

G-Suite for Education

Create - Collaborate - Communicate - Share



What is Google Workspace for education?

G-suite for education is now called

Google Workspace for education:

the name changes but the service is the same.






Google offers schools a hosted product for email, calendar and chat through G Suite for Education - an integrated communication and collaboration solution.



G Suite for Education features

- ❑ A Google environment in its own domain
- ❑ Opened by the school and not by a single teacher
- ❑ Account for student teaching staff
- ❑ To work collaborate communicate
- ❑ Google tools
- ❑ Domain app

What differences from a simple Gmail account?

| Gmail | VS | G Suite for Edu |
|---------------------------------|--|--|
| <p>name.surname@gmail.com</p> |  | <p>name/surname@myschoolname.com namesurname@myschool.istruzoneer.it</p> |
| <p>storage 15 GB</p> |  | <p>unlimited storage!!!</p> |
| <p>NO administrator account</p> |  | <p>✓ administrator account</p> |
| <p>no checking</p> |  | <p>specific controls and filters</p> |
| <p>advertising</p> |  | <p>no advertising</p> |

What are the benefits?

Customizable configuration of different accounts

The admin creates, suspends and deletes the accounts

The admin can disable / limit the services available to each user

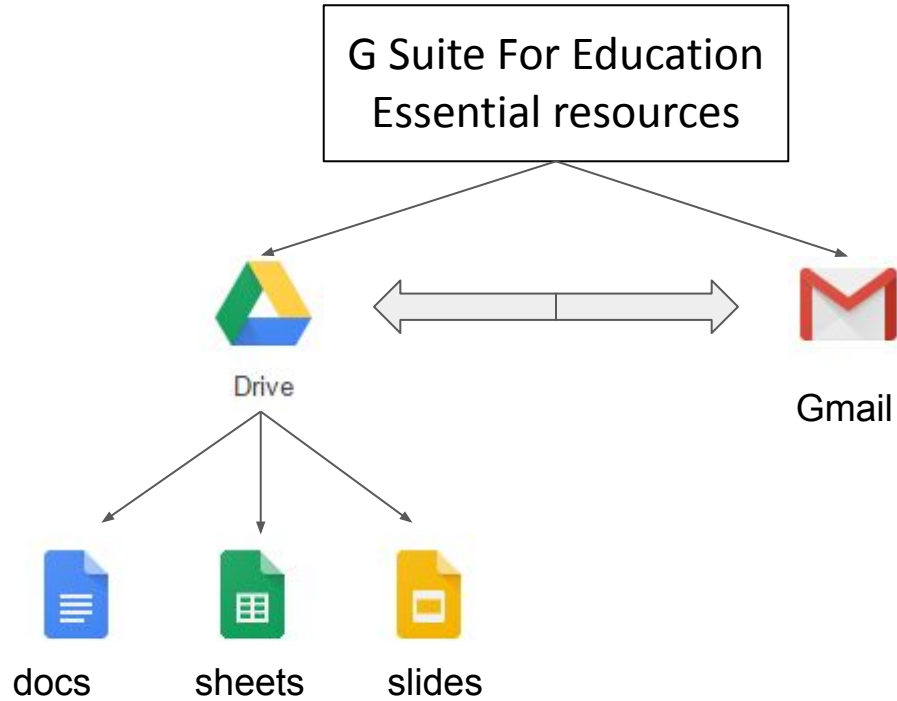
It is possible to limit the receipt and sending of mail, especially from students, to the internal domain of the school only

Document editors are available for creating and collaborating directly in the browser

The Classroom application is available to create easy-to-use virtual classes limited to the domain.

Access with a single user and individual password for all services and to access other apps with education mode available online (interoperability)

The essential...




Admin functions

Applicazioni

IMPOSTAZIONI APPLICAZIONI

Impostazioni Marketplace



10

G Suite

Gmail, Calendar, Drive e altro ancora

Questi servizi sono regolati dal contratto G Suite.












52

Servizi Google aggiuntivi

Blog, foto, video, strumenti social e altro ancora

Questi servizi non sono regolati dal contratto G Suite e sono soggetti a [Termini diversi](#).
[Ulteriori informazioni](#)

Applicazioni > G Suite

| Servizi | Stato  |
|--|---|
|  Calendario Pianifica e condividi gli eventi con gli amici | Attivo per tutti  |
|  Classroom Consente agli insegnanti di creare e organizzare i compiti, fornire feedback e comunicare facilmente con gli studenti. | Attivo per tutti  |
|  Contatti Gestisci i tuoi contatti | Attivo per tutti  |
|  Drive e Documenti Con Google Drive puoi creare, condividere e conservare i tuoi file in un unico posto. Condividi file con altre persone e collabora per modificarli insieme in tempo reale. | Attivo per tutti  |

Google Drive



Your storage works with Drive, Gmail, and Google Photos to let you archive files, save email attachments, and back up photos directly to Drive.

You can also purchase a larger cloud storage plan based on your needs.



Google Drive - Archive for all files

Foto, video, presentations ,
PDF and also file of
Microsoft Office.

It doesn't matter the type of
file: on Drive you can store
everything securely.



