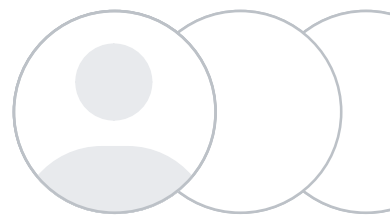




Google for Education

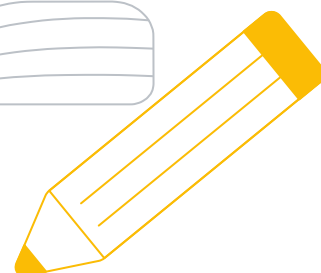
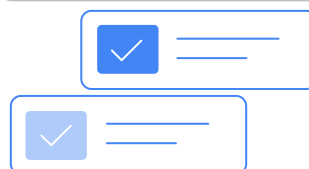
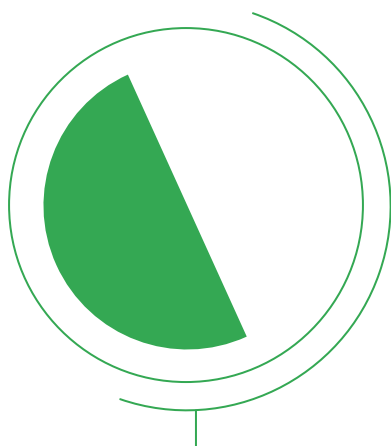
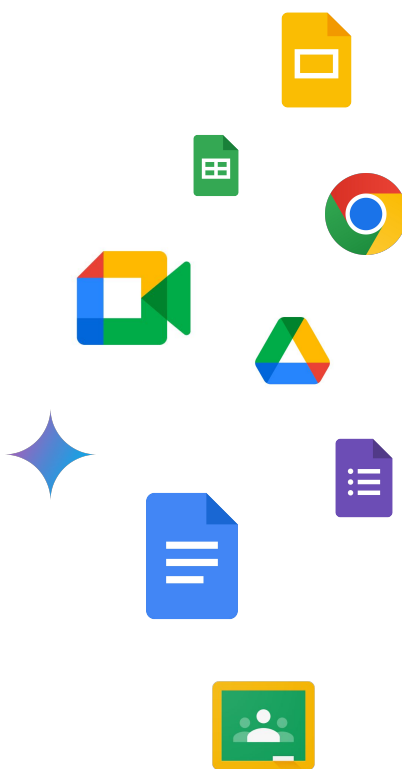
# Back-to-School Guide

# The overview

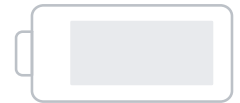
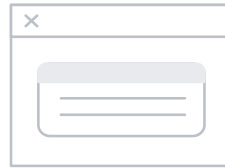
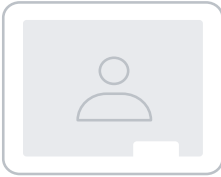


Back-to-school season is an exciting time, but also a very busy one. It's also the time to ensure that your school community has the resources they need to go back to school with confidence. With Google for Education, students and educators have digital tools that are easy to use and helpful for everyone. And now, you have a guide to help your admins and teachers get the most out of these tools.

Use this guide for tips on how to use our most popular tools – like Google Workspace and Chromebooks – to help educators engage, connect, and collaborate with their classes, and keep guardians involved and informed. This guide also helps you stay up to date on the latest admin settings and ensure a more secure learning environment.



# Back-to-school tips



## Tools to enhance teaching and learning

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## Prepare your Google for Education products for the new school year

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# Encourage collaboration

## What Google tools should I consider using to encourage student collaboration?

Google tools are built with collaboration in mind. Here are some ways to get started:

### Google Workspace for Education

- Collaborate with other educators or help students work together using Google Docs, Sheets, and Slides. Reviewers and collaborators can [add, edit, reply, filter, or delete comments](#) on shared work to build on an idea, ask a clarifying question, or provide feedback.
- Get everyone involved by [assigning tasks](#) and action items in a Doc. Tag the relevant person, and they'll get a notification. Keep things fun by adding [emoji reactions](#) to words or key callouts you really agree with.
- Use [interactive checklists](#) in Docs to organize tasks for school events like graduation, or to help students stay on track with projects. Assign tasks and dates, easily embed Drive files, mark items as complete, and more. See [how it looks in action](#).
- Make working together on group projects a breeze. Students can ask questions and share ideas over Meet by [embedding live Meet video calls](#) in Docs, Sheets, and Slides.\* Schools can even use Meet LTI to virtually collaborate in their Canvas or PowerSchool Schoology Learning LMS, free of charge.

