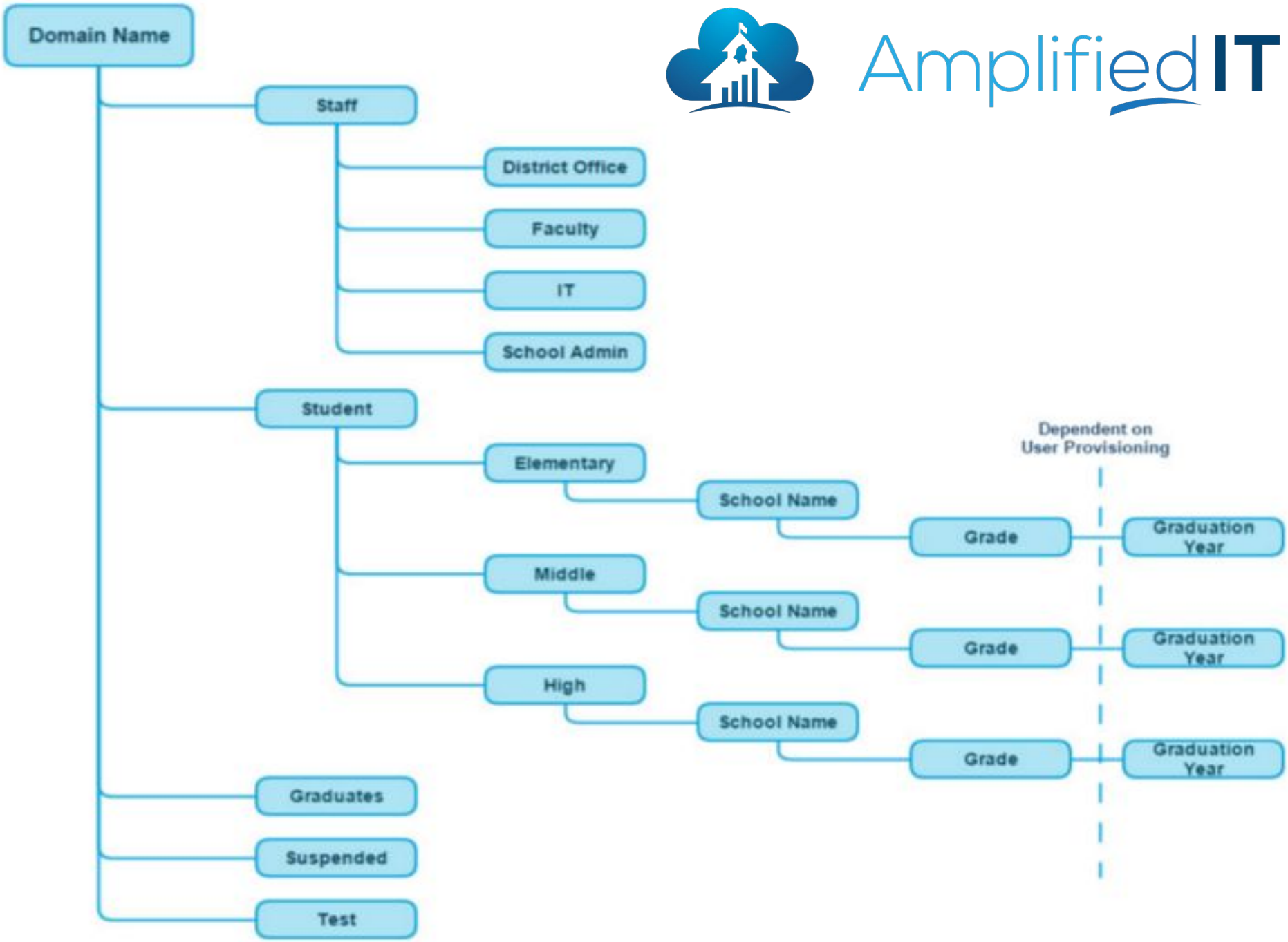
Things to Consider Console



Things to Consider Organizational Units (OU)

Organizational Structure is Very Important!

- How you organize your district in GAfE
  ----By grad year, campus, grade levels, etc.
  ----Student's username capitalized, teachers not
- Build your organizational structure before importing or syncing your users


Domain Name
Staff
District Office
Faculty
IT
School Admin
Student
Elementary
School Name
Grade
Graduation Year
Middle
School Name
Grade
Graduation Year
High
School Name
Grade
Graduation Year
Dependent on User Provisioning
Graduates
Suspended
Test

Things to Consider Organizational Units

Examine your OU & that of a neighbor

1. What changes would you make?
2. What activities take you several steps to complete? Make changes at the highest level.
3. Can/how can you change that?
4. What can you learn from others and the way their domain is structured?
5. Do have an OU for Suspended, Test, Alumni, & Devices?