Expenses 2014.doc



Family reunion.jpg



Junipers first snow.mov



Piano recital.mp3







Treasure map.pdf

Google Drive - Sharing

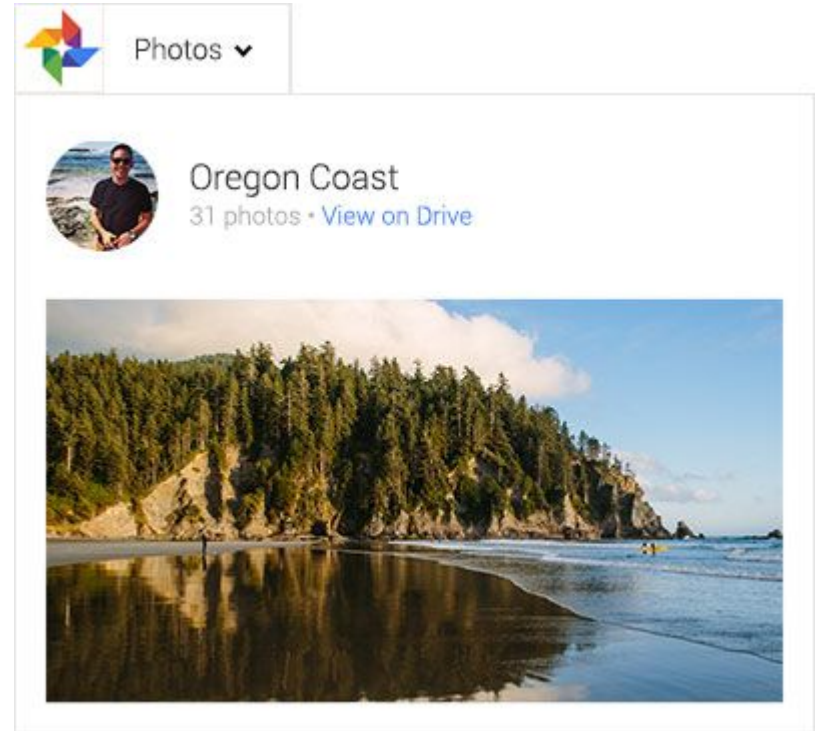
Drive files are private until you decide to share them. You can quickly invite other people to view, comment and edit any file or folder of your choice. Online collaboration is now very simple.



| | | |
|---|--|-------------------------------|
|  | Shared privately – only the people listed below can access | Change... |
|  | James Carroway | Can edit ▼ |
|  | Keri Andersen | Can view ▼ |
|  | Anissa Cho | Can comment ▼ |

Google Drive - FOTO

- Store your photos on Drive
- shows the photos in the classroom just taken
- free up space from your devices
- Edit animations, movies and more



Google Drive - Document

Create and collaborate with other people. Share documents and files, create and work on presentations from anywhere with Docs, Sheets and Slides apps.



Help and information

<https://gsuite.google.it/learning-center/products/quickstart/>

G Suite Centro didattico

Cerca nel sito



Home **Scegli il prodotto** ▾ Libreria dei suggerimenti Per il lavoro ▾

Per gli amministratori di G Suite ▾

Hai poco tempo? Inizia a utilizzare G Suite in 7 semplici passaggi.

1

Accedi

2

Invia le email

3

Pianifica gli eventi

4

Archivia e condividi i file

5

Collabora

6


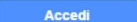
Fai videochiamate

7


Sfrutta al meglio le tue applicazioni

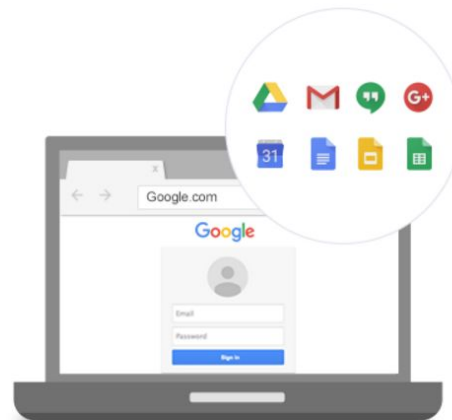
Accedi

Benvenuto in G Suite. Per iniziare accedi al tuo account.

1. Vai a www.google.com e nell'angolo in alto a destra fai clic su .
2. Inserisci il tuo indirizzo email di G Suite (ad esempio: giovanni@azienda.it) e la password.
3. Fai clic su .

Ora che sei nel tuo account G Suite, ecco alcune funzioni fondamentali che operano allo stesso modo in diversi prodotti.

