

## G-Suite for Education - LbQ setup procedure

Learning by Questions Android tablets need to be registered on the Google play store so that the device receives updates.

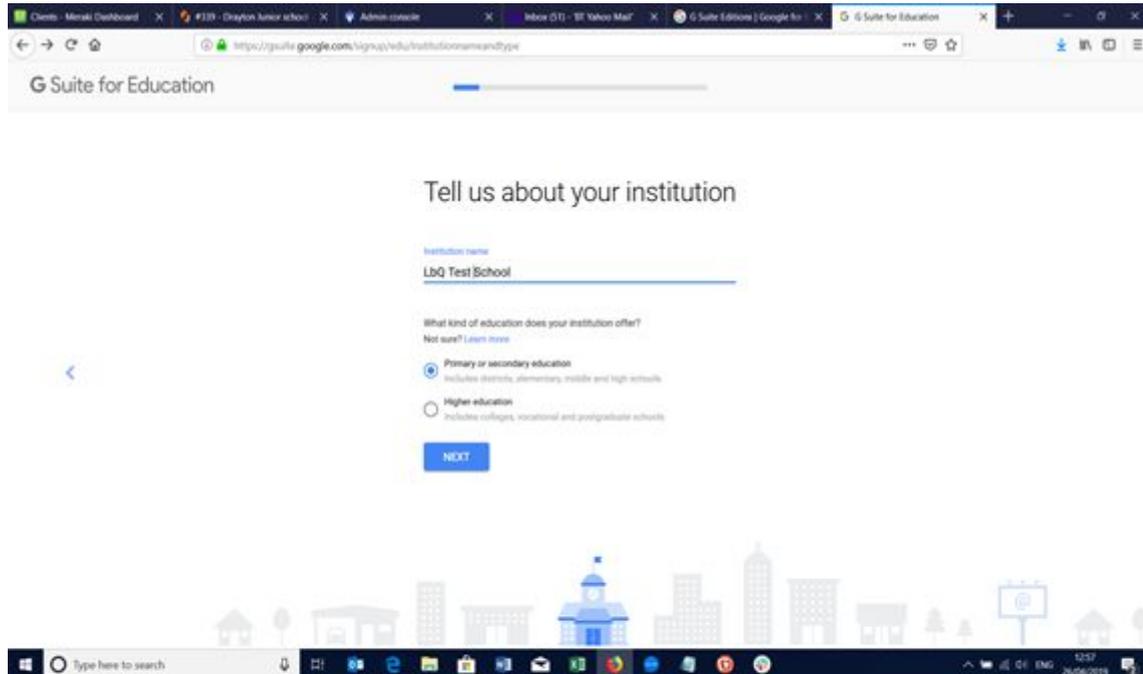
Some schools will register all Android tablets under one Google play store school account and then lock them down using Android profiles. Other schools may be interested in setting up a G-suite for Education account and taking advantage of the free MDM built in to G-suite platform. This will allow the school to register the tablets with a play store account and to control all tablets with the basic free G-suite MDM.

Please follow the instructions below if you wish to set up your school on the free G-Suite for education account. Please make sure that you are the IT lead for the school as some of the steps may require changes to the internet TXT records or school website.

The decision to use G-Suite for Education lies with the school, and whilst LbQ will help where possible, it is the responsibility of the school to support this.

## Setting up a G-Suite for Education Schools Account

1. Open a browser and go to <https://gsuite.google.com/signup/edu/welcome#0> and click on next.
2. Enter the school/academy name into the Institution name field and select the primary or secondary education radio button. Now click the next button.

