

Google for Education at FSU

Unlocking the Power of Your New Digital Toolkit

FSU
INFORMATION
TECHNOLOGY SERVICES

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What you need to know

Access new tools with your FSU account, securely. You now have access to a new set of Google applications, all tied to your FSU identity. All data created and stored within Google are secure.

This isn't a replacement for Microsoft. You can keep using Microsoft apps as you always have. Microsoft remains our primary suite for organization and information sharing (Outlook, Teams, Sharepoint, etc.)

Shift to Google for Education. You are not expected to change your workflows to adopt Google. However, if you are already using Google for FSU work, you are expected to use your Google for Education license.

What you need to know

There are **two different licenses** used across FSU. Both provide access to the same tools, with a few differences:

Education Fundamentals

Available to select staff classifications, including OPS and courtesy appointments

Up to 5GB of storage included

Some tools will have limited functionality, including eSignature and co-presenting

Education Plus

Available to all students and faculty, and most staff

Up to 15GB storage included

If there is someone that needs to be added to the Plus license, that can be requested

How to request an Education Plus license

If you have someone designated as OPS or on a courtesy appointment that needs the Education Plus license, you can follow these steps:

1. Navigate to Microsoft Teams and click the “Teams” tab
2. In the top right corner of the screen, click the “Join or create team” button
3. Click on the “Join team” option.
4. On the left side of the screen, locate the search field that says “Type to search”
5. Within that field, begin searching for the following: **Google Workspace for Education Plus - OPS and Courtesy**
6. The space to the right of the search field will populate with a Public team (see image)
7. Hover over the Team with your cursor and select “Join Team”
8. The new license will not be applied immediately, it may take around an hour





Google for Education

Get to know your toolkit

Recommended Browser for Google for Education

We highly recommend using **Google Chrome** for all FSU Google for Education activities.



01

Full Feature Set

Optimized for all Google services.



02

Account Management

The best tools for managing multiple accounts.



03

Security and Performance

Provides the most secure and seamless experience.

How to sign in to Google for Education

To sign in to Google for Education the first time, follow these steps:

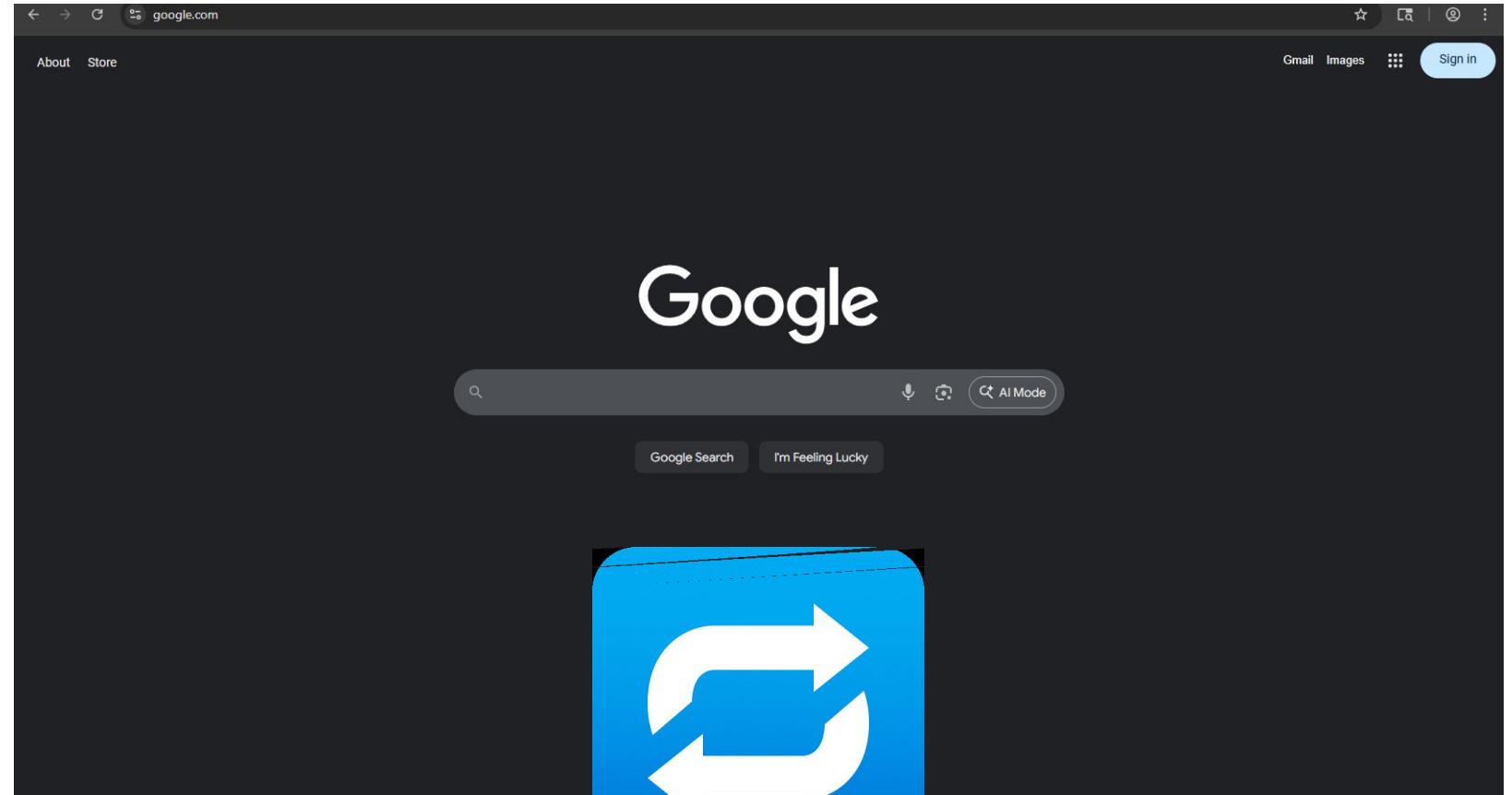
1. In the Google Chrome browser, browse to myaccount.google.com
2. Enter your FSU email (fsuid@fsu.edu)
3. Enter your FSU password
4. Confirm the Duo push, if needed
5. Select the I understand button to acknowledge the Terms of Service



