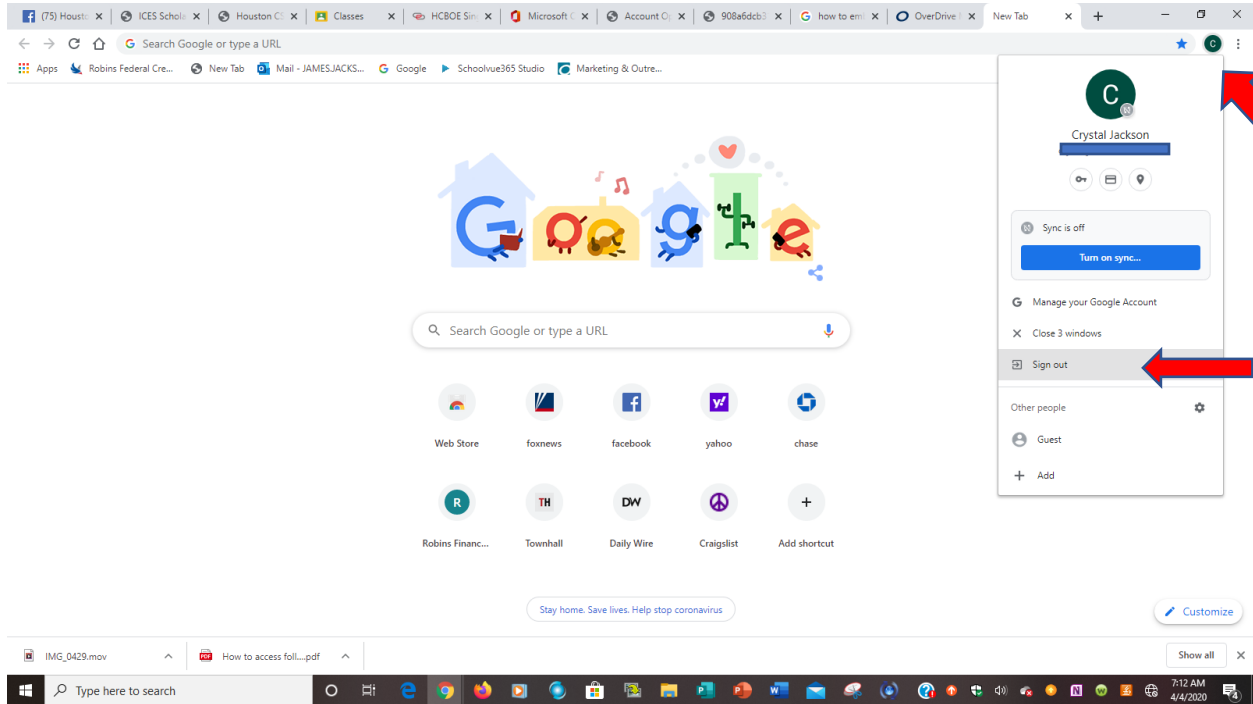
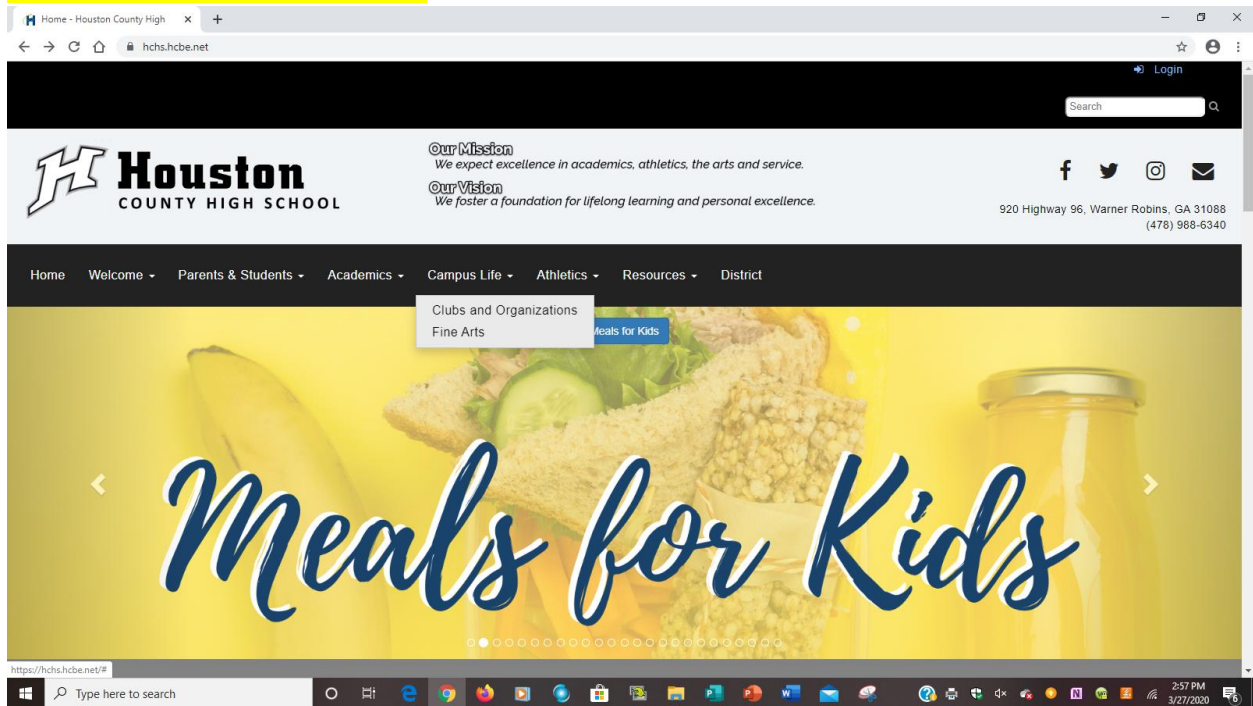


