Google for Education

Getting Started With

G Suite Enterprise for Education

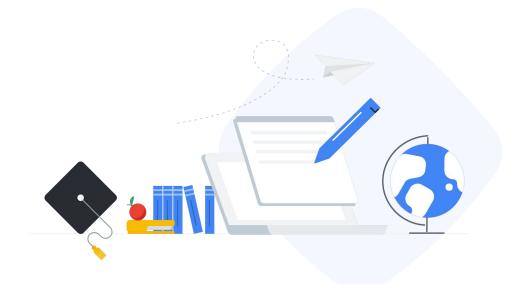


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Teaching and learning tools

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Do more with data and insights

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Get started with:

Enhanced security, visibility, and controls

Do more with data and insights

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.



Security and admin controls

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:

0

- Access your <u>security dashboard</u> to view and download <u>reports</u>
- Check your <u>security health</u> to ensure you're following security best practices
- Use the <u>investigation tool</u> 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.

Reports Track useps of fairlies Track useps of fairlie	
Track usage of services Manage rules for your Manage apps and their Create group	
	and
🔒 🗔 🐺	
Admin roles Device Security Domain Add new admins management Manage security Welf your do do new admins Secure corporate data features add done add done on devices	ain or

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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.



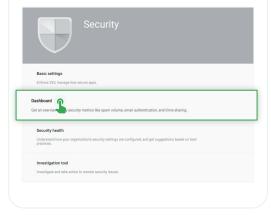


Dashboard

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.

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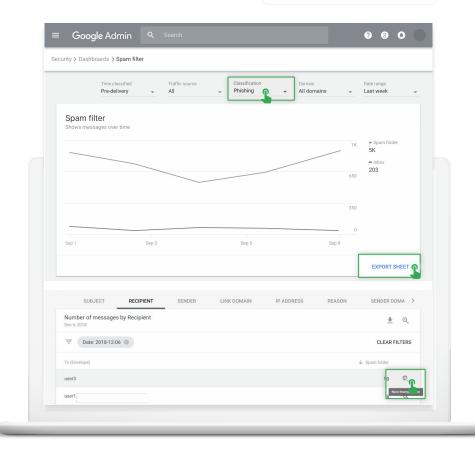
Reports

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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
- <u>Launch an investigation</u> to drill down for actionable insights



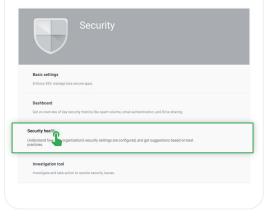


Security health

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

Heal	th Showing 37 settings		
Ŧ	+ Add a filter		
	Setting name	Status 🚯	
Μ	Automatic email forwarding Apps > Gmail > Advanced settings	Enabled for 3 org units	1
4	Out-of-domain sharing warning Apps > Gmail > Advanced settings	Enabled for entire domain	c
Μ	Spam filters for internal senders Apps > Gmail > Advanced settings	Enabled for 3 org units	t
0	2-step verification Security > Settings	Configured for 190 domains	I
Μ	DKIM Apps > Gmail > Advanced settings	Configured for 3 domains	I
Lo	Mobile management Devices > Mobile management > Setup	Enabled for 3 org units	l
М	Spam headers setting for default rou Apps > Gmail > Advanced settings	Enabled for 3 org units	1
М	MX record Apps > Gmail > Advanced settings	Configured for all domains	c
Μ	Approved senders without authentication Apps > Gmail > Advanced settings	Enabled for 3 org units	I
Μ	Automatic email forwarding Apps > Gmail > Advanced settings	Enabled for 3 org units	l
Row	s per page: 10 -		



3

Security health

- Click a gray information icon to read a quick summary of the recommendation, then click Learn more for a deeper exploration.
- 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.
- 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.