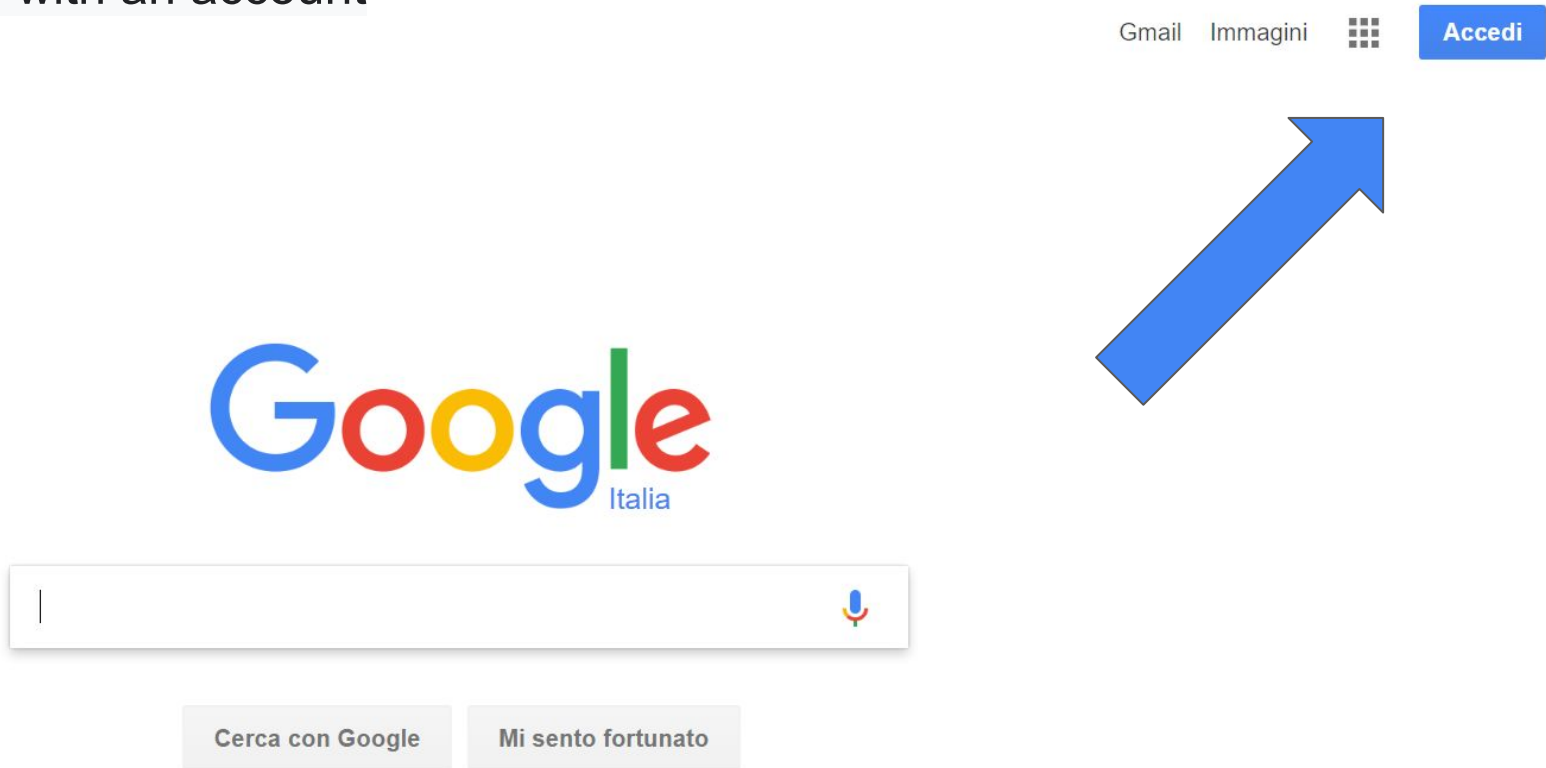
| Funzionalità | Descrizione |
|---|--|
|  | Nell'angolo in alto a destra di qualsiasi pagina Google (come la Ricerca o Gmail), fai clic per vedere quale account è attivo. |



to start...

1. [Log in with an account](#)
2. [Gmail: Send professional emails](#)
3. [Calendar: Create online calendars for teams](#)
4. [DRIVE: online file storage](#)

