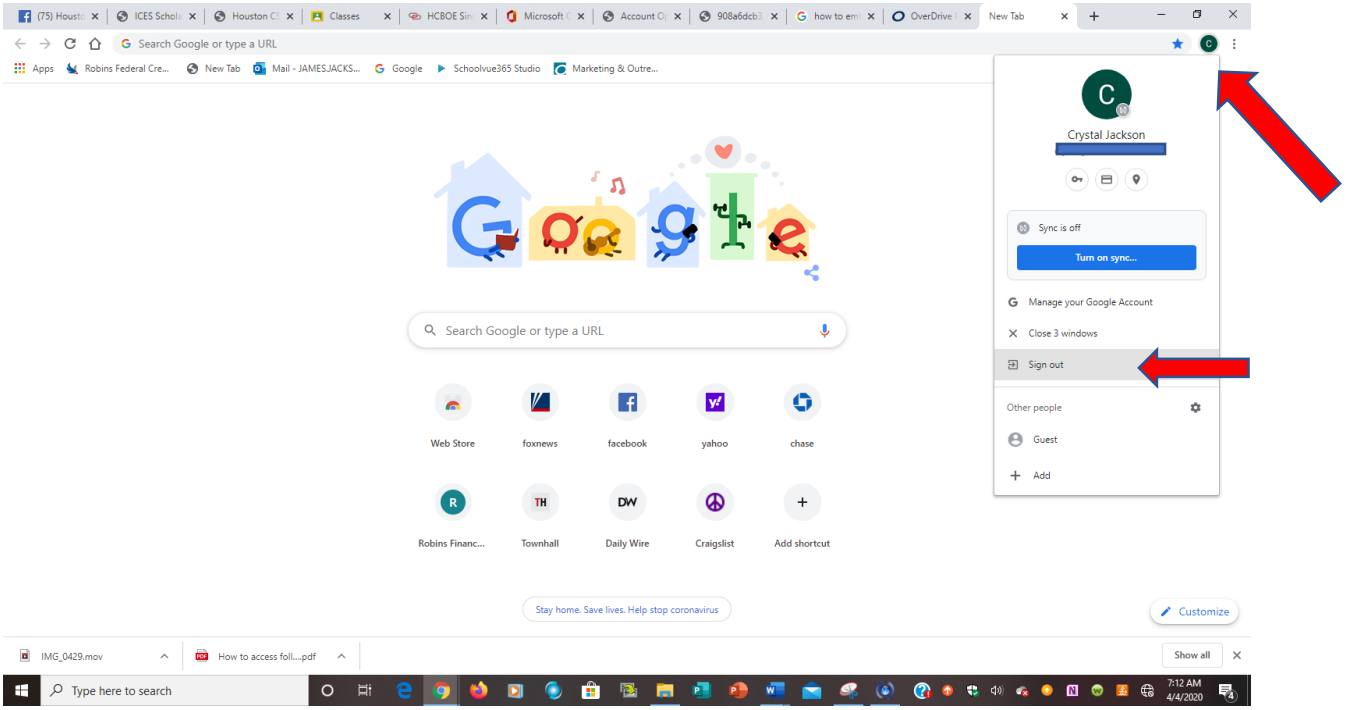
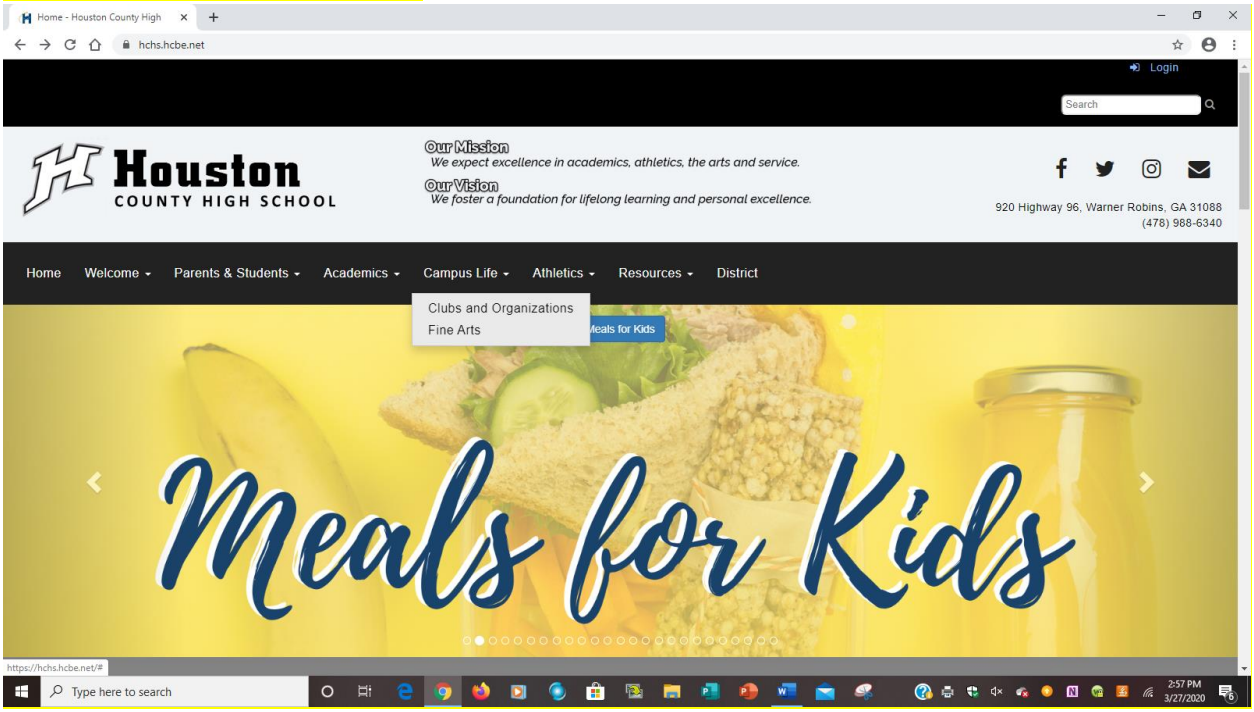
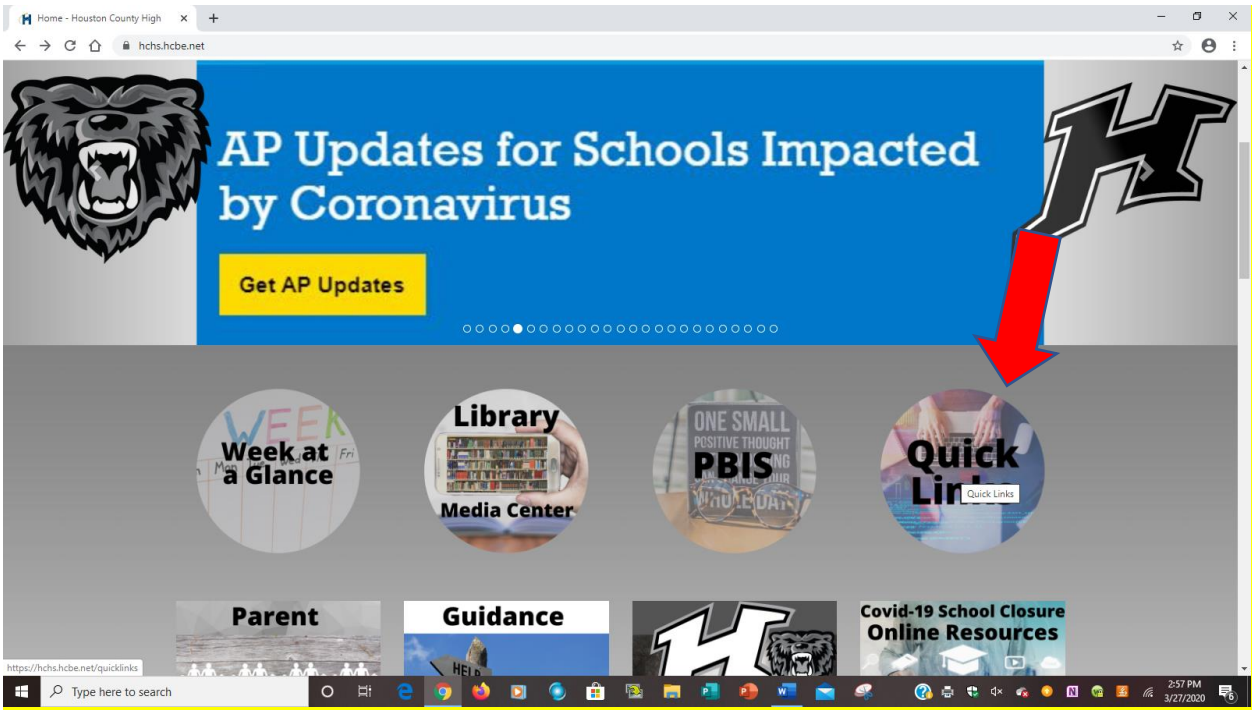
First you must sign out of your personal google account