Known issue: stuck in a sign in loop on google.com

When on google.com, it is common to click on the blue "Sign in" button. However, we have found that selecting this option and following the sign in process **will ultimately just lead you back to this same page.**

When signing in to Google for Education, you **must** either browse to myaccount.google.com, or click on the 9-dot grid "waffle" and select Drive.



Managing multiple Google accounts in Chrome

Chrome Profiles

A dedicated profile for your FSU Google Account.

Keep personal and FSU accounts completely separate.

Ensures data is not mixed.

Incognito Windows

Useful for isolating or eliminating problems.

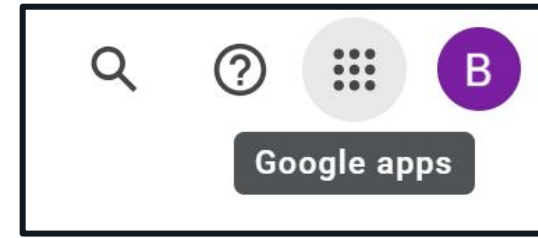
Helpful for testing in a fresh browser without extensions, specific settings, or memory.

Guest Profile







Use when accessing another FSU account that is not synced to Google (e.g., Azure ADM).

Does not save history or personal data.





What tools do I have?



Featured

 Drive	 Docs	 Gemini
 Sheets	 Slides	 NotebookLM

Additional

 Forms	 Keep
 Meet	 Vids

Featured

These are tools that ITS is prepared to assist with.

- We have documentation and guides available.
- Our staff is trained to troubleshoot issues.
- We maintain and monitor the system to keep it running smoothly.
- You can submit a ticket or contact us for help.