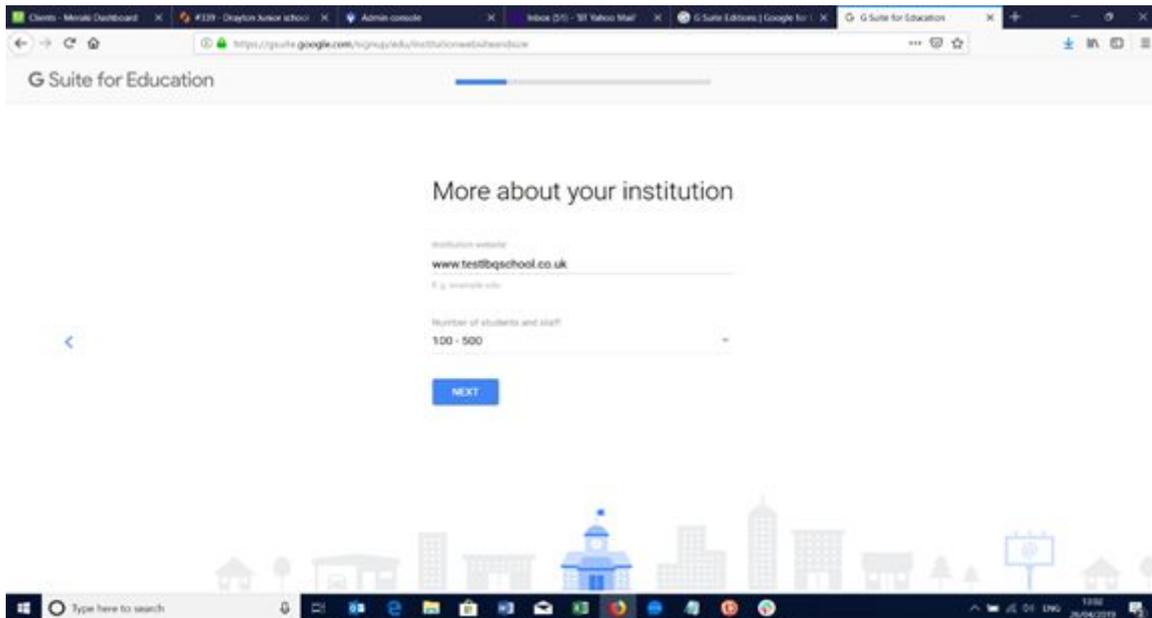


The screenshot shows a web browser window with the URL <https://gsuite.google.com/signup/edu/institutionnameandtype>. The page title is "G Suite for Education". The main heading is "Tell us about your institution". Below this, there is a form with the following fields and options:

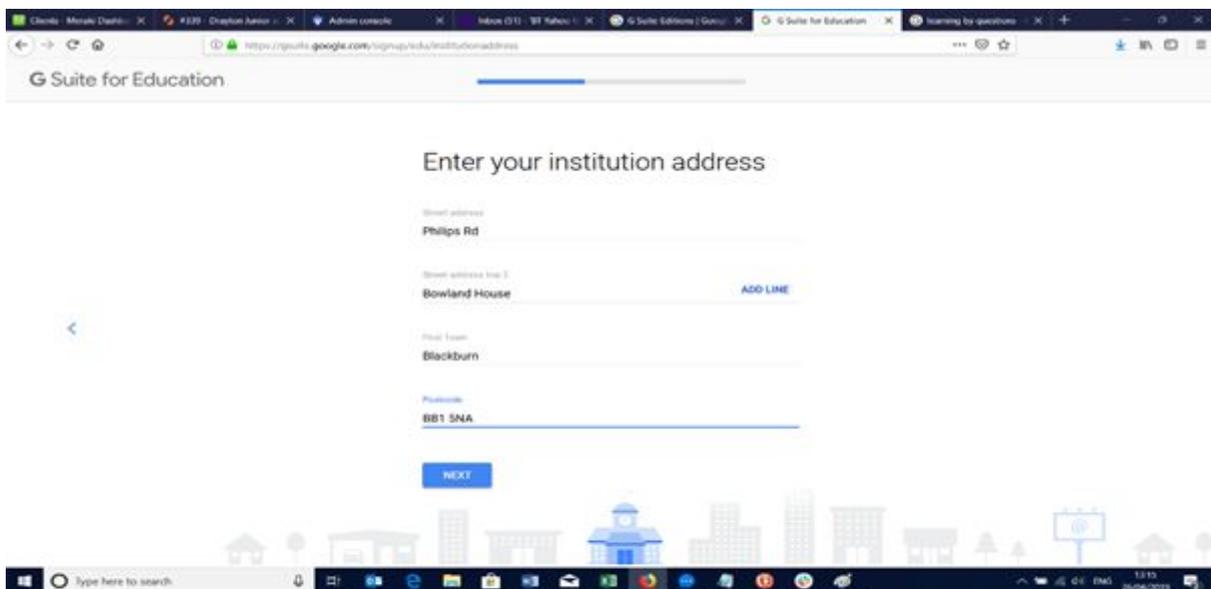
- Institution name:** LbQ Test School
- What kind of education does your institution offer?**
  - Primary or secondary education**  
Includes districts, elementary, middle and high schools
  - Higher education**  
Includes colleges, vocational and postgraduate schools
- Next** button

