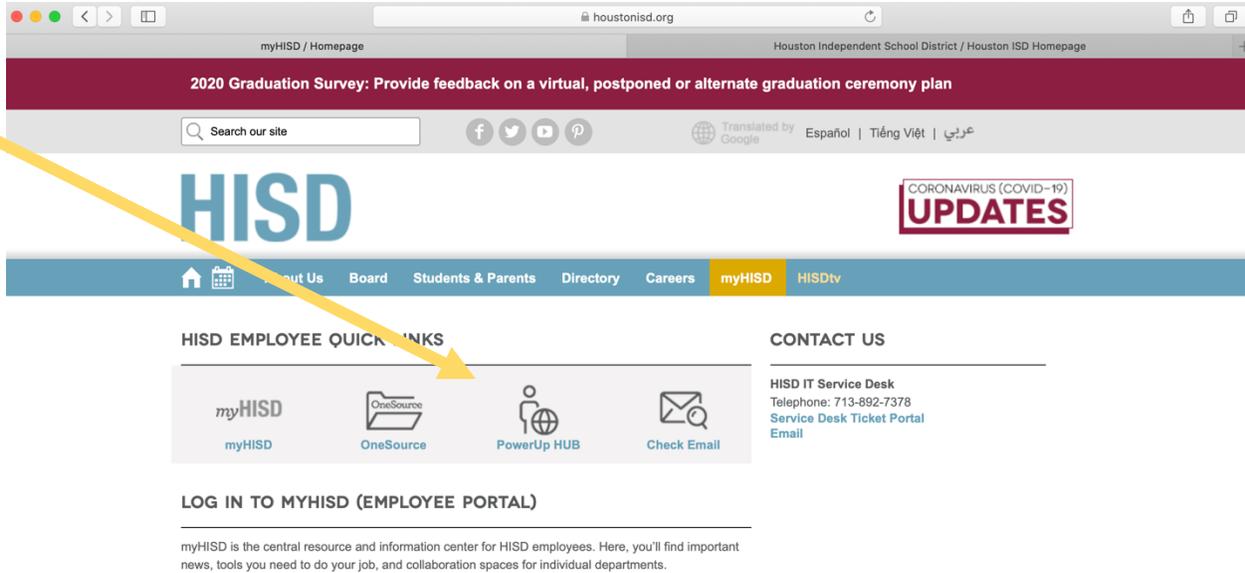


## How to Look up Your Assignments on the HUB! (and how to look for assignments in a plan)

### 1.) Log into the HUB!



The screenshot shows the HISD website homepage. At the top, there is a search bar and social media icons. Below the search bar is the HISD logo and a "CORONAVIRUS (COVID-19) UPDATES" banner. The navigation menu includes "Home", "About Us", "Board", "Students & Parents", "Directory", "Careers", "myHISD", and "HISDtv". The "myHISD" tab is highlighted. Below the navigation menu, there is a "HISD EMPLOYEE QUICK LINKS" section with four icons: "myHISD", "OneSource", "PowerUp HUB", and "Check Email". A yellow arrow points from the top left towards the "PowerUp HUB" icon. To the right of the quick links is a "CONTACT US" section with contact information for the HISD IT Service Desk.

