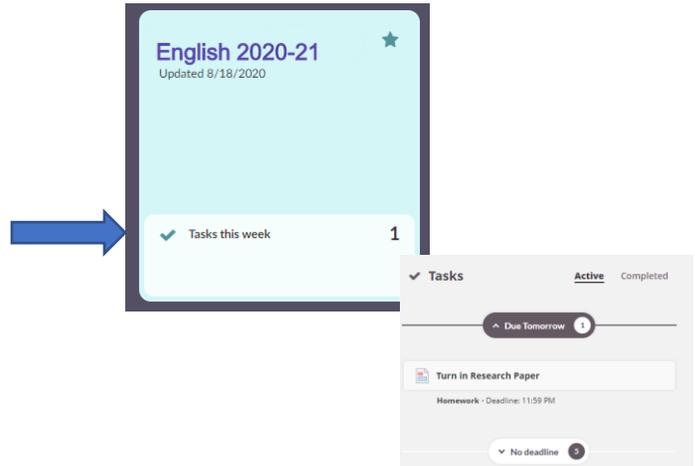


**Assignments** in the HUB are located inside lessons.

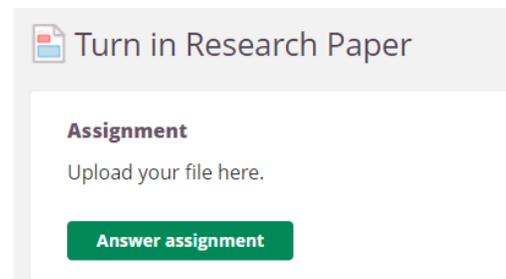
If an assignment is marked as homework, it will be visible from the **Tasks** list on the **Home** page (both courses view and updates view), as well as the tasks list on the **Overview** page within the course.



## Answer an Assignment

Assignments can be responded to within a text box, and/or files can be uploaded.

When an assignment is ready for you in a lesson, you will see a green **Answer assignment** button. Click to add your response or to upload a file.



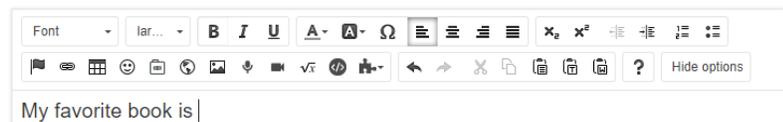
## Text Boxes

If your teacher requires you to write a response, or you would like to leave a message for your teacher as you turn in your assignment, you can start typing in the answer box. Click **More options** for additional ways to format the answer box or add other features.

### Your answer



### Your answer



# How to Turn in an Assignment in the HUB

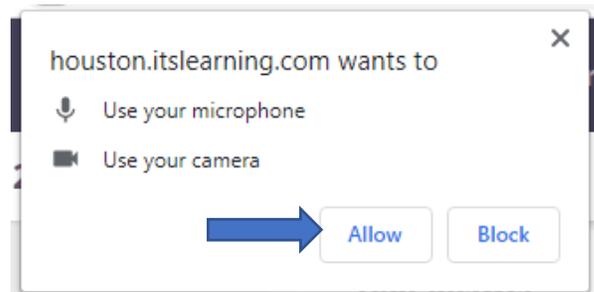
## Add video, audio, images, and more. . .

Record video or audio directly into the answer box by clicking the icons associated with each. There are also options to add pictures, embed links, or add hyperlinks.

Video and audio recordings must be a minimum of 10 seconds long before it will allow you to stop the recording and add it to the answer box.

Click **Allow** if a pop up appears asking for permission for the program to use your microphone or camera.