The bottom of the page features a decorative illustration of a city skyline with various buildings and a school building in the center. The Windows taskbar is visible at the bottom of the screen.

3. Enter the url link to the school website in to the Institution website field and choose the number of students/staff in the school in the Number of students and staff drop down box. Now click the next button.

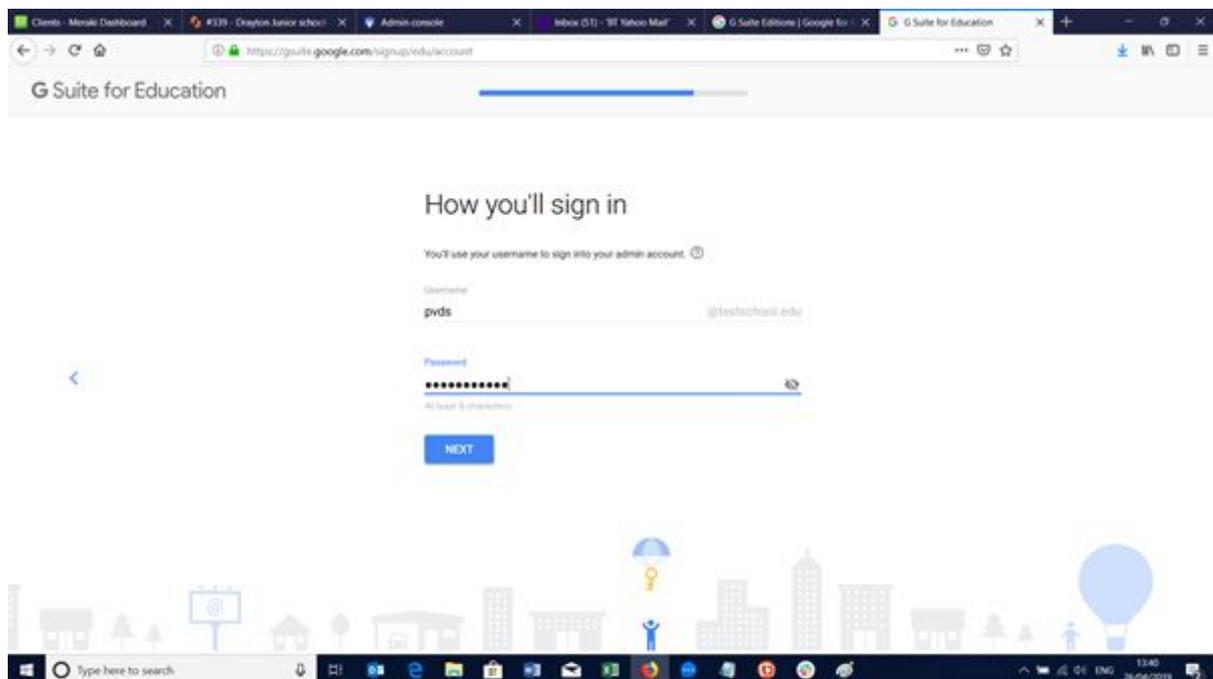


4. Make sure the country is set to United Kingdom and enter your school main telephone number into the Institution phone number field. Then click next.
5. Enter your Institutional address details in full including postcode in the appropriate fields and click on next.