2020 Graduation Survey: Provide feedback on a virtual, postponed or alternate graduation ceremony plan

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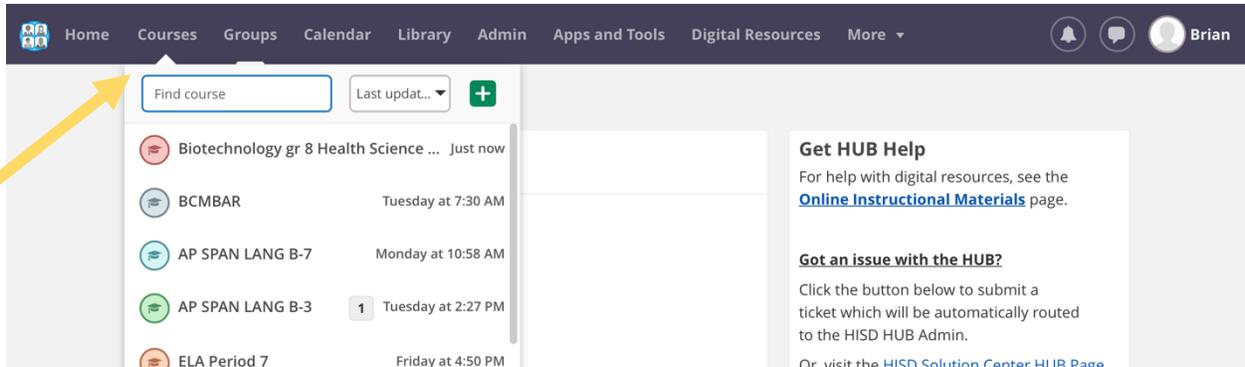
CONTACT US

HISD IT Service Desk  
Telephone: 713-892-7378  
Service Desk Ticket Portal  
Email

LOG IN TO MYHISD (EMPLOYEE PORTAL)

myHISD is the central resource and information center for HISD employees. Here, you'll find important news, tools you need to do your job, and collaboration spaces for individual departments.

### 2.) Click on the **Courses** tab to open your assigned courses and select the course that you desire.



The screenshot shows the HISD HUB interface. The "Courses" tab is selected in the top navigation bar. Below the navigation bar, there is a search bar labeled "Find course" and a "Last update..." dropdown menu. A list of courses is displayed, including "Biotechnology gr 8 Health Science ...", "BCMBAR", "AP SPAN LANG B-7", "AP SPAN LANG B-3", and "ELA Period 7". A yellow arrow points from the left towards the "Find course" search bar. On the right side of the interface, there is a "Get HUB Help" section with a link to "Online Instructional Materials" and a "Got an issue with the HUB?" section with a button to submit a ticket.

Home Courses Groups Calendar Library Admin Apps and Tools Digital Resources More

Find course Last update... +

Biotechnology gr 8 Health Science ... Just now

BCMBAR Tuesday at 7:30 AM

AP SPAN LANG B-7 Monday at 10:58 AM

AP SPAN LANG B-3 1 Tuesday at 2:27 PM

ELA Period 7 Friday at 4:50 PM

Get HUB Help

For help with digital resources, see the [Online Instructional Materials](#) page.

Got an issue with the HUB?

Click the button below to submit a ticket which will be automatically routed to the HISD HUB Admin.

Or visit the [HISD Solution Center HUB Page](#)

- 3.) Once you open your course you will see announcements and assignments on your feed. Tasks and deadlines will be populated on the right-hand side. If you click on *START* you will start that plan.

The screenshot shows a course interface with a dark blue header containing navigation links: Home, Courses, Groups, Calendar, Library, Admin, Apps and Tools, Digital Resources, and More. A user profile for 'Brian' is visible in the top right. Below the header, a light blue bar indicates 'Viewing the course as: Student'. The main content area is titled 'Biotechnology gr 8 H...' and includes tabs for Overview, Plans, Resources, Gradebook, Follow-up and reports, and More. The 'Plans' tab is active, displaying a plan for 'Forensics Unit CER' with a 'Start' button highlighted by a yellow arrow. The plan details include a calendar icon, dates 'From: 4/20/2020 4:00 PM' and 'To: 4/27/2020 4:00 PM', and a list of attachments: 'Biotechnology Weekly Lesson 6-3', 'Week of April 20, 2020', and 'Student Weekly Learning Targets'. A learning target is listed: 'I can describe PCR and DNA Gel Electrophoresis Tuesday 4/20 through Friday 4/27'. On the right side, a 'Tasks' section shows 'Forensics CER' with a deadline of '4:59 PM' and a 'Due on Monday' indicator. Below that, an 'Events' section shows 'No events' and a 'Go to calendar' link.

- 4.) Once you click *START*, you will see your first assignment or resource for this plan.  
 Select > to go to the next resource  
 Select X to go back to the home page  
 Select = to see all your assignments or resources.

