

# **How to Generate DKIM Record from G-Suite Admin Console**

**DKIM Record:** You can help prevent spoofing by adding a digital signature to outgoing message headers using the DKIM standard. This involves using a private domain key to encrypt your domain's outgoing mail headers, and adding a public version of the key to the domain's DNS records. Recipient servers can then retrieve the public key to decrypt incoming headers and verify that the message really comes from your domain and hasn't been changed along the way.

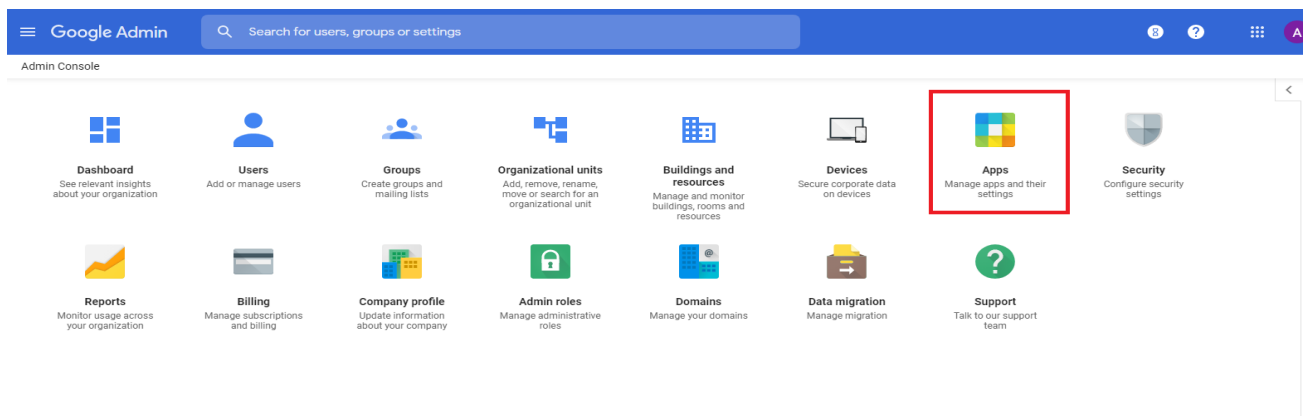
**You have to generate this record from Google G Suite Admin Console. PFB steps to generate the DKIM record from G Suite.**

**Steps:** Login to **G Suite Admin Console** --> Click on **Apps** --> Click on **G Suite** --> Go to **Gmail** --> Click on **Authenticate Email** --> Click on **Generate New Record** --> Click on **2048 Drop down** and **select 1024** DKIM key bit length --> Click on **Generate**.

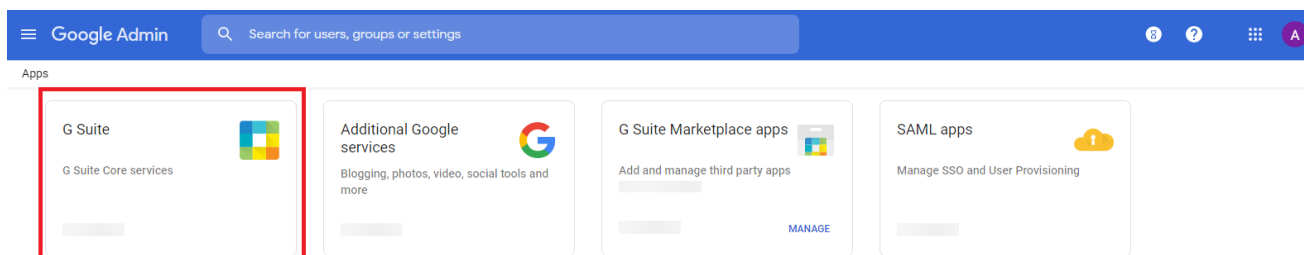
**The records will get generated. Kindly update the Same into DNS control panel and confirm once done.**

## **Steps with screenshot**

Login to **G Suite Admin Console** --> Click on **Apps**



Login to **G Suite Admin Console** --> Click on **Apps** --> Click on **G Suite**



--> Go to **Gmail**

The screenshot shows the Google Admin console interface. At the top, there is a search bar for users, groups, or settings. Below the search bar, the navigation menu on the left includes 'All users in this account', 'Groups', 'Organizational Units', and a search for organizational units. The main content area is titled 'Showing status for apps in all organizational units' and contains a table of services. The 'Gmail' service is highlighted with a red rectangular box. The table lists various services such as Calendar, Drive and Docs, Gmail, Google+, Google Hangouts, Groups for Business, Hangouts Chat, Jamboard Service, Keep, and Sites, all with a status of 'ON for everyone'.

Services	Service Status
<input type="checkbox"/> Calendar	ON for everyone
<input type="checkbox"/> Drive and Docs	ON for everyone
<input type="checkbox"/> Gmail	ON for everyone
<input type="checkbox"/> Google+	ON for everyone
<input type="checkbox"/> Google Hangouts	ON for everyone
<input type="checkbox"/> Groups for Business	ON for everyone
<input type="checkbox"/> Hangouts Chat	ON for everyone
<input type="checkbox"/> Jamboard Service	ON for everyone
<input type="checkbox"/> Keep	ON for everyone
<input type="checkbox"/> Sites	ON for everyone

--> Click on **Authenticate Email**

The screenshot shows the Gmail user settings page. The page is divided into several sections: 'Active users in last 7 days', 'User settings', 'Labs', 'Hosts', 'Default routing', 'Authenticate email', and 'Manage quarantines'. The 'Authenticate email' section is highlighted with a red rectangular box. This section contains the text 'Set up email authentication (DKIM)'. The other sections provide brief descriptions of their respective settings.

**Authenticate email**  
Set up email authentication (DKIM)



## --> Click on Generate New Record

The screenshot shows the Google Admin console interface for DKIM authentication. The top navigation bar includes the Google Admin logo, a search bar, and utility icons. The breadcrumb trail reads: Apps > G Suite > Settings for Gmail > Authenticate email. On the left, a sidebar shows the Gmail logo and a status indicator that is 'ON for everyone'. The main content area is titled 'DKIM authentication' and contains the following elements:

- A header: 'The domains you select will use the DKIM (DomainKeys Identified Mail) protocol for authenticating outgoing emails. [Learn more](#)'
- A 'Selected domain' dropdown menu, currently showing a redacted domain.
- Status: 'Not authenticating email'. Below this, a note states: 'You must update the DNS records for this domain. To start authenticating email for the domain selected above, enter the following DNS TXT record into your domain provider's DNS settings page. Then click "Start authentication."'
- Two buttons: 'GENERATE NEW RECORD' (highlighted with a red box) and 'START AUTHENTICATION'.
- Two informational messages with 'i' icons: 'It may take up to 48 hours for DNS changes to fully propagate.' and 'Changes may take up to 24 hours to propagate to all users.'

