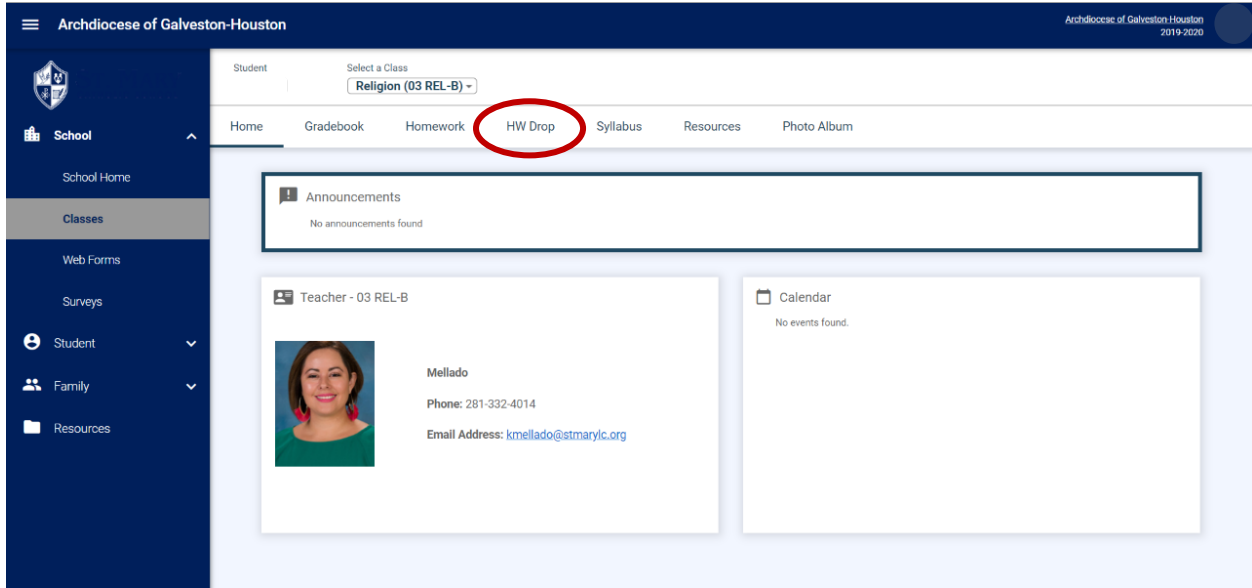


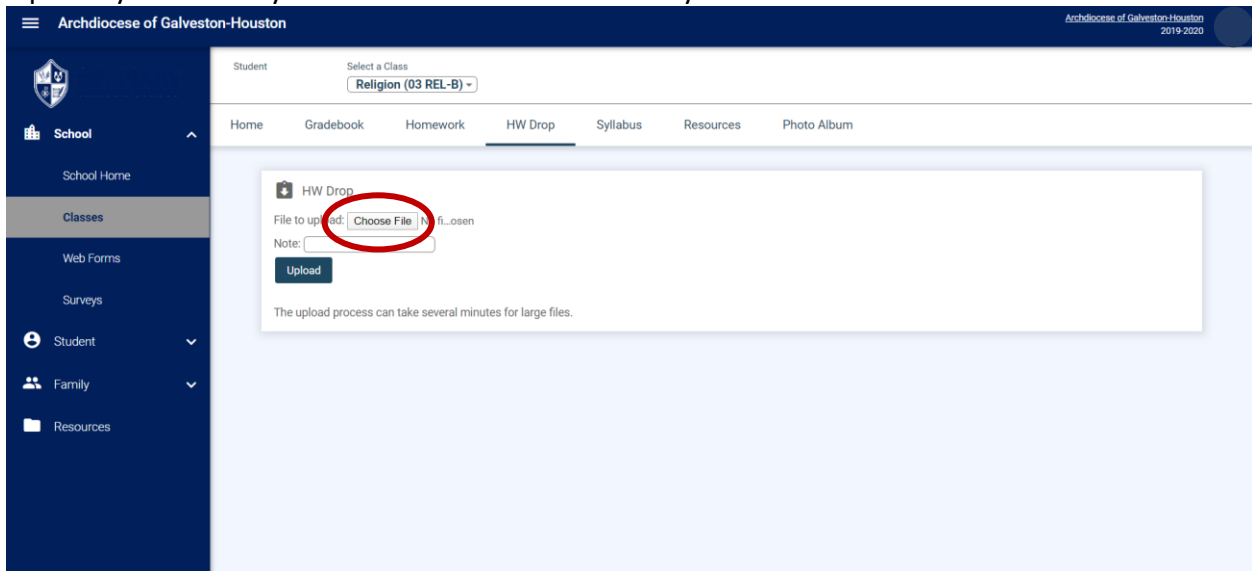
## HOW TO SUBMIT HOMEWORK IN FAMILY PORTAL/ PARENTS WEB

Start within the class for which you want to submit homework. That's very important; if you're in the wrong class, your homework will go to the wrong teacher. Here the class is third grade Religion. Click on "HW Drop."