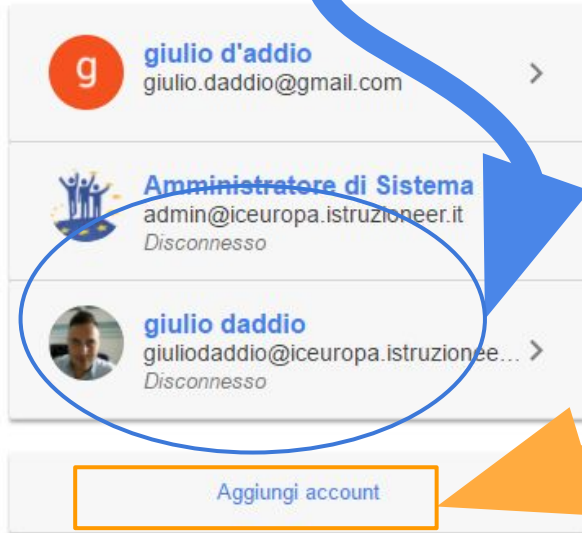
Log in with an account



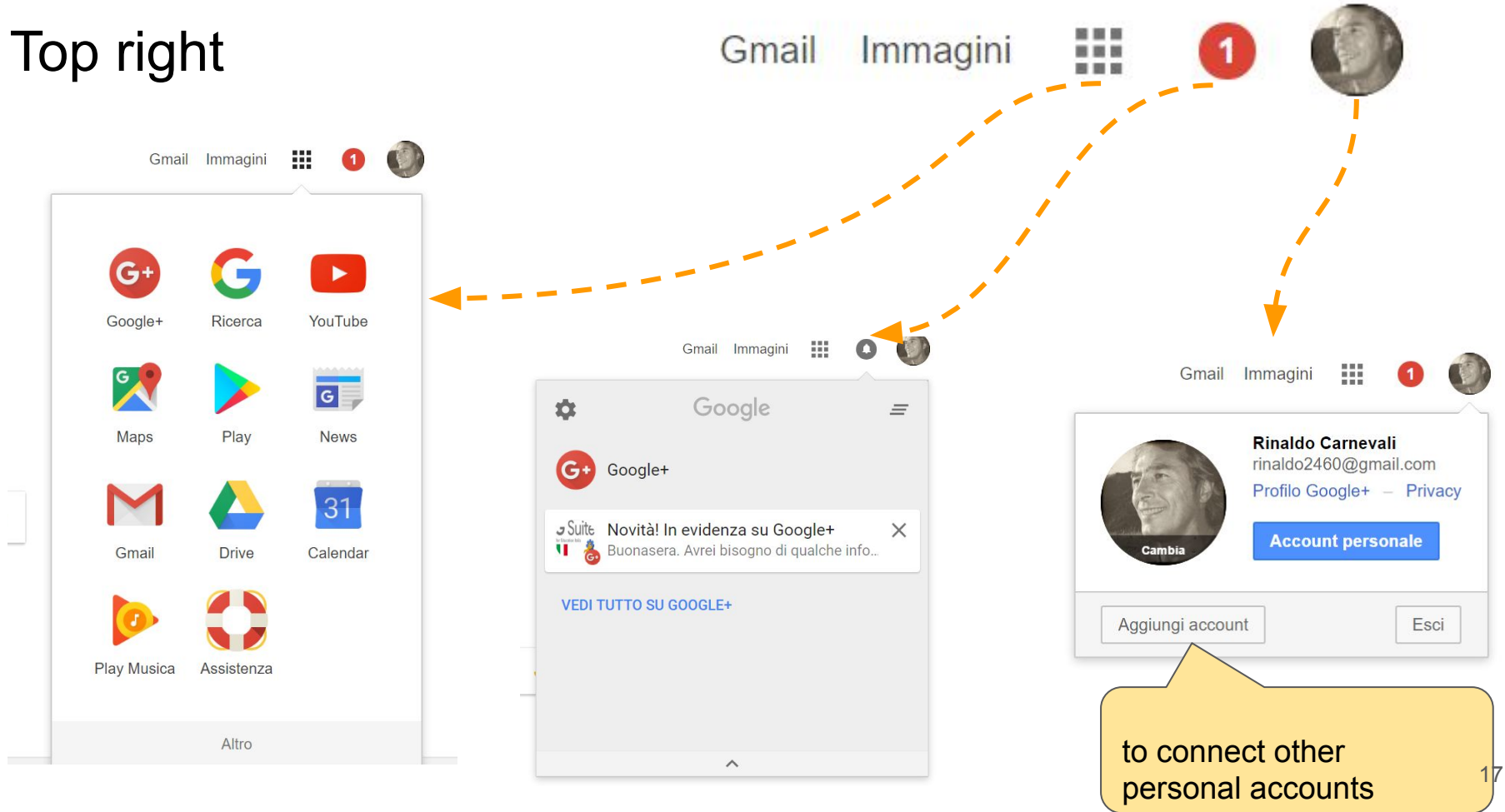
How to manage accounts?

Choose an account if already in use **or Add account.**

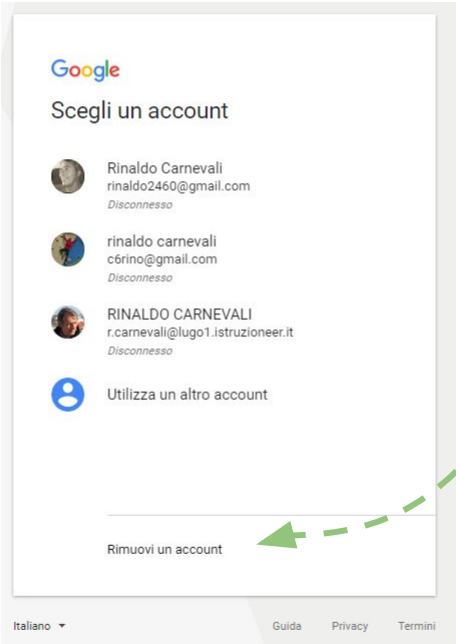
Scegli un account



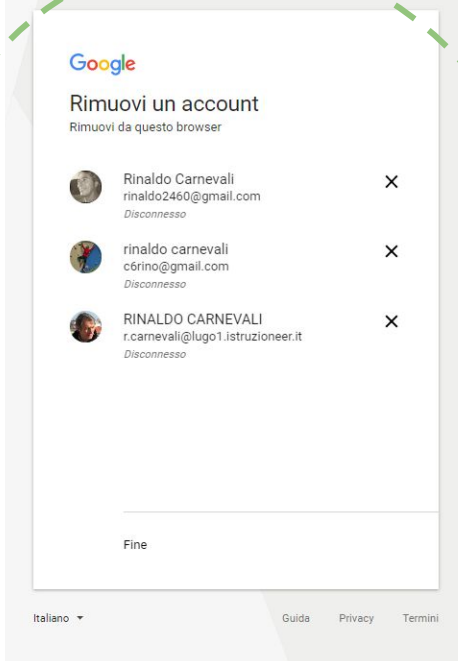
Top right



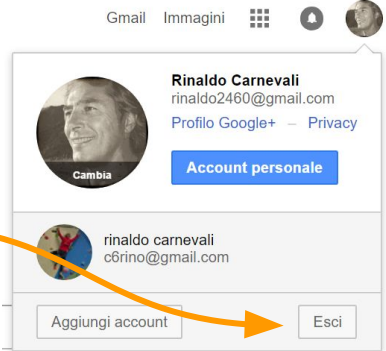
How to remove an account after a working session.