Click on **2048 Drop down** and **select 1024** DKIM key bit length --> Click on **Generate**

The screenshot shows a modal dialog box titled 'Generate new record'. The dialog contains the following information:

- A warning: 'If you are currently authenticating email from this domain, generating a new TXT record will stop authentication until you restart it and wait for DNS to update.'
- A section titled 'Select DKIM key bit length' with a dropdown menu. The dropdown is open, showing '2048' as the selected option and '1024 (optional)' as an alternative. The '2048' option is highlighted with a red box.
- A text input field containing the domain 'google'.
- At the bottom right, two buttons: 'CANCEL' and 'GENERATE' (highlighted with a red box).



# Update the Generated Values in your DNS Control Panel and confirm once done

Google Admin | Search for users, groups or settings

Apps > G Suite > Settings for Gmail > Authenticate email

**Gmail**

Status  
ON for everyone

**DKIM authentication**

The domains you select will use the DKIM (DomainKeys Identified Mail) protocol for authenticating outgoing emails. [Learn more](#)

Selected domain  
[REDACTED]

Status: Not authenticating email  
You must update the DNS records for this domain.  
To start authenticating email for the domain selected above, enter the following DNS TXT record into your domain provider's DNS settings page. Then click "Start authentication."

DNS Host name (TXT record name):  
google\_domainkey

TXT record value:  
v=DKIM1; k=rsa;  
p=MIGfMA0GCsGqGSib3DQEBAQUAA4GNADCBiQKgBQCX3WnahSFZCgsPPk4xeiFISBGVH2eVXvDs8FImw5af6pIS7rrewjgJNIA+APWige0EqopXUp9wXGH/gqOchEgFzAl2psJo6ubsFXSNTzWEe0c/FDRBH/V1hICFKEW22CdNKPSIL655rN1H5e2zfwDYCxsGCc5p9rBsX00jzkdFwIDAQAB

[GENERATE NEW RECORD](#)

It may take up to 48 hours for DNS changes to fully propagate.

[START AUTHENTICATION](#)

Changes may take up to 24 hours to propagate to all users.  
Prior changes can be seen in [Audit log](#)

Login to the **G Suite Admin console** --> Go to **Apps** --> Go to **G Suite** --> Go to **Gmail** --> Click on **Authenticate Email** --> Click on **Start Authentication**

Google Admin | Search for users, groups or settings

Apps > G Suite > Settings for Gmail > Authenticate email

**Gmail**

Status  
ON for everyone

**DKIM authentication**

The domains you select will use the DKIM (DomainKeys Identified Mail) protocol for authenticating outgoing emails. [Learn more](#)

Selected domain  
[REDACTED]

Status: Not authenticating email  
You must update the DNS records for this domain.  
To start authenticating email for the domain selected above, enter the following DNS TXT record into your domain provider's DNS settings page. Then click "Start authentication."

DNS Host name (TXT record name):  
google\_domainkey

TXT record value:  
v=DKIM1; k=rsa;  
p=MIGfMA0GCsGqGSib3DQEBAQUAA4GNADCBiQKgBQCX3WnahSFZCgsPPk4xeiFISBGVH2eVXvDs8FImw5af6pIS7rrewjgJNIA+APWige0EqopXUp9wXGH/gqOchEgFzAl2psJo6ubsFXSNTzWEe0c/FDRBH/V1hICFKEW22CdNKPSIL655rN1H5e2zfwDYCxsGCc5p9rBsX00jzkdFwIDAQAB

[GENERATE NEW RECORD](#)

It may take up to 48 hours for DNS changes to fully propagate.

[START AUTHENTICATION](#)

Changes may take up to 24 hours to propagate to all users.  
Prior changes can be seen in [Audit log](#)



# Google Classroom

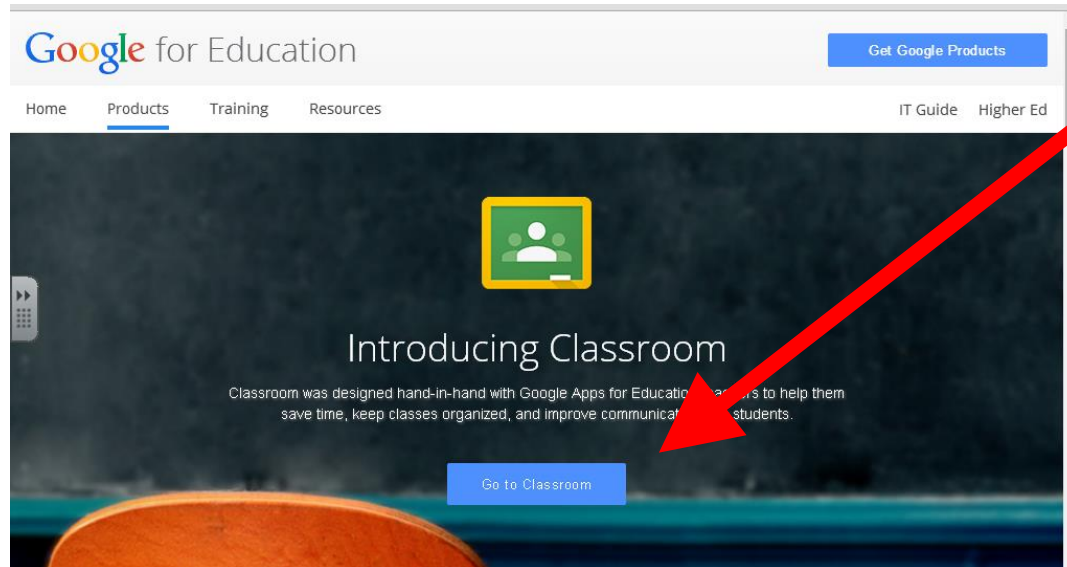


Welcome to Classroom!