\* Available with Education Plus.

### Chromebooks

- Search the [App Hub](#) for collaborative teaching and learning apps that work seamlessly with Google tools. The App Hub includes educator favorites like Kahoot!, Adobe Express, and Pear Deck.
- Encourage collaboration with digital, interactive whiteboarding tools from partners like Figma, Lucid, Miro, and Padlet. If you're a Jamboard user, there are [migration paths](#) available so you don't lose your old work.
- Students can collaborate using flexible devices with cloud-based sign-in, so they can easily share devices and work together on group assignments. They can even use Screencast to present their work to the entire class.



# Student engagement



Tools to enhance teaching and learning

## Which Google for Education tools should I consider using to help increase student engagement?

Here are some of our favorite tools to help keep students interested:

### Google Workspace for Education

- Embed YouTube videos right within Slides, Docs, and Forms to help bring lectures to life for all students. [Learn how](#).
- Help students learn at their own pace with [interactive questions for YouTube videos](#)\*\* in Classroom, to make video assignments more participatory.
- Access interactive tools like Kahoot!, IXL, and ReadWorks with [Classroom add-ons](#)\*\*. Students can complete assigned activities and teachers can comment on student work – and grades pass back to Classroom’s grade book – no additional logins required. [Get started](#) by installing add-ons.
- Create exit tickets, class surveys, formative assessments, and more using [Forms](#) to engage students, while saving time on data collection.
- Invite guest speakers or introduce students to new worlds by taking virtual field trips using Meet. Encourage participation with [emoji reactions](#) and [hand-raising](#). Use the [Q&A](#) feature to let students ask and upvote questions, and get instant feedback with [polls](#)\*\*.

### Gemini

- Reimagine class exercises with Gemini, a generative AI tool. Ask Gemini to explain how gravity works in the voice of a historical figure, like Albert Einstein.
- Ask Gemini to gamify an existing lesson plan, create questions for an in-class discussion, or even come up with engaging lesson plan ideas.

### Chromebooks

- Use [Chromebook touch screens](#), [styluses](#), or a digital whiteboard to encourage student creativity and participation in class.
- Bring ideas to life for visual learners with [Google Drawings](#), [Cursive](#), and [Canvas](#). Create handwritten notes, diagrams, charts, or draw a picture to help illustrate a concept.
- Promote engagement by creating and editing video lessons or assigning video projects with [Screencast](#).
- Share apps that inspire learning from the [App Hub](#). Easily integrate students’ favorite apps like Nearpod, PBS, Bloxels, and Educaplay with your existing Google tools.

\*\* Available with Education Plus and Teaching and Learning Upgrade.

# Amplify instruction



Tools to enhance teaching and learning

## Which tools should I use to provide more individualized learning opportunities for my students?

Here are some resources to take teaching and learning to the next level:

### Google Workspace for Education

- Help students build independent reading skills with [Read Along](#)\*\* in Classroom, which provides in-the-moment assistance on correct pronunciation, with the help of AI. Teachers can access a ready-to-go library with over 800 books, including decodable texts from publishers like Heggerty, leveled reads from ReadWorks, and more. And can assign activities based on phonics skills, Lexile® level, or grade level and see student progress insights.
- Provide students with interactive assignments that give them real-time feedback using [practice sets](#)\*\* in Classroom. Teachers can upload existing worksheets or create new practice sets from scratch.
- Provide individualized support faster using [Classroom analytics](#) to get relevant insights on where students are struggling at both the class and the student level.\*
- Help students turn in their best work while teachers can quickly check for authenticity with [originality reports](#).

### Gemini

- Students can get support and real-time feedback using [Gemini](#). If they're stuck on a concept or problem, Gemini can help answer their question in seconds, while providing sources and reference info if they want to dig in more.
- Educators can use Gemini to update class content to be tailored to student or class interests.

### Chromebooks

- Explore [Chrome extensions](#) for browser features that can help students personalize and make their learning experience even more accessible.
- Students can leverage [Screencast](#), built into ChromeOS, to record, trim, share, and view transcribed screencasts – and create a custom library of recordings that automatically save to their Google Drive. With Screencast, you can record classes, review lectures, assign video projects, and more.