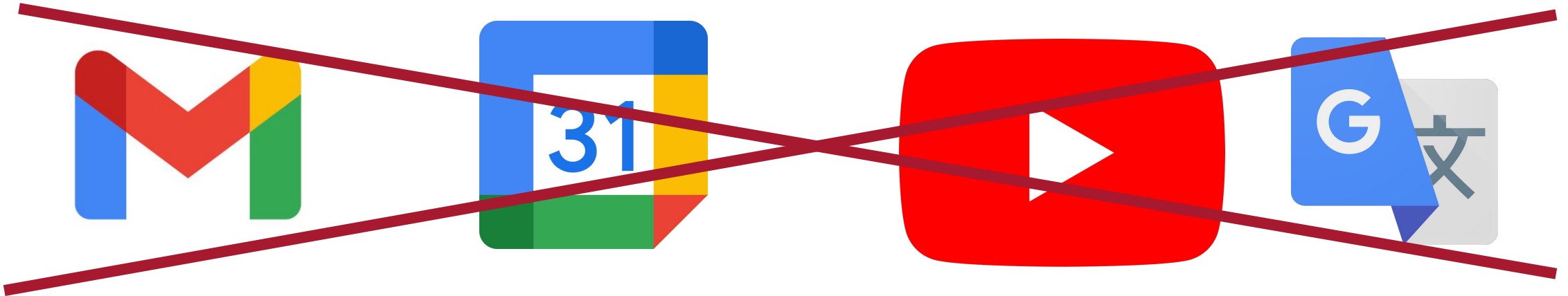
Additional

These are tools that are available for use, but lack the same level of support from ITS.

- We don't have documentation or troubleshooting steps beyond what Google provides.
- Our staff is unable to assist with these tools.
- We don't maintain or monitor them.

What tools do I NOT have?

Gmail, Calendar, Youtube, Translate, and Classroom are NOT included and should not be used to store or transmit university data.



What Devices should I NOT use with my FSU Google Account?

- Mobile Devices (phones or tablets)

- iOS



- Android



- Chromebooks



chromeOS

- Smart TVs



Google TV



Learn by Featured Product

These are tools that ITS is prepared to assist with.

Google Drive



- **Centralized Storage & Access:** Securely store all your academic and research files in the cloud, accessible from any device, anywhere. Storage is limited to 15 GB.*
- **Seamless Collaboration Hub:** Easily share documents, research data, and project files with classmates, faculty, and research teams.
- **Integrated with Google Apps:** Your hub for all Google Docs, Sheets, and Slides, allowing for real-time editing and version control.

Learn more: [Google Drive training and help](#)

[Data Transfer One-Pager](#)

**5GB for those on the Education Fundamentals license*

Google Docs



- **Real-time Collaborative Writing:** Work on papers and projects simultaneously with peers and faculty, seeing edits instantly.
- **Built-in Feedback Tools:** Utilize comments and edits for efficient review and feedback.
- **Anywhere, Anytime Access:** Create and edit documents on any device, ensuring productivity whether on campus or off.
- **Version History for Accountability:** Track all changes, revert to previous versions, and see who made specific edits, ideal for document integrity.

Learn more: [Google Docs training and help](#)

Google Sheets



- **Collaborative Data Management:** Share and work together on budgets, resource allocation, or project timelines with departments or student groups.
- **Automate & Visualize Data:** Use formulas, functions, and charts to analyze trends, forecast outcomes, and present data clearly.
- **Survey Data Integration:** Easily import and analyze data collected from Google Forms for research or administrative surveys.

Learn more: [Google Sheets training and help](#)

Google Slides



- **Dynamic Presentations:** Create engaging presentations research posters with rich media and interactive features.
- **Collaborative Presentation Creation:** Work in groups on presentations with real-time editing.
- **Present from Anywhere:** Present directly from web or mobile, ensuring flexibility.
- **Integration for Seamless Workflow:** Embed content from Drive, Docs, and Sheets into your presentations for a streamlined experience.

Learn more: [Google Slides training and help](#)

Learn by Additional Product

These are tools that are available for use, but lack the same level of support from ITS.

Google Forms

- **Effortless Surveys & Quizzes:** Quickly create online forms and informal surveys.
- **Streamlined Data Collection:** Gather responses directly into Google Sheets for easy analysis of survey results or quiz grades.
- **Event Registrations & Sign-ups:** Simplify sign-ups for campus events, workshops, office hours, or student group activities.