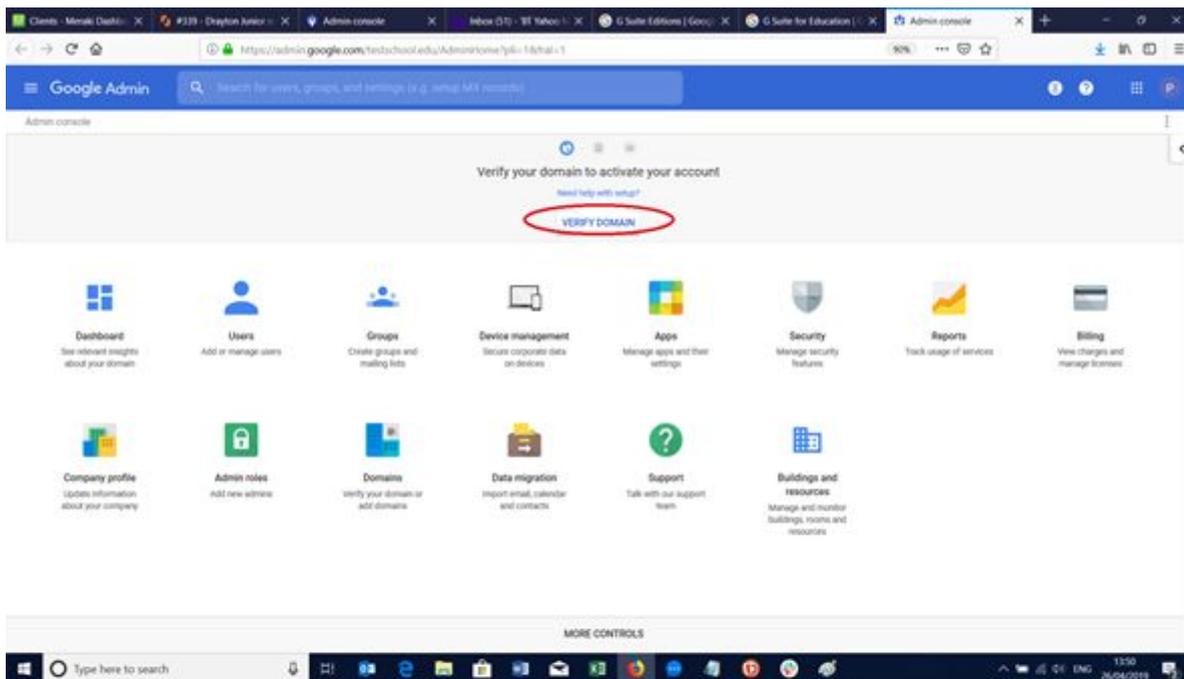
6. Enter your administrator email address into the Current Email Address field and click Next

7. Now you will be asked if you have a domain for your institution. Basically G-Suite is asking you if you have access to the school domain administration so that you can make changes to the domain structure later on in the G-Suite process. Most school IT Technicians either have direct access to make changes to the domain records or can contact their governing entity so that they can make changes for them. Click Yes I have one I can use button.
8. Please enter the domain name of the school into the Your domain name field for instance if your school name is www.redroadschool.edu then your domain would be redroadschool.edu. Please make sure this is correct before clicking next.
9. It is advisable to use your domain name to setup the account if you are going to use the G-Suite package for emails. As you will not be using the G-Suite for the email side of things you can click on next at this point.
10. Please enter your first and last name – you will then be classed as the administrator of the account. Now click next.
11. Now enter your username and password – record this somewhere safe as you will need this to logon to the G-suite portal to make administrator changes. Then click on the Next button.



12. This is an optional choice section – if you want to send share ideas with google click on OK or if you would rather not receive any information from Google choose No Thanks
13. Read through the Google consent form and then when you are happy click on Agree and Continue.
14. Place a tick in the 'I am not a robot box' and pass the test image then click Agree and Create Account.

