



**PINE
MOUNTAIN**

Where Can I Find Specific Information in CTLS?

CTLS Sections	What Can I Find?
Student Dashboard	
My Classes	<ul style="list-style-type: none">• access to all classes
Red Bell	<ul style="list-style-type: none">• Visible on every page• Shows announcements and events at any time
Welcome	<ul style="list-style-type: none">• Indicates when the page was last refreshed
My Top 20 Announcements	<ul style="list-style-type: none">• Shows the most recent announcements from all classes
Navigation Bar	<ul style="list-style-type: none">• Links to sections of the CTLS Learn platform<ul style="list-style-type: none">○ My Dashboard○ My Calendar○ My Classes○ My Grades (only shows grades from CTLS assignments)○ My Assessments
Current Live Sessions	<ul style="list-style-type: none">• Shows live session in progress
Recent Assignments/ Discussion Activity	On the Student Homepage, this widget shows the last 50 Assignments or Discussion actions taken by the logged in student only.
Announcements	<ul style="list-style-type: none">• Schoolwide News• General Information about the class• Approaching Due Date Reminders• Assignments posted in that class
Next 10 Assignments	<ul style="list-style-type: none">• Shows upcoming assignments

My Upcoming Events	<ul style="list-style-type: none"> • Shows upcoming events and due dates
My Available Assessments	<ul style="list-style-type: none"> • Displays assessments from your teachers
My Calendar	
Select Calendar(s)	<ul style="list-style-type: none"> • View one class at a time or merge classes
Event Red Dot	<ul style="list-style-type: none"> • View the number of events indicated in the red circle
Hyperlinked Calendar Dates	<ul style="list-style-type: none"> • Click on a date to view a list of events
My Classes	
Class Home	<ul style="list-style-type: none"> • The main landing page for a selected class • Information about the Teachers assigned to the classroom including: <ul style="list-style-type: none"> ○ Teacher Name ○ Email Address ○ Telephone Number ○ Help Sessions/Office Hours • Class Board, announcements, events, etc., can be found
My Digital Sessions	<ul style="list-style-type: none"> • A digital session represents a lesson or unit in which teachers present topics to students • To access this area for a class... <ul style="list-style-type: none"> ○ Select the class taken from “My Classes” sections ○ Click on the “My Digital Sessions” icon ○ Access lesson information provided by teachers on a particular date
My Class Resources	<ul style="list-style-type: none"> • Resources posted by teachers that will help students complete class work • To access this area for a class...

	<ul style="list-style-type: none"> ○ Select the class taken from “My Classes” sections ○ Click on the “My Class Resources” icon ○ Access District resources, such as textbooks and digital resources, and/or teacher posted resources ○ To find resources connected to a digital session... <ul style="list-style-type: none"> ▪ Select the class taken from “My Classes” sections ▪ Click on the “My Digital Sessions” icon ▪ Click on the Digital Session for the lesson ▪ Click on the Lesson Resources tab
<p>My Class Assignments</p>	<ul style="list-style-type: none"> ● A listing of the assignments for a selected class ● To access this area for a class... <ul style="list-style-type: none"> ○ Select the class taken from “My Classes” sections ○ Click on the “My Assignments” icon ○ Access assignment tiles which show status, due dates, and scores
<p>My Class Discussions</p>	<ul style="list-style-type: none"> ● A listing of class discussions for a selected class ● To access this area for a class... <ul style="list-style-type: none"> ○ Select the class taken from “My Classes” sections ○ Click on the “My Class Discussions” icon ○ Select the Discussion Topic to read the responses or to add a response