1
remove account



2
choose

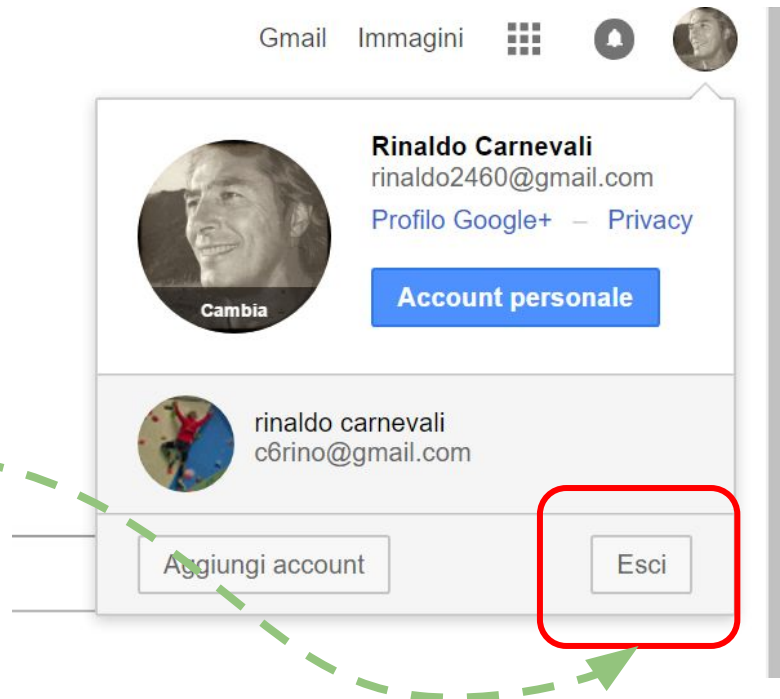


opz.
Exit

Security and log out

It is essential that you never leave your account open on a computer used by other users, even if they are family members. The platform contains student personal data, which only we are authorized to view.

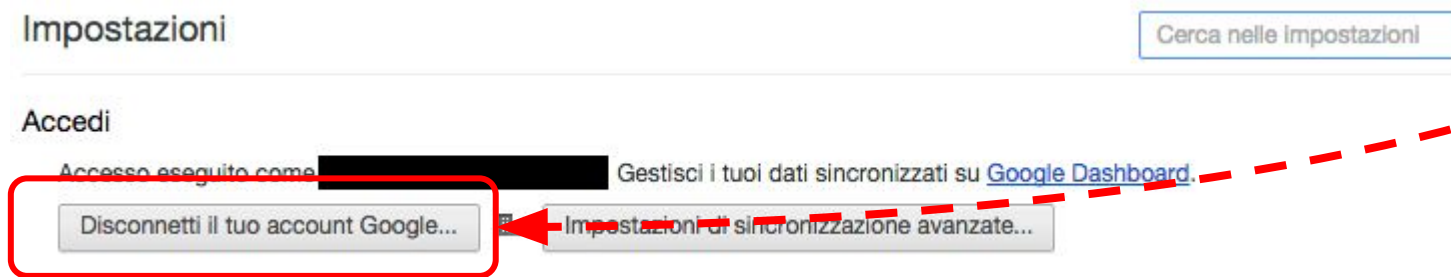
To exit, simply click on "Exit" in the menu located at the top right of all pages of the platform.



Security and log out

Many users mistakenly enter their details on the Chrome browser login screen, the appearance of which can easily be misleading.

If this happens in a public location, you need to disconnect your account by entering the Chrome settings.



Another precaution to observe concerns the files downloaded to your computer.

Often, while browsing, files are saved in various formats (especially pdf) for viewing and printing. Exiting the platform, of course, does not clean up the local hard drive, so downloaded files must be deleted manually. Usually the browser saves everything in a standard folder called "Downloads" or "Files downloaded".

SCRIVI

Posta in arrivo

Speciali

Importanti

Posta inviata

Bozze (1)