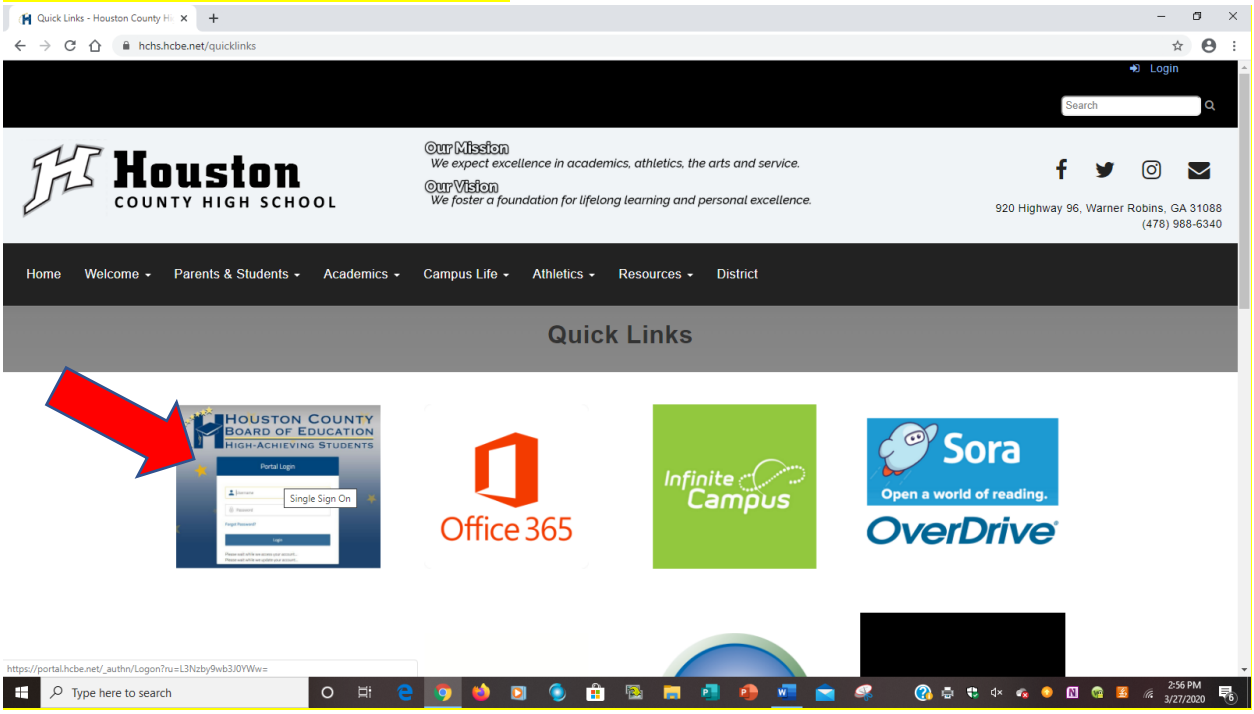
Visit https://hchs.hcbe.net/



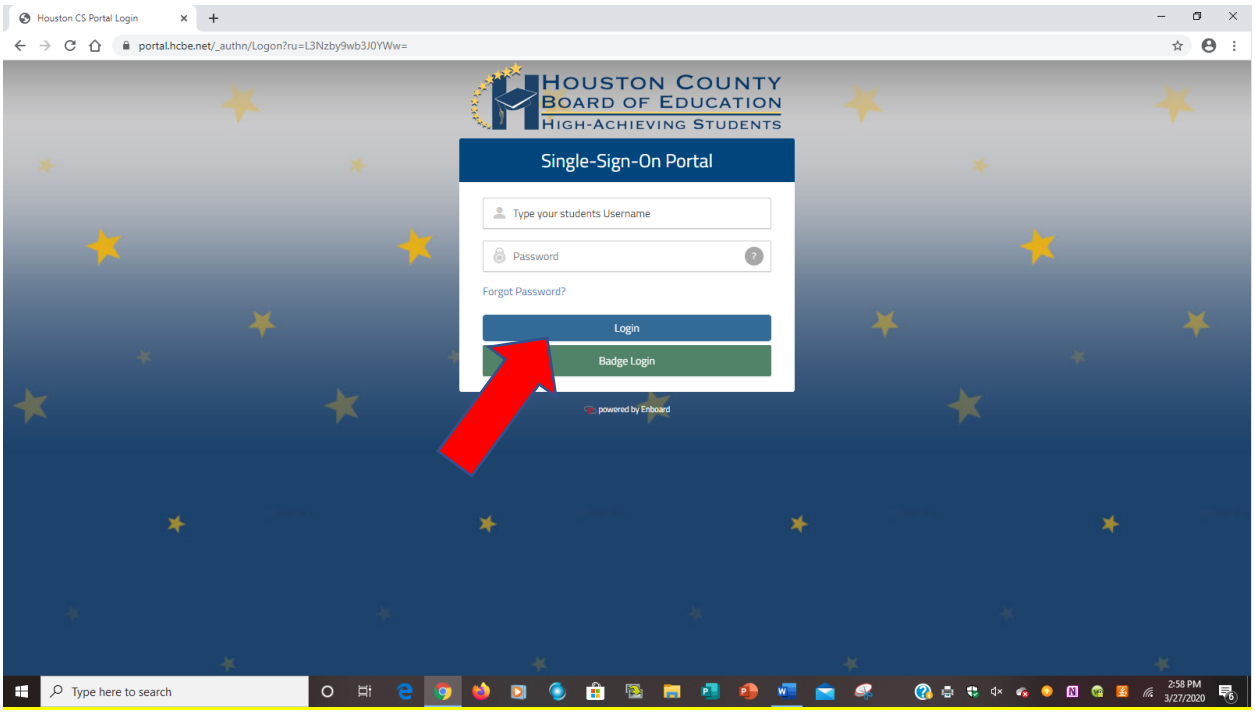
Scroll down to click on Quick Links



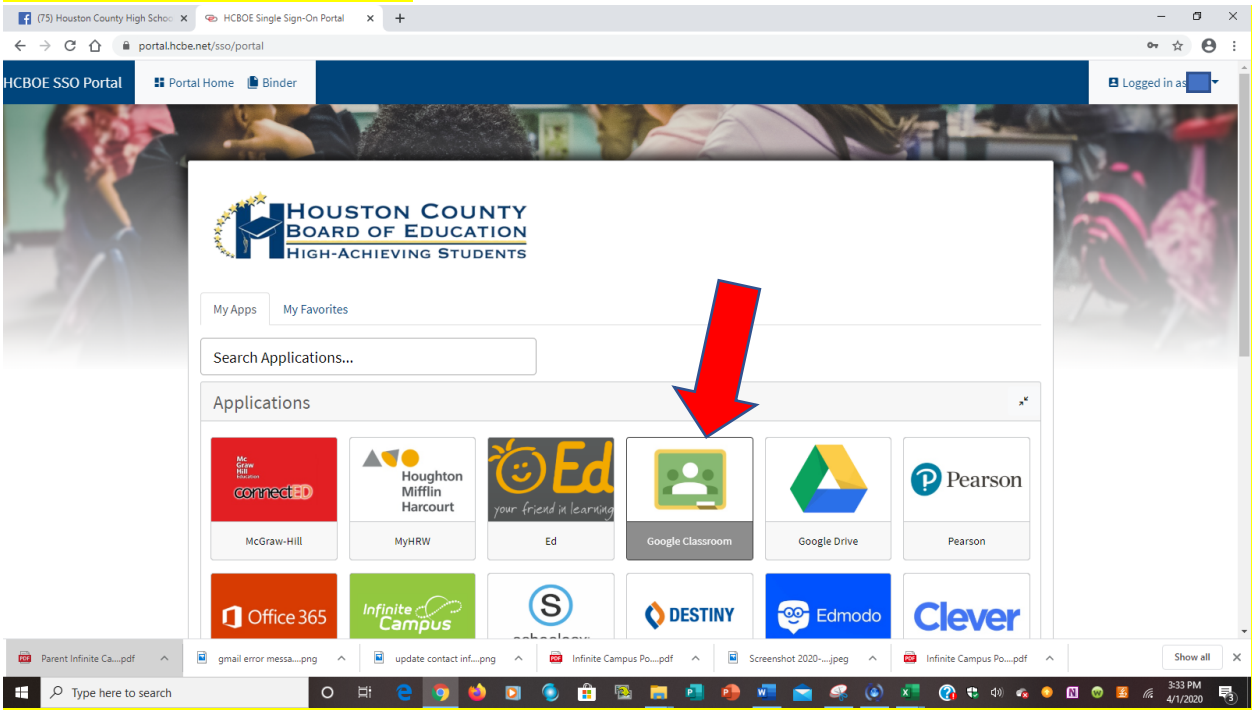
Click on the first icon Portal Login



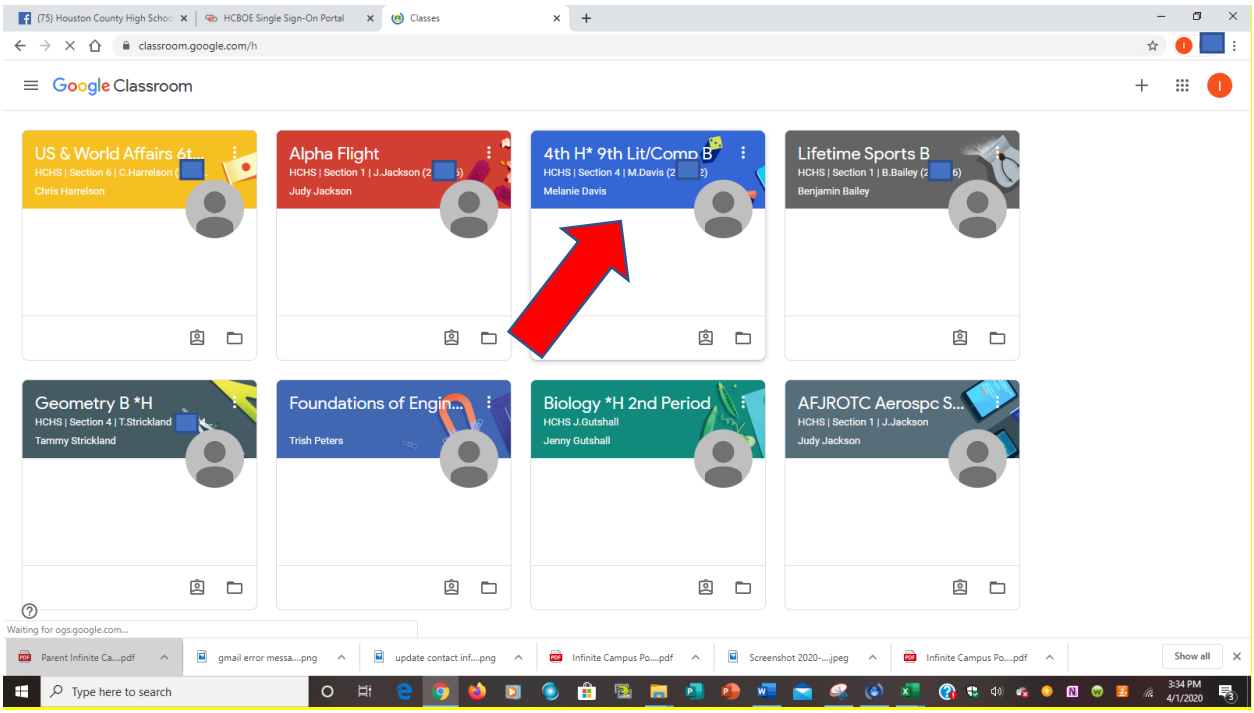