Learn more: [Google Forms training and help](#)



Google Keep

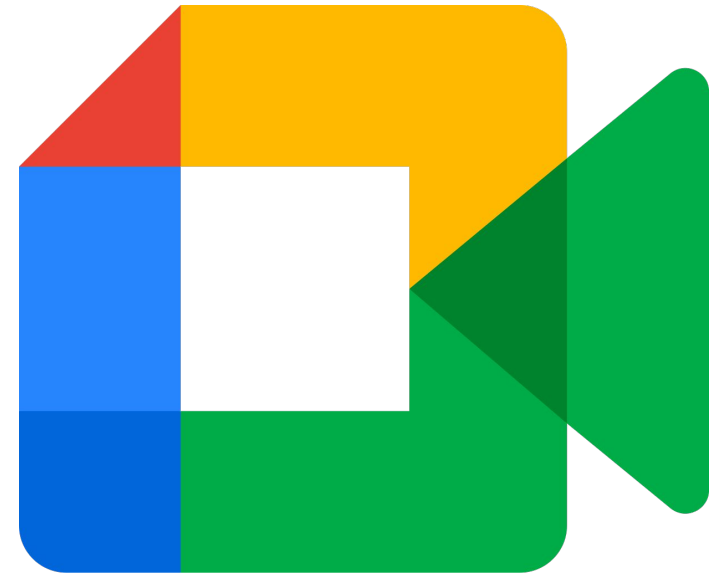
- **Quick Note-Taking & Organization:** Capture ideas, notes, and to-do lists on the go from any device.
- **Collaborative Checklists:** Share checklists for projects, procedures, or event planning.
- **Visual & Audio Notes:** Save images, create drawings, or record voice memos, which can be transcribed for easy recall.

Learn more: [Google Keep help](#)



Google Meet

- **Virtual Meetings:** Host high-quality video conferences.
- **Enhanced Collaboration:** Utilize screen sharing, chat, and virtual whiteboards for interactive discussions and presentations.
- **Accessible Learning:** Benefit from live captions and breakout rooms to create inclusive and engaging virtual environments.

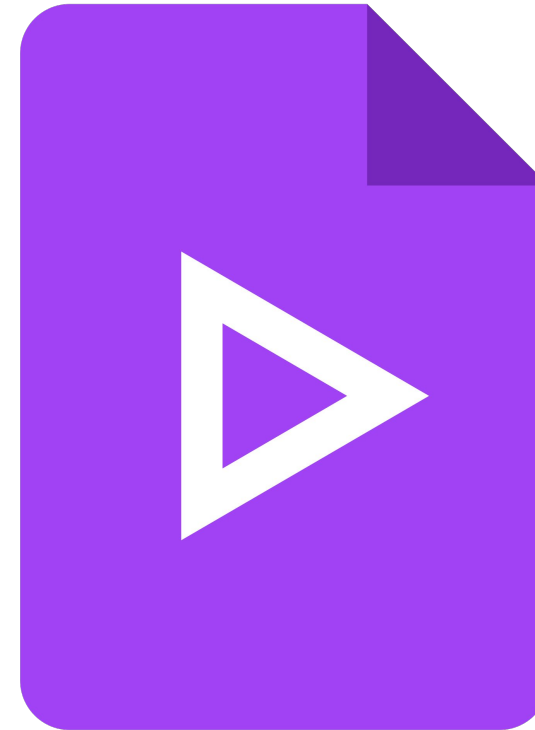


Learn more: [Google Meet training and help](#)

Google Vids

- **Simplified Storytelling:** Organize scripts, scenes, and stock media to effectively convey your message.
- **Record & Personalize:** Easily record yourself, your screen, or audio to add a personal touch to educational content or announcements.
- **Collaborate & Share:** Work with others in real-time on video projects.

Learn more: [Google Vids training and help](#)





Gemini and NotebookLM

The newest AI tools at FSU

Gemini



- **AI-Powered Assistant:** Leverage a powerful AI for brainstorming, drafting, and summarizing across various academic and administrative tasks.
- **Content Generation & Enhancement:** Quickly create drafts, write emails, or even generate original images.
- **Research & Brainstorming Partner:** Engage in dynamic conversations to explore complex topics, generate new ideas, and deepen understanding.