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	Setting name	Status 🚯		
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₽	Out-of-domain sharing warning Apps > Gmail > Advanced settings	Enabled for entire domain	Recommendation When you disable the automatic forwarding option, it reduces your risk of data exfiltration through email	(
Μ	Spam filters for internal senders Apps > Gmail > Advanced settings	Enabled for 3 org units	forwarding. When this setting is disabled, your users won't see the option in their Grnail settings, and any existing user-created forwarding rules or filters no	1
0	2-step verification Security > Settings	Configured for 190 domains	longer result in forwarded messages. Admin created forwarding rules would still apply to those users.	1
Μ	2 DKIM Apps > Gmail > Advanced settings	Configured for 3 domains	LEARN MORE	1
ſ	Mobile management Devices > Mobile management > Setup	Enabled for 3 org units		
Μ	Spam headers setting for default rou Apps > Gmail > Advanced settings	Enabled for 3 org units		
М	MX record Apps > Gran Advanced settings	Configured for all domains		(
M	Approved senders without authentication Apps > Gmail > Advanced settings	Enabled for 3 org units	Secure configuration You've configured your MX records to point to Google's mail servers as the highest priority record to	1
Μ	Automatic email forwarding Apps > Gmail > Advanced settings	Enabled for 3 org units	ensure correct mail flow to your G Suite domain users. This reduces the risk of data deletion (through lost email) and malware threats.	1
Row	s per page: 10 🔻		LEARN MORE	



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

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1 You can open the investigation tool in two ways:

In the security center, click Investigation tool.

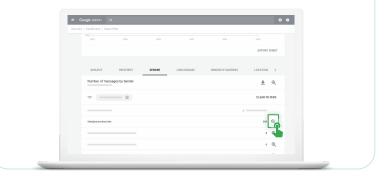
- Select a data source. For example, "Gmail log events."
- Set conditions for your search, such as date or device type. <u>Here's</u> a full list of applicable conditions.
- Click Search.

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Subject		 Intel_Ad_Philippings × 		
ADD CONDITION				

Directly from a <u>report</u>.

В

- Click the magnifying glass to launch an investigation about
- the data in the report.
- Read this <u>Help Center article</u> for details on which reports are available for use with the investigation tool.





2

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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 <u>this Help Center</u> article for a list of actions you can take.

Detete messages From noor of the come Mark as part Mark as philolog Send to indox Send to quarantine		cted 100 of many results SELECT ALL RESULTS X					
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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.

3

Security > Investigation tool				Completed	
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Subject	×. 16	* MARK, THIS, AS, PHERY photongle	. ×		
ADD CONDITION					
ADD GROUP BY OPTION					

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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.

Security > Investigation					
SEARCH Showing 1–2 of 2 results		1031		÷ 0	*
e ID Ouner Lailcom- verfijopenstatic däecmo. Lailcom- verfijopenstatic däecmo.	Date ↓ 2016-10-14T0558/34-07:00 2016-10-14T05:46:39-07:00	Graal log ervents > To (Envelope) Graal log events > Owner Graal messages > Sender Graal messages > Recipient Drive log events > Owner Drive log events > Comer Drive log events > Target Device log events > Target Device log events > Device owner Devices > Device owner Devices > Device owner Devices > Device owner	Labele atto: ddsecom. sent atto: ddsecom. sent	Anue 🖸	٥
Email Enrolled in 2SV	r Is	View event 1 unique value from Search 1 Multiple values connected by OR False	• ×		
ADD CONDITION					
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Selected 1 of 1 X	First name 🛧	Last name I	Last login Super adminis	Suspend us For users in se	

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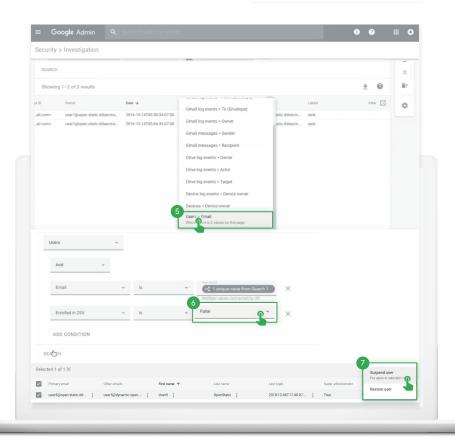
6

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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.

