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Kāhui Ako o Wakatipu - Google Systems Prerequisites

Dear all,

As part of setting up the Kāhu Ako communication systems, it is important that a few aspects are in place in each school/centre G Suite for Education system. This will ensure your system is ready to work properly so your staff can collaborate effectively with others across the network.

Some of these prerequisites are critical and must be completed prior to introducing within/across school lead staff to the environment when we meet face to face on **Friday 23 February**.

This is part of a service we provide called a 'Google Health Check' and is moderately technical, but not too difficult. We will step you through the checks necessary in order to complete this.

A 'super administrator' for your G Suite for Education system must undertake these steps. Below is an overview of the steps.

Rob

Steps:

Contacts/Links:

1. Please provide feedback: learningarchitects.com/feedback or via Pond or LinkedIn
2. Contacts: rob@learninarchitects.com, learningarchitects.com or facebook.com/learningarchitects or 021 590 572

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1. Ensure users are organised correctly in G Suite Admin Console

Google Plus requires activation for staff in <u>each school/centre</u> G Suite (Google) system. This must to be completed:

1. A staff Organisational Unit (OU) needs to exist.
2. All staff must be placed inside this OU.
3. Google Plus must be enabled for this OU.

Reasoning:

- G+ has an age restriction of 13+ so it is important students can't use it who are under this age - it creates hassles.
- Setting up a logical and simple OU hierarchy is important in managing your G Suite system properly.
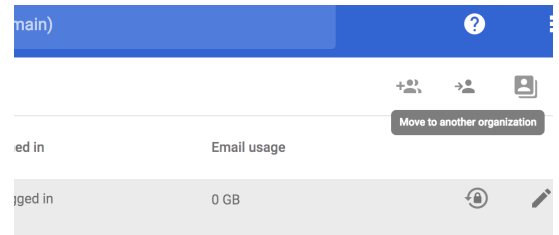
2. Enable staff Google Plus correctly

Every staff member will eventually be invited to a private Google Plus community for the Kāhui Ako. Prior to this happening, each staff member needs to:

1. Activate their Google Plus profile.
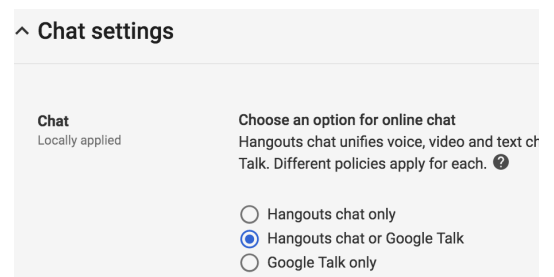2. Be invited to the community and accept this invitation.

We are offering a workshop for school-based ICT Leaders who would like help sorting this out to do so with the help of Rob Clarke from Learning Architects.

<u>This workshop is planned for Friday 23 February</u>. We hope to see you there.

Set up Google Chat/Meet correctly

Google Chat is useful for short communication amongst staff. We suggest enabling automatic acceptance of chat conversations amongst staff within each school to facilitate collaboration.

Please note that it isn't fit for purpose for large scale chat conversations with lots of users as it is not threaded.

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Share Kahui Ako Calendars

The Kahui Ako has a calendar for staff. This resides inside the administrator account in the G Suite system for the Kahui Ako. This will be shared with all relevant staff.

Activate Team Drives

The Kahui Ako is using a series of Team Drives which is a new feature inside Google Drive. This means any file placed into the Team Drive is owned by the Kahui Ako, not the creator of the file.

Inside the Admin console this needs to happen for Team Drive setup:
1. Allow users to migrate files to Team Drives.
2. Ensure students can't set up Team Drives.

Reasoning:
- Team Drives will allow the systematic and ease of sharing files across the network, while protecting ownership of important documents (ie. curriculum, strategic plan, procedures, resources, etc.).
- If the Kahui Ako does not use this and individuals share files from their respective system(s), if these users leave and accounts are deleted, it puts the documents/items at risk, thus wasting time in locating/re-creating items.

Where to learn more

1. Learn to use multiple user switching - it separates settings, bookmarks and browser tabs **really handy**
2. We have an upcoming online course aimed at staff new to collaboration using digital tools. Register your interest in this with Rob.

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