15. You will now be presented with the administration panel for G-Suite for education click on start setup in the middle of the screen.
16. You have 14 days to complete the setup and the first thing you need to do is to verify that you own the school domain. To do this click the verify domain button in the centre of the administration page as shown below



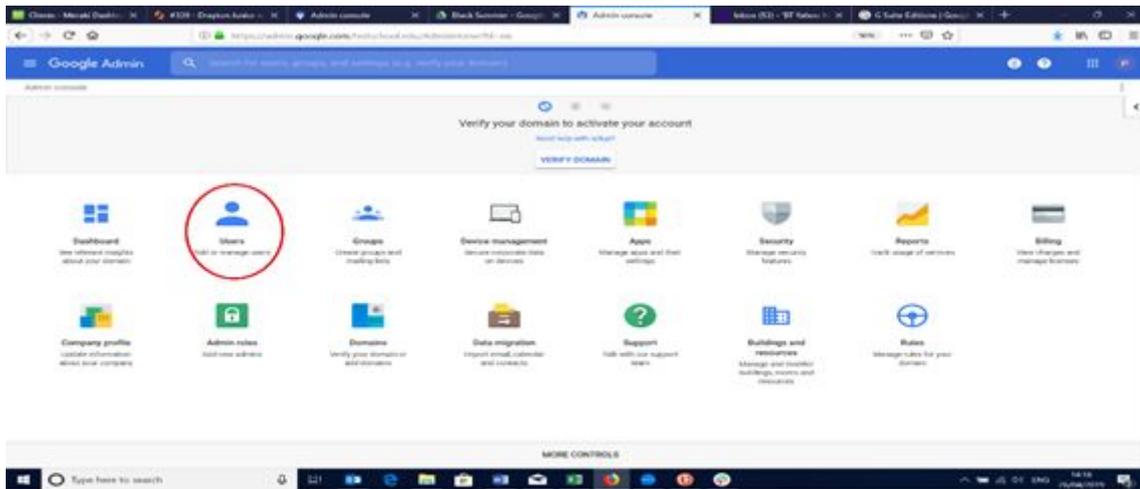
17. You can verify the domain in two ways. The first is to copy the metatag in the metatag value box and paste it in to the head section of your homepage on your school website.
18. The second way to verify your website is to log on to the domain host website for the school and create a new txt record that is specified in the G-Suite create a new TXT record section. This requires IT Administration level access to the schools domain records.
19. Once you have made these changes it can take up to around 24 hours for the changes to take effect in the G-Suite portal.

## Creating a Google User for use with the Android Tablets

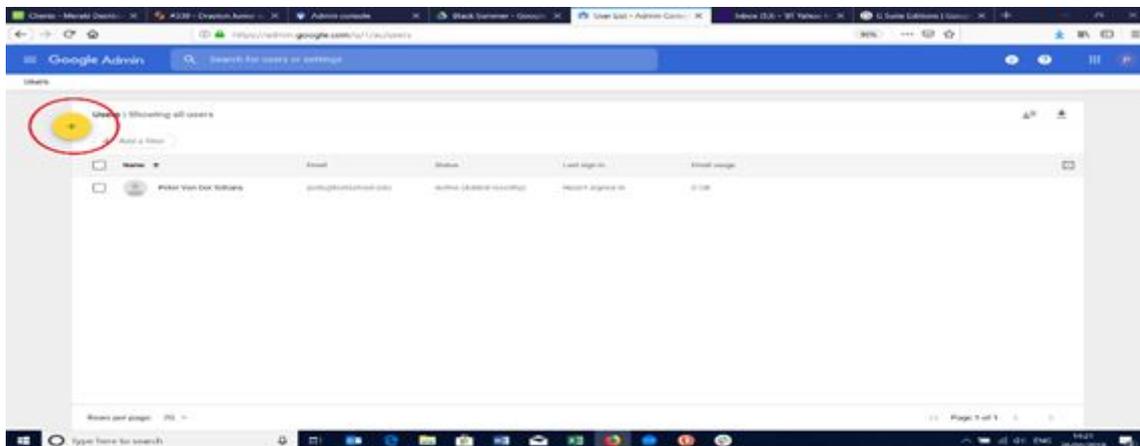
Once you have setup the G-Suite for Education free account for you institution you will want to setup users so that you can register the Android tablets on the Google Play store. This will mean that once you have registered the tablets they will be able to obtain updates for the LbQ application from the play store. Some schools will have one Google account for all the tablets and other schools prefer to have one account per cabinet. The advantages of having one account per cabinet is that you can create different lock down profiles on the G-Suite MDM for each classroom.

