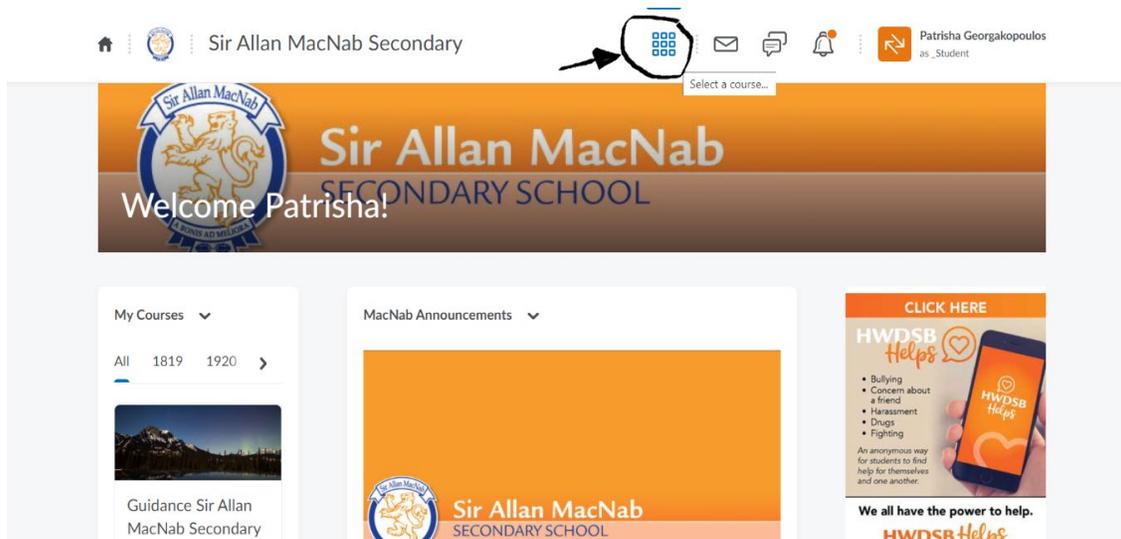


Uploading Option Sheets on the HUB

Please follow the step-by-step instructions to help you successfully submit your option sheets using the HUB. Before you begin, please ensure that you have saved your Option Sheet onto your computer (desktop is preferable as it is easily accessible). **Please note: Please ensure that your full first & last name as well as the elementary school you attend is on the option sheet prior to submitting.**

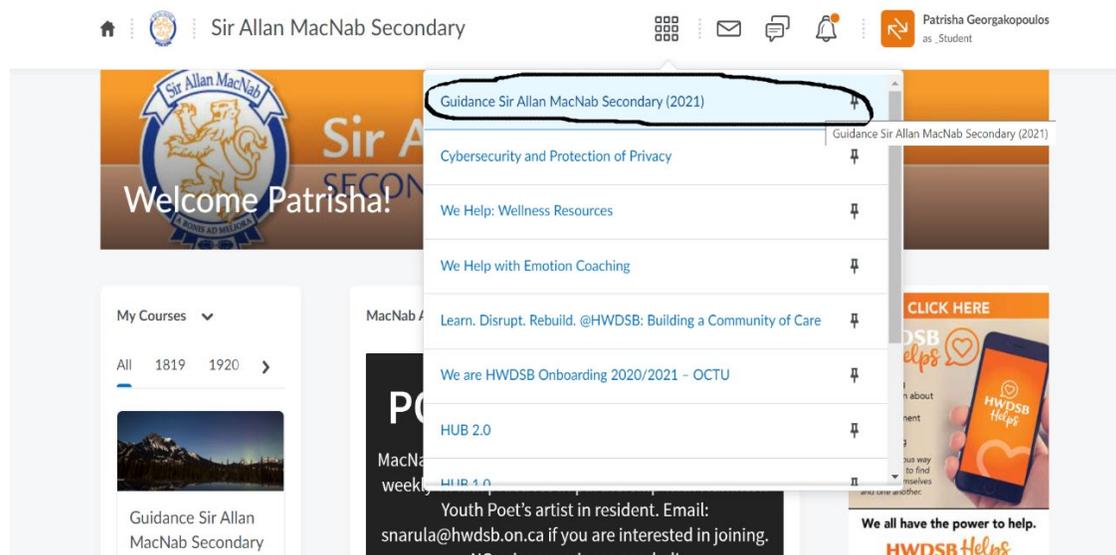
Step 1:

When signing onto the HUB, look for the course waffle that is circled above. Once you have located the waffle, click on it.



