

Google Classroom Instructions

~How to Sign In and Join a Class~

Signing in for the first time

1. Go to **Google.com** → **Sign in** OR **classroom.google.com** → **Go to Classroom**
2. Enter your username and click **Next**.
Year of graduation, last name, first initial followed by @hanoverarea.net
(Example: 20smithj@hanoverarea.net)
3. Enter your password and click **Next**.
Your initials (lowercase first and last) followed by your Student ID number (Cafeteria PIN)
(Example: [js555555](#))
*****Kindergarten to 2nd grade – you should have your password. If you do not please email your classroom teacher.*
4. **Read** and click **Accept** to Google's Welcome statement.
5. Click I'm A **Student**.
6. Click **Get Started**.

**Student usernames are similar to your network/computer logins (year of graduation, last name, first initial) followed by @hanoverarea.net (Example: 20smithj@hanoverarea.net).*

**Students with two last names should use both last names for their Hanover Google account.*

If you used **Google.com → **Sign in**, use the Google Apps icon,  in the upper right corner to navigate to Google Classroom.*

**Graduation years: K - 32, 1st - 31, 2nd - 30, 3rd - 29, 4th - 28, 5th - 27, 6th - 26, 7th - 25, 8th - 24, 9th - 23, 10th - 22, 11th - 21, 12th - 20*

How to join a class

You have 2 ways to join a class:

- ❖ Accept an invitation from your teacher — If your teacher sends you an invitation, you'll see **Join** on the class tile on your Classroom homepage.
- ❖ Join a class with a class code. Your teacher will give you a class code to use to add yourself to the class. (You only use the class code once to join a class. You are then enrolled in the class, and you don't need to re-use the code again.)

Important: Students need to use their Hanover Area Google Accounts to be able to receive teacher invites to their classrooms. If you do not have my invite, you may be logged in with your personal Google account.