

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)

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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](#)