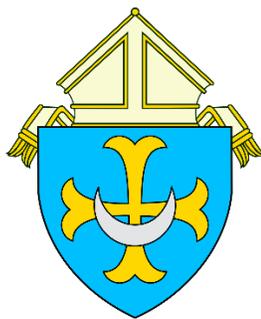


G Suite for PCLs

General Guide for G Suite for Nonprofits for Religious Education



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Table of Contents

-  [What is G Suite for Nonprofits?](#) (p. 3)
-  [Considerations for Using G Suite for Religious Education](#) (p. 3)
-  [The G Suite Application Process](#) (p. 4)
-  [The Domain Name](#) (p. 5)
-  [Upgraded from G Suite Basic](#) (p. 6)
-  [Setting up G Suite for Nonprofits](#) (p. 7)
-  [Google Classroom Settings](#) (p. 8)
-  [Key Points for Students](#) (p. 9)
-  [Additional Tips for PCLs](#) (p. 10)
-  [Frequently Asked Questions](#) (p. 12)

*This guide contains all of the information from the August 20, 2020 webinar, 'G Suite for PCLs.' It also includes the answers to questions asked during the webinar, which can be found in the Frequently Asked Questions section.

What is G Suite for Nonprofits?

G Suite is used by organizations – schools, businesses, and nonprofits – to allow people to work together online through Google products such as Google Classroom, Google Meet, Google Documents, etc.

G Suite for Education, used by schools, and G Suite for Nonprofits, used by churches and other organizations, are both free. However, there are “upgraded” versions of G Suite for Nonprofits that PCLs can subscribe to, depending on the needs of the program. The free version of G Suite for Nonprofits will most likely suffice for most Religious Education programs. (Information on the upgraded options can be found on page 6.)

Just as each parish program is unique as it responds to the character and needs of the community served, the use of G Suite for Nonprofits will be different from parish to parish. Some parishes use only a couple of the tools provided by G Suite, and some may use more. The determination of the best usage of G Suite should be made by the PCL in consideration of the needs of the program.

(Some general information about G Suite for Nonprofits can be found here: <https://www.google.com/nonprofits/offerings/apps-for-nonprofits/>)

***Important: Consult with your Pastor before applying for G Suite for Nonprofits, and keep him updated as you progress through the process of setting up and using the platform for your program.*

Considerations in Using G Suite for Religious Education

Before applying for G Suite, consider the following points –

Benefits:

-  G Suite allows everything to be centralized in one place for an online Religious Education program including the virtual classroom, email, virtual meetings, and documents.

- G It allows for creativity in designing your program as it is essentially a blank slate, i.e. it is not specific to any textbook or published faith formation program.
- G Most parents and students are very familiar with Google Classroom, which makes it user-friendly for families.
- G It allows us to assign email accounts to your catechists, so they can have email addresses and all the tools they need for their online classroom.

Challenges:

- G The process of obtaining and setting up the platform is time-consuming and sometimes challenging.
- G The PCL must be willing to commit a good amount of time and effort to learning and mastering the platform so that he or she can provide adequate support to catechists and families, as well as troubleshoot as needed.

The G Suite Application Process

In order to qualify for G Suite for Nonprofits, you will need to fill out an online application. This application will be reviewed by Google to determine whether or not the organization qualifies as a nonprofit.

The link to begin the application can be found here:

<https://www.google.com/nonprofits/offerings/apps-for-nonprofits/>

Before you begin, be sure to have the following:

- G A Gmail account
- G Parish mission statement
- G Parish tax exempt ID number – this number **must** be entered into the application in the following format: 12-3456789

After you submit the application, there is a wait time between two to fourteen business days before you are informed of whether or not you will qualify for G Suite for Nonprofits. (The typical wait time for those who have completed the application has been closer to a few days.)

If you are notified that you do qualify, you will receive an email informing you of this, which will include a link to 'Activate Products.' Click this link to activate G Suite as soon as you are able to. You will have a two week trial period following approval of your application, and after this, you will be using the basic (free) version of G Suite for Nonprofits.

If you are notified that you do *not* qualify, it is most likely the case that you just need a letter showing that the parish is a nonprofit organization. If you need this letter, please contact Denise Contino and she will provide it to you.