Enter your username and password and click on login.



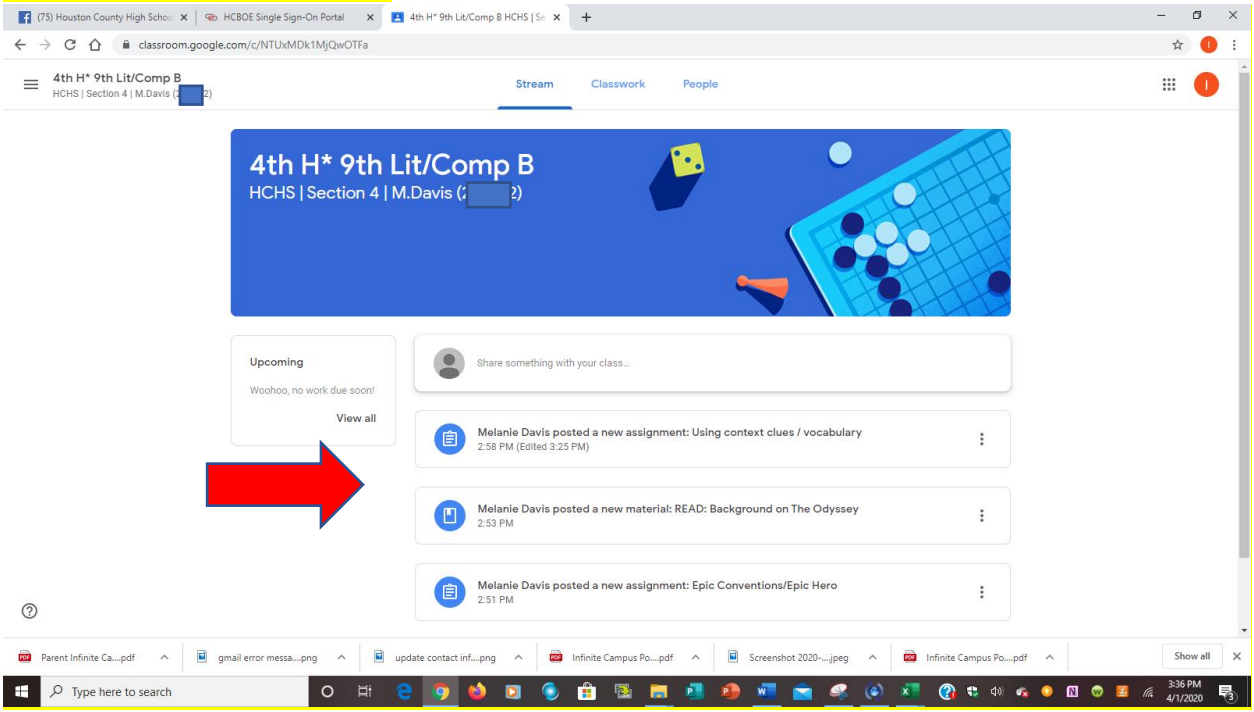
Click on Google Classroom.



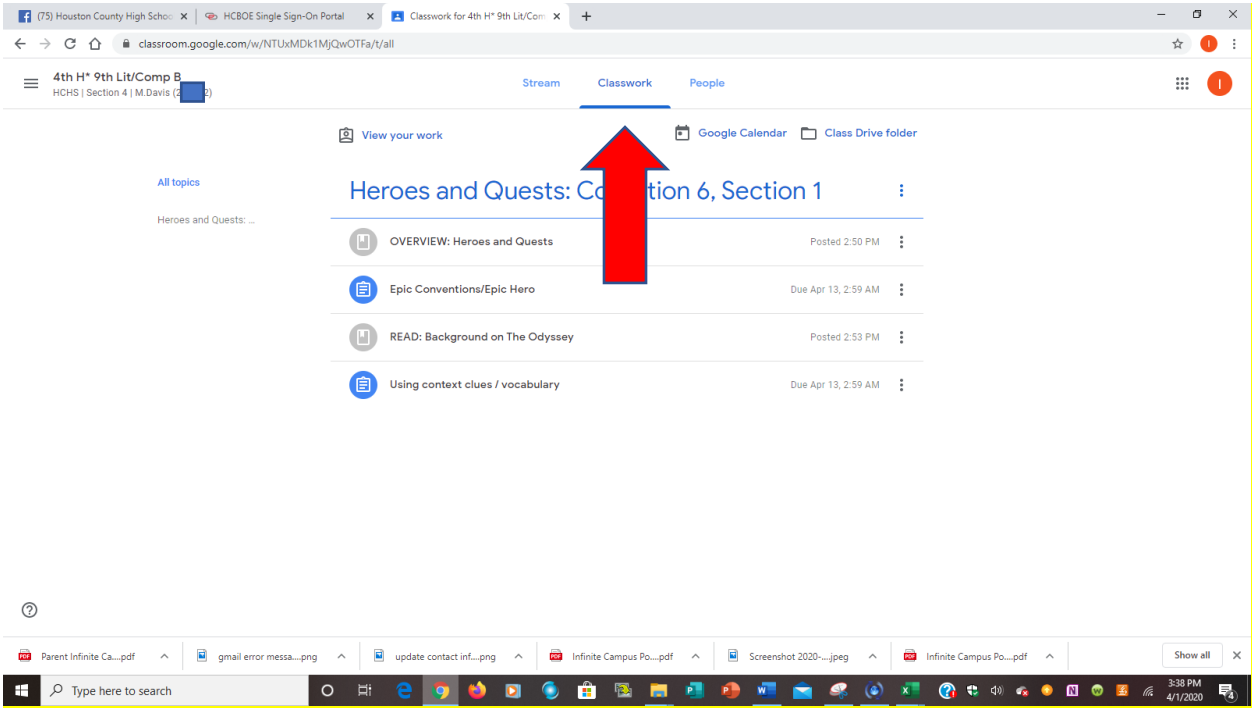
Click on your class (all of your classes are listed – click the one in which you are planning to work in at the moment)