\* Available with Education Plus.

\*\* Available with Education Plus and Teaching and Learning Upgrade.

# Class management



Tools to enhance teaching and learning

## How can I make class management easier with Google for Education products?

Here are some tips to help automate administrative tasks and simplify class management:

### Google Workspace for Education

- Save time by connecting Classroom to leading [SIS partners](#) – including PowerSchool, Infinite Campus, Skyward SMS, Skyward Qmlativ, and Follett Aspen – to set up classes, export grades, and import information like student lists, co-teachers, grading categories, and grading periods.\*
- Manage classes on the go with even more functionalities in the Classroom Android app. Switch between student submissions, grade while viewing an assignment, and share feedback. [Learn more](#) in our Classroom mobile app FAQ.
- Save time by posting the same assignment to [multiple classes](#) at once in Classroom, and [schedule](#) assignments in advance for multiple classes.
- Keep students on track with [to-do lists](#) personalized for each student in Classroom, automatically. And help students plan ahead with assignment [due dates](#) that automatically appear in Calendars when the assignments are shared.
- Use [practice sets](#) and [interactive questions for YouTube videos](#) to develop interactive assignments.\*\*
- Create and grade quizzes using [Forms](#) or by [creating a quiz assignment in Classroom](#). Draft responses auto-save for up to 30 days, so students won't lose their work if they get interrupted. [Find more ways](#) to save time using Forms.

### Chromebooks

- Manage and deploy Chromebooks at scale easily using [zero-touch enrollment](#). Access over 600 Chrome policies in Admin console available with Chrome Education Upgrade.
- Help students stay organized with Classroom assignments and due dates [viewable](#) right from their Chromebook desktop.

\* Available with Education Plus.

\*\* Available with Education Plus and Teaching and Learning Upgrade.

# Internet connectivity

## How do I ensure my school community can keep learning without a steady internet connection?

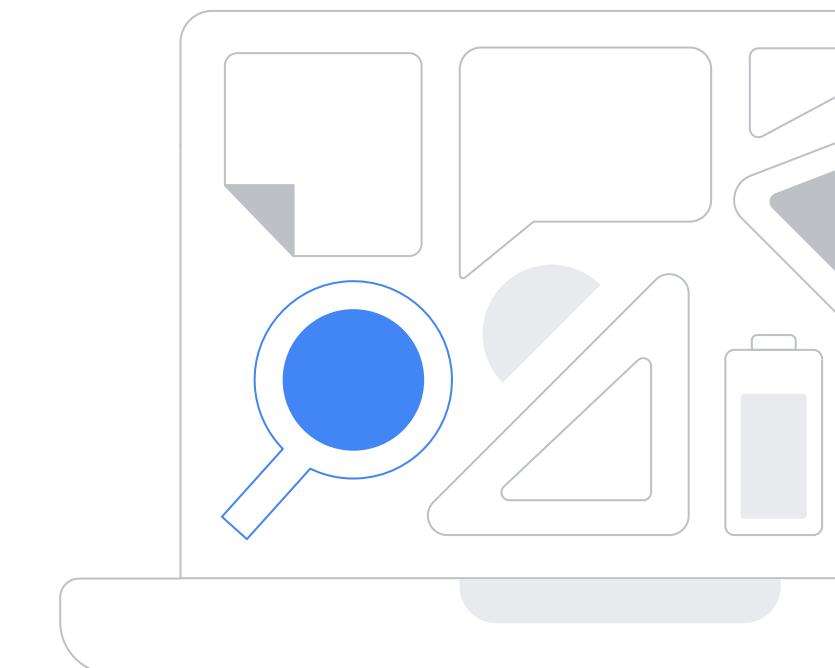
Help keep education going, even with unreliable bandwidth. Here's how:

### Google Workspace for Education

- Avoid interruptions by setting up [Drive for desktop](#) so students can view, create and edit Docs, Sheets and Slides – even in a sudden power outage.
- Admins can also enable [Gmail offline](#) settings so users can always check messages and draft responses.
- Stay connected with Meet without a strong internet connection. [Optimize streaming](#) for high-quality video calls even with low bandwidth, and automatically limit data usage on mobile networks.
- Use the Classroom Android mobile app in [offline mode](#). Open Drive attachments, start work, review assignments and attachments, and write assignments in Docs – all without an internet connection.

