

WHAT IS MY STUDENT'S EMAIL AND PASSWORD?

AS WE TRANSITION TO E-LEARNING, STUDENTS WILL NEED TO LOG IN TO GOOGLE CLASSROOM TO ACCESS LESSONS, ASSIGNMENTS, QUIZZES, AND RESOURCES, AS WELL AS COMMUNICATE WITH TEACHERS AND CLASSMATES. PLEASE USE THE FOLLOWING ALGORITHM TO FIND OUT YOUR STUDENT'S EMAIL ADDRESS AND PASSWORD WHICH CAN BE USED TO LOG IN TO GOOGLE CLASSROOM.

**FIRST INITIAL OF FIRST NAME +
COMPLETE LAST NAME +
LAST TWO DIGITS OF EXPECTED
GRADUATION YEAR +
@COPERNI3.ORG**

EXAMPLE

STUDENT NAME: LIZBETH SANDIA

GRADE: 4TH

EXPECTED HIGH SCHOOL GRADUATION YEAR: 2028

EMAIL: LSANDIA28@COPERNI3.ORG

PASSWORD: PASSWORD

PASSWORD = "PASSWORD"

WHAT IS MY STUDENT'S EXPECTED GRADUATION YEAR?

KINDERGARTEN: 2032

1ST GRADE: 2031

2ND GRADE: 2030

3RD GRADE: 2029

4TH GRADE: 2028

5TH GRADE: 2027

6TH GRADE: 2026

WHAT IF MY STUDENT HAS MULTIPLE LAST NAMES?

COMBINE THE LAST NAMES IN THE EMAIL WITHOUT A HYPHEN.

EXAMPLE

FIRST NAME: MARIA

LAST NAME: GOMEZ-ROSALES

GRADE: 6TH GRADE

EMAIL: MGOMEZROSALES26@COPERNI3.ORG

HOW DO I LOGIN TO GOOGLE CLASSROOM?

OPTION ONE

- 1. GO TO GMAIL.COM**
- 2. LOGIN USING THE STUDENT EMAIL ADDRESS**
- 3. CHECK YOUR EMAIL FOR AN INVITE TO THE GOOGLE CLASSROOM, SENT BY YOUR TEACHER**
- 4. CLICK "JOIN" ON THE INVITE**

OPTION TWO

- 1. GO TO CLASSROOM.GOOGLE.COM**
- 2. LOGIN USING THE STUDENT EMAIL ADDRESS**
- 3. CLICK THE + BUTTON IN THE TOP RIGHT CORNER**
- 4. TYPE IN THE CLASS CODE PROVIDED BY YOUR TEACHER**

WHAT IF I CAN'T LOGIN?

CONTACT YOUR TEACHER! TEACHERS CAN:

- 1. SEND YOU THE CLASS CODE**
- 2. SEND YOU THE INVITE LINK**
- 3. TELL YOU THE STUDENT'S LOGIN INFORMATION**

HOW DO I CONTACT MY TEACHER?

USE THE ALGORITHM BELOW TO CONTACT YOUR TEACHER:

**TEACHER'S FIRST INITIAL OF FIRST NAME +
TEACHER'S FULL LAST NAME +
@COPERNI3.ORG**

OR GO TO WWW.COPERNI3.ORG/STAFF-LIST TO FIND
YOUR TEACHER'S CONTACT INFORMATION.

ANY OTHER QUESTIONS?

CALL: 719-619-7178

EMAIL: INFO@COPERNI3.ORG

GO TO: WWW.COPERNI3.ORG/E-LEARNING