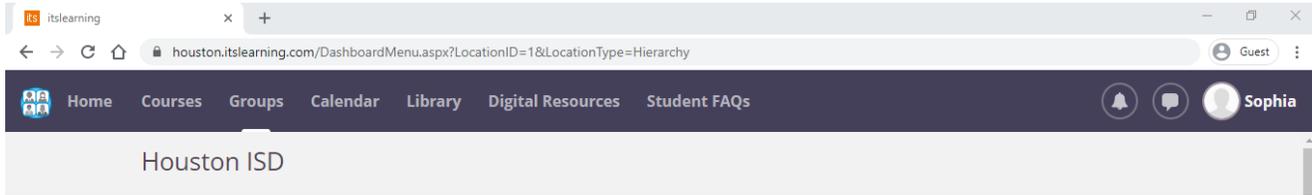


## The HUB Toolbar



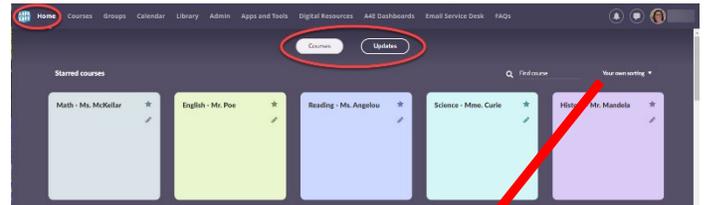
The **HUB Toolbar** is the purple bar at the top of the screen. These are links to the main tools and features that make using the site easier.

### Home Tab:

The **Updates** link will display course updates and tasks.

Click the **Courses** link to enter the course in which you are enrolled. Each course card will show class announcements and if you have any upcoming tasks to complete.

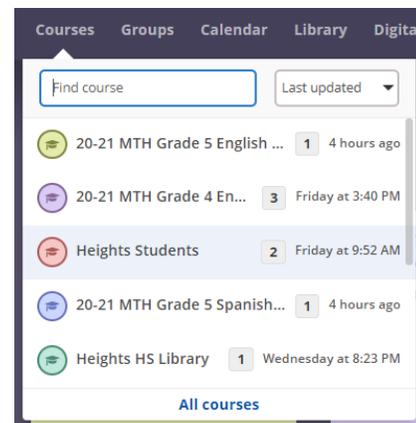
Sort the course cards by using the drop-down menu and selecting **Alphabetical**, **Last updated**, or **Last visited**.



### The Courses Tab:

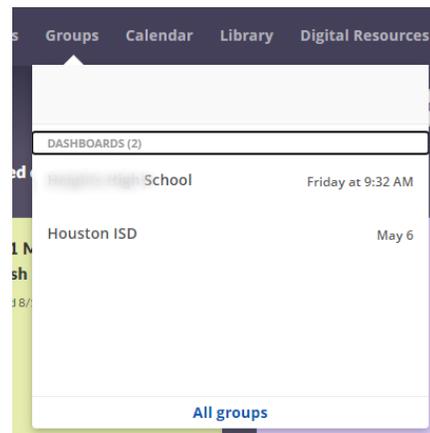
The **Courses** tab is where you will find a quick list of your most frequently visited courses.

To see all your courses, click **All Courses** at the bottom. You can also search for a course in the search bar.



## The Groups Tab:

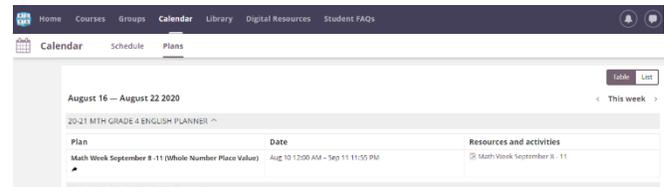
**Groups** is the tab you will see when you first sign into the HUB. You should see your school main page. Click on the tab to show a quick list of your most recent groups. To see a list of all your groups, select **All groups** at the bottom of the tab.



## The Calendar Tab:

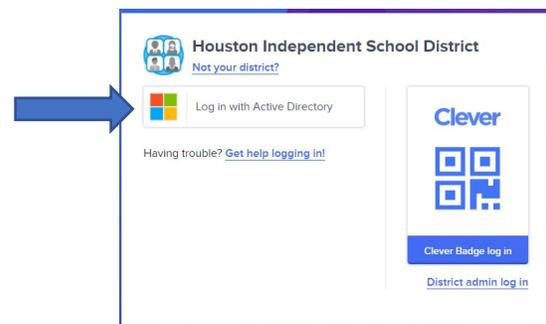
The **Calendar** allows you to see events and due dates of items in your course. You can view the calendar schedule as a list or by day, week, or month.

Resources and activities by the week can be viewed as a table or a list with the **Plans** tab within the calendar.



## The Digital Resources Tab:

This tab is a quick link to the Digital Resources available through the Clever app. Students who access Digital Resources through the HUB will not be required to sign in again. Click the **Log in with Active Directory** link to go to your Clever page.



## Alerts, Messages, and Profile:



View notifications regarding attendance, behavior, or tests by clicking on the **Alerts** link.



Communicate by reading or sending messages from your teachers or classmates by using the **Messages** link.

You can always make sure you signed into the correct account by selecting **Your Name** in the upper right-hand corner of the screen.

Click **Edit Profile** to view your information.

Sign out of your account using the bottom of the tab.

