

## Instructions for Uploading Your Lesson Plan to GroupHub: <https://urbaned.grouphub.com>

1. In your web browser, type in <https://urbaned.grouphub.com> and log in using the following username and password.  
username: terrateacher  
password: lesson
2. Click on the “**files**” tab at the top of the page (the last tab).
3. On the right sidebar, you will see a button at the top that says “**Upload a file.**” Click on that button.
4. Click the “**browse**” button and choose your lesson plan file from your hard drive or jump drive. Then click the “**upload the file**” button.
5. When the file has been uploaded properly, you will see it listed on the next screen, and there will be a green note at the top that says “File was successfully uploaded.”

If you have any questions or problems uploading the document, please email [terrateacherlab@depaul.edu](mailto:terrateacherlab@depaul.edu) or call the Center for Urban Education at 773-325-7170.