From here, you can add a parameter from the User account information to see which of these accounts have 2SV disabled.

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.





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	e Admin con	isole home	page, go to	Devices.	
Google Admin Console Starting June 15, Google Meet v	Q Search for users, groups		for users separately from Google Ha	ngouts. Learn more	
5	•		Ψt		Sect
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 dat on devices
1		1990 200	â		B



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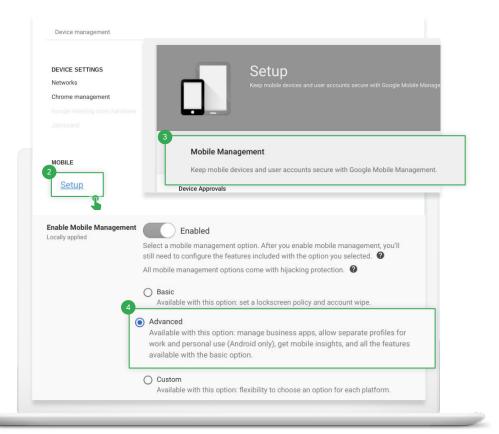
On the left, click Setup.

Click Mobile Management.

To apply the setting to everyone, leave the top organizational unit selected. Otherwise, select a child organizational unit.

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.





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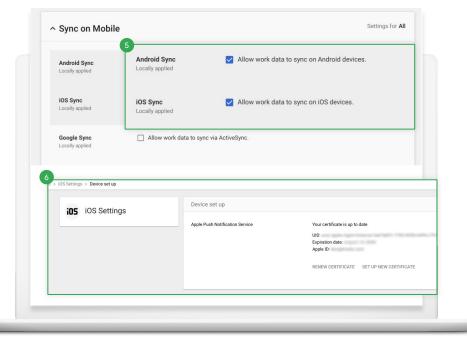
5-6

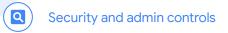


6

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**.

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 <u>admin reports in BigQuery</u>
- Analyze and report on <u>Gmail logs in BigQuery</u> for more visibility into emails
- Find information using <u>Cloud Search</u>
- Use <u>data regions</u> 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 <u>BigQuery</u>.

Follow these steps to access this feature.

1

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

dmin oansole				
Eastboard See relevant insights about your domain	Users Add or manage users	Company profile Updata information about your company	Billing Verw charges and rearage loceses	Reports Track unage of sect
Crosps Crosps Crosts goups and mailing lass	Admin roles Add new admins	Device management Sociely corporate data on devices	Security Manage security features	Domains Verify your domain or add domains
Buildings and resources Manage and monitor buildings, source and monocross				

2

In the left-hand menu, click BigQuery Export.

Highlights Raporta = Apps Accounts App Maker App Skiller Classroom	Apps usage activity Letest data available for Dec 8, 2018 • Graal • Drive • Calendar • Googl	er	
 Apps Accounts App Maker App Scripts 		e	
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Hangouts Chat	Total Emails	Files added Video Hangouts	
- Devices			
Mobile Devices			
* Users	File sharing activity		
Account activity	Latest data available for Dec 4, 2018		
Apps usage activity Security			
- Audit	±41,010	Pater	
Admin	External shares	Anyona With Link. Cubate Danate	
Loom			
SAM.			
LDAP	+224,403	Anyone in Domain 18,224 Anyone in Domain With Link 20,245	
Drive	Internal shares		
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Security and admin controls

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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.

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 <u>quickstart guide for</u> <u>using the BigQuery web UI</u>.

Reports > BigQuery Export	
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Security and admin controls

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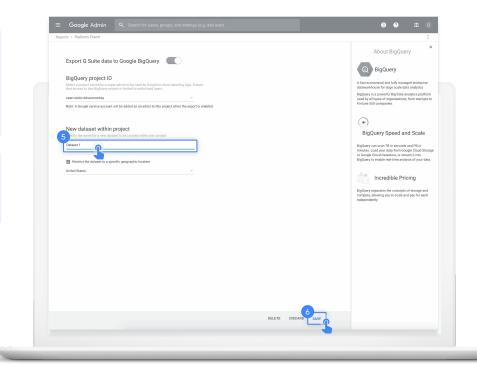
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Under New dataset within project, enter a name for the dataset you will create for storing logs in the project. Dataset names must be unique for each project. For details, check out this Help Center article on creating and using datasets.