To setup a Google user in G-Suite follow the instructions below

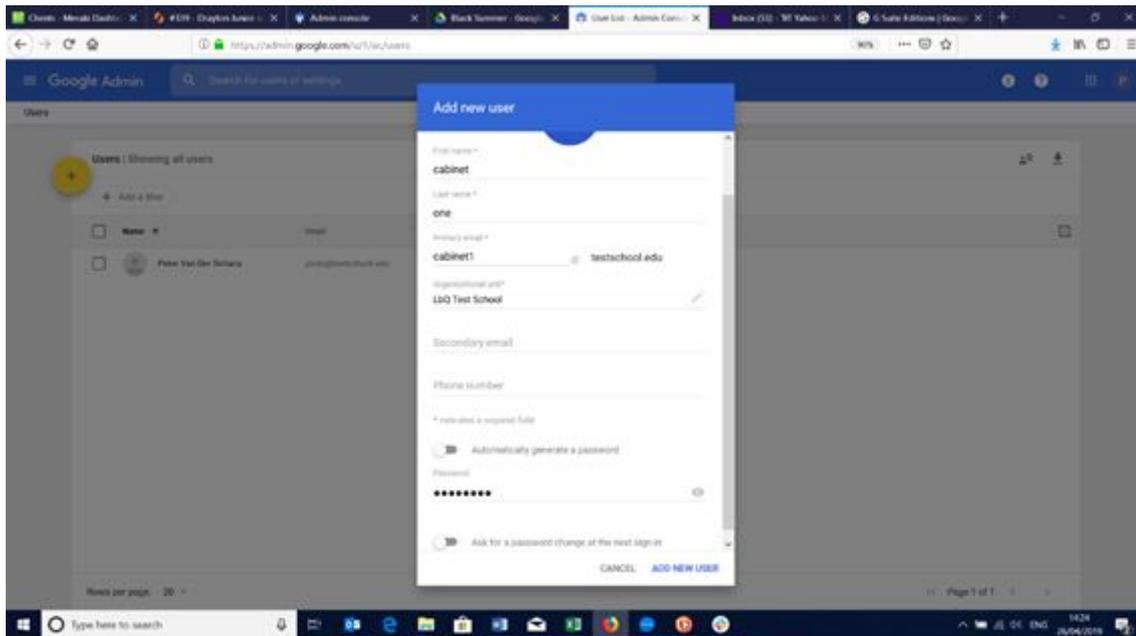
1. Click on the User icon in the G-Suite education administration portal