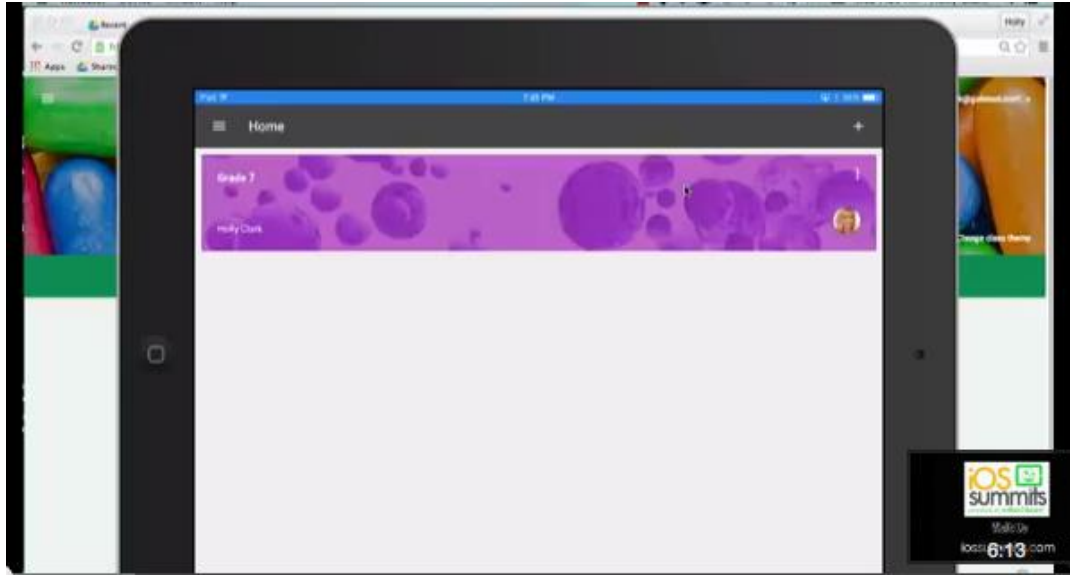
# How to Create Your Own Class

Click to go to [Google classroom](#)! Click go to classroom.



# A Quick Look at The New Google Classroom iPad App

<https://www.youtube.com/watch?v=dm6vlj5wW-0>



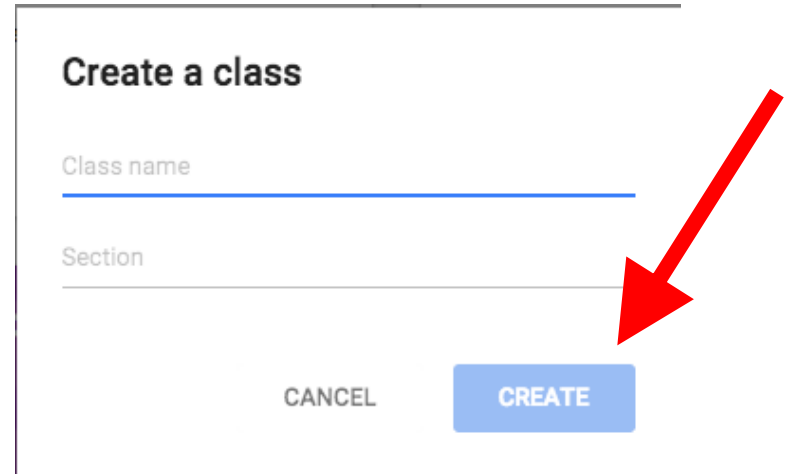
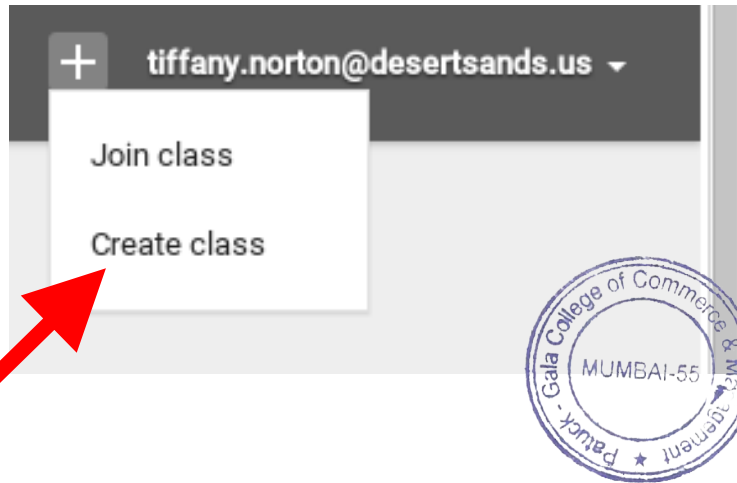
iOS  
summits

Mobile  
local 6:13.com



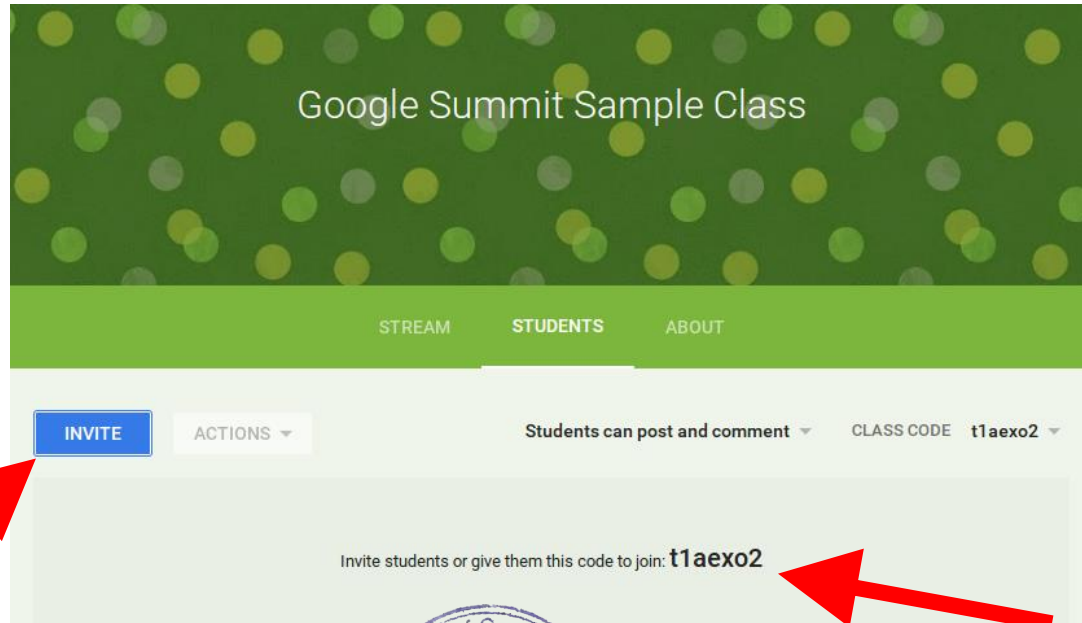
# How to Create Your Own Class

Click on the Plus sign by your name and click create class. Type in your class name and section. Then click create.