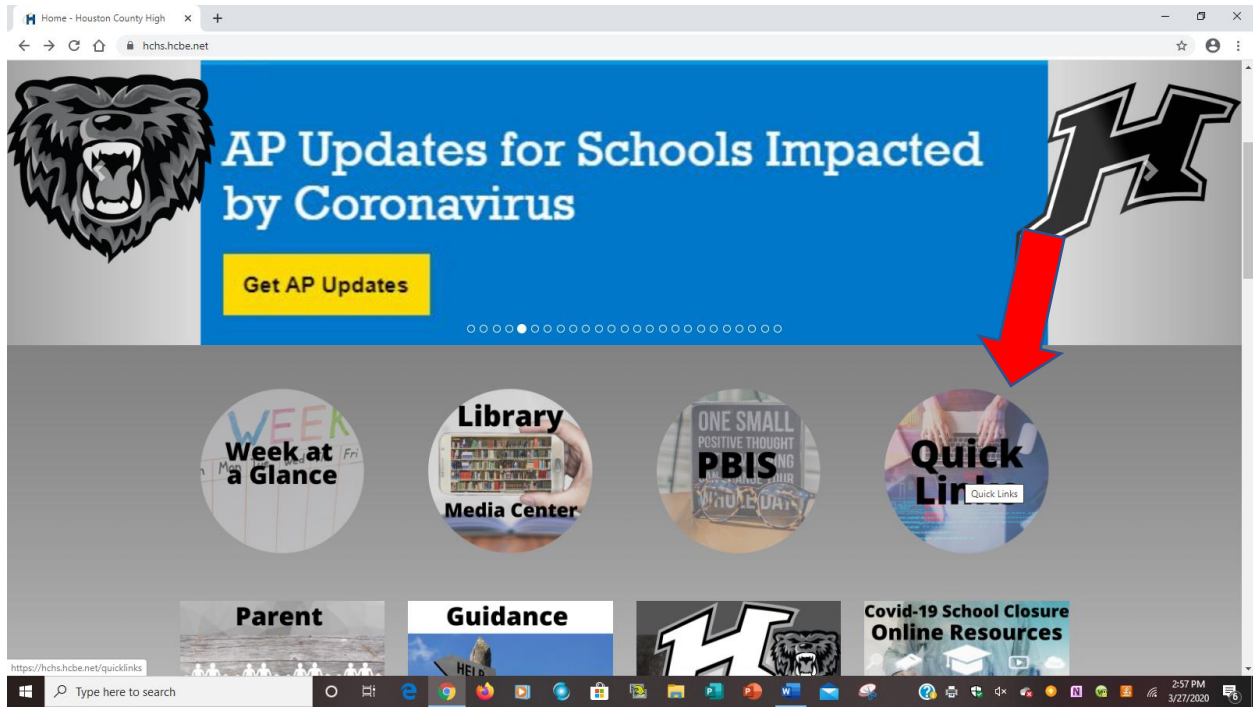
First you must sign out of your personal google account