### Chromebooks

- Encourage students with Chromebooks to use “runs offline” extensions in the [Chrome Web Store](#) for long periods of internet unavailability. Admins can [push out the extensions](#) to all Google Workspace and Chromebook users. [Check out teacher tips](#) and more ideas.



\* Available with Education Plus.

\*\* Available with Education Plus and Teaching and Learning Upgrade.



# Social and emotional learning

## How can I use Google for Education tools to support students' social and emotional learning?

Understand and track student well-being with the tools you already use. To start, try:

### Google Workspace for Education

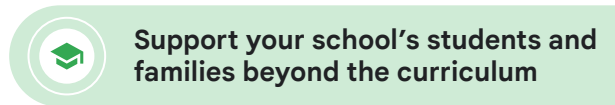
- Reach out to students with an emotional health questionnaire using Forms or Questions in Classroom. Keep the question list short with a few high-level questions: How do you feel today? Why do you feel this way? What is your goal for today? You can even use images or multiple choice to make it fast and simple to answer.
- Send wellness reminders to students with announcements in Classroom like "Take a quick movement break!" or share a mindfulness activity from YouTube.
- Use Slides as a "reflection journal" where students can write about or illustrate their experience in class.

### Chromebooks

- Minimize distractions with the focus feature which helps you get your priorities done. When it's time to work, your Chromebook will hide your Google Calendar notifications to help you stay focused on your to-do list.
- Integrate apps made to help support social and emotional learning into regular class time. Filter by "Social emotional learning" in the [App Hub](#) to get started.



# Accessibility tools



## How can I support all types of learners with Google for Education products?

### Make teaching and learning work for everyone with these Google accessibility tools:

#### Google Workspace for Education

- Use [Docs voice typing](#) for longer assignments to help students who are blind or low-vision. For virtual classes, students can try pinning [multiple tiles](#) in Meet to see a teacher and a sign language interpreter at the same time.
- Teachers can turn on automatic [closed captions](#) in Slides or Meet when presenting, and students can [add captions](#) to audio and video files in Drive and customize closed captions by font, size, color, and more.
- For more information, read the [Google Workspace admin guide to accessibility](#) and set up accounts in Classroom to make sure individualized education plans (IEPs) are being met and assign material to specific student groups that need differentiated coursework.

#### Gemini

- With Gemini for Workspace, parents, students, and educators can use Translate for Me in Meet to automatically translate speaker captions into your preferred language – in real time.

#### Chromebooks

- Help blind or low-vision students with a built in ChromeVox [screen reader](#) and enable high contrast mode and night light. Or, use [Select-to-speak](#) to choose specific lines or sections of the screen to be read aloud.
- Support students with dyslexia by customizing their reading experience with [reading mode](#) in Chrome browser. Update the contrast, color, and font size of text without changes to the content.
- Assist children who are deaf or hard of hearing by [enabling mono audio](#) so that the same audio plays through both computer speakers. Chromebooks can also generate [live captions](#) for any audio and video played on your Chrome browser.
- Empower students with limited motor skills with customizable [touchpad settings](#). Turn on [sticky keys](#) for keyboard shortcuts, or try an on-screen keyboard with handwriting mode. Enable students to speak to enter text with [Dictation](#) mode.
- Filter the App Hub for accessibility and assistive tools for reading, attention, visual, language, and other learning barriers. For more tips, check out the [Chromebook accessibility video series](#).



#### Dive deeper

Find helpful information at our [Guide for Children with Disabilities](#) and our [Accessibility resource center](#) for step-by-step how-tos on all of our features.

# Families and guardians

## How can I help guardians stay more connected and involved in their children's education?

Our tools can help keep communication going and empower guardians to stay up to date on their students' progress. Here's how you can get started:

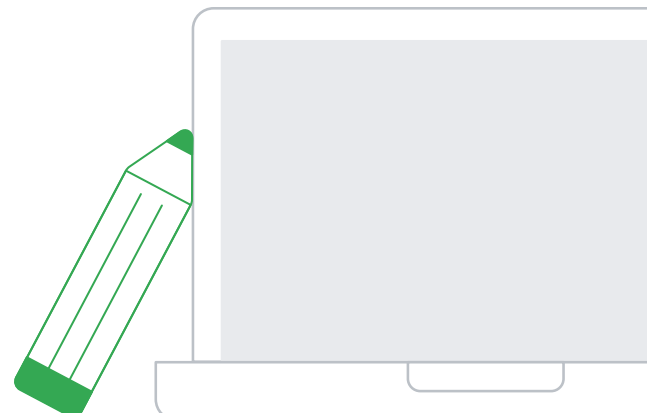
- Help parents understand the technology students use in class with the [tech toolkit for families and guardians video series](#).
- Share [guardian's guides](#) – easy-to-use resources developed to help families understand how teachers and students collaborate using Google tools and technology at school, at home, and beyond.
- Set up weekly automatic [guardian email summaries](#) in Classroom. Emails recap student performance, new assignments, approaching deadlines and missing work while enabling guardians to preview their student's Classwork pages and attachments provided by the teacher.\*
- Empower educators to hold virtual parent-teacher conferences and set up check-ins on student progress with Meet. And, connect with more families at once by [livestreaming](#) an assembly or town hall to any domain.\*\*
- For guardians of younger students who need help logging into virtual classrooms, we've made it [easier to join](#). Access Meet through a direct link, a chat or email invitation, Classroom, or a class meeting nickname that stays the same the entire school year.

### For more resources, check out:

- [Guardian's guide directory](#)
- [Guardian's guide to privacy and security](#)
- [Guardian's guide to accessibility](#)
- [Guardian's guide to AI in education](#)
- [Guardian's guide to Chromebooks](#)
- [Guardian's guide to Google Classroom](#)
- [Guardian's guide to Google Workspace for Education](#)
- [Guardian's guide to Google Meet](#)
- [Google for Education App Hub](#)
- [Google Families](#) for learning at home

\* Available with Education Plus.

\*\* Available with Education Plus and Teaching and Learning Upgrade.



# Digital citizenship and online safety

## How can I promote online safety best practices among students, guardians, and educators?

Share these resources with teachers and families to promote safer digital habits in your students:

### Educator resources:

- [Digital citizenship course](#) – Designed for students and teachers to help create a safe, positive experience online
- [Be Internet Awesome curriculum guide](#) – Includes interactive [printable activities](#) for the fundamentals of navigating the online world
- [Interland](#) – Interactive digital safety games for kids
- [Google Search](#) – Incorporate into your lesson plans and activities
- [Applied digital skills](#) – Video-based lesson plans to improve digital literacy
- [Google cybersecurity certificate](#) – Learn professional, in-demand security skills
- [Generative AI for educators course](#) – Self-paced course on how to use generative AI tools

### For more resources, check out:

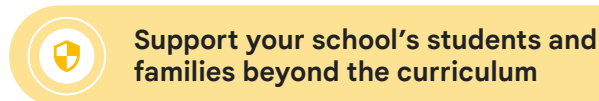
- [Google Families](#) – Resource hub to help raise digitally responsible kids
- [Family safety center](#) – Resources to help create safer experiences online
- [Family Link](#) – Tools to help you set digital ground rules
- [Chromebook help center](#) – Support for managing children's experiences
- [Digital wellbeing family guide](#) – Resources to help families develop healthy digital habits
- [Be Internet Awesome family guide](#) – Activities, resources, and online safety tips for families



### Did you know?

Google works directly with experts and education leaders to develop resources for teaching digital safety and creating healthy online habits.

# Data protections



## How do Google Workspace for Education core services help protect students and teachers online?

Everything we build is guided by four important principles:

### 1. Secure by default

Protecting your privacy starts with the world's most advanced security. Even before you set up specific security controls for your school's digital environment, our built-in security is automatically protecting you from threats like ransomware.

### 2. Private by design

We uphold responsible data practices designed to respect your privacy. Our Google Workspace for Education Core Services can be used in compliance with the most rigorous data privacy standards, including FERPA, COPPA, and GDPR. Google does not use data from Google Workspace for Education Core Services for advertising purposes, and users' personal information is never sold.

### 3. You're in control

You own your data in Core Workspace Services, which means that you retain full intellectual property rights over your customer data, and you control who can download it and when. Get real-time alerts so you can act immediately if an incident occurs, and customize the security dashboard to get reports on your security status at any time.

### 4. Trustworthy content and information:

Access high-quality, reliable educational resources. Safer browsing and age-based content in Google Search and YouTube limit content that might be inappropriate for students under the age of 18. Your school admins are in control of who has access to generative AI tools – and data is not shared, or used to improve or train AI models.