Contatti

Personale

Posta indesiderata

Spazio

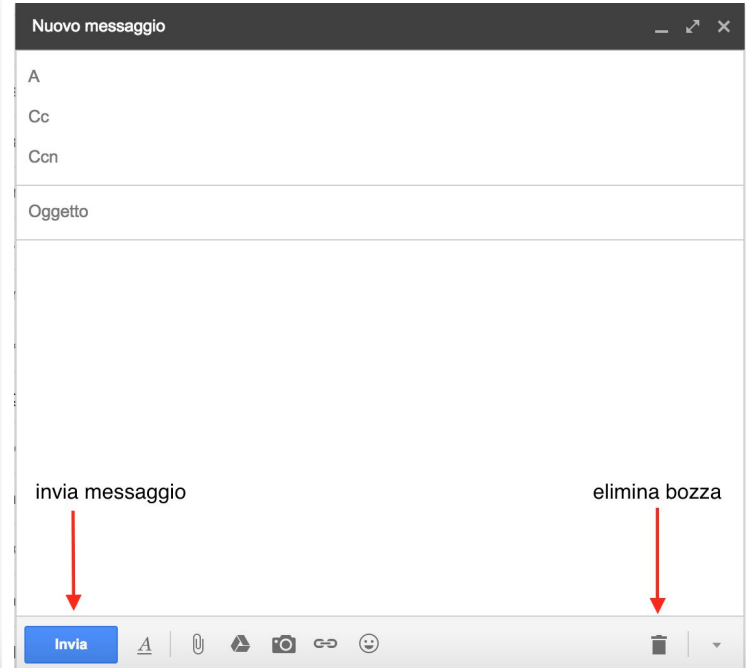
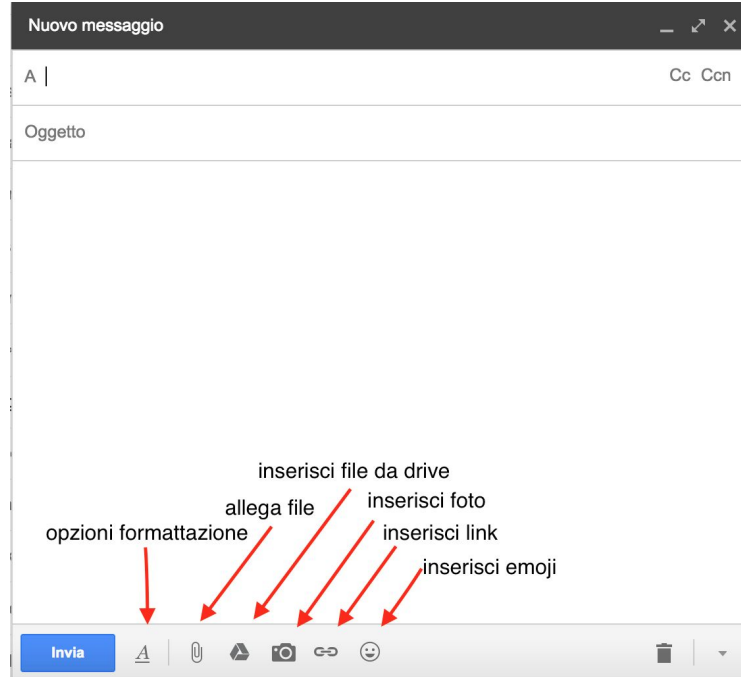
Rinaldo ▾ +



Nessuna chat recente
Iniziane una nuova



Create and send a message



Calendar: Create online calendars for teams



Da I miei calendari: Crea nuovo calendario

Google

Cerca in Calendar

Calendar

Oggi < > 8 – 14 mag 2017

CREA

lun 8/5 mar 9/5

▼ maggio 2017 < > GMT+02

| L | M | M | G | V | S | D | |
|----|----|----|----|----|----|----|-------|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 10:00 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 11:00 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12:00 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13:00 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 14:00 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 15:00 |

► I miei calendari

▼ Altri calendari

Aggiungi il calendario di u

Crea nuovo

Impostazioni

let's try the new version live

Create a shared calendar

Click next to **My calendars** and select Create **new calendar**.

Name your calendar, enter your time zone, and add a description of the calendar's purpose.

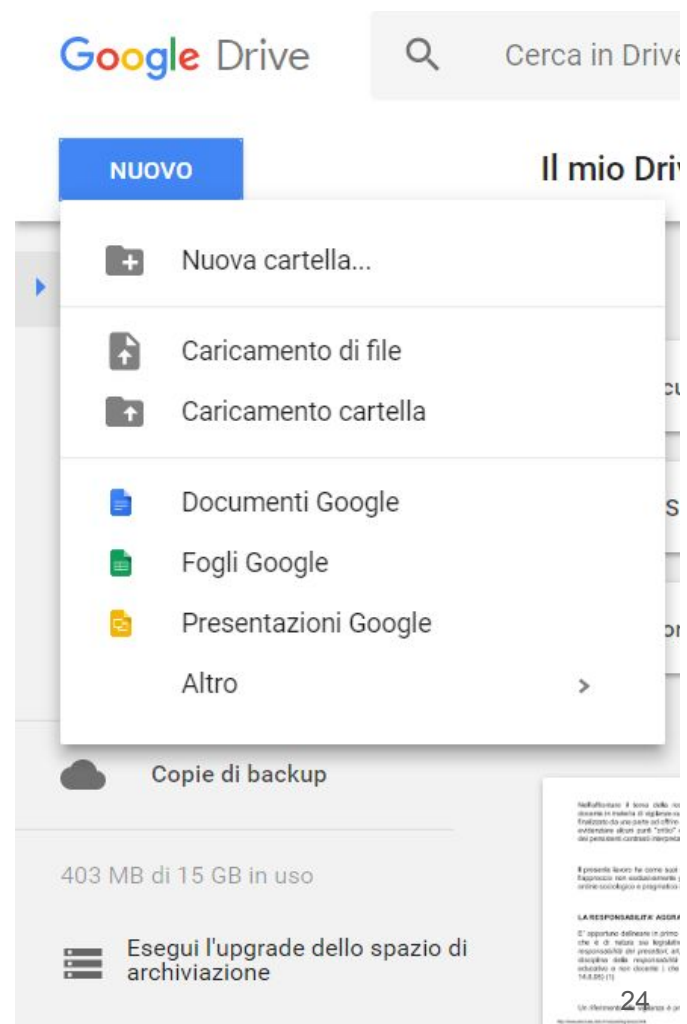
Check the box for **Share this calendar** with others and share it with everyone in your organization.