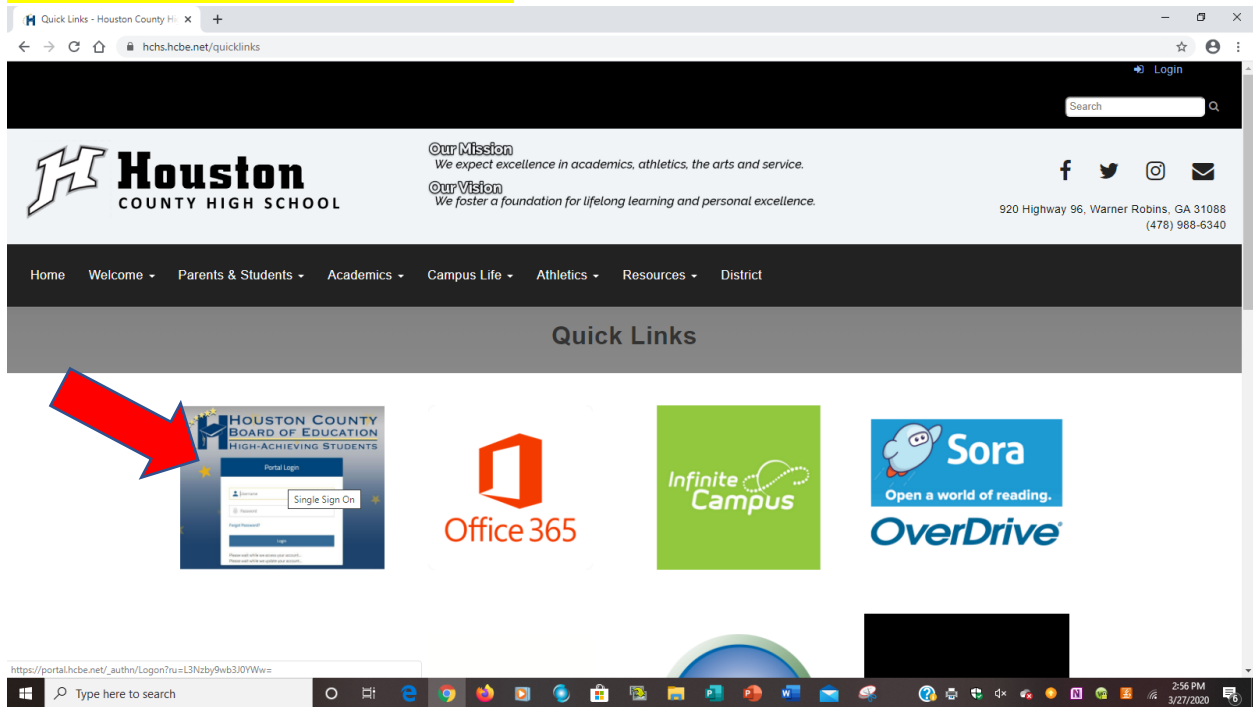
Visit <https://hchs.hcbe.net/>



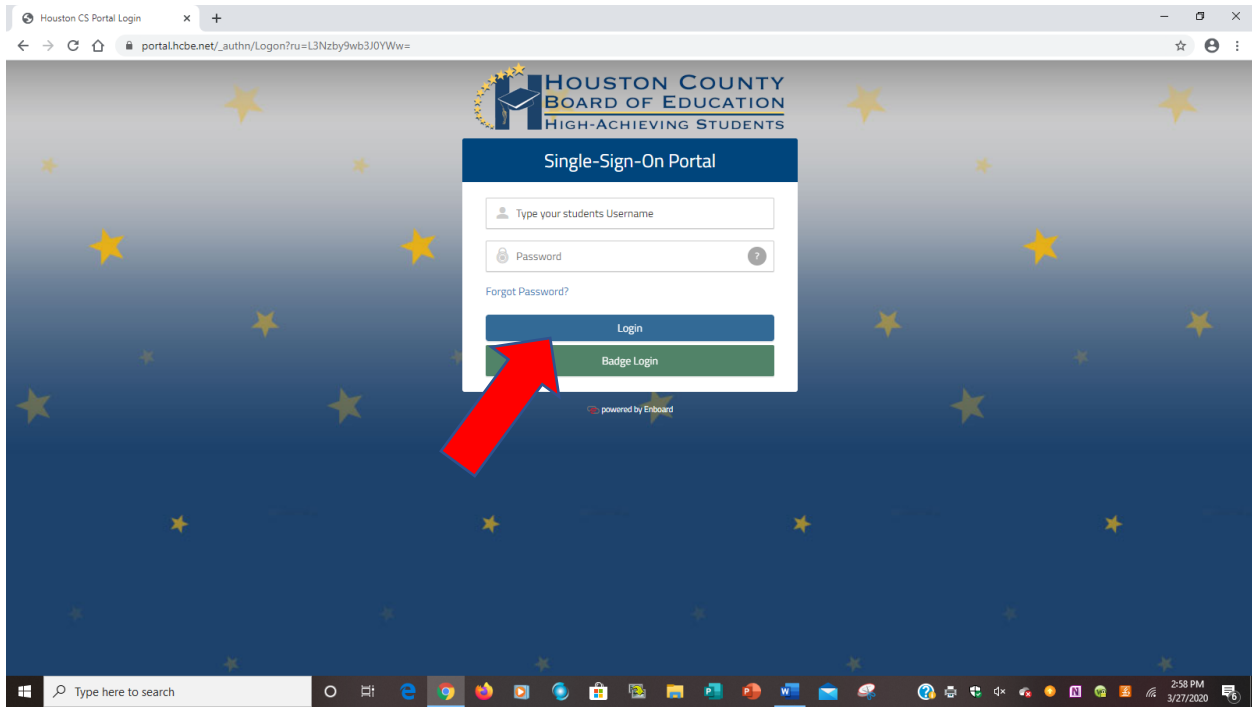
Scroll down to click on Quick Links



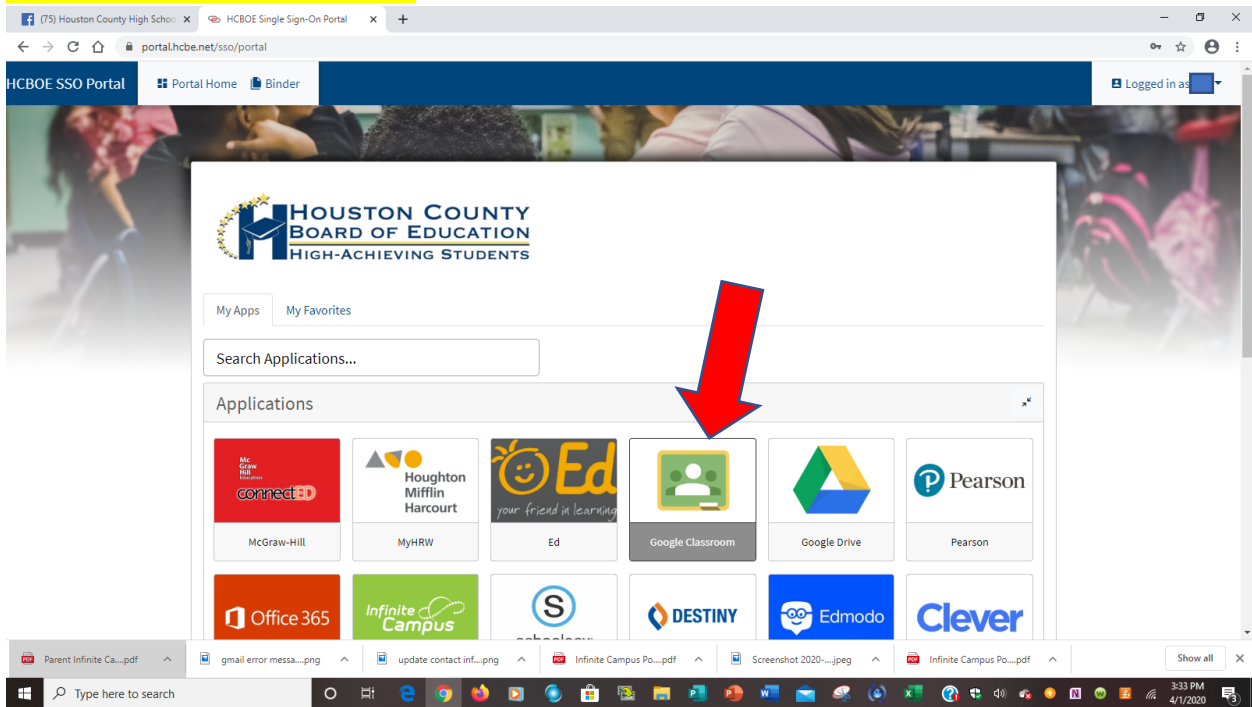
Click on the first icon Portal Login



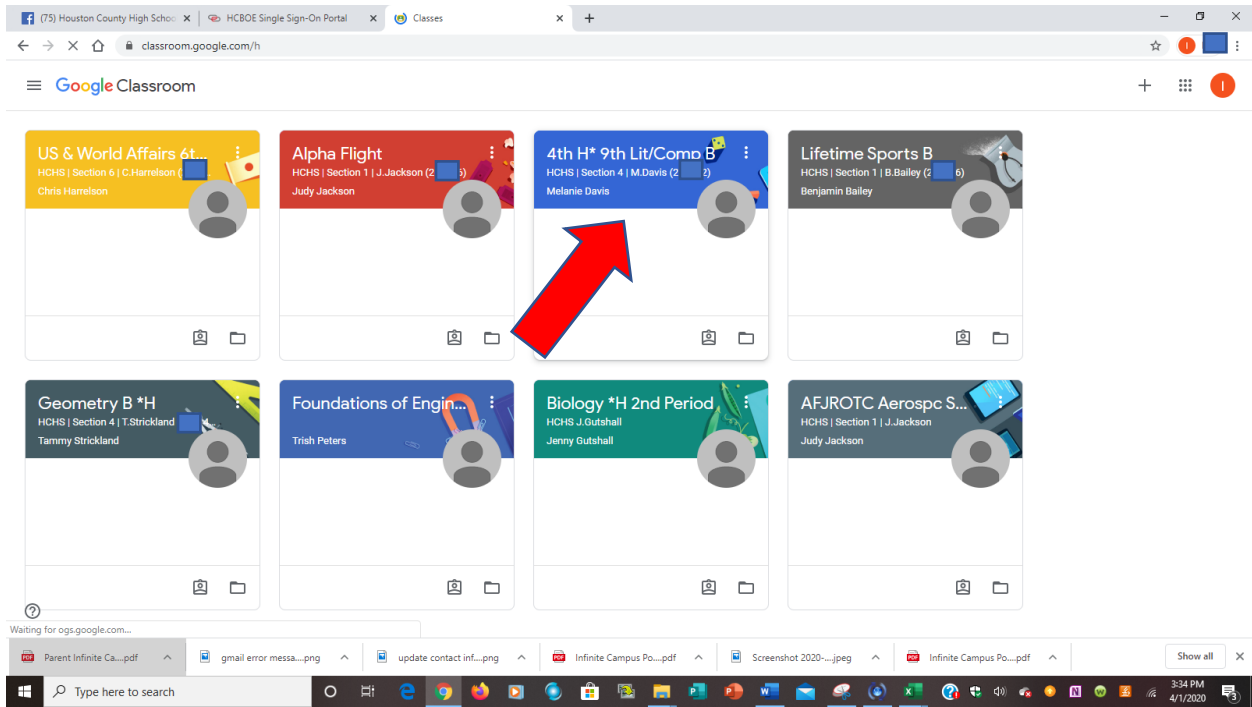
Enter your username and password and click on login.



