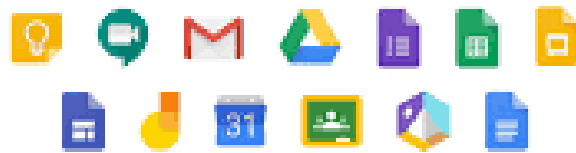


Revisiting G Suite* for PCLs

Updated Guide for Google Workspace for Nonprofits
for Religious Education



*Now called 'Google Workspace'

Please note that, due to the rapidly-changing nature of technology, the information in this guide is subject to change. The information on the following pages is current as of June 10, 2021.



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*This guide contains the information from the June 2, 2021 G Suite/Google Workspace webinar, which focused on updates to the platform. The initial Google Workspace webinar was given on August 20, 2020. This guide also includes the answers to questions asked during the webinar, which can be found in the Frequently Asked Questions section.

What is Google Workspace for Nonprofits?

Google Workspace, formerly known as G Suite until October 6, 2020, 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.

Google Workspace for Education, used by schools, and Google Workspace for Nonprofits, used by churches and other organizations, are both free. However, there are “upgraded” versions of Google Workspace for Nonprofits that PCLs can subscribe to, depending on the needs of the program. The free version of Google Workspace 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 Google Workspace for Nonprofits will be different from parish to parish. Some parishes use only a couple of the tools provided by Google Workspace, and some may use more. The determination of the best usage of Google Workspace should be made by the PCL in consideration of the needs of the program.

(Some general information about Google Workspace for Nonprofits can be found here:






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

***Important: Consult with your Pastor before applying for Google Workspace 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 Google Workspace for Religious Education

Before applying for Google Workspace, consider the following points –

Benefits:

-  Google Workspace allows everything to be centralized in one place for an online Religious Education program including the virtual classroom, email, virtual meetings, and documents.
-  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.
-  Most parents and students are very familiar with Google Classroom, which makes it user-friendly for families.
-  It allows you to assign email accounts to your catechists, so they can have email addresses and all the tools they need for their online classroom.
-  Catechists may prefer to have a Religious Education specific email address for emailing their students' parents, as opposed to using their personal email accounts.

Challenges:

-  The process of obtaining and setting up the platform is time-consuming and sometimes challenging.
-  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 Google Workspace Application Process

In order to qualify for Google Workspace 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:

-  A Gmail account
-  Parish mission statement
-  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 Google Workspace 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 Google Workspace 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 Google Workspace 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 Google Workspace 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 Google Workspace 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 Google Workspace 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

- Purchase a domain name, which can be specific to your Religious Education program (for example, if your church is St. Mary's, you might choose StMaryRE.org). This solution is much easier than the first option above. 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 involved with choosing the domain name and aware of any domain names associated with the parish.


Upgrading from Basic Google Workspace

For most programs, using the basic version of Google Workspace 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 Google Workspace. You can also find this information at this link:

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

The paid versions of Google Workspace have a cost for each user. A "user" is a person for whom the Google Workspace administrator creates an account.

Every plan includes



Gmail Drive Meet Calendar Chat Docs Sheets Slides Keep Sites Forms Currents

<small>NONPROFIT-ONLY OFFER</small> Google Workspace for Nonprofits \$0 USD <small>/ user / month</small>	Business Standard \$3.00 USD / user / month <small>75% off standard pricing</small>	Business Plus \$5.04 USD / user / month <small>72% off standard pricing</small>	Enterprise 70%+ off <small>standard pricing for Enterprise editions</small>
<ul style="list-style-type: none"> ✓ Professional email addresses at your nonprofit's domain ✓ 100 participant video meetings ✓ 30 GB cloud storage per user ✓ Security and management controls ✓ Standard support 	<ul style="list-style-type: none"> ✓ Professional email addresses at your nonprofit's domain ✓ 150 participant video meetings + recording ✓ 2 TB cloud storage per user ✓ Security and management controls ✓ Standard support (paid upgrade to Enhanced Support) 	<ul style="list-style-type: none"> ✓ Professional email addresses at your nonprofit's domain + eDiscovery, retention ✓ 250 participant video meetings + recording, attendance tracking ✓ 5 TB cloud storage per user ✓ Enhanced security and management controls, + Vault, advanced endpoint management ✓ Standard support (paid upgrade to Enhanced Support) 	<ul style="list-style-type: none"> ✓ Professional email addresses at your nonprofit's domain + eDiscovery, retention, S/MIME encryption ✓ 250 participant video meetings + recording, attendance tracking, noise cancellation, in-domain live streaming ✓ As much storage as you need ✓ Advanced security, management, and compliance controls, including Vault, DLP, data regions, and enterprise endpoint management ✓ Enhanced Support (paid upgrade to Premium Support)

