**Technical Onboarding Decision Tree for Google Classroom.**

What follows is a decision tree to assist Award Leaders interested in delivering the VBE using Google Classroom with the technical onboarding.

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|  | 1. Does the Award Centre have a G-Suite? If so, what type?    1. Yes. [G-Suite for Education](https://edu.google.com/products/gsuite-for-education/?modal_active=none), or G-Suite for Nonprofit = our G-Suite Editions are compatible.    2. Yes. G-Suite Basic or G-Suite Business (unlikely for schools) = our G-Suite Editions are **not** compatible.    3. No. | | |
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|  | **Answer 1.1** requires further actions to ensure access.  The Google Administrator/IT Manager must:   * + - 1. Whitelist dukeofed.com.au   Whitelisting means the domain is being marked as safe. This is managed through the Google Admin Console. On the Dashboard, there is a Domain icon/widget.   * + - 1. Update Class Membership Settings to reflect either classes in whitelisted domains or any G Suite class (“which classes can users in your domain join”).   This change can take up to 48 hours to become live, but in some cases it can happen relatively straight away.  Both of these actions can only be done through the Google Admin Console and require administrator access. The Google Admin Console is where billing and other settings are managed.  It is unlikely an Award Leader will have access to this backend of the IT system. This will likely require technical assistance from their IT Department but it is relatively simple to action.  Note: A G-Suite enables control over a domain, and in effect over users, based on their email address. This provides added security and safeguarding options. As an example, the NAO G-Suite enables control around all emails that are linked to dukeofed.com.au.  Permissions/restrictions can be set to control how others could interact with people using a dukeofed.com.au email address.  These restrictions control who can be invited to what Classrooms by whom. |  | **Answers 1.2 and 1.**3 leaves the Award Leaders and their Participants with 4 options:   1. Use [personal google accounts](https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp&nogm=true) to access Classroom (personal google accounts are compatible with all G-Suite Editions) 2. Acquire a (compatible) G-Suite   Set Up a [G-Suite Basic Account](https://support.google.com/a/answer/6047848?hl=en) (a small fee - $8.40 per month, per user) then seek upgrade to G-Suite for Education or G-Suite for Nonprofit (when upgrade approved, fee payment is removed).   1. Use Activity Packs (options available, and potential to upload to other virtual learning environment/platform).   The Activity Packs (packaging the learning content and relevant links into a PDF/word resource) removes the Google Classroom interface.   1. Access the VBE through an Activity Provider who doesn’t use Classroom (not yet available). |
|  | While the Google Administrator of the Award Centre’s G-Suite is enabling the correct permissions, the NAO does the following actions:   * + - 1. Whitelist the domain of the Award Centre       2. Create a new Classroom for the Award Centre       3. Activate each Post within the Classroom to ensure they are discoverable       4. Invite the Award Leader as a ‘Teacher’ in the Classroom –using the provided email       5. Optional: make Award Leader “Owner” of the Classroom. This will enable them to create copies and copies of copies of Classrooms. When the Classroom is copied, it is copied within the G-Suite of the Owner.   i.e If the NAO creates a Cheltenham Girls Classroom, and changes to owner to the Cheltenham Award Leader, when/if the Award Leader copies this Classroom, it will show up in their Classrooms, and be linked to their security permissions and no longer be discoverable by the NAO. |  |
|  | The Award Leader can then invite Participants to the Classroom and they can commence the VBE. |  |  |

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