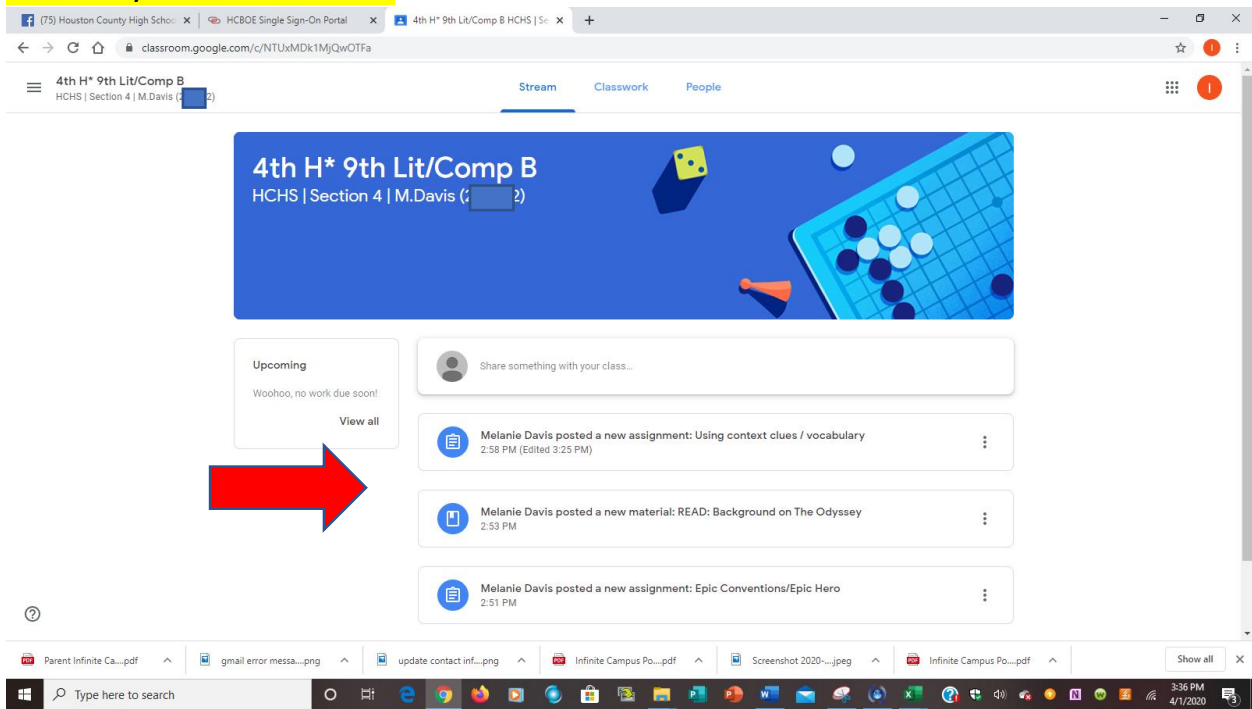
Click on Google Classroom.



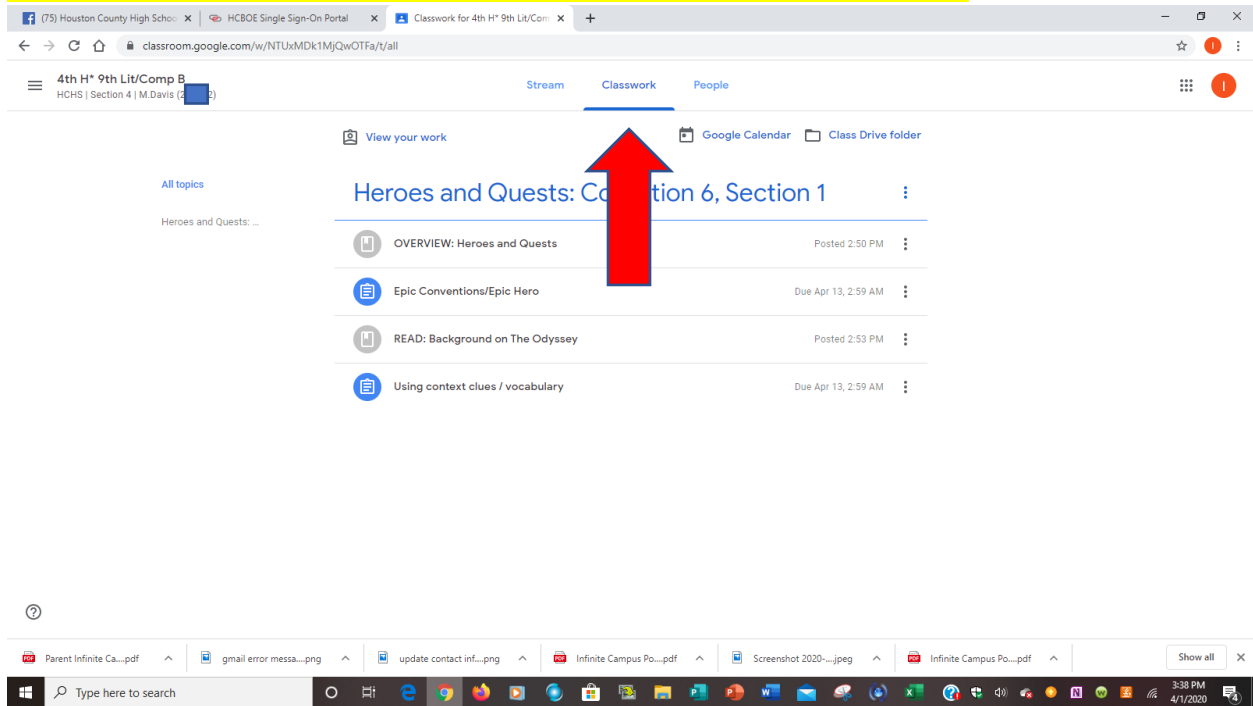
Click on your class (all of your classes are listed – click the one in which you are planning to work in at the moment)



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.



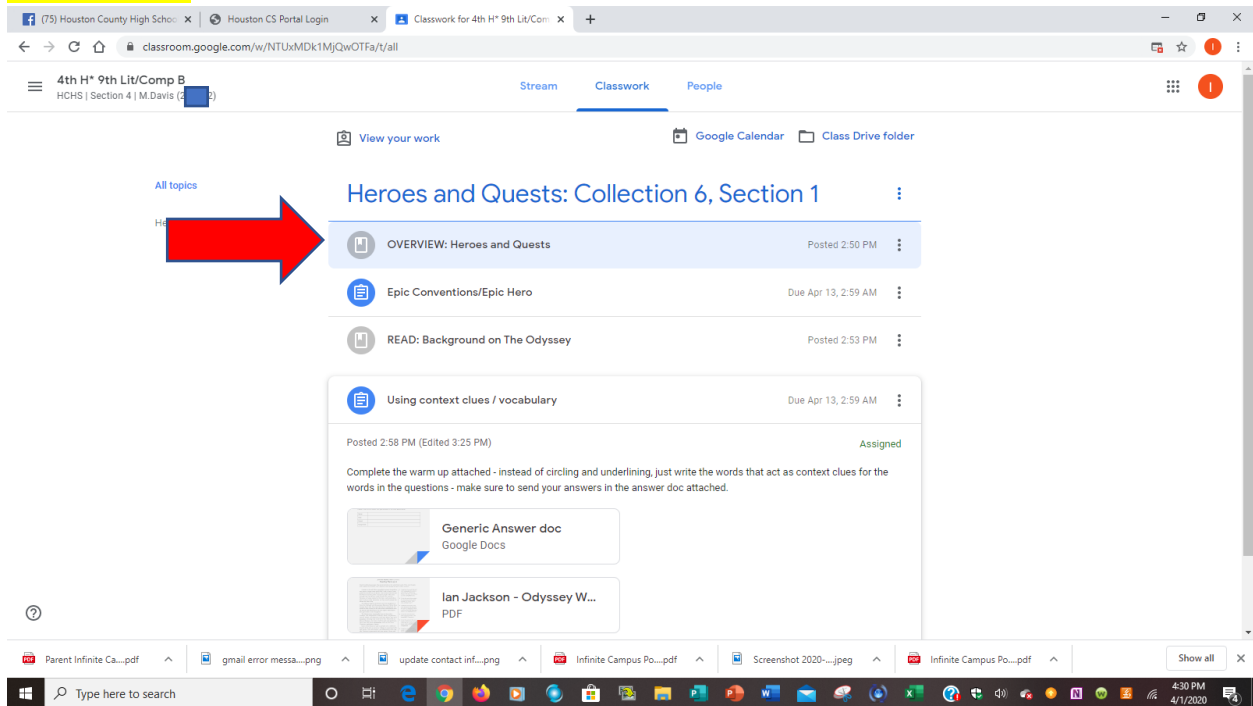
Click on the middle tab (Classwork) to access your assignments.



