

Google Workspace for Education



Purpose of use

- Google Workspace for Appliucation (formerly G Suite for Education) is an application package by the Google company, aimed in particular to educational institutions.

Applications

- The following applications of Google Workspace for Education are activated in Metropolia:

| Application | Info page | Purpose of the application |
|---------------------------|---------------------------|----------------------------|
| Blogger | Info page | Blogs |
| Drive | Info page | Cloud storage |
| Docs | Info page | Word processing |
| Sheets | Info page | Spreadsheets |
| Slides | Info page | Presentations |
| Forms | Info page | Surveys |
| Keep | Info page | Notebook |
| Classroom | Info page | Learning management system |
| Sites | Info page | Website builder |

| | | |
|----------------------------------|---------------------------|---|
| Mobile devices | Info page | A tool for synchronizing the Drive documents with your device (Android, iOS, Windows Phone) |
| Meet | Info page | Chatting and conferencing (new) |
| Groups | Info page | Discussion groups |
| Maps | Info page | Maps |
| Location history | Info page | Location history |
| Contacts | Info page | Contact info of the users of Google Workspace for Education in Metropolia |
| Photos | Info page | Photo sharing |
| Jamboard | Info page | Interactive whiteboard |
| Youtube | Info page | Video publishing |

Who can use it

- The package is used by Metropolia students and staff.

Address

- <https://drive.google.com/a/metropolia.fi>
- Metropolia students and staff log on using their Metropolia usernames. Password is the same as the Metropolia username's password.

Terms of Service

- [Google Workspace for Education main agreement](#).
- [Data Processing Amendment to Google Workspace Agreement](#)
- [Standard Contractual Clauses](#).

Google Workspace shares collected data internally or also with third-party companies.

Contact information

- Technical administrators are [Mikko Mäkelä](#) and [Petri Silmälä](#).

What to do when having problems

- Service requests concerning Google Workspace use problems are made to [Helpdesk](#).

Literature

- [Supported browsers](#) (official, EN)
- [Release Calendar - Google Workspace](#) (EN, official)
- [Google Workspace Updates Blog](#) (EN, official)
- [Google Workspace on Wikipedia](#) (EN, 2023)
- [Better Cloud Monitor](#) (EN)

Videos

- [Google for Education Youtube channel](#) (EN, official)
- [Google Workspace Youtube channel](#) (EN, official)
- [Education on Air Youtube channel](#) (EN, official)

Content of the page last checked: 10/2023.

Photo: Trey Ratcliff - www.flickr.com/photos/stuckincustoms/4323977677 (cc)

[G Suite for Education Finnish info page](#)

How to deploy Google Workspace for Education in Metropolia

1. [Accept the terms of use](#).

2. Wait for 2-4 hours (Google account is activating)
3. [Sign in with your Metropolia account](#), in the form of account@metropolia.fi (not with your email address).

Guides of applications

Check out the Applications table on this page ("Info page").

Also look at

[Microsoft Office 365 Education](#)