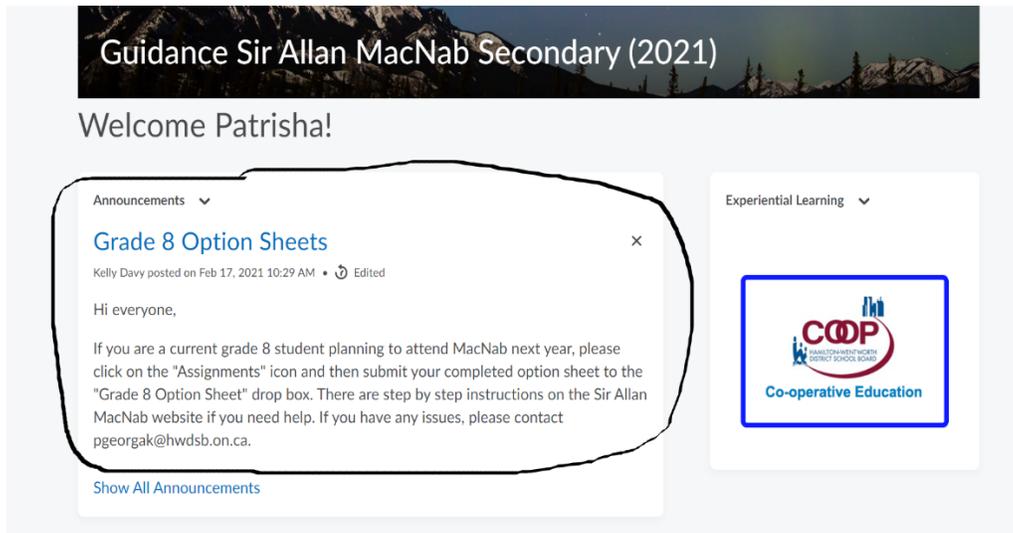
Step 2:

After you've clicked on the waffle, a drop down list with all of your available classes will show up. Scan through the list and click on **GUIDANCE SIR ALLAN MACNAB SECONDARY (2021)**. This will bring you into the Guidance section.



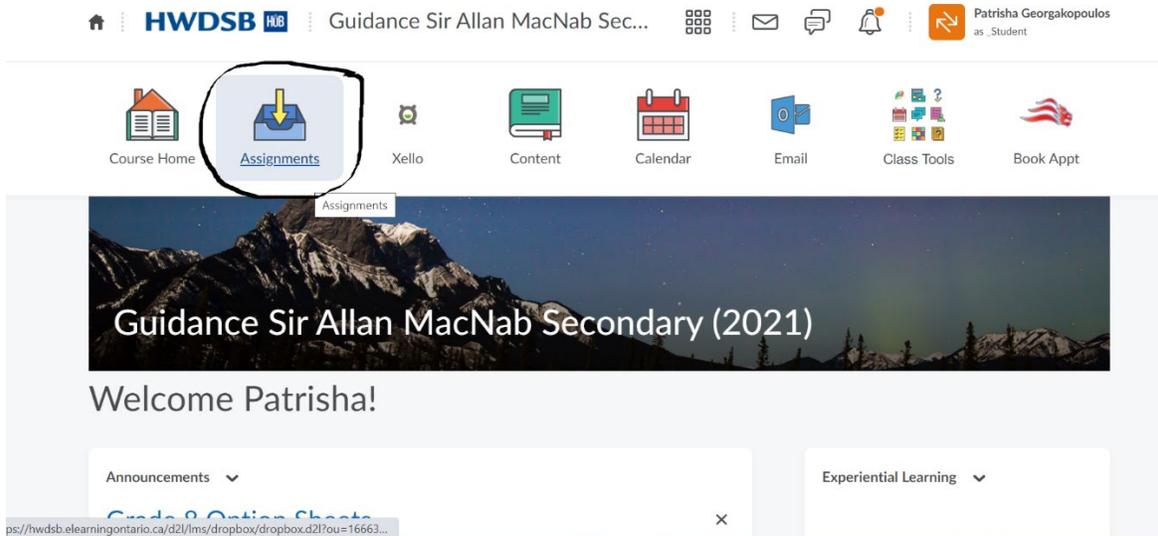
Step 3:

When you open the Sir Allan MacNab Guidance tab, you will see any announcements that are posted. Please check the announcements before uploading your option sheets just in case we have provided an update.