A screenshot of the 'Create a class' form. The form has a title 'Create a class' at the top. Below the title, there are two input fields: 'Class name' and 'Section'. At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE'. A red arrow points to the 'CREATE' button.

# Two Ways to Have Students Join



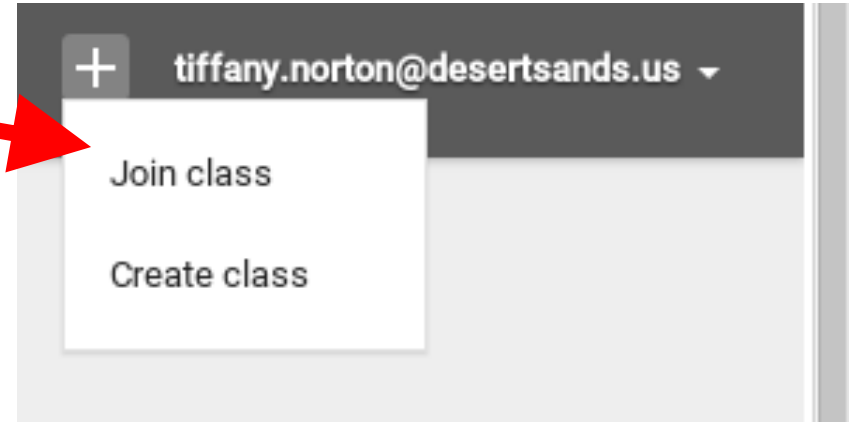
Invite students via e-mail to join your class. They'll get a link to click on.



Students can go to google classroom and type in the code for your classroom.

# Using the Classroom Code to join:

1. Go to Google Classroom.
2. Click on the plus sign in the right hand corner.
3. Click join class.
4. Then type in the classroom code and click join.



# What is Google Classroom?

Google Classroom is available to schools with a Google Apps for Education (GAFE) domain.

Classroom is a way to get all of your students in one place and allows you to easily assign work and for students to turn it in.

Home base for google drive.



Helps teachers create and collect assignments paperlessly  
Includes time-saving features (i.e. make a copy of a Google Document for each student).

Creates Drive folders for each assignment & student

Students can keep track of what's due on the Assignments page and begin working with just a click.

Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and marks from within Classroom.



# Classroom Homepage

The screenshot shows a Classroom homepage with a teal background. At the top left is a hamburger menu icon. At the top right is the user email 'katie.stephens@desertsands.us' with a dropdown arrow. The main title 'Google Summit Sample Class' is centered. Below the title are links for 'Select theme' and 'Upload photo'. A navigation bar contains 'STREAM', 'STUDENTS', and 'ABOUT'. The main content area is divided into two columns. The left column has three panels: 'UPCOMING ASSIGNMENTS' (No upcoming assignments), 'STREAM' (Show deleted items toggle), and 'CLASS CODE'. The right column has a 'Share with your class...' input field, a filter bar for 'Announcement' and 'Assignment', an announcement post from 8:17 PM saying 'Welcome to class everyone!', and a comment input field. A circular purple stamp is overlaid on the bottom right, reading 'Patrick - Gala College of Commerce & Management MUMBAI-55'. A help icon is in the bottom right corner.

Menu icon

katie.stephens@desertsands.us

## Google Summit Sample Class

Select theme  
Upload photo

STREAM STUDENTS ABOUT

**UPCOMING ASSIGNMENTS**  
No upcoming assignments.

Share with your class...

Announcement Assignment

**STREAM**  
Show deleted items

**CLASS CODE**

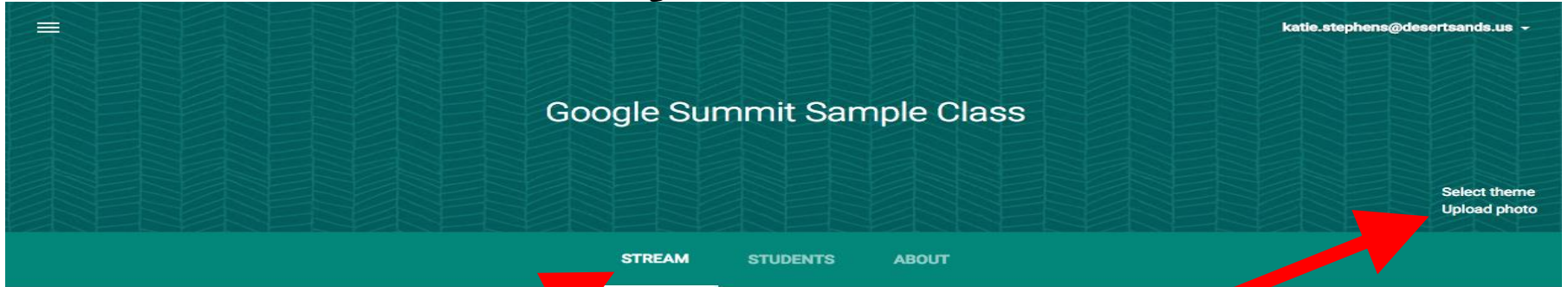
ANNOUNCEMENT 8:17 PM  
Welcome to class everyone!

Add comment...

Patrick - Gala College of Commerce & Management  
MUMBAI-55

?