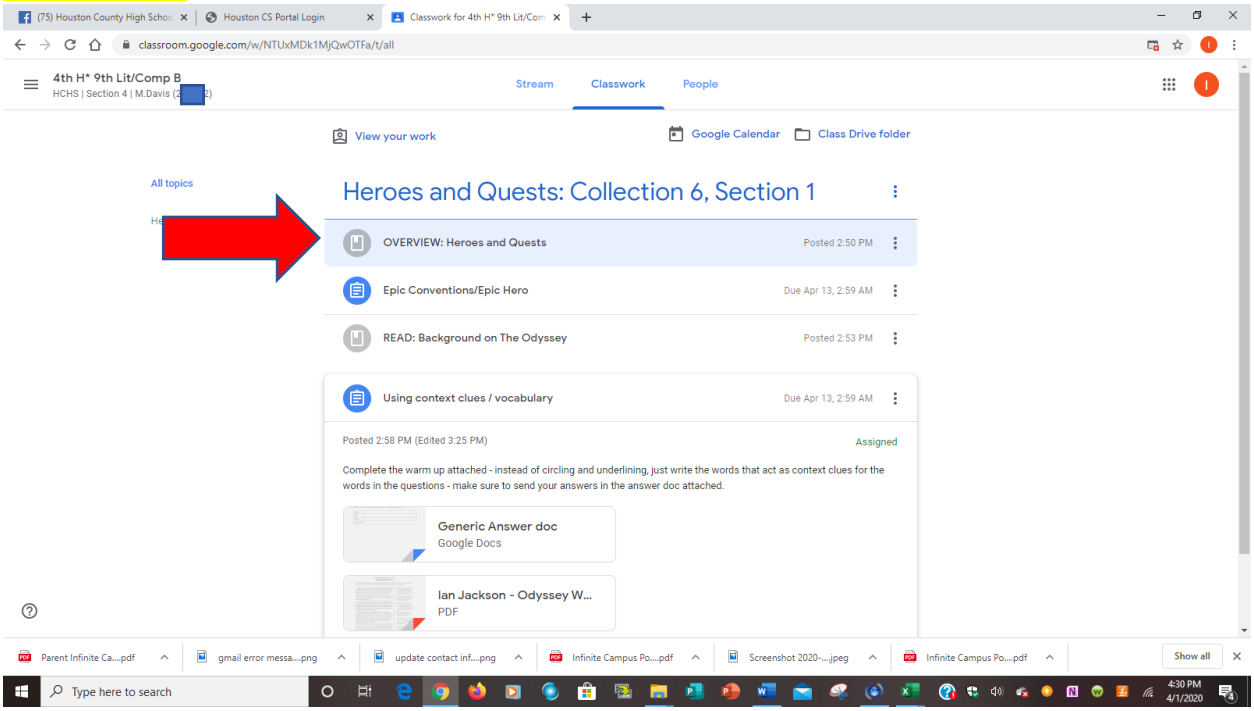
The first screen you see will be your class stream. You teacher and classmates will likely be posting comments here. Please note that anything you post here will be visible by the entire class.



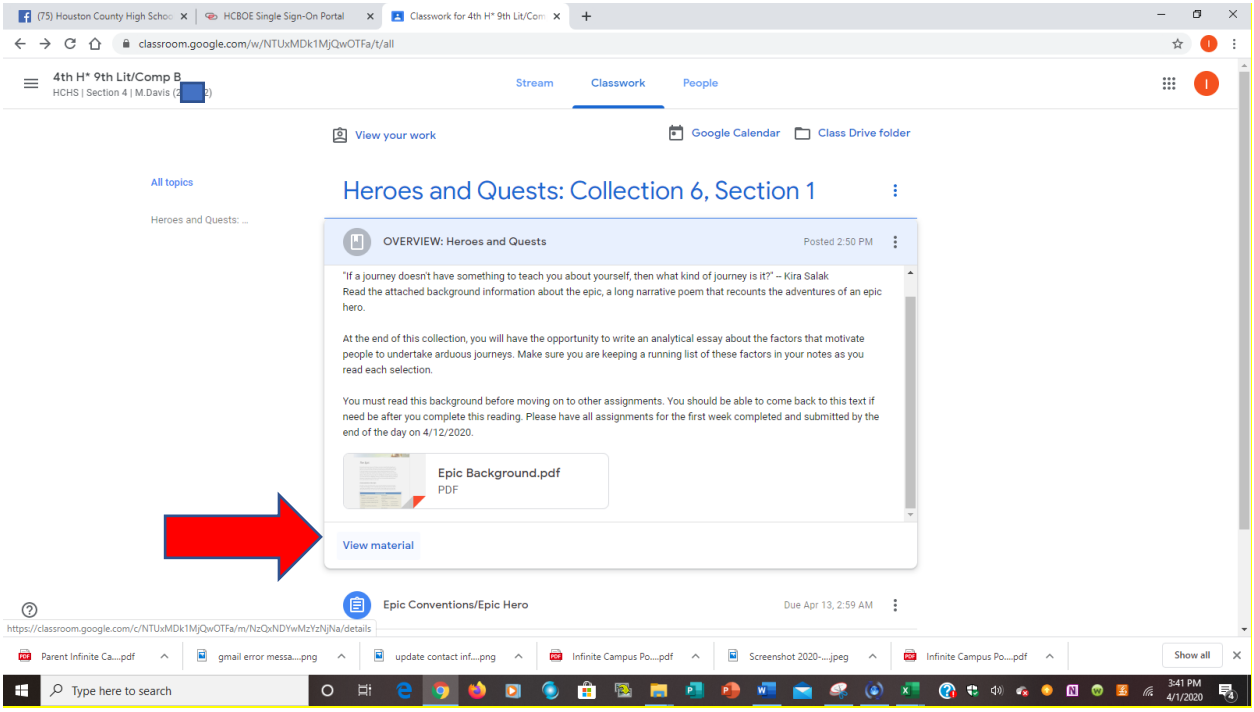
Click on the middle tab (Classwork) to access your assignments.



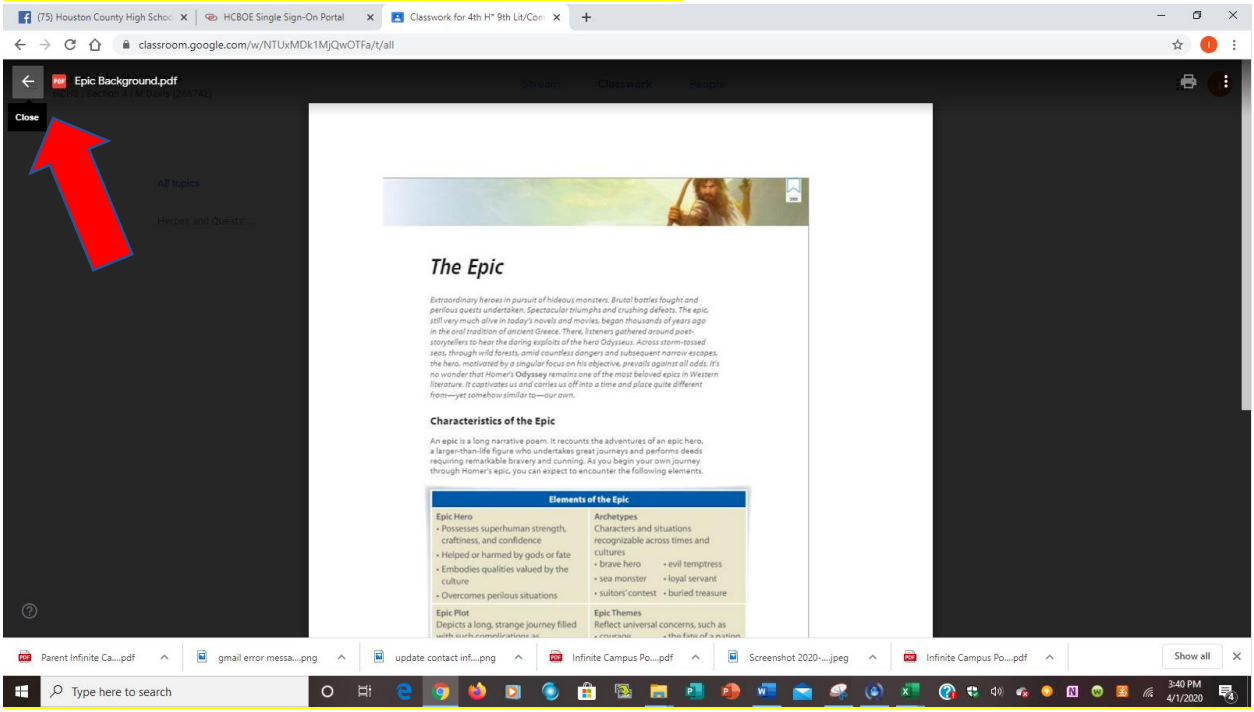
Click on the assignment for instructions and resources associated with the assignment.