Setting Up Google Workspace for Nonprofits

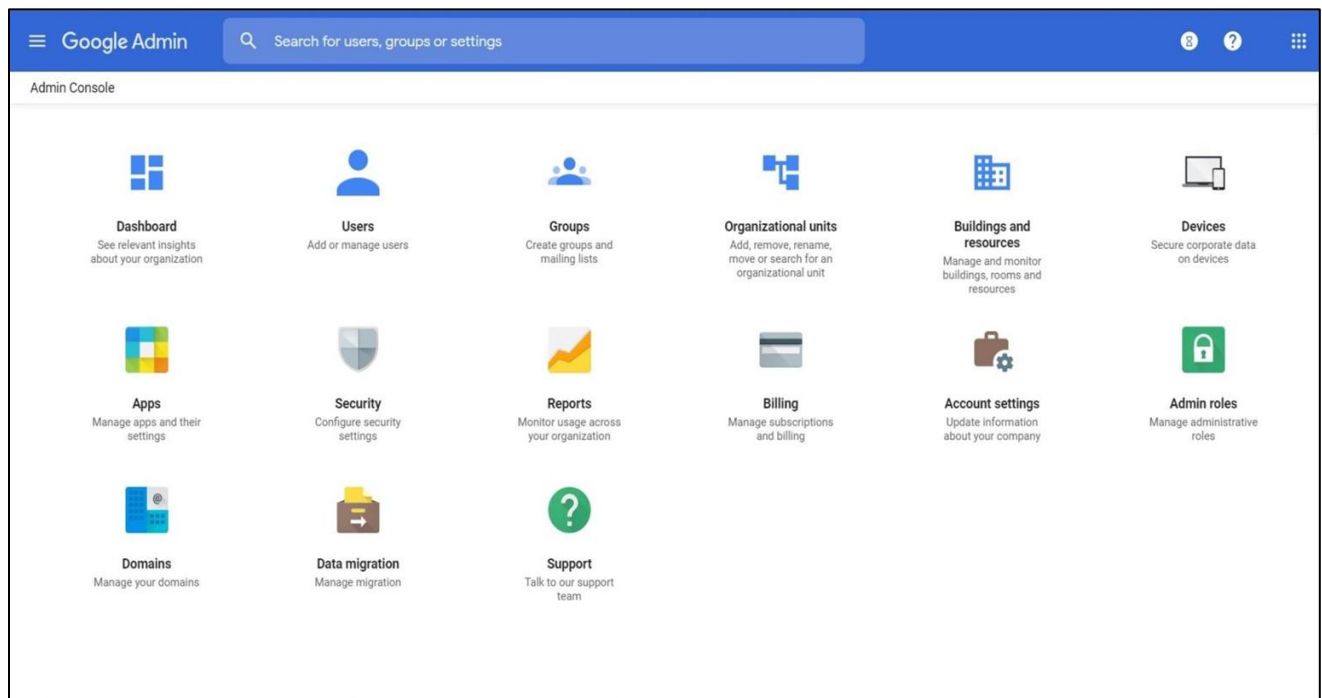
As the Google Workspace administrator, you will have access to the tools which allow you to control the platform according to the needs of your program. You will be able to access this administrator console by going to admin.google.com.