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

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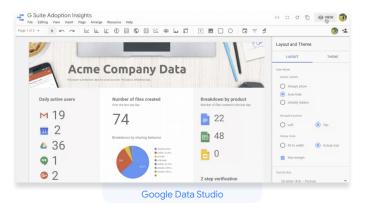
The dataset is created the next day when the export is triggered. In addition to project owners, editors, and viewers, the <u>gapps-reports@system.gserviceaccount.com</u> service account is added as editor. The service account is required to write logs and update the schema.

Within BigQuery, you can <u>write queries</u> to analyze your data, or connect your dataset to Google Data Studio or third-party tools for further analysis and visualization.

Google for Education

COMPOSE QUERY	New 0	New Query ?				
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BigQuery



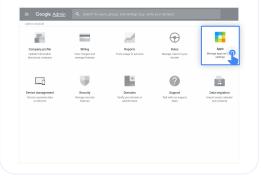
Gmail logs in BigQuery

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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 <u>Google Data Studio</u>.

Read this <u>Help Center article</u> for more details about reporting logs in BigQuery.

1 From your Admin console, click Apps.



2 Then click G Suite.

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	14	50	3	1
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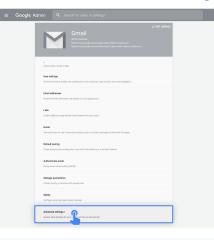
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Within the G Suite management interface, select Gmail from the list of services.

ops > 6 Suite		
G G Suite	Showing status for apps in all organizational	units
	Envices 🕈	Service Status
All users in this account	31 Calendar	ON for everyone
Groups ^	Cloud Search	ON for everyone
Search for a group	Directory	Ahvays ON
	Drive and Does	ON for everyone
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easily turn on services for just the right users. Learn more.	🗌 🚳 Geogle Hangouts	ON for everyone
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	Oroups for Business	ON for everyone
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	amboard Service	ON for everyone
	Keep	ON for everyone

4

From the Gmail management interface, select Advanced settings.



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

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Uninstall service	Université Dravell Nou can université années thés ennées visiteurs lossing any data.



6-8

6

8

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

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.

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

Poquirad: ontar a short day	JQuery scription that will appear within the setting's summary.	Hel
1. Select a project to be us authorized users	sed by Google to store email logs. Ensure that access to this BigQuery project	is limited to
Select the BigQuery proj	ject to use	-
2. Specify the name for a n	new dataset to be created within your project	
gmail_logs_dataset	new dataset to be created within your project	~
gmail_logs_dataset		~
gmail_logs_dataset		ADD SETTIN



9-11

0

11

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.

Check out the Help Center for more detailed information on <u>Gmail logs in BigQuery</u>.

Add setting	×
Email Logs in BigQuery	Help
Required: enter a short description that will appear within the setting's summary.	
 Select a project to be used by Google to store email logs. Ensure that access to this BigQuery p authorized users 	project is limited to
Select the BigQuery project to use	~
2. Specify the name for a new dataset to be created within your project gmail_logs_dataset	
Restrict the dataset to a specific geographic location	
Select a location	
CAN	CEL ADD SETTING



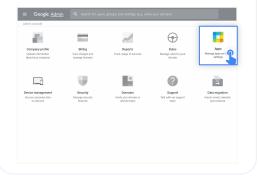
Cloud Search

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.