Enter the **individual email** addresses of the people who are authorized to edit or manage the calendar and **set the permission levels**.

Click **Create** Calendar.

Drive - online file storage

... It is primarily a storage space. We can use it as a USB removable disk, moving or copying files and folders between Drive and the internal disk of our computer. Since it resides in the cloud, it is always available as long as there is an Internet connection.

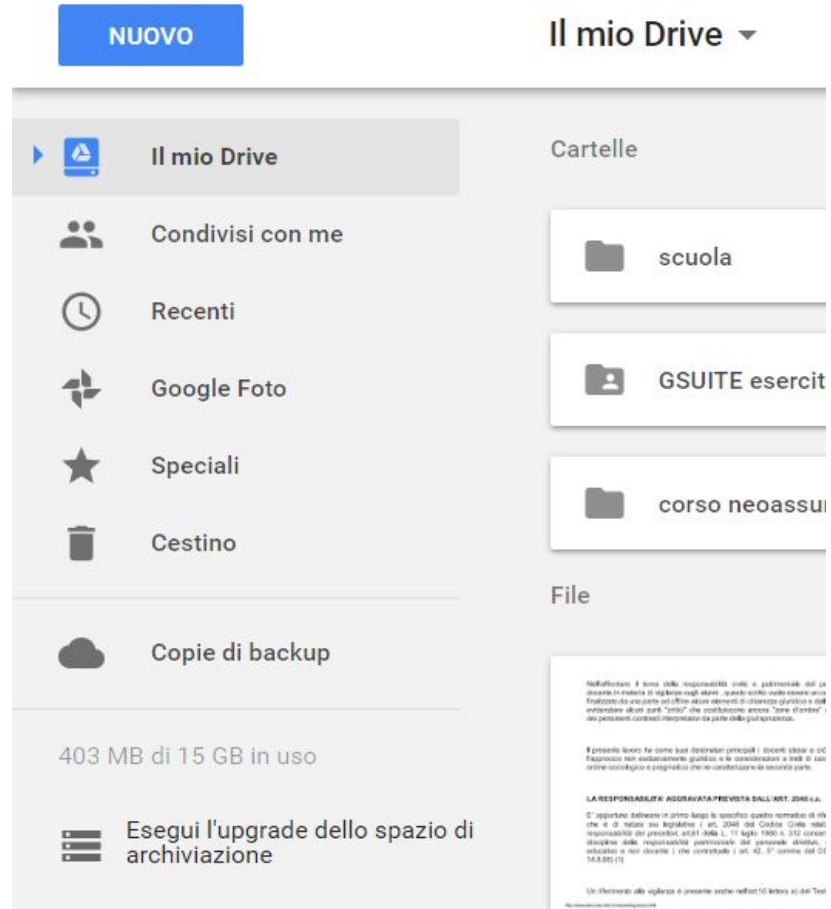


The screenshot shows the Google Drive interface. At the top left is the Google Drive logo. To its right is a search bar with the text 'Cerca in Drive'. Below the search bar is a blue button labeled 'NUOVO'. A dropdown menu is open from this button, listing several options: 'Nuova cartella...', 'Caricamento di file', 'Caricamento cartella', 'Documenti Google', 'Fogli Google', 'Presentazioni Google', and 'Altro'. Below the menu, there is a section for 'Copie di backup' and a status bar showing '403 MB di 15 GB in uso'. At the bottom, there is a prompt to 'Esegui l'upgrade dello spazio di archiviazione'.

“My Drive”

In this space, anyone with a Google account can upload and organize any kind of digital content. There is also software for Mac and Windows that automatically syncs Drive content with a folder on your computer. Obviously files and folders can be shared with other users, granting or not the permission to modify their content. The Education version of Drive has no space limits, every single user can upload all the data they need. The maximum file size limit is 5 Terabytes

let's try the new version live



How to add shared files to Drive?

select file

file details

get link

share with

add to My Drive

other opt

The image shows a screenshot of the Google Drive web interface. The left sidebar contains navigation options: 'Il mio Drive', 'Condivisi con me' (highlighted with an orange circle), 'Recenti', 'Google Foto', 'Speciali', 'Cestino', and 'Copie di backup'. The main area displays a grid of files under the heading 'Condivisi con me'. A file named 'PON DIGITAL... Baracca.docx' is highlighted with an orange box. A red dashed arrow points from the 'Condivisi con me' sidebar item to this file. Another red dashed arrow points from the file to the 'Condivisi con me' sidebar item. A green dashed arrow points from the file to the 'add to My Drive' button (a plus sign in a circle) in the top right corner. Another green dashed arrow points from the file to the 'other opt' button (three dots in a circle) in the top right corner. A third green dashed arrow points from the file to the 'share with' button (a person icon in a circle) in the top right corner. A fourth green dashed arrow points from the file to the 'get link' button (a link icon in a circle) in the top right corner. A red dashed arrow points from the file to the 'PON DIGITAL... Baracca.docx' file in the right-hand 'Ultimo mese' section.