	Add a table
	Add a picture
	Create audio
	Create video
	Embed code
	Link URL

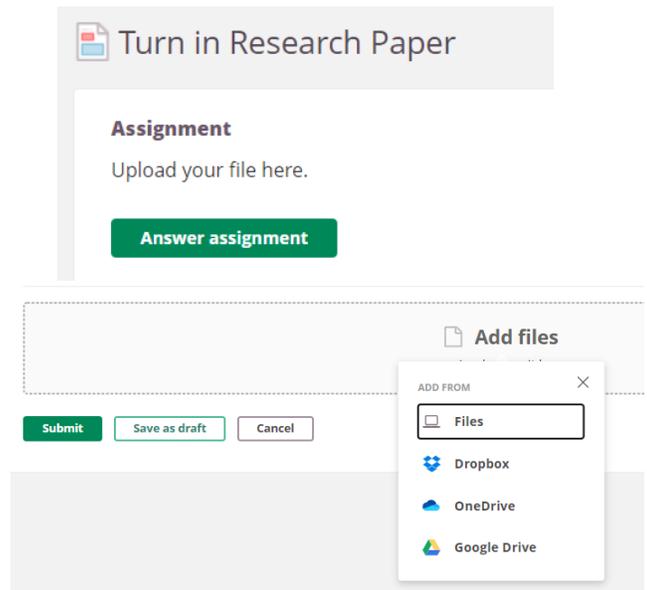


## Upload a File to Turn In:

If you need to upload any files (documents, videos, etc.) to your teacher, use the **Add files** link located beneath the answer box.

Click **Add files**. A file options menu appears with the following places from which to upload files from your computer, Dropbox files, OneDrive files, and Google Drive files.

If you need to leave your assignment before you are ready to submit, you may click **Save as draft**.



# How to Turn in an Assignment in the HUB

Once you have uploaded your file(s) you would like to turn in, click the **Submit** button.

Once the assignment is submitted, you will see a confirmation that the assignment has been turned in. This will include the date and time submitted.

## Google Drive Document Assignment

Some assignments added by your teacher may be done through Google Drive. These assignments will include an Answer File. Click the green **Answer assignment** button to open a copy of the document in Google Drive.

Click **Sign in** if prompted to sign into your HISD Google account.

Notice that the file opens in a new tab and the name of the file includes your name in the title.

You are ready to complete your assignment. Any changes made to the document will be seen by your teacher.

When you finish your document, you can close the tab to return to itslearning.

Click **Submit** to let your teacher know you have finished your assignment.

Once the assignment is submitted, you will see a confirmation that the assignment has been submitted that will include the date and time submitted.

**Submit**

**Your answer** SUBMITTED

Submitted: Tuesday, August 18, 2020 1:35 PM by **Tom Smith**

My favorite book is *The Hunger Games* by Suzanne Collins.

Favorite quote from The m4a -00:12

### Answer File

Your teacher has created a file for you to write your answer. Click the Answer assignment button to open it.

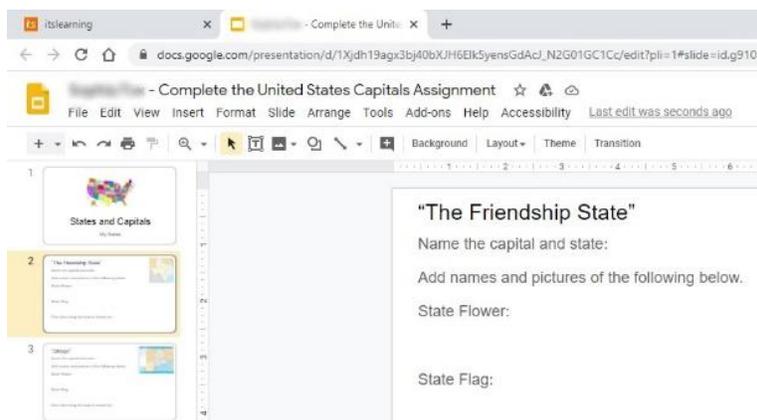
**US Capitals**

**Answer assignment**

Please log in

Please log in with your Google account to view this file.

**Sign in**



**Your answer** NOT SUBMITTED

Saved as draft: Tuesday, August 18, 2020 1:47 PM by **Tom Smith**

**Complete the United States Capitals As...**

**Open** **Submit**

**Your answer** SUBMITTED