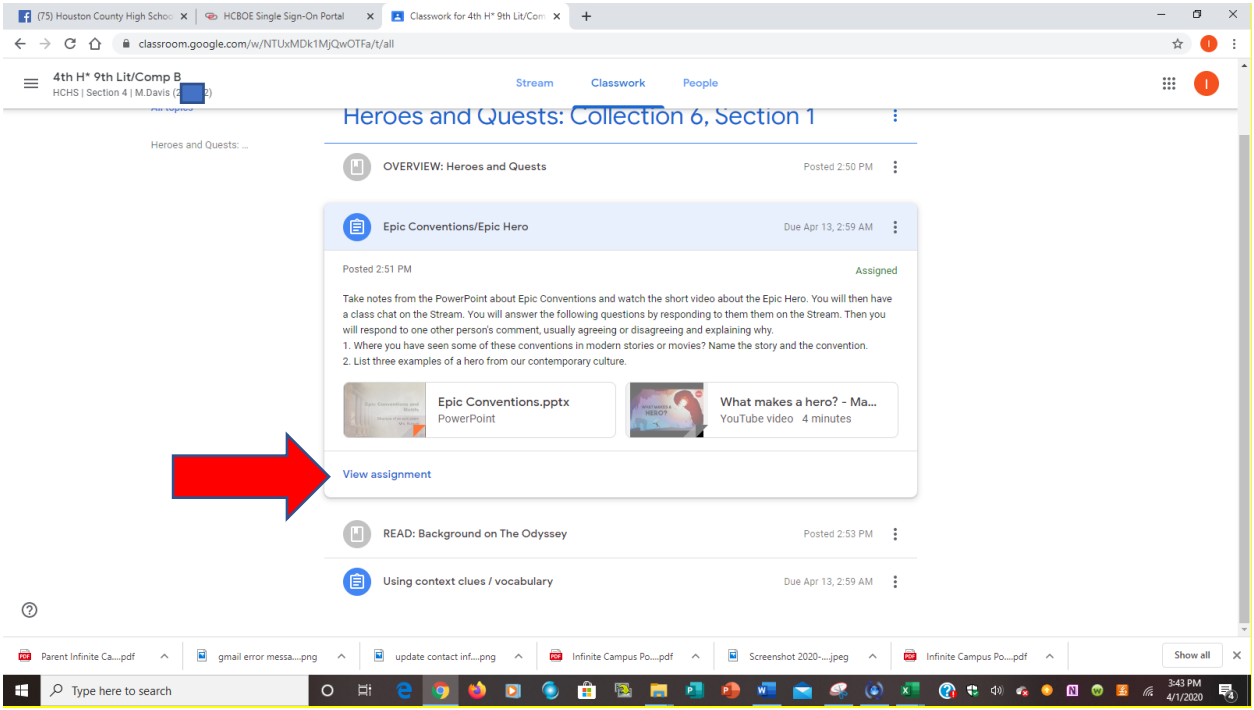
Click on View Material and click on the document to view the resource (in this example it is a pdf file).



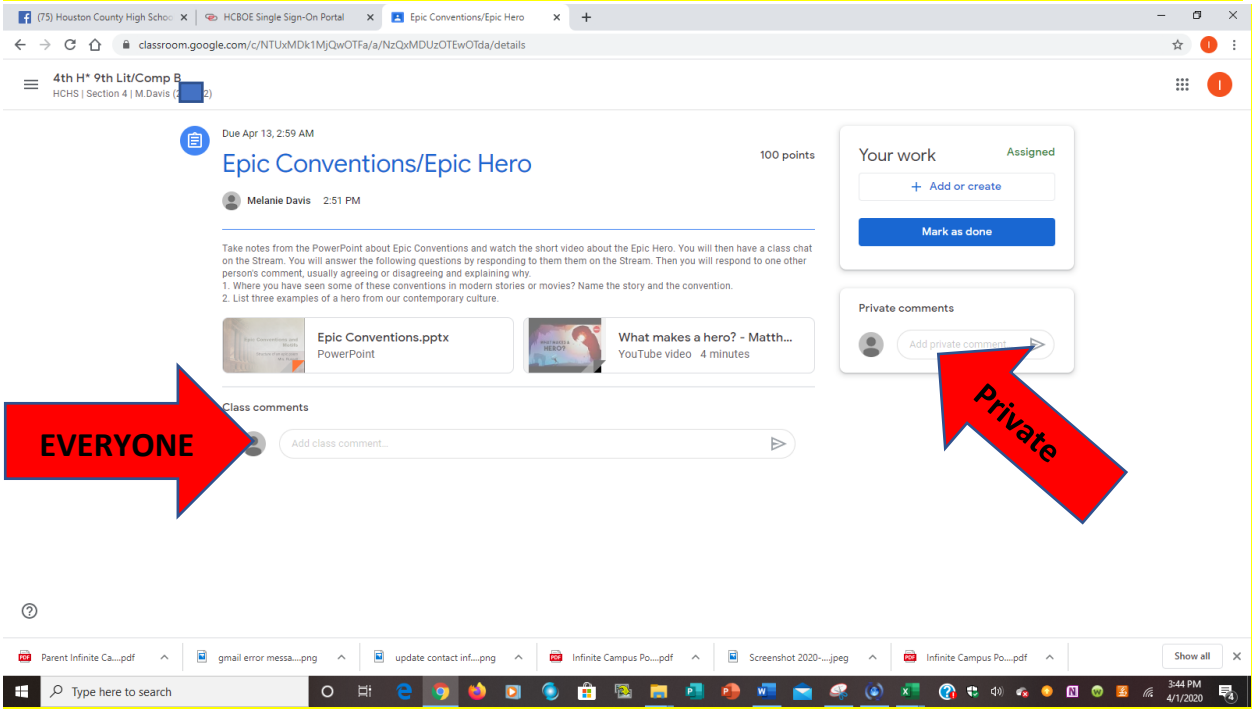
Click the back arrow to go back to your class.



Click on the next assignment listed and click on View Assignment

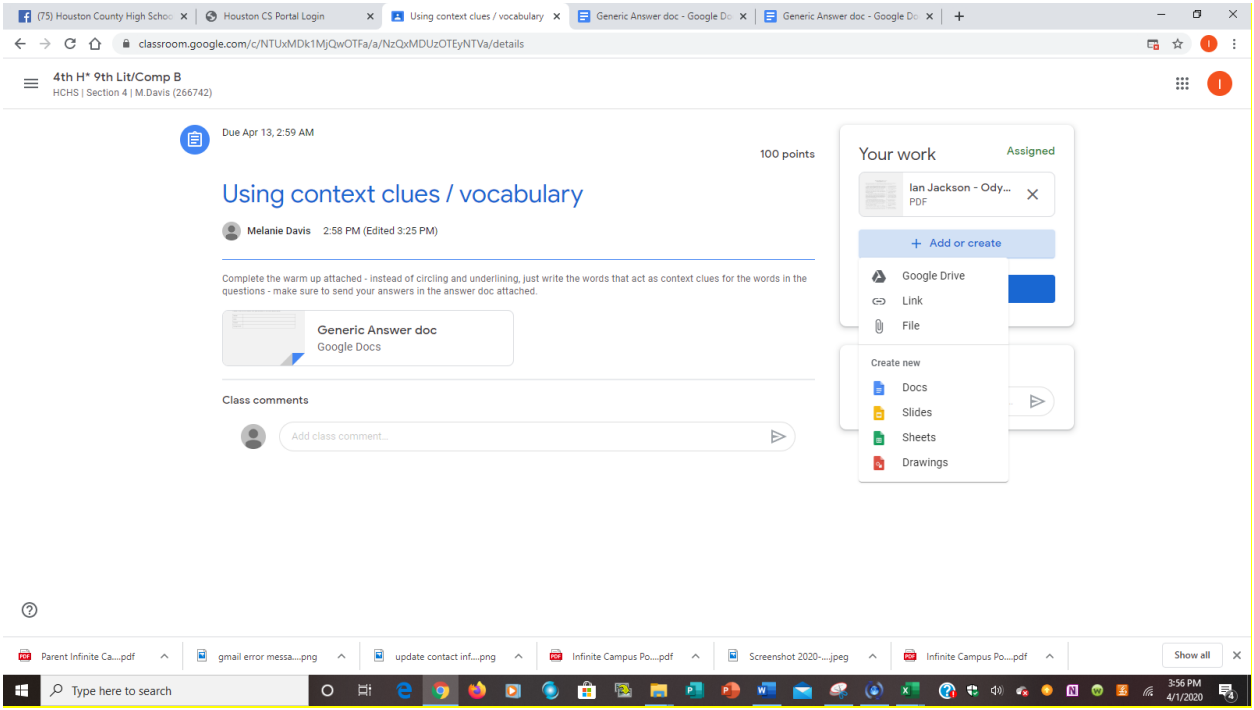


In this example the teacher wants you to comment in the Stream. (remember stream is for everyone to see and private comment is just for your teacher to see)