The screenshot shows a Google Classroom page for a class titled "4th H* 9th Lit/Comp B". The "Classwork" tab is selected and highlighted with a red arrow. The page displays a list of assignments under the heading "Heroes and Quests: Collection 6, Section 1". The assignments listed are:

- OVERVIEW: Heroes and Quests (Posted 2:50 PM)
- Epic Conventions/Epic Hero (Due Apr 13, 2:59 AM)
- READ: Background on The Odyssey (Posted 2:53 PM)
- Using context clues / vocabulary (Due Apr 13, 2:59 AM)

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



The screenshot shows the same Google Classroom page, but now the "Using context clues / vocabulary" assignment is selected and expanded. A red arrow points to the assignment title. The assignment details are as follows:

- Using context clues / vocabulary** (Due Apr 13, 2:59 AM)
- Posted 2:58 PM (Edited 3:25 PM) (Assigned)
- Complete the warm up attached - instead of circling and underlining, just write the words that act as context clues for the words in the questions - make sure to send your answers in the answer doc attached.
- Attached files:
 - Generic Answer doc (Google Docs)
 - Ian Jackson - Odyssey W... (PDF)

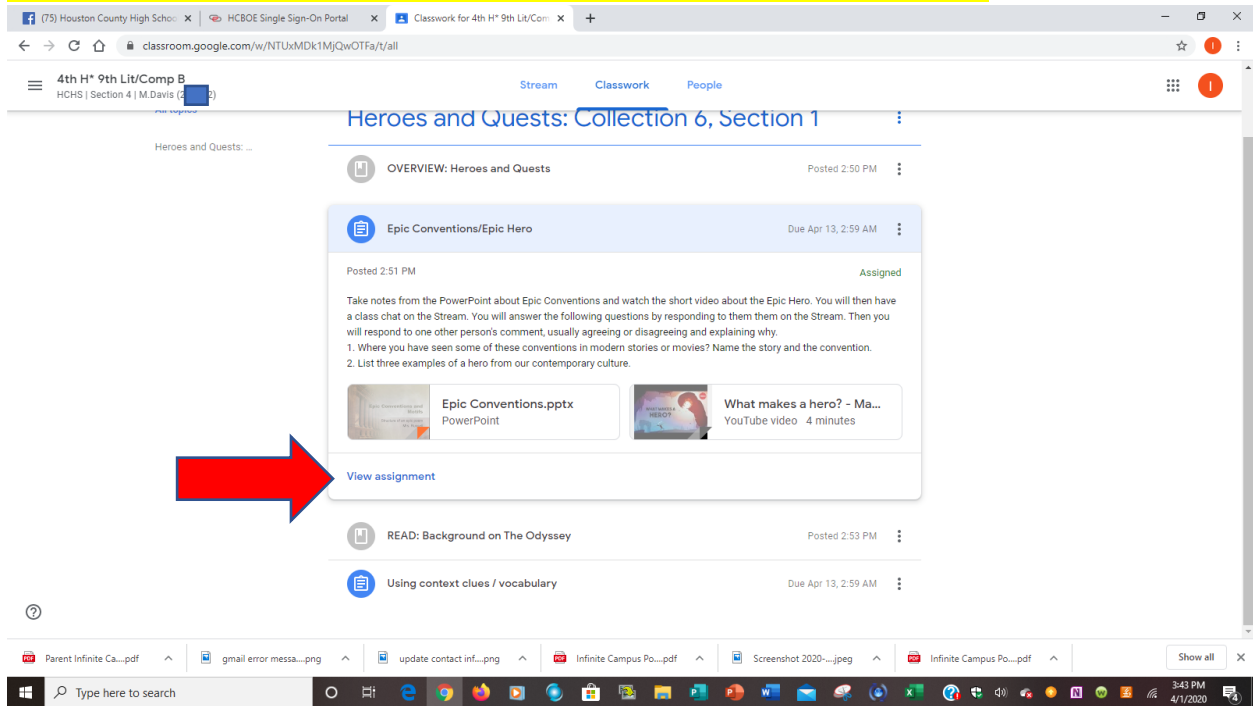
Click on View Material and click on the document to view the resource (in this example it is a pdf file).

The screenshot shows a Google Classroom page for a class named "4th H* 9th Lit/Comp B". A post titled "Heroes and Quests: Collection 6, Section 1" is displayed. The post content includes an overview and a PDF attachment titled "Epic Background.pdf". A red arrow points to the "View material" link below the attachment.

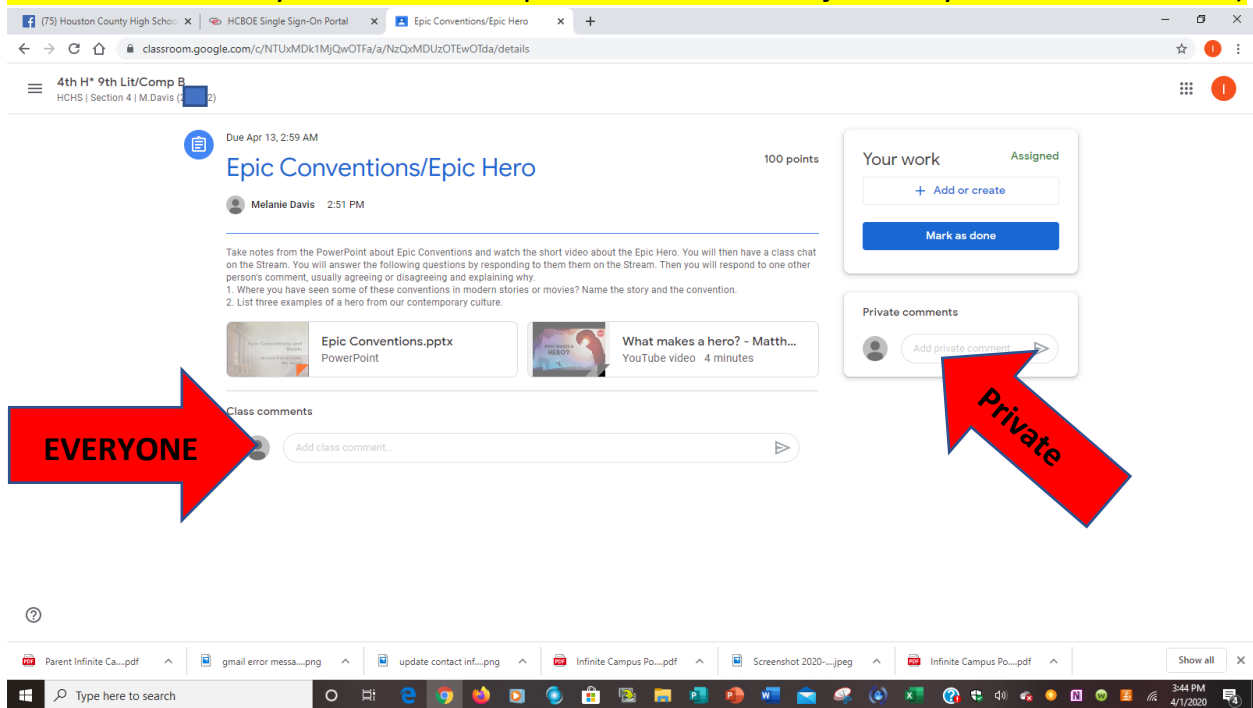
Click the back arrow to go back to your class.