# Parts of your Classroom

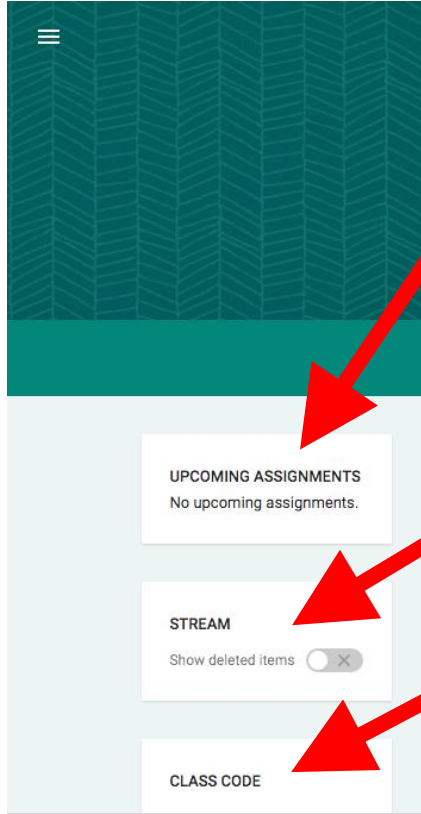


Where your announcements and assignments are posted.

Change your classroom theme or add your own photo at the top of your Google Classroom.



# Parts of your Classroom



Lists the names of assignments and when they are due.

Option that you can turn on or off to show your deleted items. Only teachers can use this feature.

Code that you give your students to join the classroom. You can also change the class code whenever you want to as the teacher.



# Parts of your Classroom

The students page is a list of all of the students enrolled in your classroom.

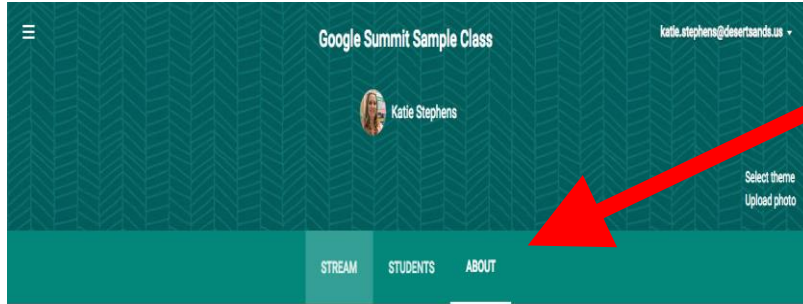
Can change the students abilities to post and comment in your classroom.



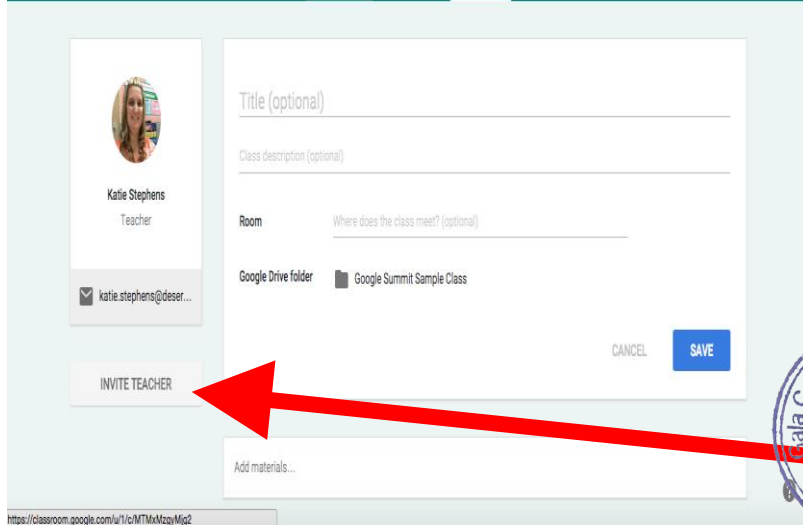
The screenshot shows the 'Students' page in Google Classroom. At the top, it displays the class name 'Google Summit Sample Class' and the teacher's name 'Katie Stephens'. Below this, there are navigation tabs for 'STREAM', 'STUDENTS', and 'ABOUT'. The 'STUDENTS' tab is active, showing a list of students with checkboxes for each. The list includes Anthony Garcia, Athena Martinez, Cynthia Stern, and Danielle Munksgard. Above the list, there are controls for 'INVITE', 'ACTIONS', and a dropdown for 'Students can post and comment'. A red arrow points from the text 'The students page is a list of all of the students enrolled in your classroom.' to the 'Students' tab. Another red arrow points from the text 'Can change the students abilities to post and comment in your classroom.' to the 'Students can post and comment' dropdown menu.

Student Name	Post and Comment
Anthony Garcia	<input checked="" type="checkbox"/>
Athena Martinez	<input checked="" type="checkbox"/>
Cynthia Stern	<input checked="" type="checkbox"/>
Danielle Munksgard	<input checked="" type="checkbox"/>

# Parts of your Classroom



Change and edit the information about your classroom. Post links.



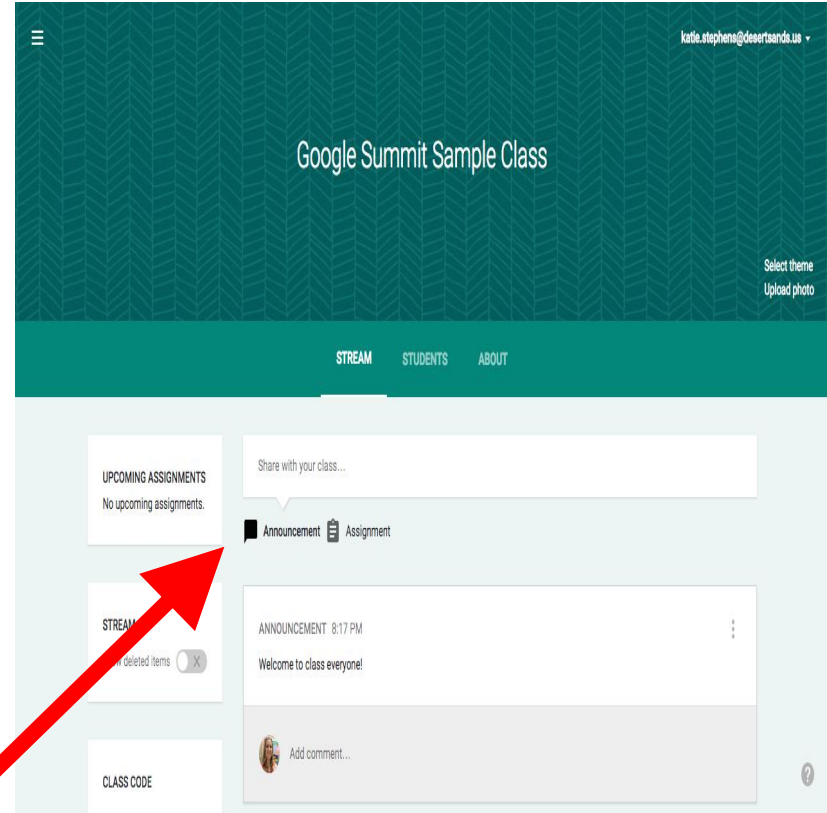
Invite more teachers to join your classroom. \*If you add a teacher, they will be able to do everything that you can do, except delete the classroom.