The Domain Name

Each G Suite for Nonprofits account must be affiliated with a domain name. A domain name is "an identification string that defines a realm of administrative autonomy, authority or control within the Internet." (Wikipedia) To put it more simply, the domain name is the ".com" or ".org" for an organization. As the G Suite administrator, you will be able to create email accounts for users; these email accounts will end in that domain name.

You will need to let Google know the domain name to be associated with your G Suite account following the approval of your application. There are two choices with regard to this:

1. Use a domain name currently associated with your parish. This is something you will need to consult your parish IT person about, as it can be a complicated process.

or

2. Purchase a domain name, which can be specific to your Religious Education program. This solution is much easier than the first option. If you choose to do this, you will need to purchase the domain name, which you can do through Google. The cost of purchasing a domain name is around \$12 per year.

*If you are purchasing a new domain name, be sure to discuss this with your Pastor in advance, as he should be aware of any domain names associated with the parish.

Upgrading from Basic G Suite

For most programs, using the basic version of G Suite for Nonprofits will most likely be sufficient. But as each parish is unique, PCLs will need to determine this for their particular programs. Below are the different features of the free, “Business,” and “Enterprise” versions of G Suite. You can also find this information at this link: <https://www.google.com/nonprofits/offerings/apps-for-nonprofits/>

The paid versions of G Suite have a cost for each user. A “user” is a person for whom the G Suite administrator creates an account.

*Note: Until September 20th, the ability to record Google Meet is free. After September 20th, the ability to record will only be available to G Suite for Enterprise subscribers, as seen below. Please note that video meetings and lessons can be facilitated and recorded using other platforms such as Webex, Zoom, etc. and then posted in the Google Classroom if you prefer not to use Google Meet.

G Suite for Nonprofits	G Suite Business for Nonprofits	G Suite Enterprise for Nonprofits
\$0	\$4	\$8
Normally \$6, USD / user / month	Normally \$12, USD / user / month	Normally \$25, USD / user / month
Similar to G Suite Basic:	Includes everything from G Suite for Nonprofits, plus:	Includes everything from G Suite Business for Nonprofits, plus:
<ul style="list-style-type: none">• Unlimited users with 30 GB cloud storage each• Professional email addresses at your nonprofit's domain• Shared Drives• Gmail, Calendar, Drive, Docs, Google Meet, Google Chat, and more• Video conference for up to 100 people with Google Meet	<ul style="list-style-type: none">• 1 TB cloud storage per user• Content search across all your files, emails, and more• Google Vault to retain, search, and export your data• More security and administrative options, including advanced reports• Video conference for up to 150 people with Google Meet	<ul style="list-style-type: none">• Email encryption for enhanced security• Cloud Identity to manage users, devices, and apps• Live streaming with Google Meet• Recording of live meetings• Video conference for up to 250 people with Google Meet