2. Now click on the add new user button on the top left hand side of the screen as per the diagram below



3. Fill in the relevant details to create the new google user including the password fields. Then click on add new user.

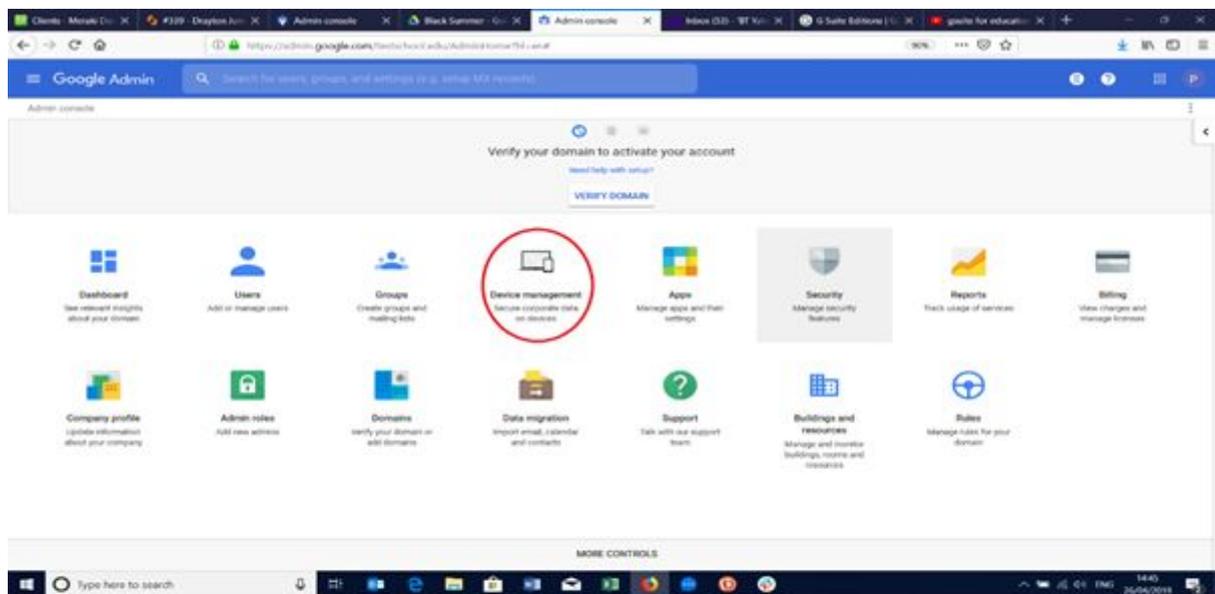


4. Repeat steps 2 and 3 if you want to create separate users for each cabinet/room.
5. Once you have created the users go to the individual tablets and connect them to the institution WiFi and then register the tablet to the google play store using the G-Suite user account you have created in steps 2 and 3.
6. You now have a centrally managed Google user system that you can control from any place where you have internet access.

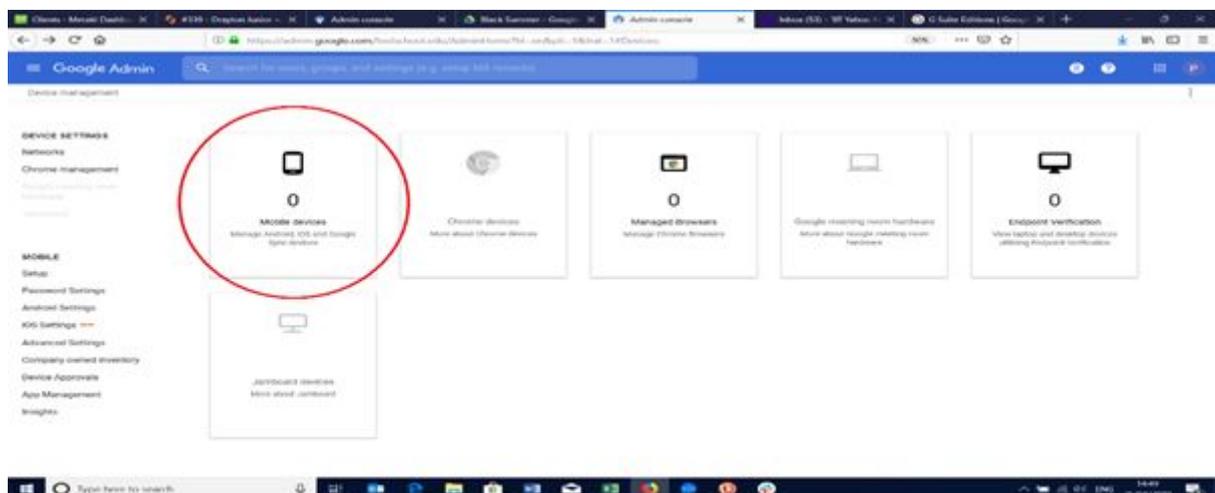
## G-Suite for Education Basic Mobile Management

You will now be at a stage where you have setup G-Suite for education and verified the domain and then you have added the users and registered the devices on to the Google play store.

G-Suite for Education free allows the administrator basic MDM functionality from within the device management section.



Once you have registered your tablets on the Google Play store you will notice that they appear in the mobile devices section within the device management.



You can now issue basic lock down commands to all the android tablets through the mobile settings down the left hand side. If you have LbQ Android tablets the main areas you need to concentrate on are Android settings, Advanced settings and App management.

If you have any questions regarding any of the above G-Suite for Education setup please contact us at [support@lbq.org](mailto:support@lbq.org).