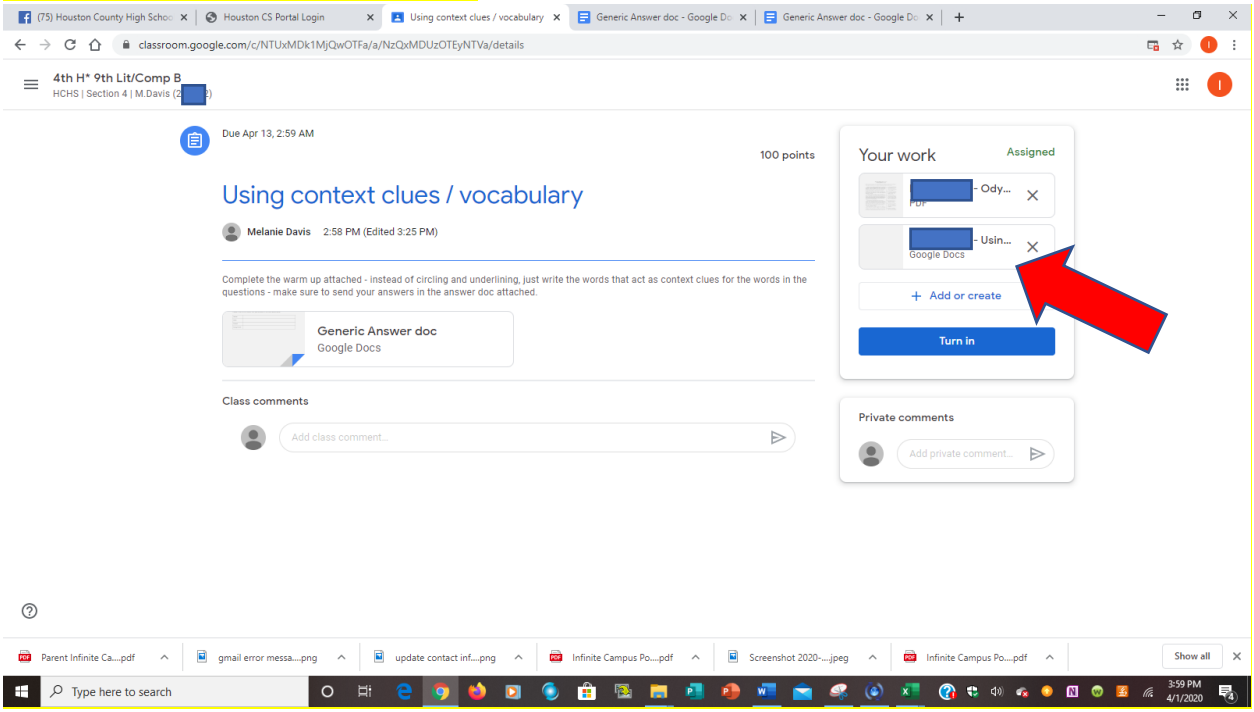


In this example, your teacher wants you to complete an activity to be turned in. You will click on the document, read it, click + Add or Create, and complete your

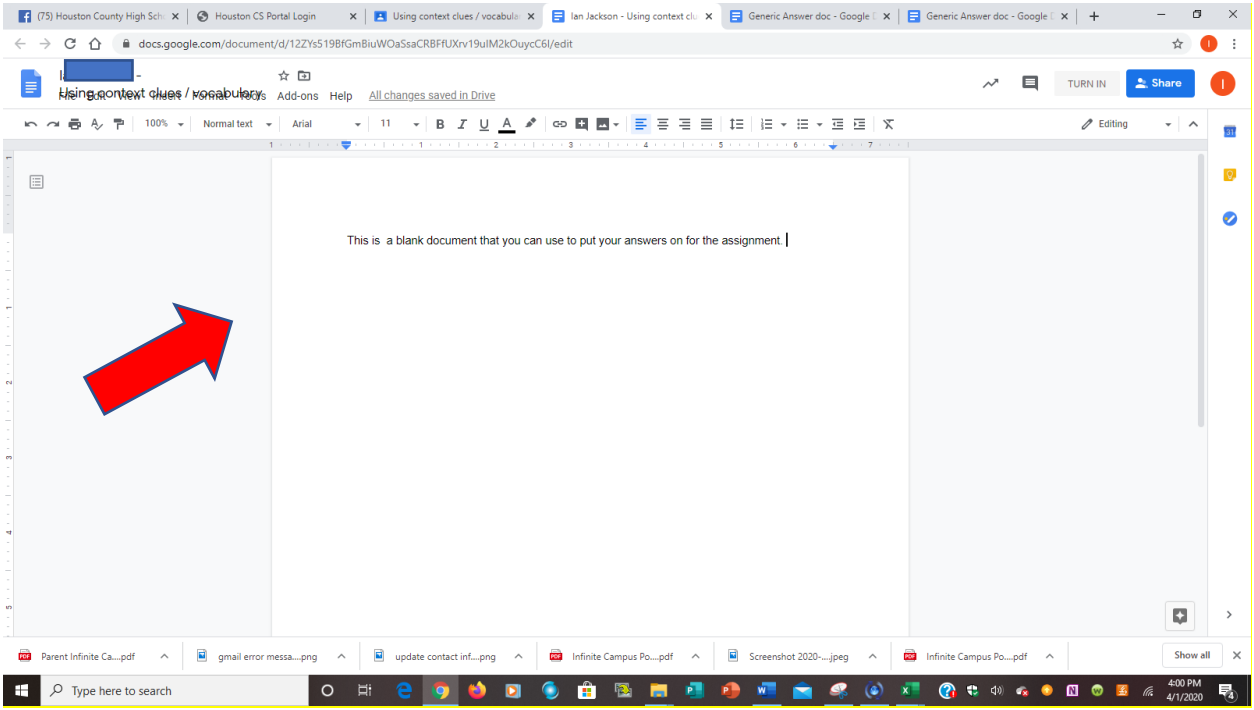
work.



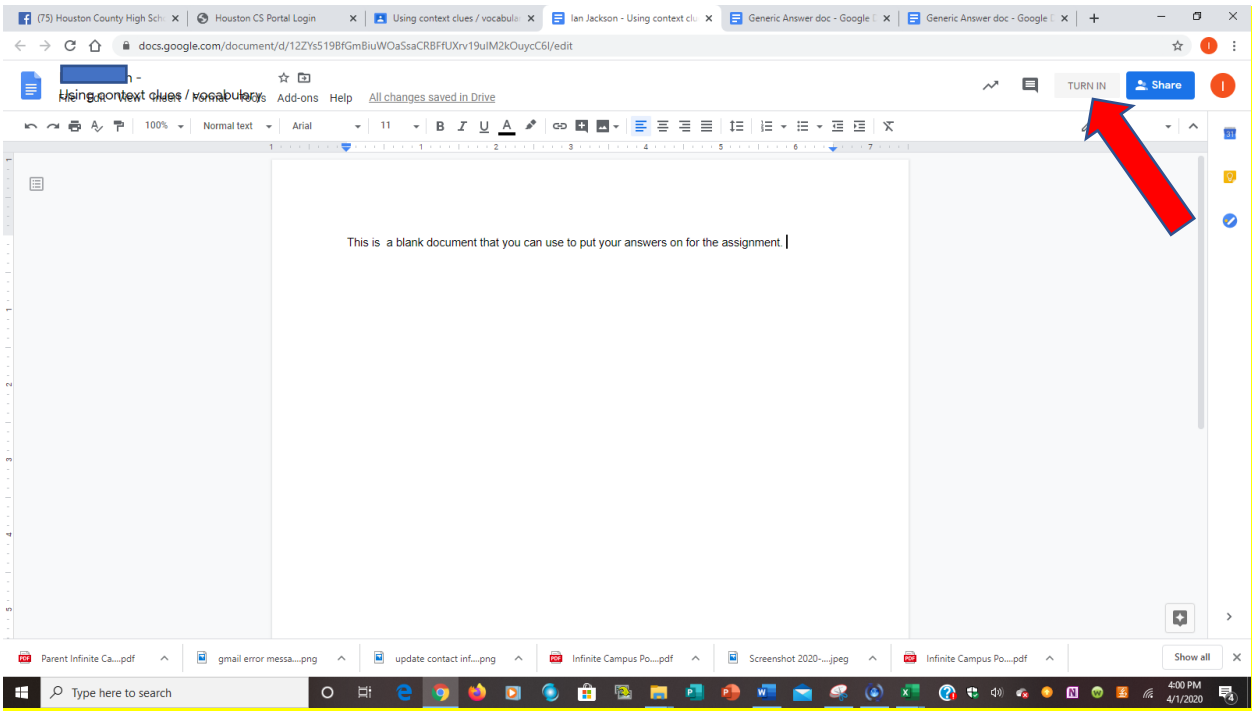
Docs would work well for this particular assignment. Once you click Docs it puts your file under the assignment.



