Firefly Learning @ HCC
Checking & Submitting Homework

Welcome to Firefly

Logging In
https://heathfieldcc.fireflycloud.net

When clicking the link log in with your college e-mail address. The first time you log in you will be asked to confirm your email address and password.

If you have any log in issues please speak to IT Support.

When you log into Firefly you will be presented with the home page which we will refer to as the **Dashboard.** The dashboard is the main page and contains up to date information, the place where you can set work, the College calendar and your timetable.

Announcements & Messages
This is the new Notice Board. Announcements will be posted here by your teachers. You can delete notices by pressing the cross.

Your Tasks
This highlights tasks that have been sent to you to complete. **This is where all homework will be sent.**

To view homework

Your Homework
Your homework will be displayed in Your Task section. Click the blue link at the top to view the homework task.
Any attachments to the homework will be displayed under the heading.
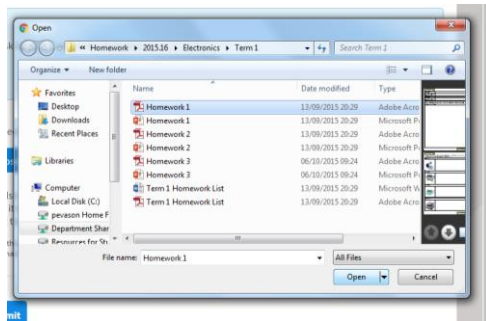
The Assignment Window
This window will display your work. As you can see from the example attached this homework comes with a PDF and a Powerpoint.

If you click the blue links this will open the document.
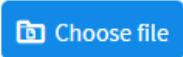
Sending a Document
If your teacher has asked you to return a document for your homework select "Choose File"
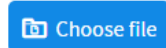

Find your homework in your files
You can do this by looking on your computer for your file (like adding an attachment to an email) or by finding a document on One Drive or Google Docs.

Once you have added your document it will appear in **bold** and say it has been selected.

Click Submit
When you have added your file or completed your homework you can click submit.

Your Tasks
Once you have submitted the homework the task will disappear. Click "View All Tasks" to see previous homework you have been set.