PON DIGITAL
GENERALE
Baracca.docx

DETTAGLI

Ultimo mese

Tu e Laura Manare
modificato un elen
29 apr

PON DIGITAL

Laura Manaresi ha
elemento
28 apr

PON DIGITAL

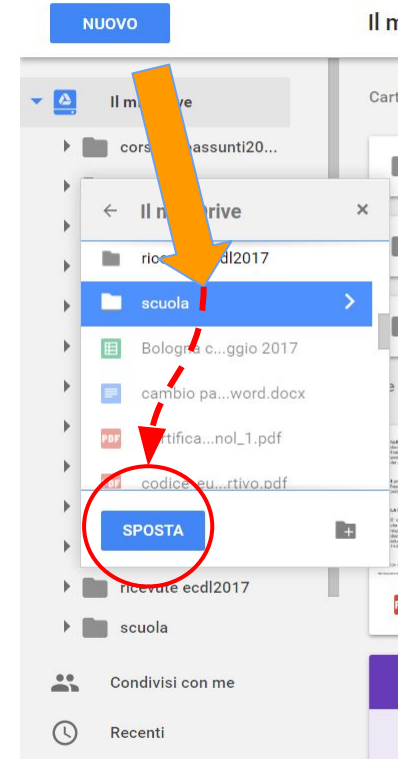
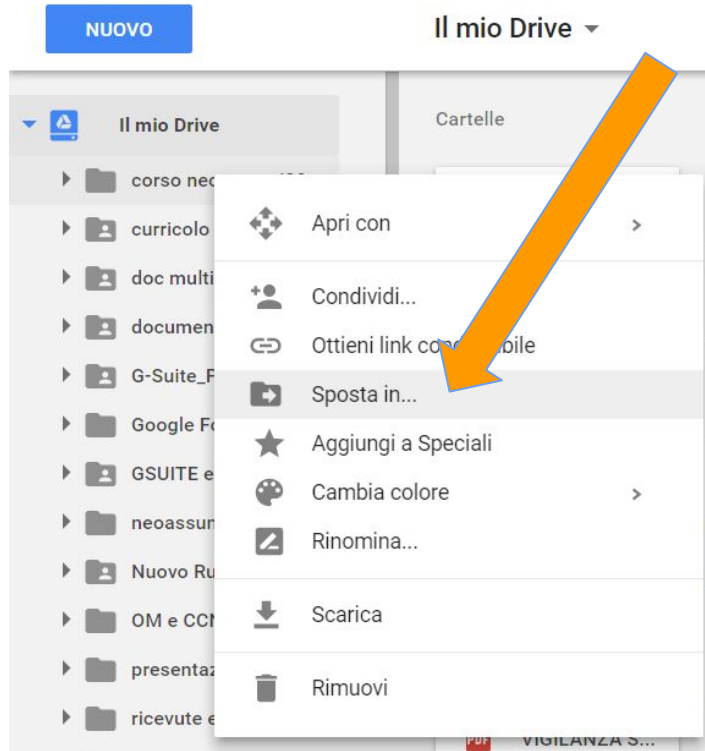
Chiunque a

How to keep Drive organized?

Create a folder: Click NEW and choose Folder.

To move files to folders select the files to move, then click other actions, select Move to and choose a folder.

You can also drag them to a folder in the Drive menu.



from the teachers' blog ...

Google Drive for sharing documents

A teacher colleague of mine entered the class this morning and wanted to distribute a few pages to his pupils (about 25). So he gave one of them the only copy of the text to be distributed and asked him to take care of passing it on to his companions. The student - if everything goes well - will undertake to make copies and perhaps will take care of distributing them to others.

Question: what if the teacher had been able to scan the pages (perhaps done with a smartphone) in a sort of folder available for students?

Answer: Google Drive allows you to do that (too). My colleague could have entered the classroom saying: "dear guys, you will find the material you need in the shared folder"

In every school there is always a limit to the number of photocopies that can be made and this indirectly limits the amount of material that teachers can distribute to their students. Google Drive with its sharing function allows you to overcome this problem in a very simple and fast way.

Furthermore, students (but also teachers) will always be able to access shared documents from any device (laptop, desktop computer, smartphone, tablet).

I would say that this is an excellent alternative to horrendous photocopies with a black border: fast, free, unlimited, environmentally friendly.

Third party apps

- "Third party" products

Product made by a supplier other than Google.

- Chrome Web Store

“Third party” apps are available on the Chrome Web Store.

With GSFE each app can be automatically loaded into the users profile and be available without making a specific account.

The upload must be done by the administrator.

Attention to the device!

Operation differs between computers and tablet / smartphone.

- Computer:
you use a browser, from which you can access all applications.
- Tablet / Smartphone:
A specific app has been developed for each resource.



Productivity in the cloud

- Google's bet is to present a productivity suite that only works in the cloud.
- This goal is critical not only for Google, but for other companies as well.
- Some ecologists are not very happy with this technology