

Google Workspace Admin Console

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Chapter 1. Getting Started with the Google for Education Admin Console

Google for Education Admin Console

Google Workspace for Education is a set of Google tools and services that are tailored for schools and homeschools to collaborate, streamline instruction, and keep learning safe. Google Workspace for Education offers multiple options to meet your organization's needs.

Google Workspace for Education provides a suite of cloud-based tools to K–12 and higher-education institutions and U.S. homeschools. The tools and services include messaging and collaboration apps, such as Gmail, Google Drive, Google Calendar, Classroom, and so on.

If your school has sophisticated IT needs, consider Google Workspace for Education Plus. It has additional enterprise-grade capabilities, such as advanced controls for administrators and enhanced analytics.

The Google Admin console has over 1,000 settings that are often misconfigured making it difficult for administrators to keep the domain secure and for teachers and students to leverage available tools. Your institution doesn't want to discover that their data and information isn't safe by experiencing a cybersecurity attack or manage users challenged by limited app access during a critical time. The Google for Education Audit is a comprehensive report that analyzes your existing configurations for core services and third-party tools to assess their operational efficiency and effectiveness. Recommendations and details on how to implement changes are then provided to align your domain with EDU best practices and improve your institution's security, compliance, adoption, and usage.

FAQs

Common Google Admin questions

Question	Answer
What is Google Workspace for Education?	Google Workspace for Education is a set of Google tools and services that are tailored for schools and homeschools. It is available to all educational institutions that qualify.
How much is Google Workspace for Education?	Google Workspace for Education Fundamentals is free to qualified

Question	Answer
	educational institutions. Google Workspace for Education Standard, Education Plus, and Teaching and Learning Upgrade are paid subscriptions.
How much storage do users get with Google Workspace for Education?	All Education editions have a baseline of 100 TB of pooled storage shared across the institution.

Chapter 2. Directory

Users, Groups, OUs and Settings

The directory section of the admin console contains: Users, Groups, Organizational Units and Directory Settings.

User Management

Overview of managing users in the Admin Console

Managing users in the admin console is one of the most common responsibilities for a Google Admin. You can view and do a lot of common tasks from the [main user listing page](#).

It is also important that admins have properly assigned users as over 18 and under 18 as that will impact what configurations users get.

Configure Age-Based Setting Access

Set age-based access to Google services

You can designate your users' age level in the Admin console. If you don't, all users without an age designation get the default experience for your institution type.

1. Sign into the Admin Console
2. From the Admin console Home page, click **Account settings > Age-based access settings**.
3. To apply the setting to everyone, leave the top organizational unit selected. Otherwise, select a child organizational unit or a configuration group. For Choose an appropriate age label, choose an option: Some or all users are under 18 years of age or All users are 18 or older

Age-based access settings

Age label
Applied at 'An Example School'

Choose an appropriate age label
Your [organization type](#) determines the default setting selected here for groups and org units. Specify a different age label if the default setting does not apply for a group or org unit. [Learn about age-based access settings](#)

☐ Some or all users in this group or org unit are under 18
Access to some Google services or features may be restricted and data in those services or features may be deleted for users in the group or org unit

☐ All users in this group or org unit are 18 or older
Don't select if this group or org unit has any users under 18

Most changes take effect in a few minutes. [Learn more](#)
You can view prior changes in the [Audit log](#)

CANCEL SAVE

4.

5. Click **Save**. If you configured an organizational unit or group, you might be able to either Inherit or Override a parent organizational unit, or Unset a group.

Assign a User License

How to assign licenses to users

How to manually assign a user license in the admin console

1. Sign into the admin console
2. In the Admin console, go to **Menu > Directory > Users**.
3. Click the name of the user you want to manage.
4. Scroll down and click the user's License section.
5. Click any service to display the on/off switches in the Status column.
6. Next to a service, in the Status column, click the switch to assign or remove a license.
7. Click **Save**.

Create a user

Create a user account

Each person who will be using Google services (like Google Workspace or Cloud Identity) with your organization needs an account. If you haven't already added users to your Admin console, you can do that now.