### Explore safer learning with Google

We design products to put the safety, security and privacy needs of our users first. This means keeping schools' data safer with built-in security features that provide automated protection, compliance, visibility, and control, to ensure a private, safe, and secure learning environment.

For more on Google for Education privacy and security protections, check out our [safer learning with Google for Education one-pager](#). And, our [privacy notice](#) makes it easier for teachers, guardians, and students to understand what information we collect and why.

# Data protections



Support your school's students and families beyond the curriculum

## How does Google ensure its AI-enabled technology is safe for kids?

**With technology as bold as AI, we believe it's imperative to be responsible from the start.**

That means designing AI features and products for age-appropriate experiences and with research-backed protections. Prior to launching any product, we conduct rigorous testing to ensure that our tools minimize potential risks, and we work to ensure that a variety of perspectives are included to identify and mitigate unfair bias.

Gemini, Google's AI-powered assistant, will be off by default for teen students until admins choose to turn it on. Users have additional data protections in Gemini when signed in to their school accounts, meaning data from their chats is not used to train AI models. Learn more about our approach and added protections in our [Guide to AI in Education](#) and our [Guardian's Guide to AI](#).

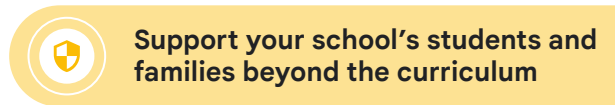
## How can I answer school community concerns over students' data when using Google for Education products?

Providing school communities with safe digital learning environments is foundational to Google Workspace for Education. Our products are secure by design, private by default, and we make it easy for admins to manage security, with robust administrative controls for students under 18.

**Read more about Google's commitment to privacy and security**

- [Guardian's guide to privacy and security](#)
- [Tech toolkit for families and guardians: security](#)
- [Google Workspace security checklist](#)
- [Google Workspace for Education privacy notice](#)

# Admin controls for safer learning



## What settings and controls does Google Workspace for Education provide to help protect students online?

We're always adding more features and controls to help make digital learning safer. Explore our admin controls:

- School admins can tailor experiences for users based on age when using Google services like YouTube, Photos, and Maps with [age-based access settings](#).
- Schools have control over the YouTube experience for students younger than 18 by preventing them from creating YouTube content, engaging in comments and live chats, and purchasing items in YouTube – by default. Admins can turn the [YouTube service](#) off for students and on for staff. Additionally, students under the [age of 18](#) with YouTube turned on will have a more limited experience. Teachers with YouTube turned on can embed their favorite YouTube videos into Classroom, Slides, and Docs.
- ChromeOS gen AI features can be controlled in Google Admin console and are automatically disabled for users under 18 years of age. And Gemini, Google's AI-powered assistant, will be off by default for teen students until admins choose to turn it on.
- Ensure safer web browsing for students with robust settings for SafeSearch, Guest Mode, and Incognito Mode. SafeSearch technology is enabled by default, and Guest Mode and Incognito Mode will be off by default. Admins can still change each of these policies on ChromeOS for individual organization units, such as allowing the use of Guest Mode for users in their domain. Admins can customize settings in [Admin console](#).
- [Protect virtual classrooms](#) using Meet admin controls to determine which meetings in-domain users can join. We [encrypt data by default](#), offer unique meeting IDs, and prevent students from joining completed class Meet links. And, admins with Education Standard and Education Plus are able to end any meeting in their organization directly from the investigation tool.
- Admins can use additional features to help prevent malware and phishing threats with [Security Sandbox](#) and the [security center](#). [Drive labels](#) allows admins to classify files stored in Drive to make sure they're handled correctly. Additionally, Drive trust rules and context-aware access settings give admins more advanced controls around how files can be shared within and outside of their organization.

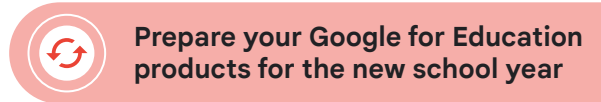


### Did you know?

Google Workspace for Education gives admins control of school data and provides them with visibility into threats with security settings and real-time alerts all in one place? Explore the [security center](#).