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	Add and manage LDHP clients			



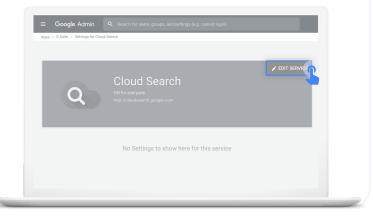
3

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

Apps > G Suite		
G G Suite	Showing status for apps in all organization	al units
0	Services 🛧	Service Status
All users in this account	31 Calendar	ON for everyone
Groups	Cloud Search	ON for everyone
Search for a group	Directory	Always ON
	Drive and Docs	ON for everyone
	Gmail	ON for everyone
No services turned on for any groups Use groups instead of organizational units to more	Google+	ON for everyone
easily turn on services for just the right users. Learn more.	Google Hangouts	ON for everyone
	Google Vault	ON for everyone
Organizational Units		

4

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







5-6



6

Q

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.

Under Service Status, select On, then click Save.

	Showing settings for users in open.static.ddsecmonkey.com	
Cloud Search	unowing settings for each in open situate contraction recyclin	
Status ON for everyone	Service Status	
All users in this account	Applied at construction of the construction of	
Groups	Changes may take up to 24 hours to propagate to all users.	
Search for a group		CANCEL SAVE
No services turned on for any groups Use groups instead of organizational units to more easily turn or services for just the right users. Leaver more.		
5 your.school.edu		



7-8

8

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

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

Cloud Search	Showing settings for use	ers in open.static.ddsecmonkey.com	
Status ON for everyone All users in this account	Service Status Service status Applied at open.static.ddsecmonkey.com	8 • • •	^
Groups ^		OFF Changes may take up to 24 hours to propagate to all users.	
Search for a group			CANCEL SAVE
No services turned on for any groups Use groups instead of organizational units to more setup turn on services for just the right the right the setup Organizational Units Search for organizational units Your.school.edu			



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To use Cloud Search

On desktop, go to <u>cloudsearch.google.com</u> on any supported browser.

Install the mobile app on any supported device.

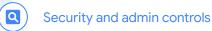
3 Conduct a search using natural language. Refine your searches with <u>search operators</u> and <u>filters</u>, and see <u>targeted suggestions</u>.

0 Q. What are the US holidays in 2018? × AL.I MAIL DRIVE SITES GROUPS CALENDAR MORE -SEARCH TOOLS US Holidays 2018 Document • HR Information System Lorem ipsum dolor sit U.S. holidays, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit porttitor urna, a faucibus nisi ligula quis ipsum. 3 Shared • Last modified on Oct 23, 2016 US Holidays for Q3 2018 Lorem ipsum dolor sit holidays, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit porttitor urna, a faucibus nisi ligula quis ipsum. Private - only you can see this • Last modified on Oct 23. 2016 U.S. Personal Leave Lorem ipsum dolor sit holiday, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit porttitor uma, a faucibus nisi ligula quis ipsum. A Team Drive + Last modified on Oct 23, 2016 Re: Getting back to work Mail • Gmail Lorem ipsum dolor sit holiday, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit porttitor urna, a faucibus nisi ligula guis ipsum. Received on Sep 11 Home US Benefits Presentation

Google Drive Lorem ipsum dolor sit holiday, consectetur adipiscing elit. Sed vel molestie metus. Fusce interdum, sem et condimentum tincidunt, felis velit porttitor urna, a faucibus nisi ligula quis ipsum. Private - only you can see this • Last modified on Oct 23, 2016 1000

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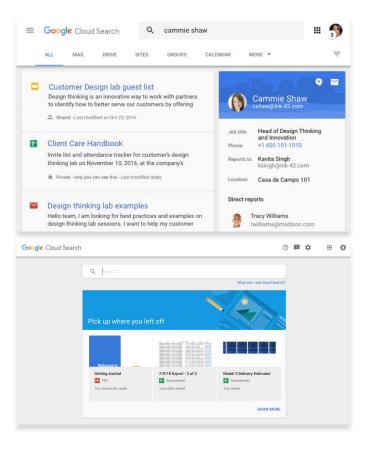
To use Cloud Search

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 <u>Help Center article</u> to learn how.

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 <u>Help Center article</u> to learn more.