The screenshot shows the 'Description' page for the 'Forensics Unit CER' plan. The page title is 'Plan: Forensics Unit CER Topic: FORENSICS CER'. The content includes the same attachments as the previous screenshot: 'Biotechnology Weekly Lesson 6-3', 'Week of April 20, 2020', and 'Student Weekly Learning Targets'. The learning target is repeated: 'I can describe PCR and DNA Gel Electrophoresis Tuesday 4/20 through Friday 4/27'. A note states: 'Student Sheet Assignment is due on Monday April 27'. The instructions are: '1. Open the Word documents located in the HUB: Biotech 6-3 CER Forensics Unit'. The CER prompt is: 'In your CER: Please describe exactly what happen! Describe the story with details. Write very complete, descriptive sentences.' The second instruction is: '2. If you can, save a copy of the documents, putting your name in the title. Example: Jackson Michael biotech 6-3 CER Forensics Unit'. The page has a navigation bar at the top with back, forward, and close buttons.

5.) An assignment will look like this. Click on **Answer Assignment** to start the assignment. You will also see the deadline date, grading rubric, and additional resources.

Plan: Forensics Unit CER Topic: FORENSICS CER

Forensics CER

**Assignment** 1 file(s)  
See attached files

biotech 6-3 CER Forensics Unit.docx

Answer assignment

STATUS Not submitted

DEADLINE 4/27/2020 4:59 PM

HOMEWORK This activity is not homework

ASSESSMENT SCALE Max. score 100

6.) You can view or download the assignment by clicking on the three dots.

Plan: Forensics Unit CER Topic: FORENSICS CER

Forensics CER

**Assignment** 1 file(s)  
See attached files

biotech 6-3 CER Forensics Unit.docx

Answer assignment

View  
Download

STATUS Not submitted

DEADLINE 4/27/2020 4:59 PM

HOMEWORK This activity is not homework

ASSESSMENT SCALE

7.) You can type your answer in the text box or upload a document. You can also select “Save as draft” if you want to save and finish it later. Remember to select submit before closing the window.

Plan: Forensics Unit CER Topic: FORENSICS CER

Forensics CER

Assignment 1 file(s) Show

Your answer

Font Size B I U More options

Add files or simply drop it here

Submit Save as draft Cancel

8.) Teachers are making Plans where your assignments and resources will be posted. Select the **Plans** tab to look at all your plans and their corresponding assignments and resources.

Viewing the course as: Student

Biotechnology gr 8 H... Overview **Plans** Resources Gradebook Follow-up and reports More

Plans

All upcoming View in calendar Table List

DNA Analysis

Hide plan

Plan	Date	Description	Standards	Resources and activities
No title		-	-	-

Forensics CER

Hide plan

Plan	Date	Description	Standards	Resources and activities
Forensics Unit CER	Apr 20 4:00 PM – Apr 27 4:00 PM	See attachmen Biotechnology Weekly Lesson 6-3	-	Forensics CER

9.) Once the Plans tab is selected, you will see all your assigned Plans. Click on each plan to see the date assigned, due date, description, resources and assignments.

Biotechnology gr 8 H... Overview **Plans** Resources Gradebook Follow-up and reports More ▾

Forensics CER

^ Hide plan

Plan	Date	Description	Standards	Resources and activities
Forensics Unit CER	Apr 20 4:00 PM - Apr 27 4:00 PM	<p>See attachmen Biotechnology Weekly Lesson 6-3 Week of April 20, 2020 Student Weekly Learning Targets</p> <ul style="list-style-type: none"> <li>• I can describe PCR and DNA Gel Electrophoresis Tuesday 4/20 through Friday 4/27</li> </ul> <p>Student Sheet Assignment is due on Monday April 27 1. Open the Word documents located in the HUB: Biotech 6-3 CER Forensics Unit</p> <p>In your CER:</p>	-	<p>Forensics CER ⓘ</p> <p>Biotech 6-3 Lesson plan 2020 04 20 Forensics Unit CER.docx</p>