# Classroom Homepage

The stream is where you will post your announcements and assignments.

When you create a new announcement or assignment it can save as a draft. So if you don't want to post it right away, you do not have to. It will save it for you to post later.



# What is an announcement?

Google Classroom gives you a place to post your announcements.


Unlike a website with one way communication, students can comment back on the announcement.



ANNOUNCEMENT Katie Stephens – Mar 8

Here is the link to the Google Help Page for Classroom.

 Classroom Help  
<http://goo.gl/9gq2No>

 Add comment...



# Ways to use Announcements

A place to make announcements to your class

A place for students to make announcements to each other

(ie: kudos, questions, concerns, updates)

Ticket out the Door or Warm-up

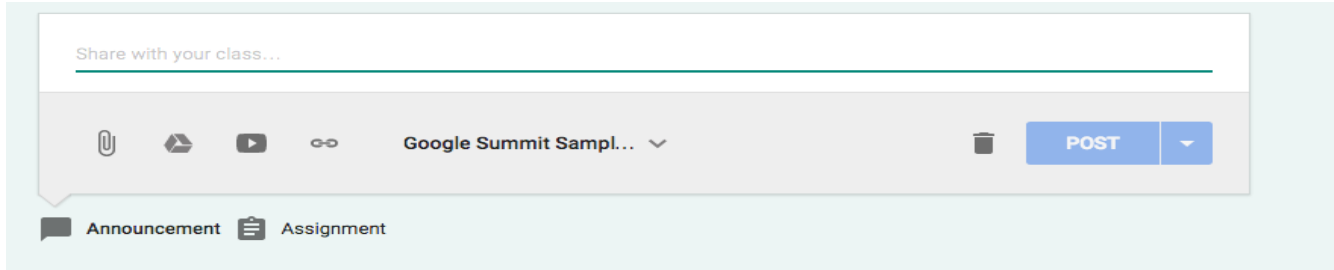
Virtual Classroom Discussion

Quick Write Prompt

Share Links with your students



# How to make an Announcement



Click on announcement.

Type in your announcement into the top box.

You can add attachments, files from your drive, youtube links, or links to other sites.

Then click on the class that you want to post the announcement. You can post the same announcement to multiple classes at one time.

Then click post.

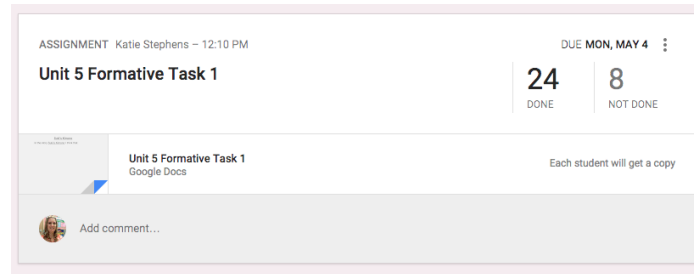


# What is an assignment?

Using Google Docs you no longer need to collect and pass out paper.

Google Classroom eliminates sharing issues by placing the document in the teacher and the students Google Drive immediately.

Students simply need to press the “turn in” button within Google Classroom to let the teacher know they are ready to have their work assessed.



# Ideas for using Assignments

Collaborative Group Assignments

Individual Writing Assignments

Note taking templates

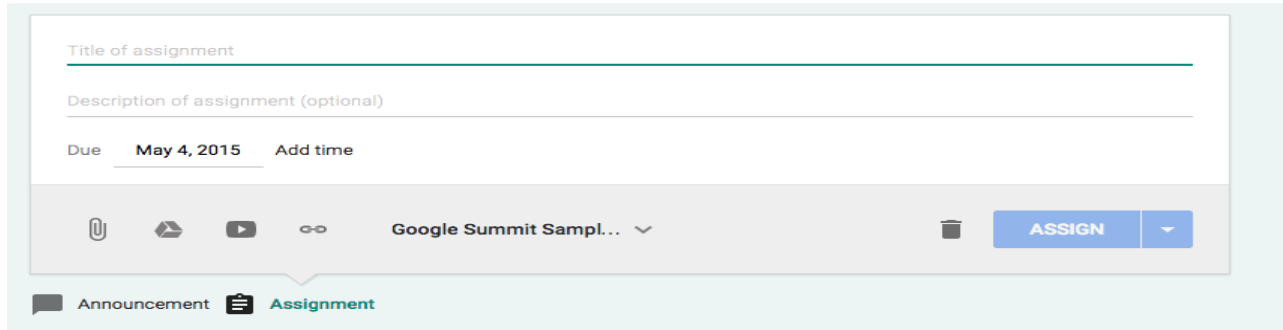
Tests and Quizzes

Test Prep

Project Based Learning



# How to make an Announcement



The screenshot shows the Google Classroom assignment creation form. It includes a text input field for the title, a larger text area for the description, a date selector set to 'May 4, 2015', and a row of icons for attachments (document, image, video, audio). Below these is a dropdown menu for class selection, currently showing 'Google Summit Samp...'. At the bottom right is a blue 'ASSIGN' button. At the bottom left, there are two tabs: 'Announcement' and 'Assignment', with 'Assignment' being the active tab.

Click on assignment.

Type in your title into the top box and add a description into the next box below.

You can add attachments. (See next slide).

Then select the due date.

Then choose the class that you want to post the assignment, you can post it to more than one classroom at the same time.