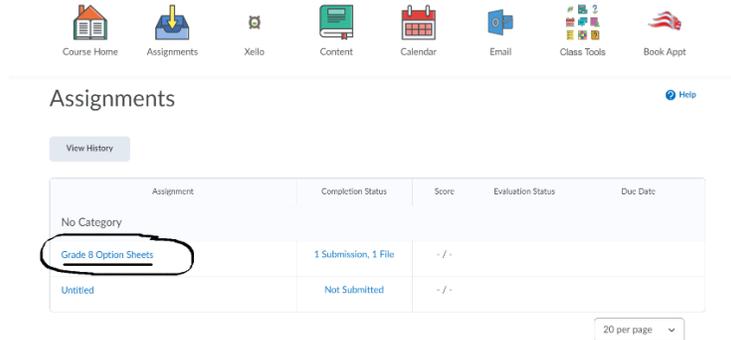
Step 4:

To submit your option sheet, you will need to submit it under the "Assignments" tab. Pictured below you will see the "Assignments" tab. Click on this tab.



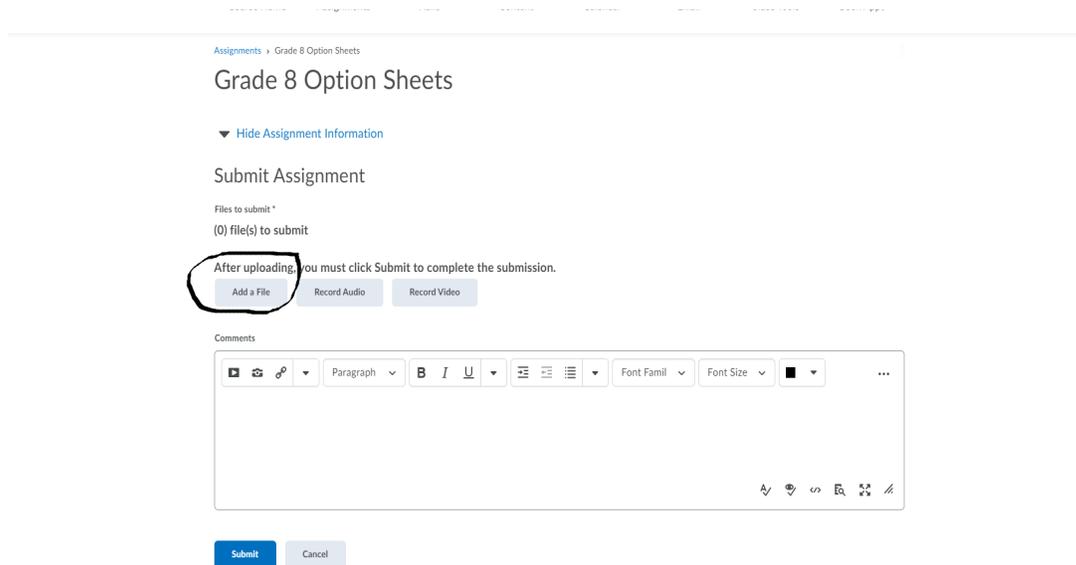
Step 5:

Once you are under the “Assignments” tab you will see the dropbox named “GRADE 8 OPTION SHEETS”. Click on that dropbox.



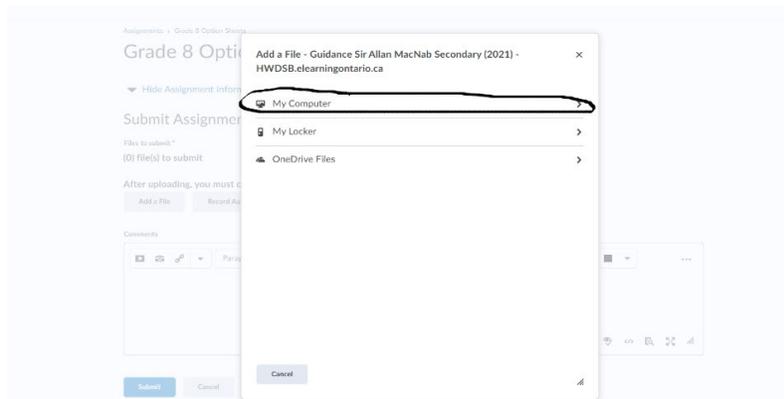
Step 6:

Once you have clicked on the dropbox, you be able to submit your option sheet. To submit your option, click “ADD A FILE”.