Learn more: [Gemini training and help](#)

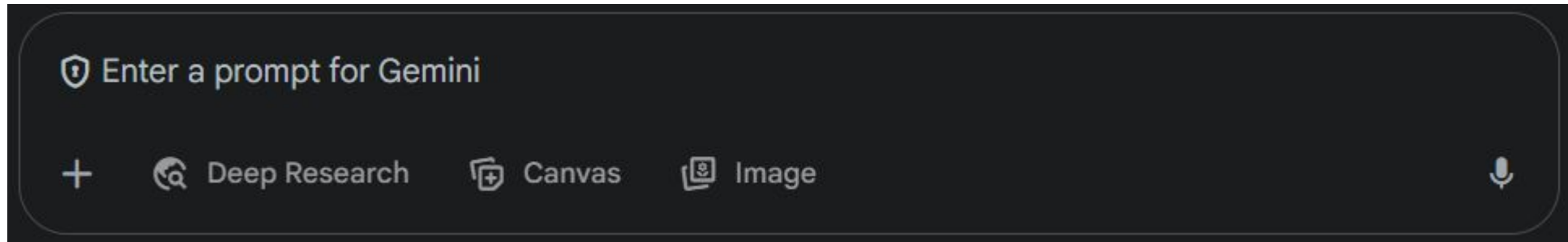
Gemini: Deep Research and Canvas

Deep Research

- Rapid, in-depth knowledge acquisition and synthesis.
- Intelligently browses hundreds of sources to gather, synthesize, and analyze information.
- Delivers multi-page, cited reports on complex topics in minutes.

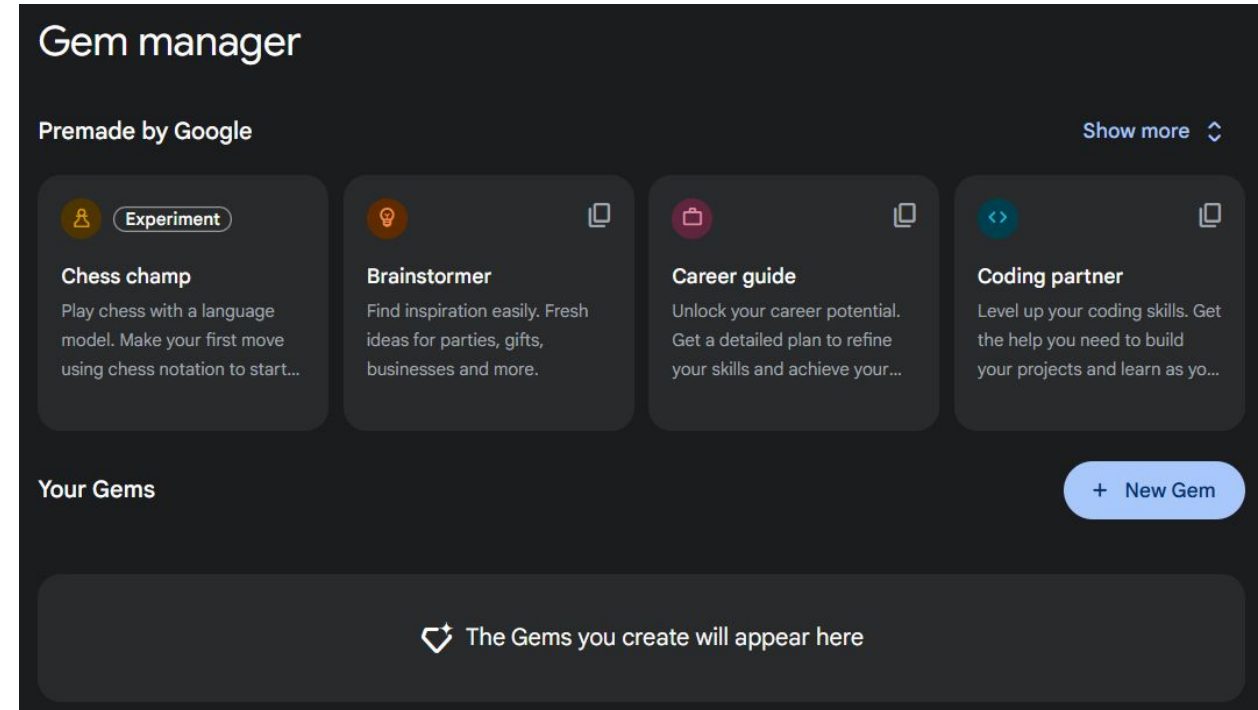
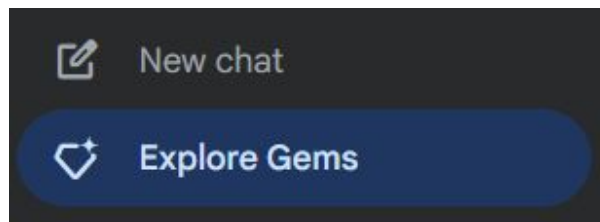
Canvas *(not the LMS)*

- Interactive environment to co-create with Gemini in real-time.
- Instantly preview and adjust text, code, and content as you work.
- Ideal for drafting documents, code prototypes, presentations, and interactive learning materials.