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 Google Workspace status and the status of your domain name purchase, if applicable. If you upgrade your Google Workspace, 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 'Additional Google Services.'
-  Click 'Classroom.'
-  You will see 'Class Settings.' 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 Google Workspace'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. **For practical reasons, it is best for PCLs and families if students have a Gmail account to use with Google Classroom.***

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 Google Workspace 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 Google Workspace, her own email address will not permit it, since it recognizes that our classroom is in a different domain (for example, stjohndreligions.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:

1. In the top right, click Settings. See all settings.
2. Click the Accounts and Import or Accounts tab.
3. Under 'Send mail as,' click Edit info.
4. Enter the name as you want it to be displayed when you send messages and click the circle next to it.
5. At the bottom, click 'Save changes.'

Additional Tips for PCLs

-  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.
-  You can choose to create the Google Classrooms yourself, or allow the catechists to create their own classrooms. Creating Classrooms yourself is usually preferable so that you can ensure uniformity in naming the classes. It will also be helpful to catechists who may not have Google Classroom experience if the PCL handles this.
-  It is a good idea to be a “co-teacher” for all of the classes in your Google Workspace. 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 Google Workspace 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.

G Students can be added or “invited” to the Classroom in one of two ways. The PCL can go to the Classroom and click ‘People’ at the top of the screen and then click the little icon (a person with a plus sign) across from ‘Students,’ or he or she can email the class code to families with instructions for joining the Classroom. (The class code can be found in the banner.) For the latter, you can email the class code to families along with these instructions:

- Log in to your Gmail or Google account.
- Go to classroom.google.com.
- Click the plus sign in the upper right corner, and click ‘Join class.’
- Put the code above in the box, and click ‘Join’ in the upper right corner.

G If you experience an issue in a Google Meet that you feel may violate Google’s acceptable use policy, you can fill out the form here: <https://support.google.com/meet/contact/abuse> Before filling out this form, be sure to read through the policy, found here: <https://support.google.com/meet/answer/9847091>

G 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 Google Workspace 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 Google Workspace 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 Google Workspace, you will be charged per user regardless of what functions each user actually utilizes.

G If you use an upgraded (paid) version of Google Workspace, 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 Google Workspace. (This is something schools do, but as their version of Google Workspace is completely free, it does not pose a financial issue for them. For this reason, it would be financially prohibitive for most Religious Education programs to create user accounts for each student.)

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. *If a class session is being recorded, you must have parental consent in advance. When recording, you will see the following message from Google:

“Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record this meeting from all participants, including external guests and guests who join late.”

Please note that the Diocese also has specific parameters regarding the recording of classes. PCLs should consult the ‘Guide to Planning Religious Education, 2021-2022’ document to ensure that their programs are in compliance with these policies and procedures.

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. **Important** - if you want to use the Google Meet link in the banner and you are sharing it with the class by posting the link in the stream or in an email, you must do the following to obtain the link:

- Click the Google Meet link and click ‘Join now.’
- A box will pop up that says “Or share this joining info with others” – copy and paste this information by clicking the two boxes on the right. This will give you the correct link to the Meet that you can share in the stream or in an email. *Simply copying and pasting the link from the banner will not work.*

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

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

Activity or feature	Google Workspace 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>
Topics per class	200	200

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

Do we have to use Google Meet for virtual meetings and/or to record videos?

No, you can use other services such as Zoom and Webex for these purposes if you prefer. Links from this and other platforms can then be posted in the Google Classroom. *Please note that the ability to record Google Meets is only offered with the Business Plus and Enterprise editions of Google Workspace.

Is the attendance feature available yet for the free version?

Unfortunately it isn't, and is only available for Business Plus and Enterprise (the two more expensive editions).

Why can't my students access the Google Form we posted?

If you post or send a Google Form and students are unable to access it, this is most likely because of the Form's permission settings. To change this, go into the Google Form and click the gear icon at the top right of the screen. Under 'Requires sign-in,' unclick the box next to "Restrict to users in (your organization) and its trusted organizations." *This box is automatically clicked when you create or copy a Form, so it must be unclicked manually.

Do we need a new license for the new school year?

When you register a Google Workspace (G Suite) account and opt for a paid subscription, you are billed monthly and can downgrade or upgrade to a different version. If you are on an annual plan, you'd have to wait for that annual renewal date to come up to make a change. If you are wondering about renewing your domain name registration, that is typically annual.

How many can use one Parish account?