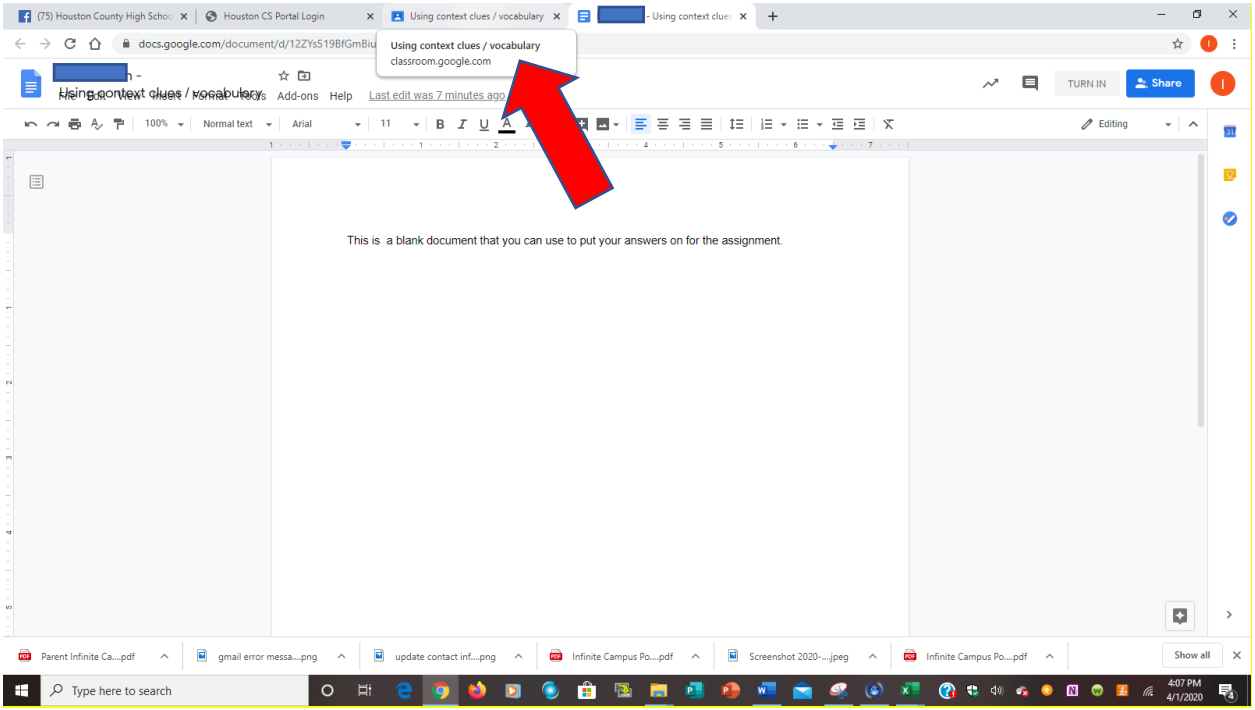
Click on the Docs document you just created to type your work.



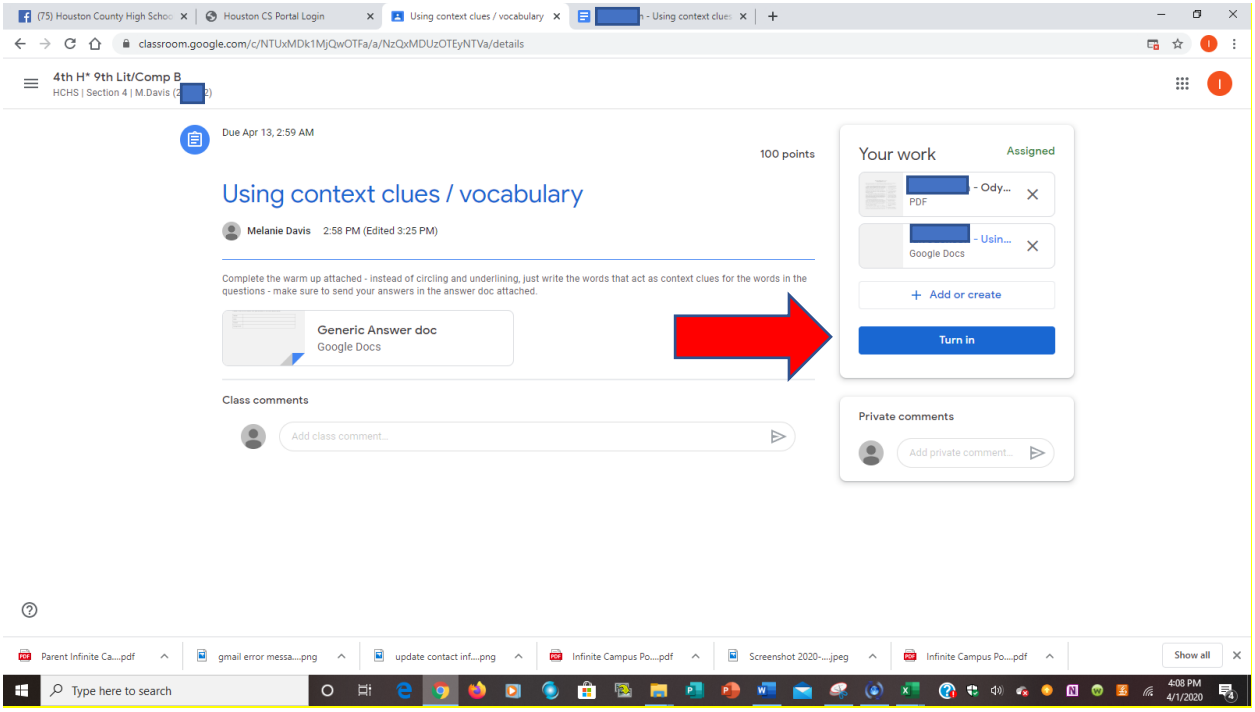
You can click Turn In on the document you just created.



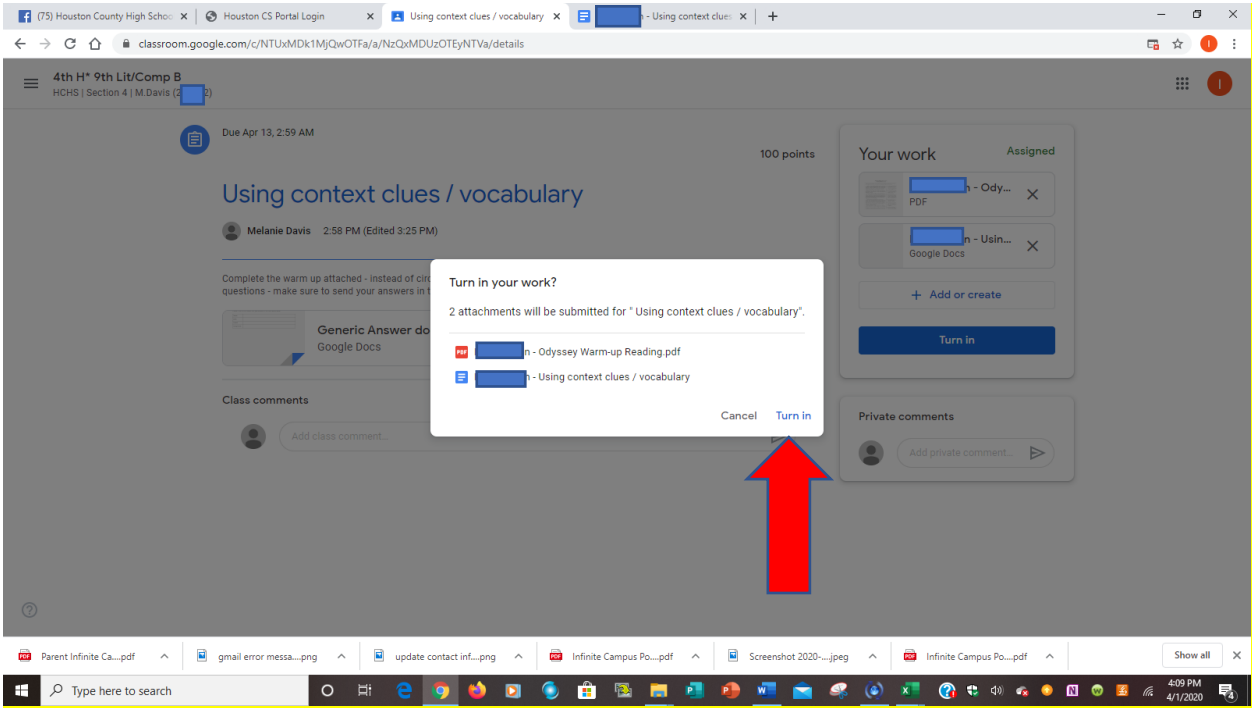
Or you can go back to the class by clicking the tab next to your document and then click Turn In.