Google for Education

5

Data regions

Q

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.

1000 - 111		~	\odot	
Company profile Update information about your company	Billing View charges and manage licenses	Reports Track usage of services	Rules Managerules for your domain	Apps Manage apps and their settings
	W	0	?	
Device management Secure corporate data on devices	Security Manage security features	Domains Verify year domain or add domains	Support Talk with our support team	Data migration Import enail, colondar and contacts

2

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

ft i	lome				
	Dashboard		G	10	-
<u>*</u> 1	Directory		50	3	1
	Devices		Additional Google services Ithogong photos, volve, social book and more	Marketplace apps Add and manage third-party apps	SAML opps Manage 352 and Date Photocology
	Apps	ene ti babe			
9 8	Security				
16 F	Reporting				
	Siling				
a ,	Account	Compan	y profile		
⊕ F	lules	Admin n	skes		
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3

On your Company profile page, click Show more.

≡ Google A	dmin Q. Search for users, groups, and settings (e.g. setup MX records)	0
Company profile		
	Profile Reading from theme	
	Profile Datagry for company tame, longuage and time zoon. Set feature intense publices and other experiation-value entrings.	
	Communication preferences Receive enable with tips, feature associatements, special office, and pilot programs.	
	Personalization Upload your company logo	
	Supplemental Data Sisrage View supplemental data stronge information.	
	Show more	

4

Then click Data regions.

Googl Company profile	e Admin Q. Search for users, groups, and settings (e.g. setup MX records)	0
	Profile www.you wat	
	Profes Campa your conspany name, language and time zone. Set feature release publices and other expertation-wide settings.	
	Commentation preferences Receive enable with type, feature averagement, special offers, and pilot programs.	
	Personalization Upliked your company logo	
	Supplemental Data Storage Were supplemental data storage information.	
	Logal & compliance information and contexts	
	Data regione Configure proc data recommendant	
	Custer UR.D Dinais a custor, care forementer with address where same some scene their 0.5 ultra anchess.	
	Show less	

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.

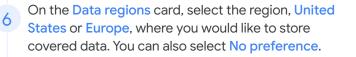
	war, groepe, and sattlege (e.g. currect loger)
Bee Doogle Cloud Fielders field	Profile
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	Personalization Optical your company logi
	Supplemental Data Strenge View supplemental data sensor information
	Legal & compliance View legal and compliance information and contacts



8

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6-8



To continue, click Save. Otherwise, click Discard.

(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 <u>Help Center article</u>.

ogle Admin			8 (2
^{file} Uplo	oad your company logo			
	pplemental Data Stora			
	gal & compliance	formation and contacts		
^ Data	a regions			
All set	etting(s) on this card will	only apply to users with a G Suite Enterprise license. Learn more		
	regions policy v applied	Set a policy for where you want to store covered data for the selected organizational unit.		
	4	Data regions policies cover only certain Core Services' data. Learn more No preference United States Europern		
Data n View p	moves take time to com previous policy changes	plete. View progress on the Dashboard. . in the Audit Log.	DISCARD SAVE	

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 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 <u>Google Meet</u> enterprise capabilities
- Add live streaming to a meeting or an event
- <u>Record a meeting</u> and save to Google Drive
- Use international phone dial-in access and select dial-in numbers





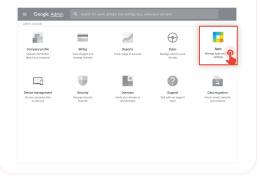
Google Meet

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.