Gemini: Gems

- **Specialized AI agent** that you create to perform specific, repetitive tasks or provide deep expertise in niche areas.
- Ensures Gemini responds consistently, adhering to your defined tone, format, and goals.



NotebookLM



- **AI-Enhanced Research Assistant:** Upload your own papers, notes, PDFs, or articles to create an "expert" AI on your materials.
- **Intelligent Source Analysis:** Ask questions, get summaries, identify key themes, and explore connections within your uploaded documents.
- **Personalized Review Tools:** Generate study guides, FAQs, mind maps, and even podcast-style audio overviews based solely on your provided content.

Learn more: [NotebookLM help](#)

NotebookLM sample use cases for IT staff

Technical Documentation & Knowledge Base:

Upload system configurations, troubleshooting guides manuals.

Instantly query for solutions, common issues.

Create FAQs and briefing documents from existing, scattered information.

Incident Response & Troubleshooting:

Upload incident reports, logs, debug outputs, and sample resolution steps.

Identify patterns, summarize complex issues, and find relevant solutions.

Generate step-by-step troubleshooting guides based on historical data.

Project Management & Planning:

Upload project plans, meeting notes, and requirements documents.

Extract action items, identify dependencies, and generate timelines.

Keep all project knowledge centralized and easily searchable.