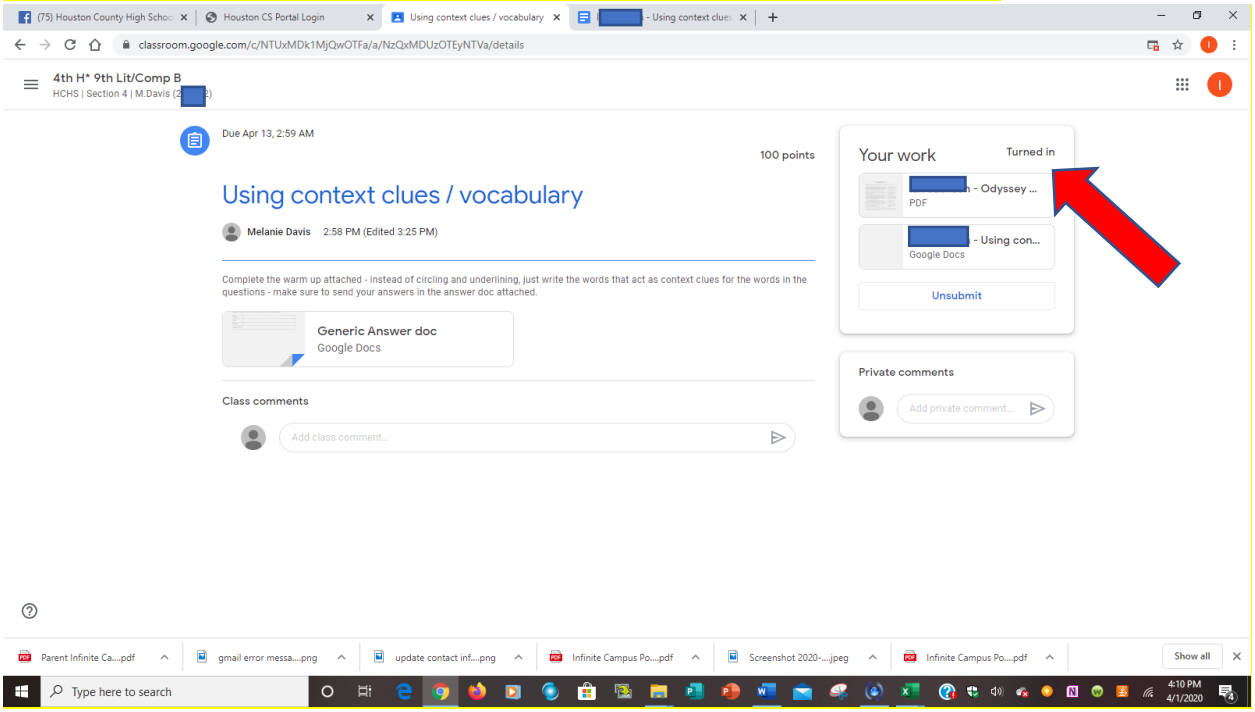
If you clicked on the tab to go back to the class you will click Turn In under the assignment.



It will double check to be sure you are ready to submit. Click Turn In (if you are ready to turn it in) or Cancel (if you need to do more work).

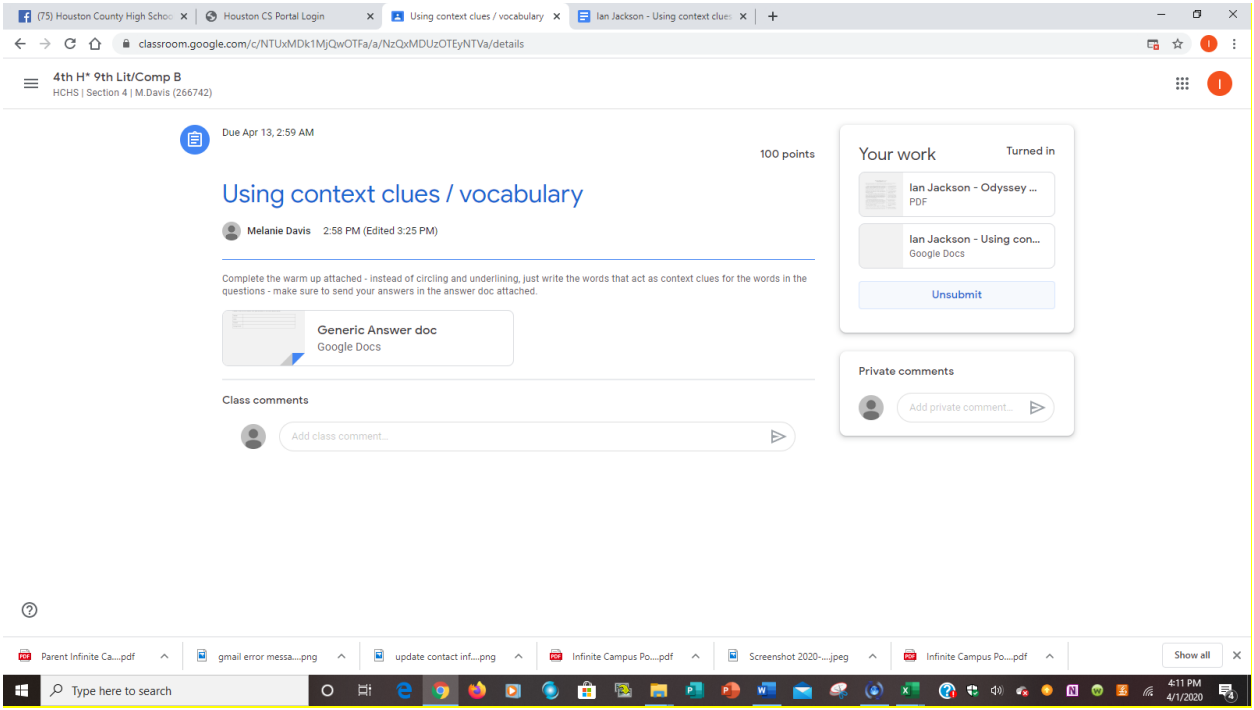
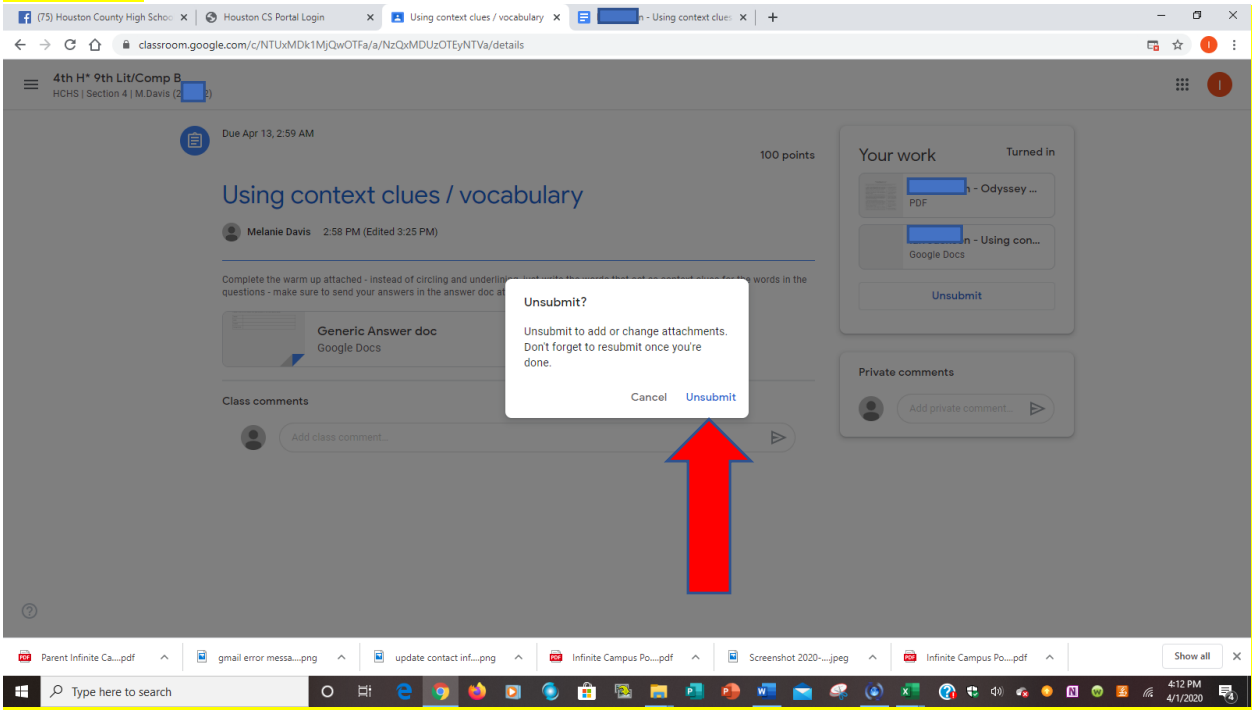


Next to Your work is will show that it has be turned in for grading.



If you realize you have forgotton something or you need to correct something before the due date you can click Unsubmit. (note after the due date it will be

marked late if you unsubmit it).



It will double check that your really want to unsubmit the assignment. Click Unsubmit (if you need to make corrections) or Cancel (if you clicked Unsubmit by mistake).