Marketplace settings		G	12	- db
	14	50	3	1
	0 Suite	Additional Doogle services Itingging, photos, volve, social tools and more	Marketplace apps Add and manage third party apps	SAML opps Manage 330 and East Provisioning
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	LOAP Add and manage LOAP clients			



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

lipps > 0 Sulte					
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			Servic	es 🛧	Service Status
All users in this account			31	Calendar	ON for everyone
Groups	~		÷	Classroom	ON for some
Organizational Units	^		0	Cloud Search	ON for everyone
Search for organizational units			4	Drive and Docs	ON for everyone
> Homeroom Academy		0	Μ	Gmel	ON for everyone
			6	Google Chrome Sync	ON for everyone
		P	9	Google Meet	ON for everyone
			X	Google Vault	ON for everyone
			Щ	Groups for Business	ON for everyone
			۵	Harvester Chat	ON for evening

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

pps > G Suite > Settings for Google I	Meet > Meet	ideo xwitings
Google Meet		Showing settings for users in Homeroom Academy
Users	~	Meet video settings
Groups	~	Oranges dans to these settings will be effective innerediately. Loss of none
Organizational Units	^	Telephony Previde a choice number and PIN for each video meeting. IN
 Homessam Academy Apha Bug Bash API Disabled BETT Deepa Accounts 		Client lags-spland Ageliel at Yoshewark Asalemy M
BE IT DAMA Accounts ChrameCG Secure Quizzes 1 Classroom Disabled Classroom Disabled + Coun		Recarding Applied at thermotory Academy
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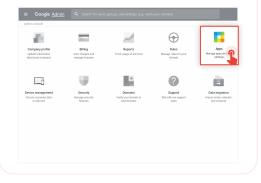
Live streaming

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.

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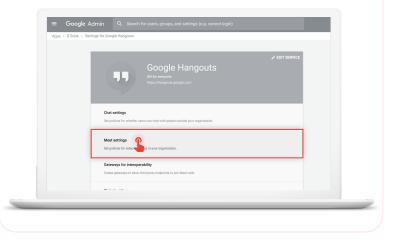


From the list of services, select Google Meet.

G G Suite		Show	ing sta	tus for apps in all organization	al units
			Servio	н ↑	Service Status
All users in this account			31	Calendar	ON for everyone
Groups	~		4	Classroom	ON for some
Organizational Units	^		0	Cloud Search	ON for everyone
Search for organizational units				Drive and Docs	ON for everyone
Homeroom Academy			M	Gmail	ON for everyone
			0	Google Chrome Sync	ON for everyone
		P	9	Google Meet	ON for everyone
			ж	Google Vault	ON for everyone
		_	100		

4

Select Meet settings.

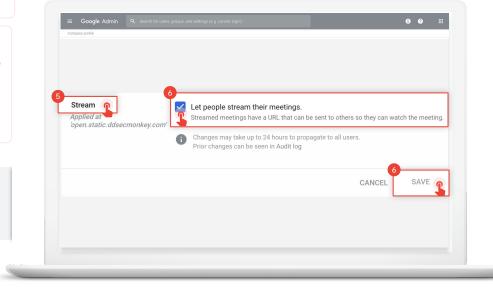




5 Hover over Stream, then open the Edit menu 🧨.

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 <u>live streaming video meetings</u> or <u>meeting recordings</u>.

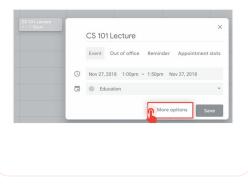




Add live streaming to an event

To create an event with a live stream link, add from a Calendar event. 1

Create an event in <u>Calendar</u>. In the event summary window, click More options to open the event details.



Under Add conferencing, select Meet. × Add title Jun 5, 2020 10.30am to 11.30am Jun 5, 2020 All day Does not repeat * Event Details Find a Time

Add Google Meet video conferencing 🥠

Busy * Default visibility * (?)

2

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Ĺ

 Add location

Add notification



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

	Jun 5, 2020 1:00pm to 2:00pm Jun 5, 2020 Time zone
	All day Does not repeat 👻
	Event Details Find a Time
Q	Join with Google Meet
	meet.google.com/rzd-vimy-txn - Up to 250 participants 🕜
\odot	Add location
Ļ	Notification * 10 minutes * X
	Add notification

4

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

Event Details Find a Time Image: Second S

Teaching and learning tools

5

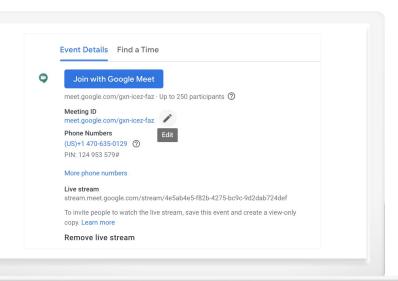
6

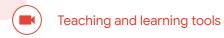
With the live stream URL, up to 100,000 in-domain participants can watch the meeting from a browser or mobile device. You can distribute the live stream URL in three ways:

- 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.