Setting Up G Suite for Nonprofits

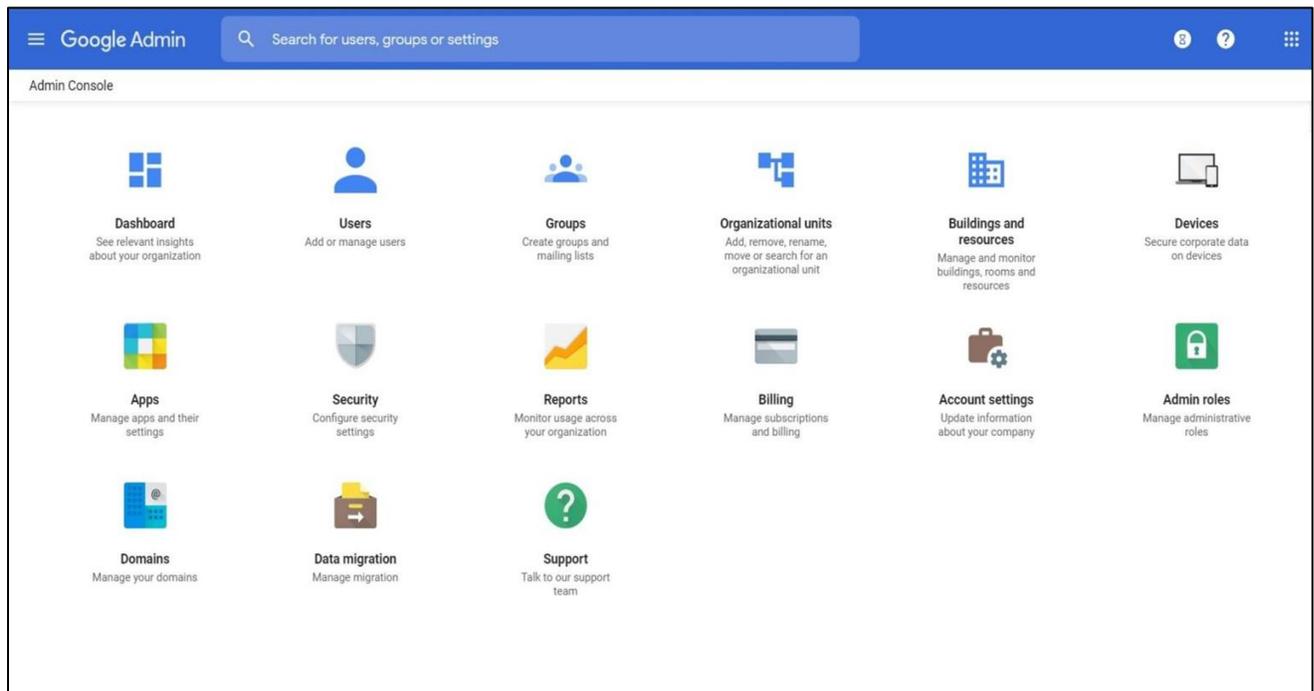
As the G Suite administrator, you will have access to the tools which allow you to control the platform according to the needs of your program. You will be able to access this administrator console by going to admin.google.com.

These are the controls you are most likely to use regularly:

Users: Allows you to add user accounts, which provide users with email addresses and access to all Google apps such as Classroom, Docs, Meet, etc.

Apps: Allows you to make adjustments to settings for Google apps such as Google Classroom.

Billing: Allows you to see your G Suite status and the status of your domain name purchase, if applicable. If you upgrade your G Suite, this is where you would make that change.

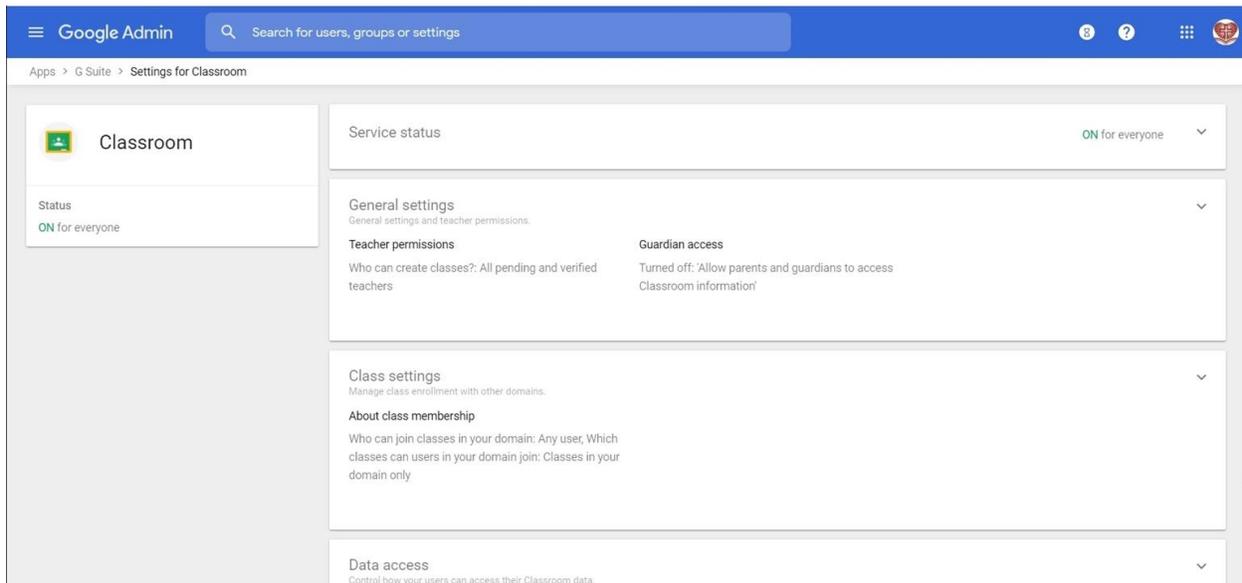


Google Classroom Settings

One of the first things you will need to do as you are establishing your program online is to make sure you students are able to get into their virtual classrooms. In order to ensure this, you must make an adjustment to the settings in Google Classroom. Instructions for this are as follows:

-  Go to the admin console (admin.google.com).
-  Click 'Apps.'
-  Click 'G Suite.'
-  Click 'Classroom.'
-  You will see 'Class Settings' (screenshot below). Click 'About class membership' and where it asks 'Who can join classes in your domain' select 'Any user' and then click 'Save' at the bottom of the screen.

Making this adjustment will allow all students with any email address and a Google account to access their classrooms. Without making this adjustment, only people with email addresses in your G Suite's domain would be able to access classrooms.



Key Points for Students

- 1. Students do not have to have Gmail in order to join Google Classrooms. However, if they do NOT have Gmail, they must at least create a Google Account.**

What is the difference between a Gmail account and a Google account? From TechRepublic.com:

A Google Account is a username and password that can be used to log in to consumer Google applications like Docs, Sites, Maps, Photos (and Google Classroom) but a Google account doesn't necessarily end with @gmail.com. Think of it this way: All Gmail.com accounts are Google accounts, but not all Google accounts are Gmail.com accounts. For example, a user can sign up for a Google account with her @yahoo.com email address. Using this account she can create, edit, and collaborate on Google Docs without using Gmail.

PCLs can direct parents to this link to create a Gmail account or to create a Google account:

<https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>

- 2. Students should not use public school email addresses.**

Why?

The vast majority of public schools use Google Classroom. Most schools have a setting in their own G Suite accounts which do not allow users from their own domain to join classes in other domains.

In other words, Jennifer Smith has a public school email address which is jsmith@publicschool.org. When she tries to join a classroom in our G Suite, her own email address will not permit it, since it recognizes that our classroom is in a different domain (for example, stjohndreligiously.org).

The best advice for parents? Create a Gmail address specific to Religious Education for each student.

3. Parents should make sure children's names are displaying properly in their email accounts - this is important for knowing which child is which in your classes.

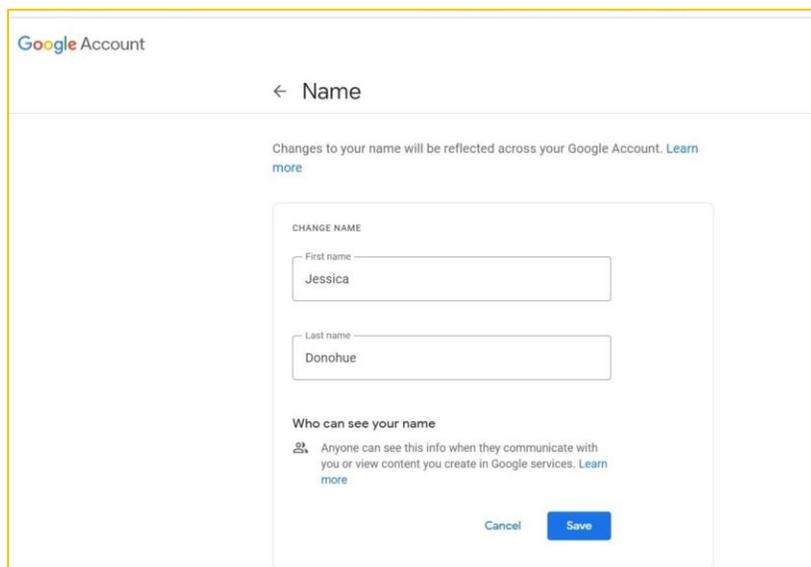
Email accounts have a setting for how the account owner's name appears. Parents should be instructed to make sure that at least the last name is displaying properly. In Gmail, you would do this by clicking through the following:

Settings →

Manage Your Google Account →

Personal Information →

Name

A screenshot of the Google Account 'Name' settings page. The page title is 'Name' with a back arrow. Below the title, a message states: 'Changes to your name will be reflected across your Google Account. [Learn more](#)'. The main content area is titled 'CHANGE NAME' and contains two text input fields. The first field is labeled 'First name' and contains the text 'Jessica'. The second field is labeled 'Last name' and contains the text 'Donohue'. Below the input fields, there is a section titled 'Who can see your name' with a privacy icon and the text: 'Anyone can see this info when they communicate with you or view content you create in Google services. [Learn more](#)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

Additional Tips for PCLs

G Use Google Classroom to create your own virtual offices, one for your catechists/volunteers and one for your Religious Education families. Using Google Classroom for this purpose is a good way to streamline your communication for posting daily updates, and helps you to continue to learn to use the platform yourself. It is also a great way to share resources with your catechists in one central place.