# Back-to-school checklist



## What should I keep in mind when preparing my school's Google tools ahead of the school year?

Here's a checklist for admins to quickly ensure your Google Workspace for Education and Chromebooks are ready to go for the new school year:

### Google Workspace for Education

- Review and update [Google Admin console](#) service configuration, if needed.
- Create and update Google Workspace for Education [profiles](#) for new or incoming students and teachers.
- Assign Google Workspace for Education [permissions](#) to students and teachers.
- Review and update age-based access settings for students, including Search, YouTube, and Gemini, as needed.
- Enable [Family Link](#) on students' Google Workspace for Education accounts so guardians can stay in the loop on their children's digital activity.
- Share [the Google policy one-pager](#) with my school community.
- Review Google Meet access, feature, and [permission settings](#) in Admin console.
- [Enable guardian email summaries](#) within Classroom.
- Streamline class setup with SIS roster sync to automatically create classes at scale. [Connect Classroom to your SIS](#) to pull in info like students, co-teachers, and grading settings – and even enable exporting grades to your SIS.
- Set default grading settings in Classroom, such as grading periods and grading categories, making it easier for teachers to set up and maintain classes.
- [Install Classroom add-ons](#) so teachers and students can use their favorite education technology tools, without leaving Classroom.
- Enable [Read Along in Classroom](#) to support students' reading skills with a library of more than 800 books to choose from.

### Chromebooks

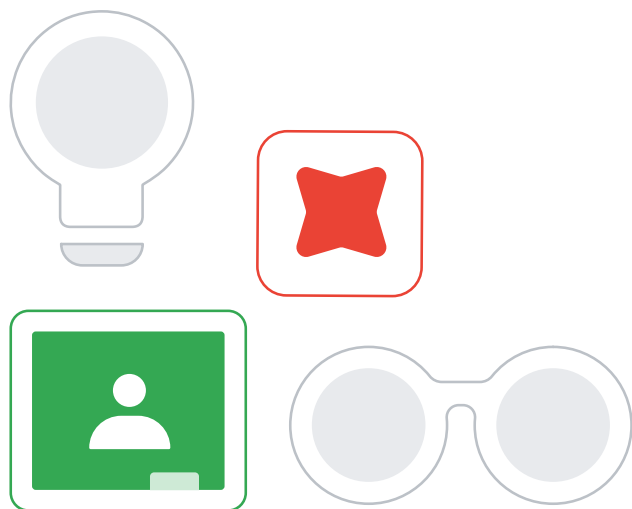
- Purchase covers, power adapters, and other device accessories.
- Inventory, repair, and sanitize your returned Chromebooks.
- Enroll, update, patch ChromeOS devices and ensure any lost devices are wiped and deprovisioned. Visit our [Chrome device deployment guide](#) for step-by-step instructions.
- Set up [device off hours](#) outside of school time, enabling students to login and complete homework or class assignments.
- Set up Chromebooks for remote learning, if necessary. Learn how in [Prepare Chromebooks for distance learning](#).
- Bring new life to old PCs and Macs by installing [ChromeOS Flex](#), a cloud-first, fast, secure, easy-to-manage, unified operating system that optimizes your entire fleet.
- Get the most of your Chromebooks by starting an in-house [Chromebook repair program](#), which contributes to sustainability, extends the life of your fleet, helps you get devices back in class faster, and helps you reclaim time and costs.



# Additional resources

Learn even more about how Google for Education tools can help you enhance teaching and learning:

- Visit the [Google for Education blog](#) for the latest in education news and product updates
- Join us for the [latest webinars and events](#)
- [40+ ways to use Google Workspace for Education paid editions](#)
- [Google Classroom user guide: for teachers](#)
- [Getting started with practice sets](#)
- [20+ ways to use Gemini in education](#)



## For admins:

- [Google for Education product support](#) resources
- [Google Workspace for Education quickstart IT setup guide](#)
- Explore the [Classroom help center](#) and [help forums](#) for technical answers
- [Help center guide](#) for communicating with guardians
- Search [App Hub](#) for your favorite teaching and learning apps



## For teachers:

- [Google for Education resources](#) to inspire creativity, encourage hands-on learning, and equip your students with digital skills
- [Training courses](#) and resources on generative AI for educators, Gemini for Google Workspace, digital citizenship, accessibility tools, and Google Workspace for Education, available at no charge
- Join our [educator community](#) to find a group near you



## For guardians:

- [Guardian's guide to Google tools](#)
- [Guides for guardians of children with disabilities](#)
- [5 essentials to know about generative AI from Google](#)
- [Support your learners with safer tools](#)