The screenshot shows the same Google Classroom page, but with the "Epic Background.pdf" document open in a viewer. A red arrow points to the back arrow in the top left corner of the document viewer.

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.

Due Apr 13, 2:59 AM

100 points

Using context clues / vocabulary

Melanie Davis 2:58 PM (Edited 3:25 PM)

Complete the warm up attached - instead of circling and underlining, just write the words that act as context clues for the words in the questions - make sure to send your answers in the answer doc attached.

Generic Answer doc
Google Docs

Class comments

Add class comment...

Your work Assigned

Ian Jackson - Ody...
PDF

+ Add or create

Google Drive
Link
File

Create new

Docs
Slides
Sheets
Drawings

3:56 PM
4/1/2020

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

Due Apr 13, 2:59 AM

100 points

Using context clues / vocabulary

Melanie Davis 2:58 PM (Edited 3:25 PM)

Complete the warm up attached - instead of circling and underlining, just write the words that act as context clues for the words in the questions - make sure to send your answers in the answer doc attached.

Generic Answer doc
Google Docs

Class comments

Add class comment...

Your work Assigned

Ian Jackson - Ody...
PDF

Ian Jackson - Usin...
Google Docs

+ Add or create

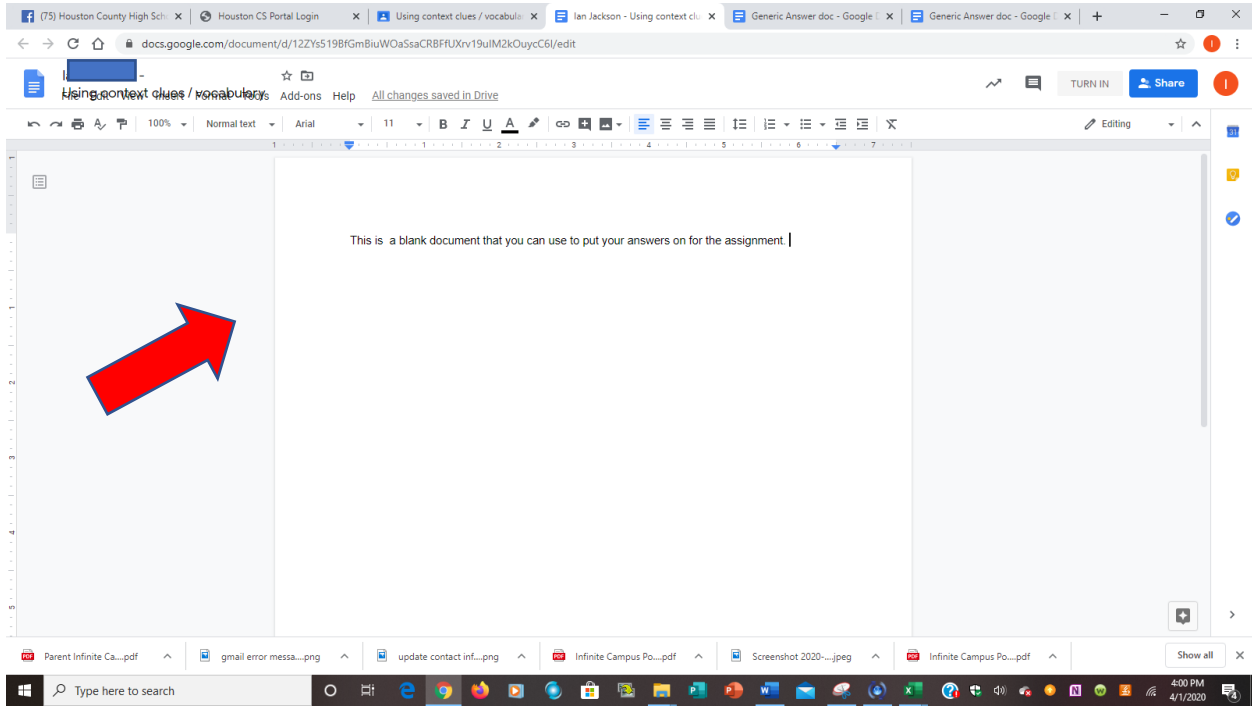
Turn in

Private comments

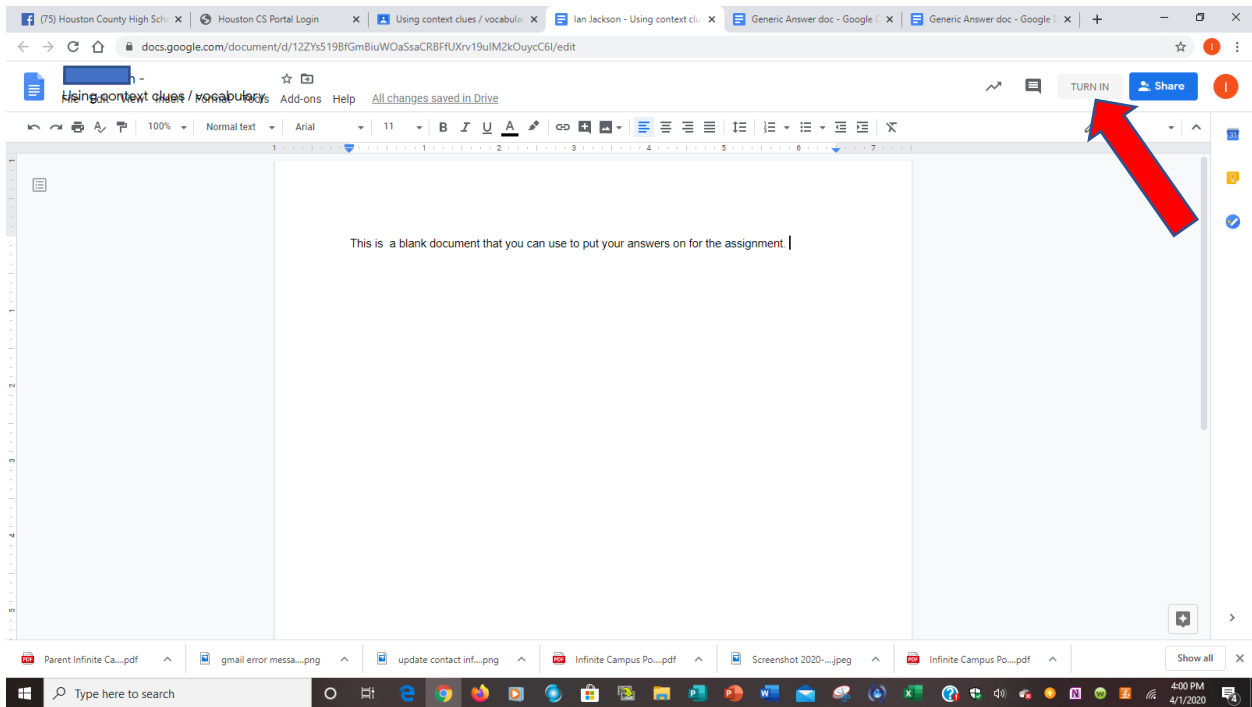
Add private comment...