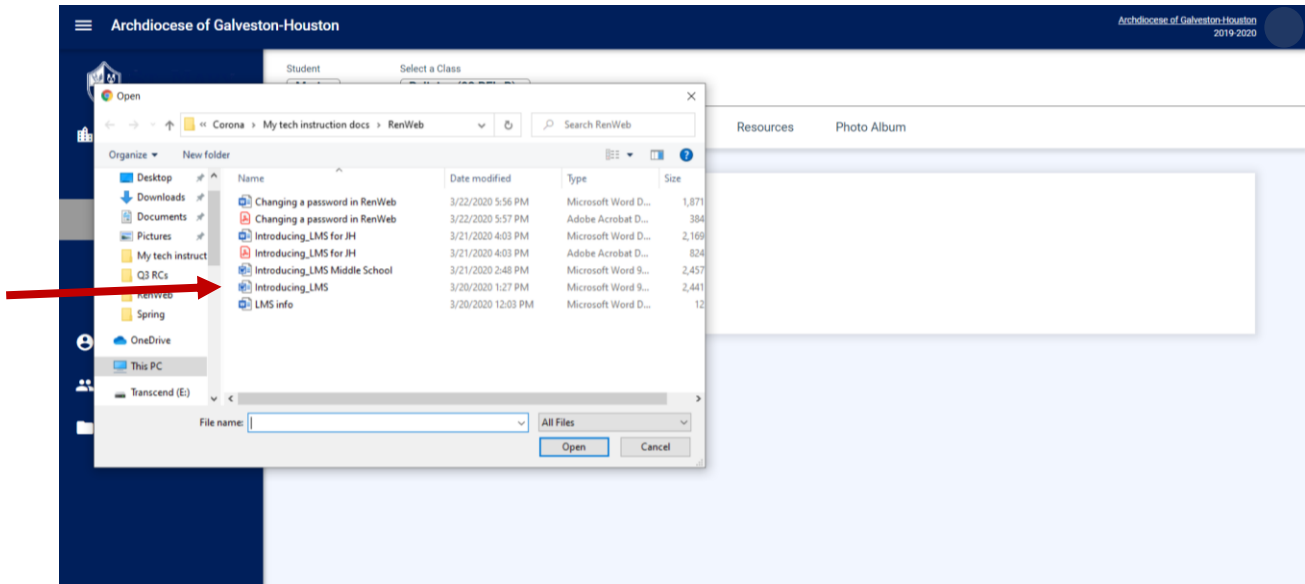
The screenshot shows the Archdiocese of Galveston-Houston Family Portal interface. The top navigation bar includes "Home", "Gradebook", "Homework", "HW Drop", "Syllabus", "Resources", and "Photo Album". The "HW Drop" button is circled in red. Below the navigation bar, there is an "Announcements" section with "No announcements found". To the left, a "Teacher - 03 REL-B" section displays a profile for Mellado, including a photo, name, phone number (281-332-4014), and email address (kmellado@stmarylc.org). To the right, a "Calendar" section shows "No events found".

Click on the "Choose File" button and browse to find the file you want to upload. This could be a photo you took of your homework or a document you scanned.