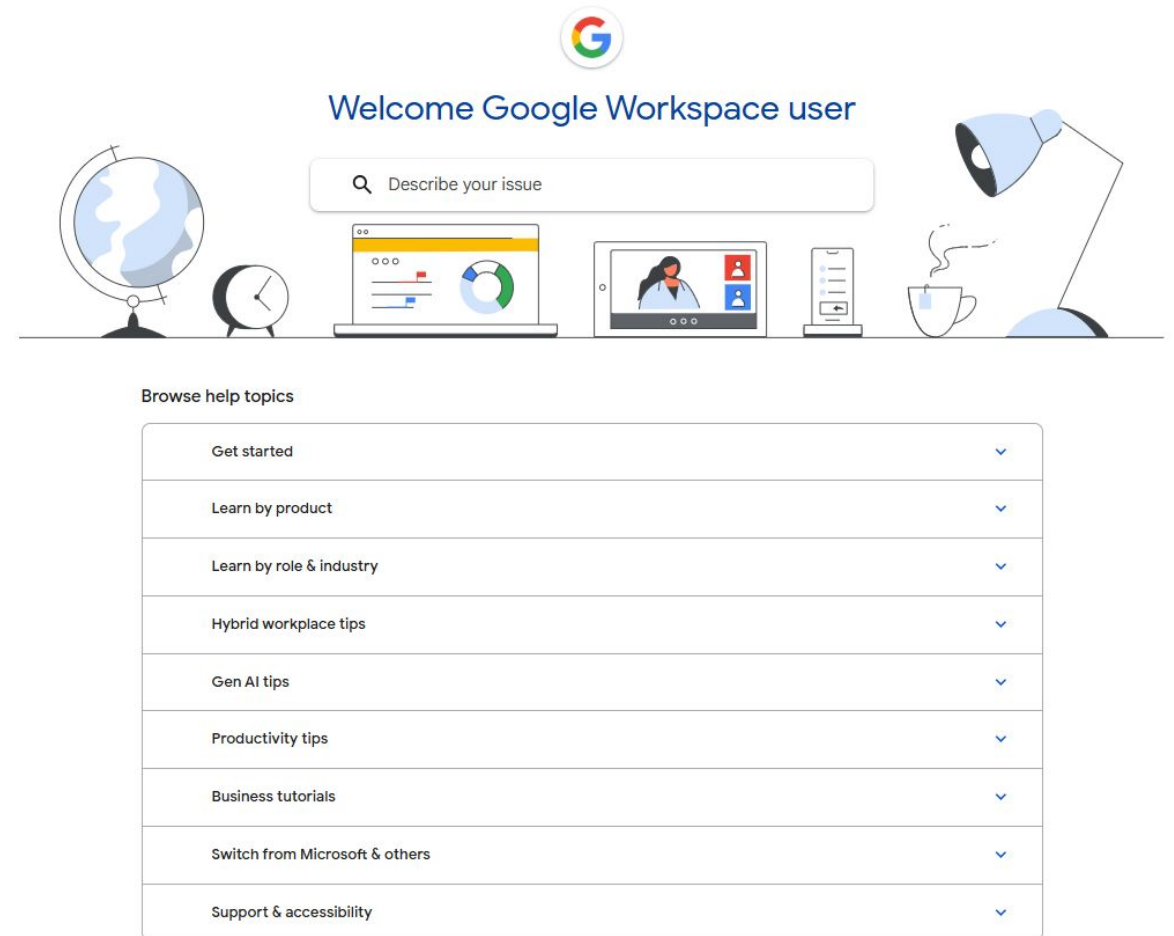
More Resources

Use your new toolkit to its full potential

More Resources

Google Workspace Learning Center

→ One-stop shop for Google productivity resources



More Resources

Google Cloud Skills Boost

→ Trainings for all skill levels on any Google tool



The right **Cloud** learning for you

Upskill yourself or your team with Google Cloud Skills Boost. From beginners to experts, find the credentials and trainings you need to achieve your goals.

What do you want to learn today?

Did you already use your FSU email to sign in to Google?

You may already have a pre-existing Google account linked to your FSU email, whether you created it or it was created automatically for you upon accessing a shared Google Drive file.

- If you have a pre-existing private @fsu.edu Google account, you will receive **two emails**:
 - From ITS: explaining your options and how to review your files
 - From “The Google Cloud Team”: providing you with the chance to transfer your account
- You may **transfer your account** to migrate your Google data into your FSU Google account.
- If you do not wish to transfer your data from your private Google account currently utilizing your FSU email, ignore the account transfer email, login, and select the option to change your private Google account email address to another non-FSU address.

[How to Accept](#)
[How to Decline](#)

New service offerings

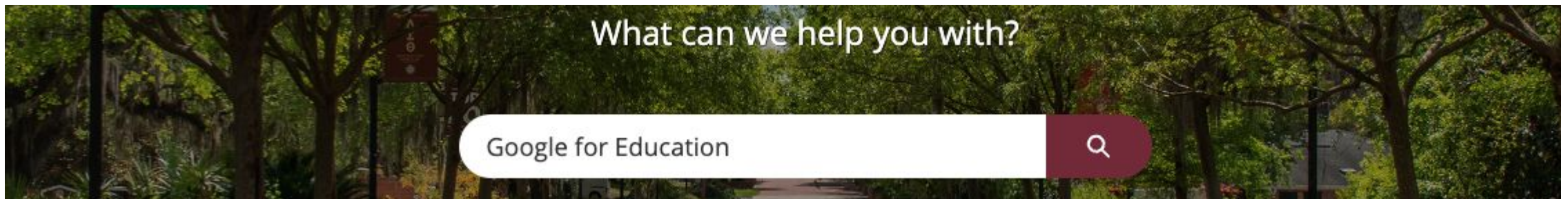
Need help? Submit a ticket!

→ **Google Drive**

→ **Google NotebookLM**

→ **Google Gemini**

When submitting a ticket, please include screenshots or videos.



Contact Information

Chris Cloud

IT Systems Manager

Information Technology Services

Florida State University

(850) 645-1001

ccloud@fsu.edu

[Website](#)

[Support Form](#)

The screenshot shows a web browser window displaying the "Google For Education Support Form" on the FSU Information Technology Services website. The browser's address bar shows the URL "its.fsu.edu/form/google-education". The website header includes the FSU logo and navigation links for HOME, SERVICES, CYBERSECURITY, RESEARCH, ABOUT ITS, and HELP. The form title is "Google For Education Support Form", followed by a thank-you message. The form contains input fields for Name, Email, and Department, and a large text area for "How can we help?". Below the form is a CAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. A "Submit" button is located at the bottom of the form. The footer of the website includes links for Students, Faculty, Staff, and IT Pros, along with the FSU Information Technology Services logo and a "CONTACT US" button.