Things to Consider Users

Users

1. Search, View User Info, Change PW
2. Move to a new OU/Suspend

Importing Users

1. Manual
2. Spreadsheet
3. GADS (Google Apps Directory Sync)
4. Admin SDK Directory API

Things to Consider Profile

- Add support message
- Rapid or scheduled release
- Auto or manual addition of new products
- Personalization
  - Logo
  - Custom URL

Things to Consider Billing

See your device management licenses here.

Things to Consider Domains

- See domains
- Add aliases
- Whitelist external domains

Things to Consider Apps - Calendar

Sharing settings
Video Calls

Resources
- Create resource calendars
- External calendar sharing

Labs
- Enable for users

Things to Consider Apps - Classroom

General settings (group)

Whitelisted domains

Data access

Things to Consider Apps - Contacts

Sharing settings

- New Contacts - off by default
  - Users can switch back
  - Not all features (merge duplicates, G+)

Enable contact sharing

External directory sharing

Things to Consider Apps - Drive

- Sharing settings - can be different for each OU
- Sharing outside the domain
- Access checker
- Default link sharing
- Transfer ownership
- Data access
  - Enable offline docs
  - Download Drive - bandwidth
- Templates

Things to Consider Apps - Email

- User settings
- End user settings
- Mail delegation - kids don’t need this!
- Auto-forwarding
- Spam
- Compliance
  - Auto-delete applies to archive! (not trash)
- Append Footer
- Restrict Delivery

Things to Consider Apps - Email

- Content compliance “suicide, kill myself, etc.”
- Objectionable content
  - Don’t Read It---Just Copy & Paste! https://goo.gl/x6Hyce
  - Edit settings - prepend custom subject
- Attachment compliance
- Routing
- Labs - advanced - allow
- Manage quarantines

Things to Consider Apps - Vault

- Vault Administrator's Guide

https://support.google.com/vault/answer/2584132

Set Retention Rule default

Who has access?

Things to Consider

Apps - Groups & Sites

- Sharing settings
- ON for some OUs and off for others

Things to Consider Additional Apps

- Not made for Edu customers
- Turn off most of these
- To learn more, click on the app then the link
- Google Groups here is the BIG Google Groups - off, especially for students
- Google Takeout - download your files
- Google Voice - phone number
- Google+ - 13 & over
- Chrome Web Store

Things to Consider Marketplace Apps

Settings for all marketplace apps you've added

From Main Apps Screen - on left of marketplace settings

Manage access to apps

- Allow or not

Things to Consider Groups

See all domain groups

Add new groups

Select group (click title of group)

- Add users
- Delete group

Set a naming pattern if you allow users to create groups. There are a lot of 1st period classes in your district.

Things to Consider Admin Roles

Assign Admins
Unassign Admins

Create New Roles

Things to Consider Device Management

Chrome management

User controls

- Smart lock

Enrollment Controls

Things to Consider Apps & Extensions

Force install

Allow, block or pin apps & extensions

Chrome WebStore

- Publish?