When it's time for your live stream, join the meeting.



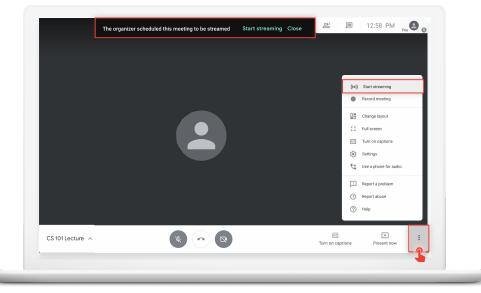


7-9

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.

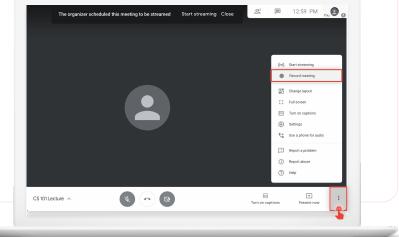
Recordings are saved in the Google Drive of the meeting organizer and in the Calendar event. The meeting organizer will also get an email with the recording link.

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.





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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.

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.

Jun 5 Fri	CS 101 Lecture View on Google Calendar When Fri Jun 5, 2020 1pm - 2pm (EDT) Who zach@homeroomacademy.com* Yes Maybe No More options	
You have	been invited to the following event.	
CS 101 L	ecture	
When	Fri Jun 5, 2020 1pm – 2pm Eastern Time - New York	
Joining info	Join with Google Meet	
	meet.google.com/gxn-icez-faz	
	Join by phone	
	+1 470-635-0129 (PIN: 124953579)	
	More phone numbers	
	more prove managers	

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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 <u>Help Center article</u> for a list of supported dial-in countries.

C Meet

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 <u>Unlimited originality reports</u>



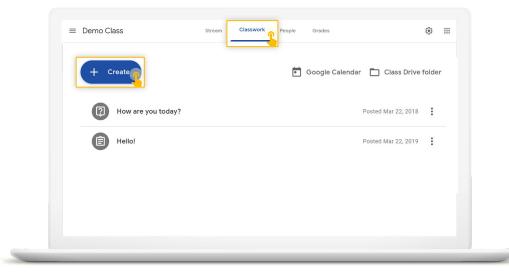
Originality reports

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.

To enable originality reports:

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



\equiv Back to table of contents

Originality reports

·•

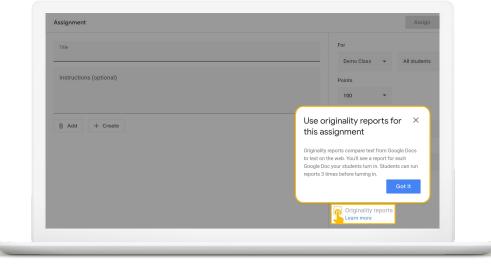
When assigning work, instructors have the option to enable originality reports

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

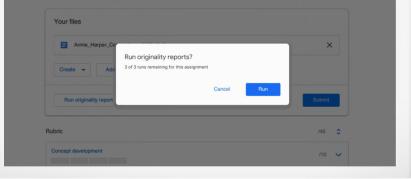
Link to the external source so instructors and students can explore further 3

Originality reports run automatically when the assignment is submitted.

Total points 100 Due date Dec 16, 5:00 PM

Respond to each of the Critical Thinking questions on page 24 in Chapter 1 of your book. In your response, type each question first and then answer if. Answer each question in detail using correct grammar, spelling, punctuation, and capitalization. Create your response in one of two ways:

See full instructions





Thank you