Then click assign



# Attachment Options for Assignments

1. Attach a document from your computer



2. Attach directly from your Google Drive



3. Attach a YouTube Video

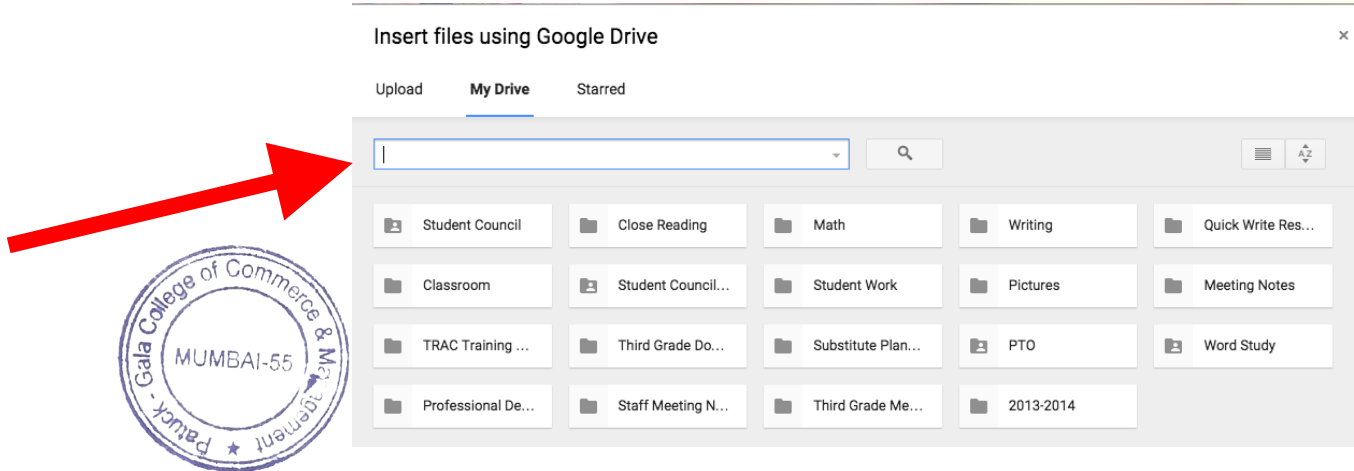


4. Attach a Link



# Attaching Directly from Drive

1. Click on the Drive icon
2. Search for your document in the window that pops up and click add



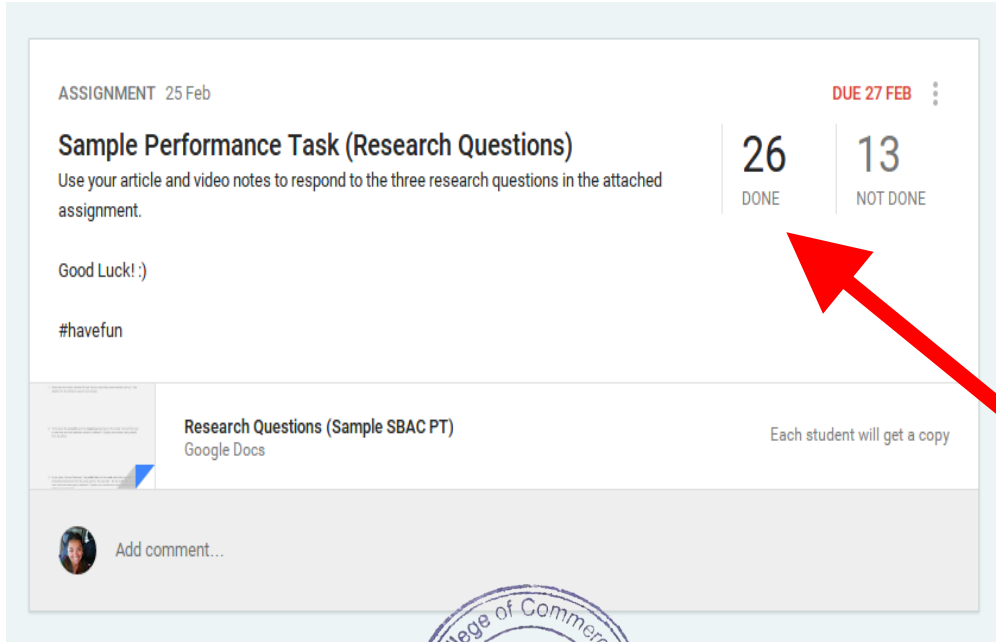
# 3 Choices when Attaching from drive

1. Students Can View File
2. Students Can Edit File
3. Make a copy for each student



A screenshot of a learning management system interface for creating an assignment. It features a form for "Title of assignment" and "Description of assignment (optional)", a "Due" date of "6 Mar 2015", and a "Share" button. A red arrow points to a sharing dropdown menu for a file named "3.6.15 Math Word Problems" (Google Docs). The menu options are: "Students can view file" (selected), "Students can edit file", and "Make a copy for each student". The interface also shows a toolbar with icons for attachments and a user selection dropdown for "Mrs. Norton's Awesom...". At the bottom, there are buttons for "Announcement" and "Assignment".

# Tracking your students progress



ASSIGNMENT 25 Feb DUE 27 FEB

**Sample Performance Task (Research Questions)**

Use your article and video notes to respond to the three research questions in the attached assignment.

Good Luck! :)

#havefun

26	13
DONE	NOT DONE

Research Questions (Sample SBAC PT)  
Google Docs

Each student will get a copy

Add comment...







Easily see the number of students who've completed and have yet to complete the given assignment.



The Wettest Place on Earth TDQs DUE FRI, MAR 6

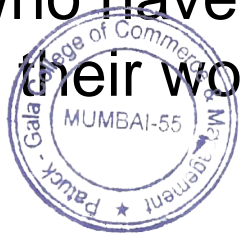
RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are **done or returned**. CLEAR

<input type="checkbox"/>	Students	Status	Grade	Points	100
<input type="checkbox"/>	 Adrian Mederos <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Alyssa Aguiar <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Amy Bracamontes <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Anahi Lopez-Aldaz <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Benjamin MoraJimenez <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Brandon Torres <small>Send a note</small>	DONE	No grade		

The detailed list of students who have not completed their work.







The detailed list of students who have completed their work.



The Wettest Place on Earth TDQs DUE FRI, MAR 6

RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are **not done**. CLEAR

<input type="checkbox"/>	Students	Status	Grade	Points	100
<input type="checkbox"/>	 Anthony Vargas1 <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Ashley Orozco <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Ashley OrozcoMorales <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Clayton Hill <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Deirdre Murphey <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Eric Vasquez <small>Send a note</small>	NOT DONE	No grade		

# Adding a Co-Teacher

-Multiple teachers can now serve as the admin for each Google Classroom

-Who would I add as a Co-Teacher?