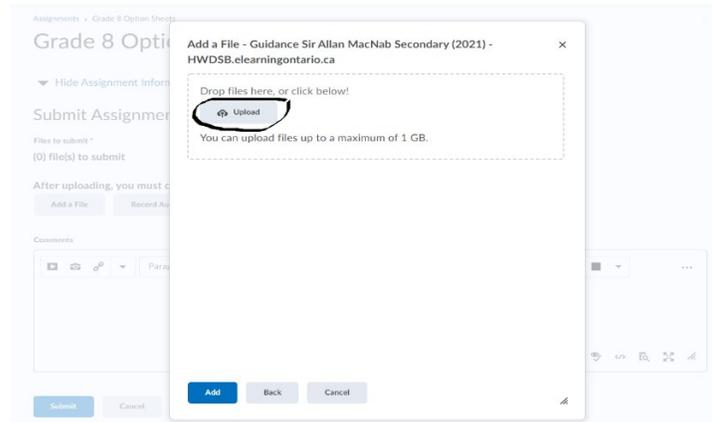
Step 7:

The screen will prompt you to add your file to the submission. Please click on “My Computer”.



Step 8:

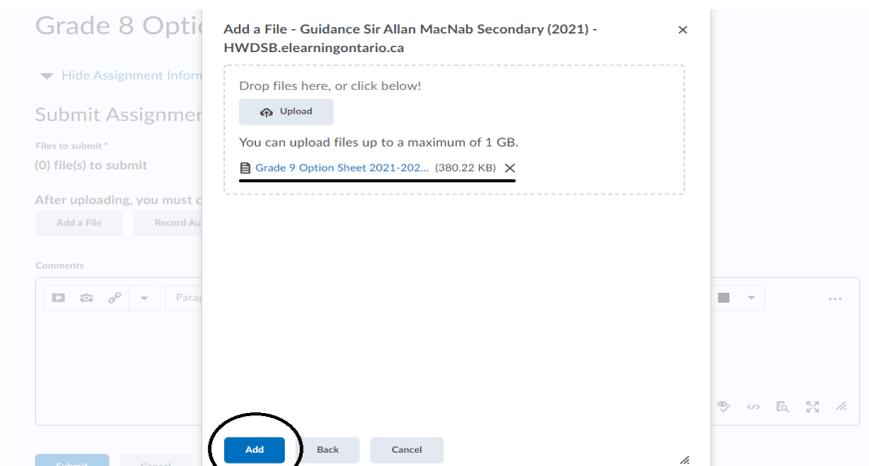
The screen will now prompt you to search for the file that you wish to upload. Click on “Upload” (pictured below). Once you have clicked on “Upload”, you will be prompted to add the file.



Step 9:

Once you have found the file and double clicked, double check to confirm that the file has been uploaded. To confirm if it has been uploaded, you should see the name of the file directly under the text that reads “You can upload files up to a maximum of 1 GB.” (Reference picture below).

Once you have confirmed that the file was uploaded, click on “Add” located near the bottom left of the page. This will ensure that the uploaded document is added to your submission.



Step 10:

Before you submit your file, reference the picture below and ensure that your upload has all of the same parts. (file names will be different depending on what you named the file).

Once you have confirmed that the correct file has been attached, you may press submit.

Grade 8 Option Sheets

▼ Hide Assignment Information

Submit Assignment

Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

 [Grade 9 Option Sheet 2021-2022 \(fillable\).pdf](#) (380.22 KB) ✕

Source: My Computer

Comments

 Paragraph **B** *I* U  Font Famil Font Size  ...



 **Submit**  Cancel

Step 11:

Once the file has been submitted, you will receive confirmation that the file was submitted successfully. You will also receive a confirmation email.



Review Assignment Submission

File submission successful

Submission ID
46633824

Submission(s)

 [Grade 9 Option Sheet 2021-2022 \(fillable\).pdf](#) (380.22 KB)

Comments

Assignment
Grade 8 Option Sheets

Submission Date
Feb 17, 2021 12:29 PM

Submitted By
Patrisha Georgakopoulos

Total File Size
380.22 KB

Email Status
Confirmation Email Sent Successfully

Instructions

 Done  View History  Upload More Files

Congratulations! You have successfully submitted your Gr. 9 Option Sheet! We are so excited to have you join our school next year!