-  It is a good idea to be a “co-teacher” for all of the classes in your G Suite. You can either create the classes yourself and invite catechists to join as teachers (this is helpful for those catechists who may not be very tech-savvy yet), or you can have your catechists add you to their Classroom as a co-teacher. Having co-teacher status allows you to have the same capabilities as the catechist within the classroom, which is helpful with troubleshooting. Co-teachers can be added to a Classroom by clicking ‘People’ at the top of the Classroom page.
-  Consider having catechists co-teach a class; pairing up a veteran catechist who may be nervous about teaching virtually with a more “tech savvy” catechist often provides great benefit to both.
-  All Gmail accounts have access to the Google Classroom app. If you have a personal Gmail account, you can create a “test class” for yourself. This is a great way to become familiar with Classroom, especially while you are waiting for your G Suite approval.
-  If you plan on using Google Meet for classes, be sure to do a “test run” with catechists and students/families before the official beginning of classes. You will notice in Google Classroom that there is an option to generate a class meeting link, which will then appear in the classroom banner. Please note that even if the appropriate setting is changed, students may not be able to see the link to the class Google Meet in the banner. Meeting links should be posted in the class stream so that students are able to access them easily.
-  Be patient with yourself as you learn this new way of offering faith formation! We are all in this together – ask colleagues for support, consult with catechists who are teachers with Google Classroom experience, and don’t hesitate to let families know that this is all new and a work in progress.

Frequently Asked Questions (FAQ)

G How do you purchase a domain name if you need to?

After your approval for G Suite for Nonprofits, you will go through the process of adding your domain name. If you are purchasing a domain through Google, you will be given that option during the process and you can simply follow the instructions Google gives you.

G If you use an upgraded version of G Suite but only certain users need all of the functionality offered, do you still need to pay for each user?

Yes, if you upgrade to a paid version of G Suite, you will be charged per user regardless of what functions each user actually utilizes.

G If you use an upgraded (paid) version of G Suite, do you have to pay for the students?

No – the only users you pay for are those for whom you, as the administrator, create an account. You would only pay for each student if you decide to create user accounts for students in your G Suite. (This is something schools do, but as their version of G Suite is completely free, it does not pose a financial issue for them.)

G Can lessons be recorded and watched by students later?

Yes. If a catechist is using Google Meet to record a video lesson, this video will appear in his or her Google Drive, which is where all of the user's documents and files appear. The catechist would simply post the video to the Google Classroom. *Please note that recording Google Meet is free only until September 20th. From that point forward, recording Google Meet will only be available through G Suite Enterprise. Please see page 6 for additional information.

G Can only one person control Google Meet sessions or can the sessions have co-hosts?

A Google Meet session is “controlled” by the person who creates the meeting. However, each Google Classroom automatically has a Google Meet link associated with it, which can be found in the banner of the classroom. Any person listed as a teacher in that class will be a co-host for that class’s Google Meet and should be able to have control for the session too.

G How many students and teachers can I have in a Google Classroom?

On the following page is a chart that shows the limitations for teachers and students in a Google Classroom, depending upon which version is being used:

Class limits		
The value of these limits can change without notice to protect Google's infrastructure.		
Activity or feature	G Suite or school account	Personal Google Account
Teachers per class	20	20
Class members (teachers and students)	1,000	250
Classes you can join	1,000	100 maximum, 30 per day
Classes you can create	No limit	30 per day
Class-member invitations you can send	500 per day, per teacher	100 per day, per teacher
Guardians per student	20	<i>Feature not available</i>
Email address visibility	No limit	<i>Feature not available</i>

Note: You can invite more than 20 teachers, but only 20 teachers can join the class.

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