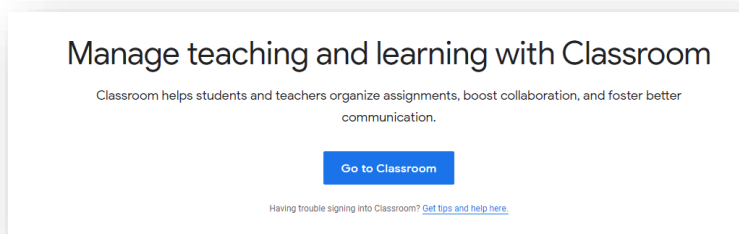




## How to join a class in Google Classroom

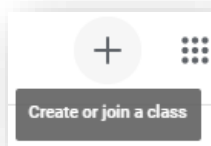
If your teacher has provided you with a Google Classroom code, follow these steps...

1. Google 'Google Classroom'
2. Press the button to 'Go to Classroom'



3. Log in with your school email address  
[username@student.marlborough.herts.sch.uk](mailto:username@student.marlborough.herts.sch.uk)  
Your password is your school network password.

4. Once logged in press the + to join a class



5. Enter the class code your teacher has provided for you.
6. Press the 'Classwork' button to see the tasks to complete.

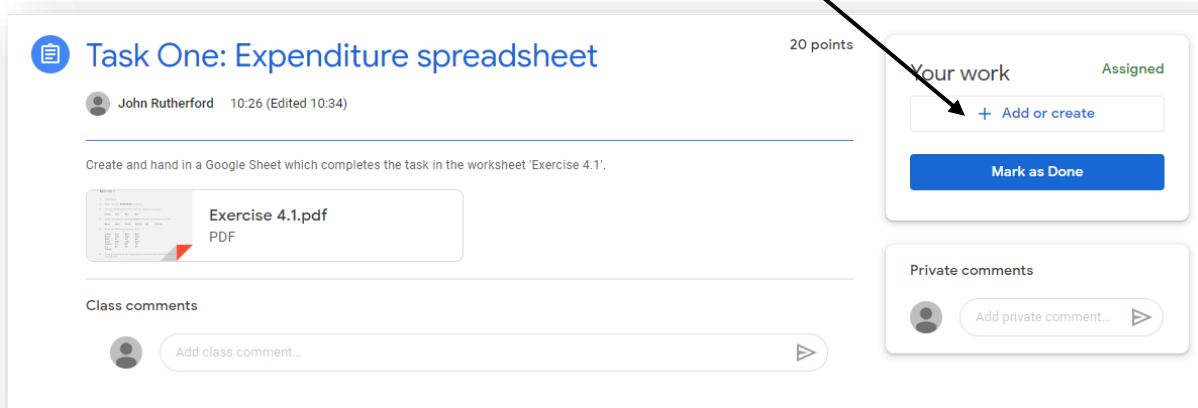
### Did you know?

There is a free Google Classroom app you can install on your phone. This is a great way to make it easy to stay on top of your work.



## How to hand in work

Some tasks your teachers will set might ask you to hand in work to your teacher. To do this, open the task and then press the 'Add or Create' button.



**Task One: Expenditure spreadsheet** 20 points

John Rutherford 10:26 (Edited 10:34)

Create and hand in a Google Sheet which completes the task in the worksheet 'Exercise 4.1'.

Exercise 4.1.pdf  
PDF

Class comments

Add class comment...

Your work Assigned

+ Add or create

Mark as Done

Private comments

Add private comment...

You will then be able to upload the file with your work or you can create a new document and do your work in it.

When finished you need to press the 'Mark as Done' button.