How to prepare your G Suite system for remote working

G Suite has a range of very flexible collaborative tools. Enabling them to work properly is key to effectively set up your infrastructure to support remote working. This resource accompanies the blog post How to prepare your organisation to work remotely.

Option and benefit	*Pathway with suggestions*
Set up a student portal using Google Sites	We suggest setting up a student portal site to serve as a launching pad for helpful resources, links to sites, etc. Here is an example: students.learningarchitects.com Please get in touch if you want help with this.
Google Hangouts Chat for instant messaging	Admin console > Apps > G Suite > **Hangouts Chat** 1. Enable Chat History so that users in the student Organisational Unit (OU) cannot disable it. 2. Allow chat invitations between users - this makes it quicker to connect.
Enable Google Meet for online meetings	Admin console > Apps > G Suite > Google Hangouts 1. Check it is enabled for the staff and students OU. 2. * > Meet Settings > Recording - enable 'let people record their meetings'. 3. * > Meet Settings > Stream - enable 'let people stream their meetings'. * You may want to decide which users can do this and control it via OUs.
Enable video conferencing in Calendar events	You can add other conferencing options to Calendar using the G Suite Apps Marketplace - for example, Zoom.
Enable 'right-side chat' to allow chatting/hangouts from inside your Gmail inbox	Admin console > Apps > G Suite > Gmail > Labs 1. Tick 'Enable Gmail Labs for my users'. 2. Scroll down and enable 'Right-side chat'.
Customise Chromebooks for students	There is a range of ways you can customise Chromebooks. For example, the home page for students, set a student home page to start up with a specific website, or set up school-suggested bookmarks, disable incognito mode, etc.
Enable Google Classroom for online discussion and teaching	Admin console > Apps > G Suite > Classroom 1. Make sure teachers are added to the 'teacher group' so they can create classes.

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	2. > General > Guardian access - suggest you enable this and allow 'all verified teachers' to allow access. 3. > Class Settings - you have the ability to allow only those in your domain, or ANY G Suite user to join classes. 4. > Class Settings - whitelisted domains - if you want to work with other schools this is a handy option to enable.

You might also like to sign up for QuickTips from Learning Architects here: learningarchitets.com/bulletin which will be focused on tips for working remotely.