Things to Consider Security & Network

Show PW button
Incognito - NO
History
Safe browsing
Malicious Sites
Geolocation

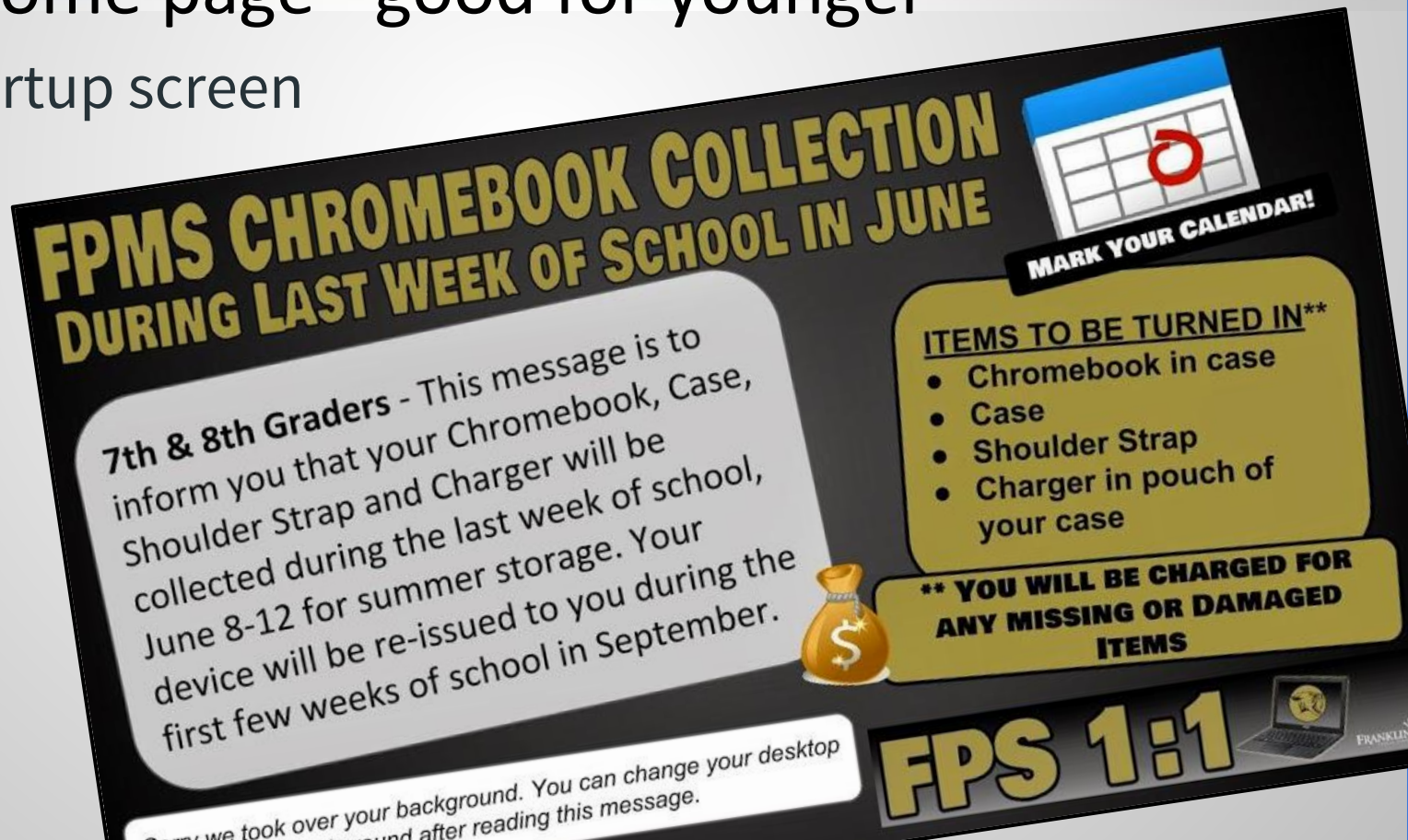
Network - proxy mode be careful if devices go home

Things to Consider Startup

Startup home page - good for younger

Sample startup screen

@jrsowash



Things to Consider Content & More

Safe search

Restricted YT

Cookie Blocking

URL Blocking

Printing

Managed bookmarks

Developer tools

Multiple Signin Access - possibly disable 4 students

Things to Consider More

Omnibox Search Provider

Set to kiddle.co for younger kids

Chrome App Management

Find & install or delete chrome apps

Chrome Public session settings

Things to Consider Device Settings

- Force re-enrollment - can use lost device mode
- Allow guest mode?
- **Auto complete domain
- Device Updates
- Kiosk Settings
- Metrics
- Scheduled Reboot - USE!

Some people set a separate OU for their devices based on location

Things to Consider Devices

Chrome Devices

- Move devices to OU
- Deprovision, disable, re-enable
- See available licenses

Mobile links of the left

Use Chromebook Inventory Add-In goo.gl/gM5L2r

- Manage serial #, location, details

Things to Consider Reports & Security

Admin

Manage Alerts -

Apps Outage at the bottom

Password Recovery

2-Step verification - must have mobile device

Less secure apps

Things to Consider Certification

Take the course to prepare for the exam.

http://certification.googleapps.com/admin

Things to Consider Misc.

- Google+ -Turn off from the beginning - under 13
- Determine support staff on every campus
- Train help desk staff, campus support staff, trainers, Google Guides, etc. ASAP
- www.atomiclearning.com has lots of online Google training
- Audit Report sees ALL changes
- Users leaving - suspend vs. delete (5 days)

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Check out Little SIS for Classroom! by Amplified IT

Helps schools take teacher adoption of Google Classroom to the next level by making teachers' lives even easier!

Using data from your Student Information System, Little SIS:

- Sets up new Classroom Classes for teachers who need them.
- Links onto existing Classroom classes for those who already have them.
- Keeps Google Classroom rosters synchronized with your official class rosters. No join codes or invites necessary. Students get added and removed from classes automatically.

Check out Chrome Gopher by Amplified IT

Helps technology departments more easily manage and report on their Chromebooks.

Key benefits

- Bulk download loads of useful device info, like OS version, last user, etc. into Sheets.
- Lets you bulk update OU, user, location, notes columns from friendly Sheets sidebar. Great for organizing / moving devices. Saves 100s of hours of data entry.
- Reports on device activity by OU, device end of live tallies, all devices used by a user, etc. Helpful insights for managing CBs at scale.
- Syncs with existing inventory systems via CSV upload.
- Works great with a barcode scanner for quick lookups on multiple devices at a time. Super handy for doing inventory / device health checks in the field.

Free for first 15 days. Pricing here.

Feel Free to Contact Me Anytime

Or, Refer Me To Anyone Needing Help!

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