3:59 PM
4/1/2020

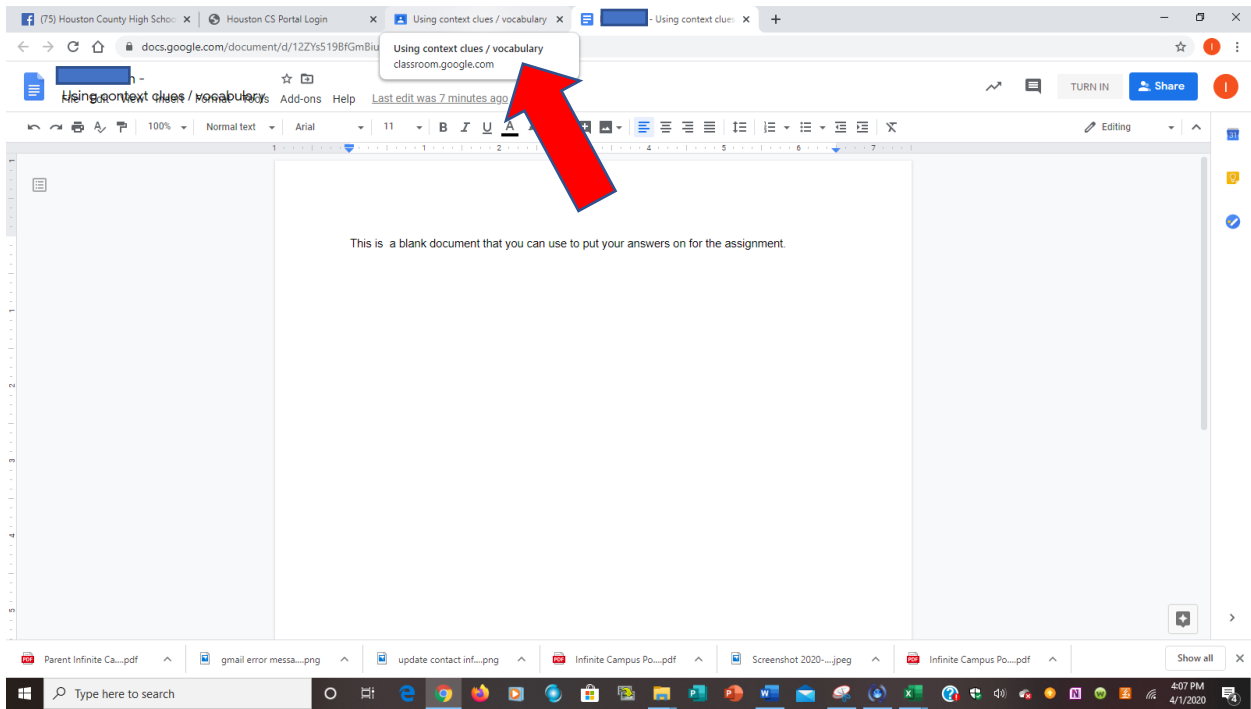
Click on the Docs document you just created to type your work.



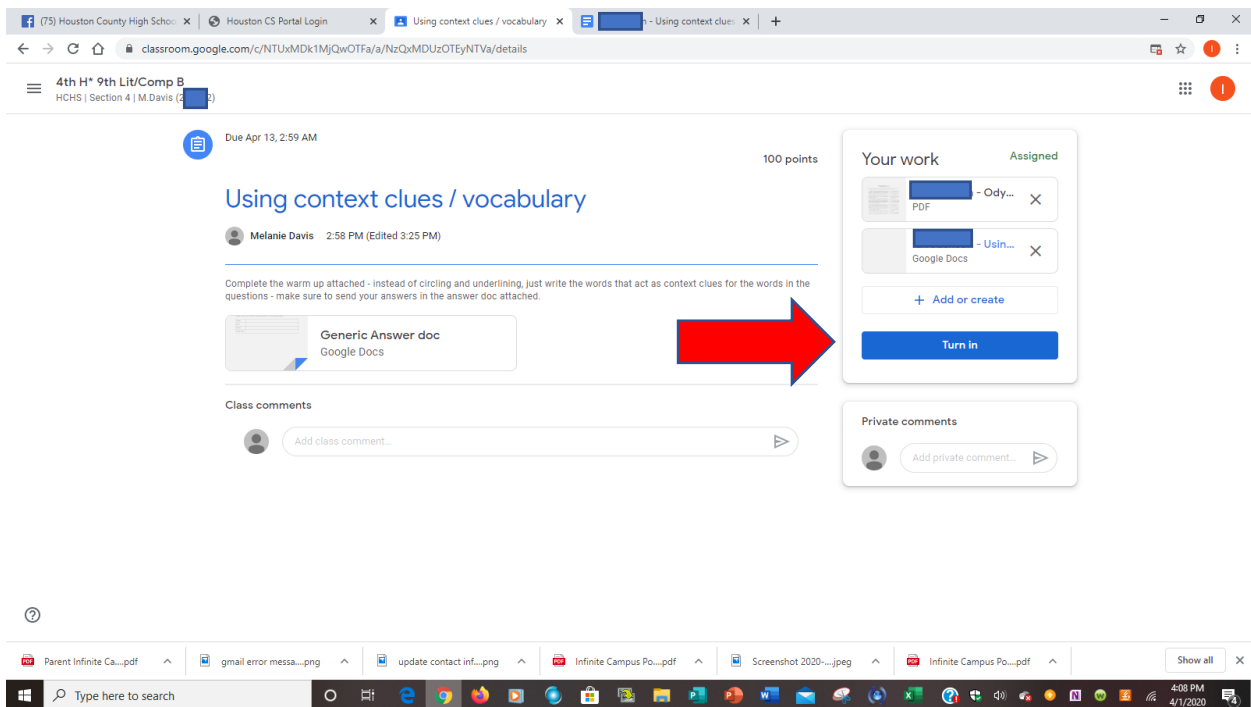
You can click Turn In on the document you just created.