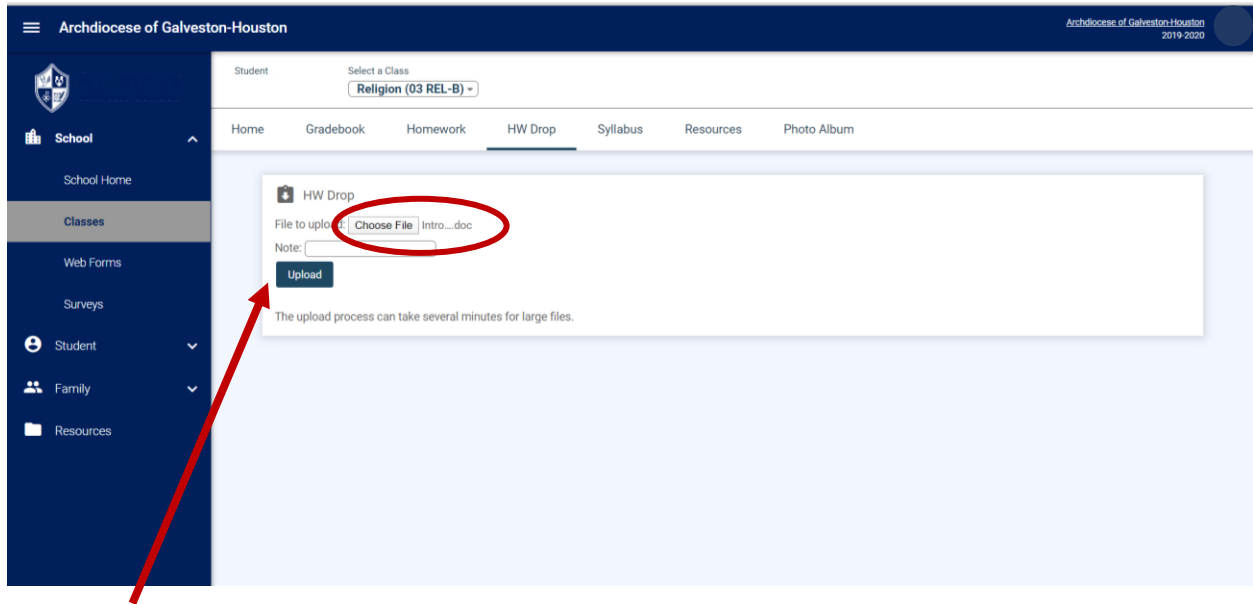


The screenshot shows the Archdiocese of Galveston-Houston Family Portal interface, specifically the "HW Drop" section. The "HW Drop" button is circled in red. Below the button, there is a "File to upload" field with a "Choose File" button, a "Note:" field, and an "Upload" button. A message below the upload area states: "The upload process can take several minutes for large files."

You will see a pop-up window like this. Click on the file you want, then click on “Open.”

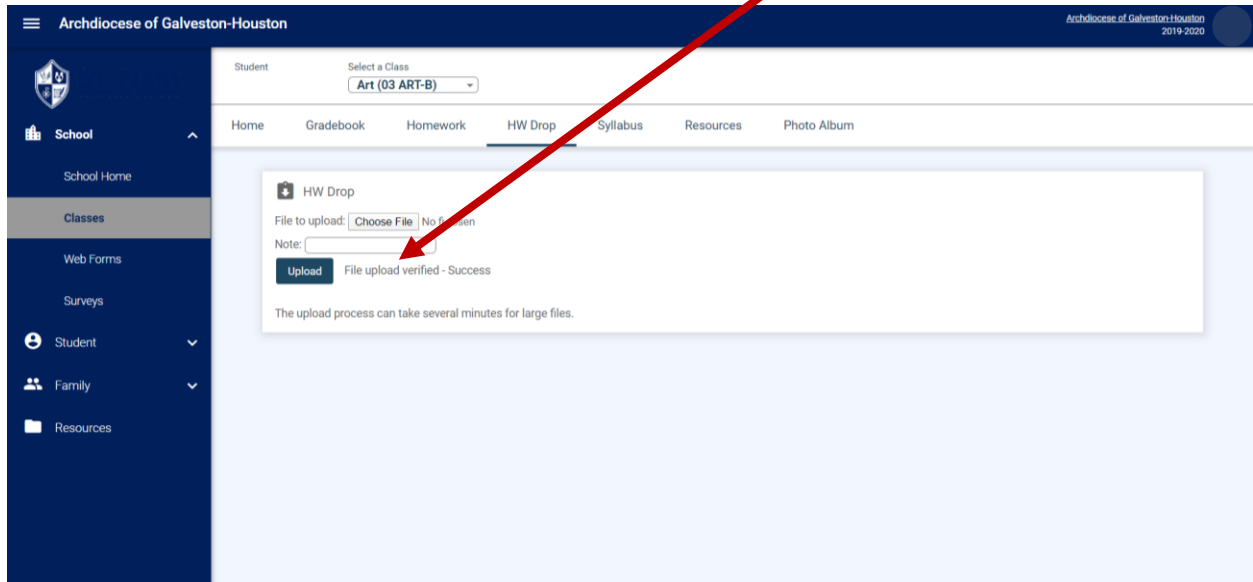


It will upload the file. You'll see it in light gray next to the “Choose File” button.



If you need to tell the teacher something about it, there's a “Note” box for short messages. Type your note. Next, click on the dark blue “Upload” button. Depending on the file size, it may take a while.

You will know your file has uploaded when you get this message.



The screenshot shows a web interface for the Archdiocese of Galveston-Houston. The top navigation bar includes the school name and the school year '2019-2020'. A left sidebar contains menu items like 'School', 'Classes', 'Web Forms', 'Surveys', 'Student', 'Family', and 'Resources'. The main content area is titled 'HW Drop' and features a 'File to upload:' section with a 'Choose File' button and a 'No files chosen' status. Below this is a 'Note:' text area. A red arrow points from the text above to the 'Note:' field. An 'Upload' button is visible, and a confirmation message reads 'File upload verified - Success'. A note at the bottom of the upload area states: 'The upload process can take several minutes for large files.'

That's it!