Google Workspace for Nonprofits and nonprofit discounts on Business Standard and Business Plus have a maximum limit of 2,000 users. There is no minimum or maximum user limit for discounted Enterprise plans.

How can I block students from sharing the screen or muting a catechist?

Unfortunately, we do not have this option - only the the Google Workspace for Education edition (available only to schools) has this functionality.

How-tos: Recording a Video, and Archiving, Restoring, Copying, and Deleting Classrooms

How to Record a Video Using Google Meet



1. When you are in your Gmail or Google Classroom, you will see 9 little dots at the upper right part of the screen (“the waffle”). Click the waffle, and you will see a menu of Google apps – Maps, YouTube, Play, etc. Click ‘Meet.’
2. On the next screen, click ‘New Meeting’ and then click ‘Start instant meeting.’
3. The meeting screen will open and your camera will turn on. At the bottom of the screen, you will see an oval with three dots next to a red phone symbol. Click the three dots and then click ‘Record Meeting.’
4. Another box will open up, where you will click ‘Start recording’ and then ‘Start.’
5. When you are done recording, click the three dots at the bottom again and then click ‘Stop Recording.’
6. After the recording is finished, the video link will be emailed to you and it will also appear in your ‘Meet Recordings’ folder in your Google Drive.

*It takes a few minutes for a recording to process. You will get an email letting you know when the video is ready. From that email, you will be able to click and view the video.

Finding your video file

Since you will be recording multiple videos, it will be helpful to you if you rename the videos so you know which is which. To do this, click the waffle and then ‘Drive.’ From there, you should see a little folder that says ‘Meet Recordings.’ Click that, and you will see any recordings you have made. To change the name of a recording, right click on the current title and click ‘Rename,’ then name the video whatever you’d like.

How to archive a Google Classroom

-  Archiving preserves the class exactly as is, i.e., you can see the list of students, the posted assignments, comments, etc.
-  It is reversible, so you can “unarchive” it (see instructions below for restoring an archived Classroom).

 Students and catechists can still access an archived class but they cannot edit or add anything to it.


 Files from the archived class remain in the Google Drive.


1. Go to classroom.google.com.
2. Find the class you would like to archive.
3. Click the three dots in the upper right corner of the class you are archiving and choose 'Archive.'
4. Confirm the action by clicking 'Archive' in the pop-up box.
5. To access the archived class, click the three bars at the top left of the screen (the main menu). Scroll to the bottom and click 'Archived Classes.'

How to restore an archived Google Classroom

1. Go to classroom.google.com.
2. Click the three bars at the top left of the screen (the main menu). Scroll to the bottom and click 'Archived Classes.'
3. Find the class you would like to restore.
4. Click the three dots on the right side of the class banner and click 'Restore.'
5. Confirm the action by clicking 'Restore.'
6. The restored Classroom will now appear on your main Google Classroom page.

How to copy a Google Classroom

 Copying a class creates a new Classroom and clears the roster so the students and catechists from the class you are copying are removed (you are starting "fresh").




 All assignments posted in the prior class along with their content are preserved as drafts under the 'Assignments' tab at the top of the Classroom screen.

 Current and archived classes can be copied.

1. Go to classroom.google.com.
2. Find the class you would like to copy.

3. Click the three dots in the upper right corner of the class you are archiving and choose 'Copy.'
4. Fill in the class name and other information and then click 'Copy.'

How to delete a Google Classroom

-  Only archived classes can be deleted.
 -  Deleting cannot be reversed, i.e., deleting a Classroom is a permanent action.
 -  The files you created for the class will still be in your Drive (Google Docs, Forms, etc.).
1. Go to classroom.google.com.
 2. Click the three bars at the top left of the screen (the main menu). Scroll to the bottom and click 'Archived Classes.'
 3. Find the class you would like to delete.
 4. Click the three dots in the upper right corner of the class you are archiving and choose 'Delete.'
 5. Confirm the action by clicking 'Delete.'

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With special thanks to

Mrs. Jennifer Petrillo, DRE at St. Aloysius Parish, Jackson

and

Mrs. Jessica Baldes, Administrative Assistant, Religious Education Office at Church of St. Gabriel, Marlboro

for their help and contributions to this webinar and guide