1. Sign into your Google Admin Console
2. In the Admin console, go to **Menu > Directory > Users**
3. At the top of the page, click **Add new user**

4. Add in the user details
5. Repeat these steps for more users

Organizational Units

Apply settings to groups of users or devices

Initially in your Google Admin console, all your users and devices are placed in a single organizational unit, called the top-level organizational unit. All settings you make in the Admin console apply to this top-level organizational unit and, therefore, to all users and devices in your account.

To apply different settings to some users or devices, place them in a child organizational unit, (for example, Finance, Human Resources) below the top level. Users or devices in organizational units get the settings that you apply to them. To keep a child organizational unit from inheriting its parent's settings, apply to the child any settings that are specific to it.

Create an Organizational Unit (OU)

How to create a new organizational unit

Create an OU to put users in

1. Sign into your Google Admin Console
2. In the Admin console, go to **Menu > Directory > Organizational units**
3. Hover over the organization you want to modify and click **Create new organizational unit**
4. In the Name of organizational unit field, enter the new name
5. (Optional) add a description
6. (Optional) place under another OU
7. Click **create**

Groups

Get started managing groups for an organization

With Google Workspace, your organization can use groups to easily communicate and collaborate across teams. As an administrator, you can also use groups to configure features and services for different groups of users.

Create a group

Create a group

As a Groups administrator, you can create groups for departments, teams, or other sets of users in your organization.

1. Sign into your **Admin Console**
2. In the Admin console, go to Menu > Directory > Groups
3. At the top, click **Create group**.
4. Click **Submit**

Chapter 3. Core Services

There are 17 core services that have unique TOS

Google Workspace Core Services are the heart of Google's educational free offering to schools. The Core Services are: AppSheet, Assignments, Calendar, Classroom, Cloud Search, Drive and Docs, Gmail, Google Chat, Google Meet, Google Vault, Groups for Business, Keep, Tasks.

Core Services within a Google for Education Workspace domain are important due to specific terms of services abiding by children protection laws. Core Services can be enabled or disabled by Organization Unit or Group.

Google Drive

Store, access, and share your files in one secure place

Turn a service on or off

Turn a service on or off for Google Workspace users

As an administrator, you can control who uses which Google services from their account. Just turn the service on or off for those users in your Google Admin console. When users sign in to their account, they have only the services that are turned on for them.

1. Sign in to your **Google Admin console**.
2. In the Admin console, go to Menu > Google Workspace > Service status.
3. Click the service that you want to turn on or off.
4. Click **Service status**
5. Click **on** or **off**

Chapter 4. Chrome Management

Chrome User and Device Management

Enroll a test device, set some policies, and more, using our interactive walkthrough. This is a safe space to explore and test ChromeOS management.

Chrome Device Management

As a school administrator, you can deploy enterprise or education features for Chrome users across a range of devices.

Remotely Wiping a Chromebook

Wiping a Chromebook

Google Admins can remotely wipe a Chromebook from within the admin console.

1. Go to: admin.google.com
2. Go to device listing page
3. Select a Chromebook and go into the device record
4. Click the wipe button

Enrolling a Chromebook

Enroll ChromeOS devices

To enforce the device policies you set in your Google Admin console, you need to enroll ChromeOS devices.

1. open your chromebook
2. do the key combo
3. enter in the wifi
4. log in with this un/pwd
5. wait for a bit
6. make sure you reboot

Device Settings

Device Settings apply to the managed Chromebook device, which are located in an Organizational Unit. Device Settings can be configured on sets of devices in different situations to allow them to act different according to what is needed.

Forced re-enrollment

Specifies whether ChromeOS devices are forced to re-enroll into your account after they've been wiped. By default, wiped devices automatically re-enroll into your account without users having to enter their username and password.

Setting	Values
Forced enrollment	setting values are: (1.) Force device to automatically re-enroll after wiping (2.) Force device to re-enroll with user credentials after wiping (3.) Device is not forced to re-enroll after wiping
Considerations	Don't force ChromeOS devices that are used in developer mode to re-enroll. Instead, put them in a different organizational unit and turn off forced re-enrollment for that organization.

Chrome User Settings

Chrome User Settings apply to the user and apply on any platform where the user is logged into Chrome.

What makes Chrome Management so effective and easy to manage is that it doesn't matter what device or platform the user is on, the Chrome User Settings follow the user. The user is able to pick up where they ended no matter if it's a brand new out of the box Chromebook or a personal Macbook.