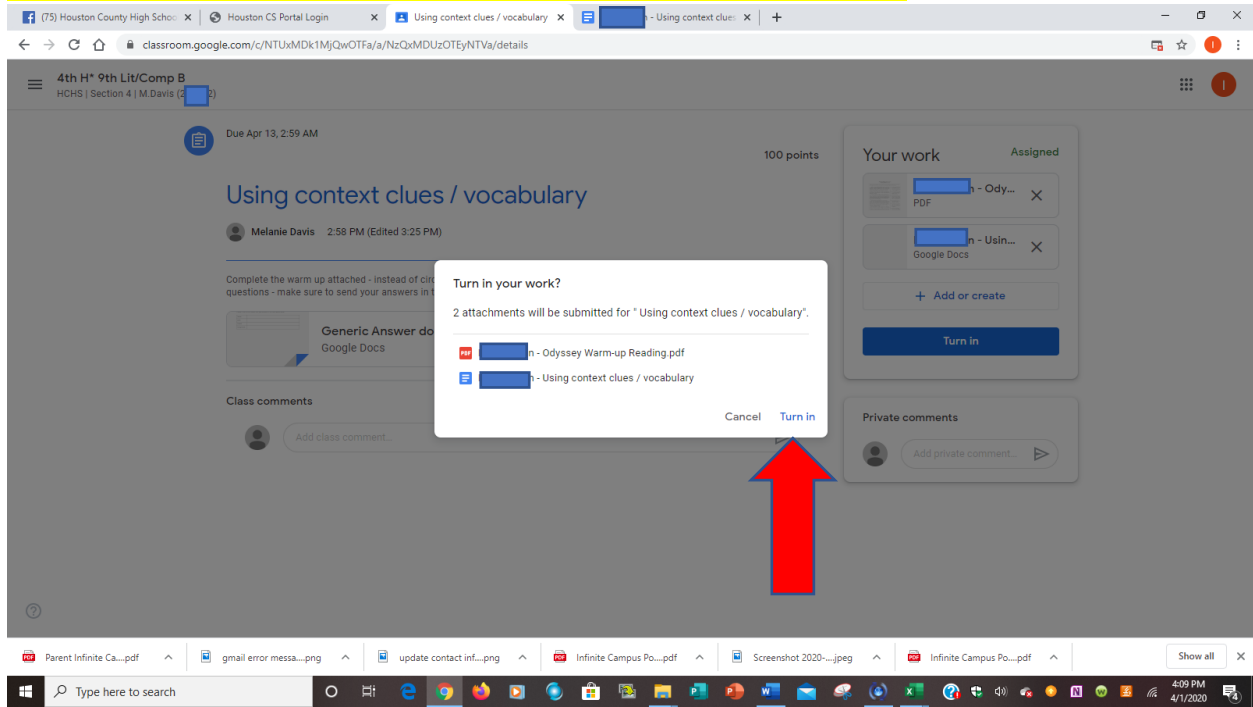
Or you can go back to the class by clicking the tab next to your document and then click Turn In.



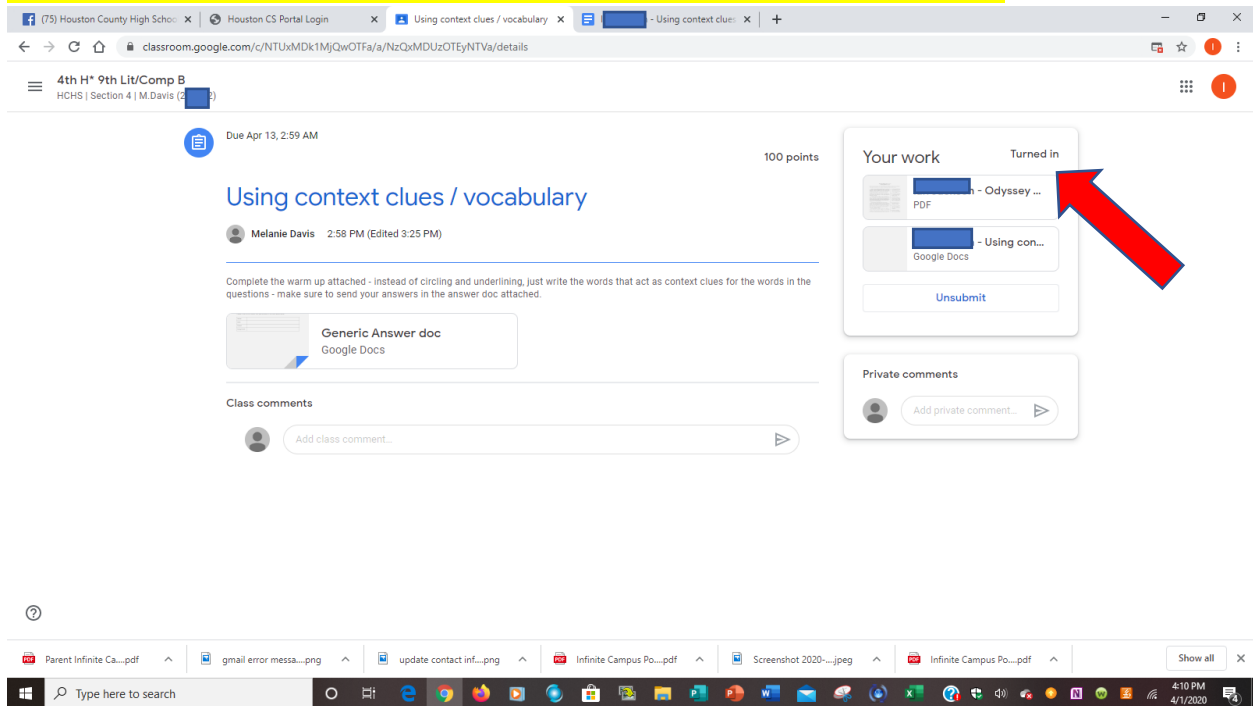
If you clicked on the tab to go back to the class you will click Turn In under the assignment.



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 been turned in for grading.



If you realize you have forgotten 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).

This screenshot shows a Google Classroom assignment page. At the top, the assignment title is 'Using context clues / vocabulary' with a due date of 'Due Apr 13, 2:59 AM' and a value of '100 points'. The teacher is 'Melanie Davis' (2:58 PM, Edited 3:25 PM). Below the title, there is a description: 'Complete the warm up attached - instead of circling and underlining, just write the words that act as context clues for the words in the questions - make sure to send your answers in the answer doc attached.' A 'Generic Answer doc' is attached. On the right, under 'Your work', two files are listed: 'Ian Jackson - Odyssey ... PDF' and 'Ian Jackson - Using con... Google Docs'. An 'Unsubmit' button is visible. At the bottom, there is a 'Class comments' section with an 'Add class comment...' input field.

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).

This screenshot shows the same Google Classroom assignment page as above, but with a dialog box overlaid in the center. The dialog box is titled 'Unsubmit?' and contains the text: 'Unsubmit to add or change attachments. Don't forget to resubmit once you're done.' There are two buttons at the bottom of the dialog: 'Cancel' and 'Unsubmit'. A large red arrow points from the bottom of the dialog box towards the 'Unsubmit' button in the background. The background page is dimmed.