Intervention Specialists, Administration,  
Resource Teachers, Grade  
Level/Department Colleagues



*Click the picture above to visit Alice Keeler's blog post on this topic.*



# How to Add a Co-Teacher

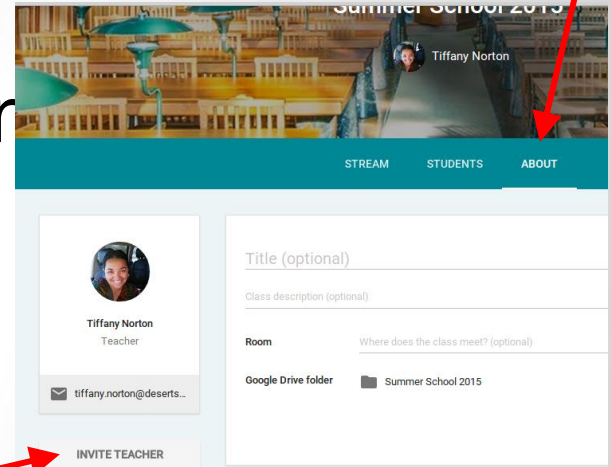
## Adding a Co-Teacher

-Open up the class you want to use  
to use

-Click “About”

-Click “Invite Teacher”

-Type in the email address of the co-teacher



# Archive a class

- End of Quarter/Semester/Year

- Archiving preserves materials, discussions, and posts. The archived class is taken off of your home screen.

- All files are still available in Google Drive to view and edit

# Archiving a Class

- An archived class can be viewed by you and the students in the class.
- However, when the class is archived, you can't edit or add anything to the class until you restore it.

Class is archived. Restore it to add or edit anything. **RESTORE**

# Math Group 1



- STREAM
- STUDENTS
- ABOUT

ANNOUNCEMENT Tiffany Norton – Feb 25

What did you learn during math today? Do you understand or need more support?

4 more comments



Miguel Macias3 Feb 25

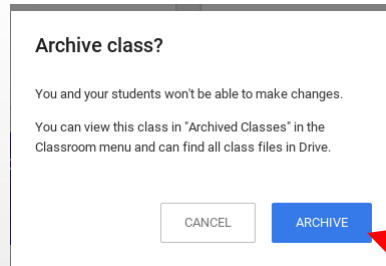
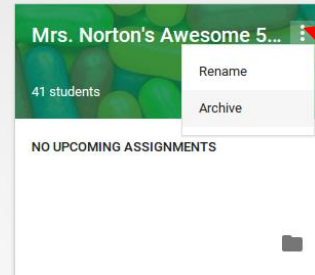
Today in math I learned about how to do prime trees that you need to have a prime number for the answer.



An Archived Classroom

# How to Archive a Class

- Click “Home”
- Click on the three dots next to the class name
- Click “Archive”
- When the ‘Archive Class?’ screen pops up, click “Archive”



# Need to view, restore, or delete an archived class?

[Click here for directions from Google Support!](#)



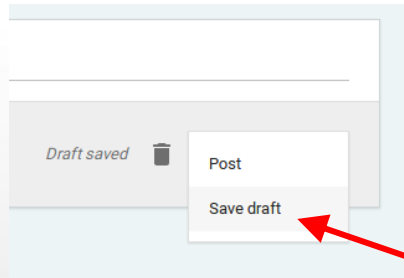
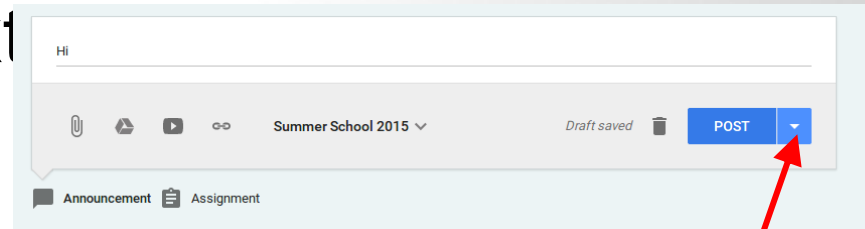
# Drafting an Assignment or Announcement

- Pre-populate posts and have them saved in the “Drafts” section for posting at a later time

- Great for pre-set discussion questions, close reading questions, daily warm-ups, and much more

# How to Draft an Assignment or Announcement

- Type in your announcement and/or create your assignment post
- Click the down arrow next to the blue 'POST' button
- Click "Save Draft"



# How to Draft an Assignment or Announcement, cont.



-The announcement/assignment is now saved in your drafts folder and can be posted when you are ready.

UPCOMING ASSIGNMENTS

DUE TODAY

Writing Pre-Test

Share with your class...

Announcement Assignment

DRAFT (1)



Click the down arrow to access your drafts.

Click on the draft you'd like to edit/post/delete

Draft (1)

Hi

Edit the post (if needed) then click post or cancel. You can also re-save the Draft.

Draft (1)

Hi

Hi



Summer School 2015

CANCEL

POST



# Mobile APP

- The mobile app allows students to do their work on any device.
- Perfect solution for classrooms that don't have 1:1 access, but have a BYOD policy

# Mobile App, cont.

Students can:

- attach photos to assignments and posts
- attach images, PDFs, and web pages from other apps to their assignments
- work offline on items listed on the to do lists

# Links to more helpful hints and tricks

[Google Classroom Help Center](#)

[Get the Mobile App \(Google Play Store\)](#)

[Get the Mobile App \(iTunes\)](#)

[50 Things You Can Do With Google Classroom \(Alice Keeler\)](#)

# Student Quick Guide

## Student Quick Guide to Google Classroom



### Classroom.google.com

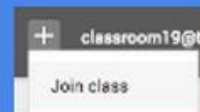
Go to the Classroom website and log in with your Google Apps email login.

### Google Drive

Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in [drive.google.com](https://drive.google.com)

### Join a Class

In the upper right click on the plus button to join a class. Enter the class code.



### Sample Class

Period 2

Classroom Teacher

#### UPCOMING ASSIGNMENTS

#013 Add a Slide

2

1

3

### Class Tiles

- 1 Click class title to enter class
- 2 Click the "3 dots" to Unenroll from class
- 3 Link to upcoming assignments right on