

CTLS STUDENT GUIDE

CTLS FOR STUDENTS

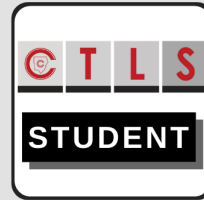


Click  to watch videos below.
Click [here](#) to watch the entire playlist.



WHAT IS CTLS?

CTLS stands for the Cobb Teaching and Learning System. This is a platform that your instructor can have you use both on campus and off campus.



HOW DO I ACCESS CTLS FOR STUDENTS?

Find the CTLS icon for students on any Cobb County School device. Click to access the login page.

OR

Open a web browser and go to:

<http://ctlslearn.cobbk12.org>

GETTING STARTED

1



HOW DO I LOG IN?

Click  to find your Office 365 username.

Username:

Office 365 Username

Password:

Office 365 Password

Note: If prompted for a Client ID, please use **gacobb**

2



STUDENT MENU


The left menu will show the following:

- My Classes
- Home
- Digital Sessions
- Resources
- Assignments
- Discussions
- Assessments

3



MY CLASSES PAGE

Find your class on the **My Classes** page. Click on the class you want to enter. You will see all of the digital classes that you have been enrolled into on this page. 

4



HOME (MY CLASS)




Once in your class, you will see your instructor's name and class information. **Announcements** from your instructor and posts on the **Class Board** may also be found here.

5



DIGITAL SESSIONS

Digital sessions contain:

- Directions from your Instructor(s)
- Lesson Resources 
- Session Chat
- Lesson Assignments 
- Live Meeting(s) 



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DIGITAL SESSIONS

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DIGITAL CLASSROOMS

You will see your instructor(s) listed on your digital classroom home page.
You will also find **Announcements** and **Class Board** posts from your instructor(s).



DIGITAL SESSIONS



Find content information, lesson resources, and assignments in a digital session. A digital session may have an expiration date on the session tile. That's how long you have to complete the session.

Inside your digital session, you will see a tabbed menu for the following:

- **Class Meetings**
- **Lesson Resources**
- **Lesson Uploads**
- **Lesson Assignments**

Use the tabs to navigate to class meetings, lesson content, student upload folders, and lesson assignments.



LESSON ASSIGNMENTS



Assignments are listed in a digital session under the **Lesson Assignments** tab. Your assignment status, due date, and score is shown on the assignment card. Click on an assignment to see details.

In the **My Response** area you can **Add/Edit** responses for your assignment or **Add Attachments**. Click **Submit Response** to turn in your assignment.

The assignment status will show **Finish** when your instructor(s) have posted your score and provided feedback. To view your score and feedback, click on the assignment.



LIVE SESSIONS



If your instructor has started a Live session, you will see the word **LIVE** on the digital session tile. Click on the session, you will be asked to join with **Only Audio** or **Join with Video**.



LESSON UPLOADS



Upload files that you want to share with your instructor(s).



DISCUSSIONS

Participate in discussion with your instructor(s) and classmates.



LESSON RESOURCES



Click the **Lesson Resources** tab to find resources assigned by the district, like digital textbooks or specific lesson resources from your instructor.

Click on the resource to view or click the **download button** to save a copy to your device.



ASSESSMENTS

Click **Assessments** to see the quizzes assigned to you from your instructor. Click on the assessment to begin.



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CTLS STUDENT GUIDE STUDENT DASHBOARD



A screenshot of the CTLS Student Dashboard interface. The dashboard features a navigation menu on the left with icons for My Classes, Home, Digital Sessions, Resources, Assignments, Discussions, and Assessments. The main content area is titled 'Classes' and displays three class cards. Each card has a colored header (green, red, and teal) and contains fields for 'Class Name', 'Grade Level/Content Area', 'Instructors(s)', and 'Instructor Name(s)'. Annotations with red arrows point to specific elements: 'Click here for accessibility tools.' points to a gear icon in the top right; 'Click to sign out of CTLS.' points to a user profile icon in the top right; and 'Click to enter a digital classroom.' points to the 'Instructors(s)' field in the first class card.

Navigation Menu:

My Classes - Your digital classrooms are located here.

Home - Return to the main page of a digital classroom.

Digital Sessions - Access your digital lessons here.

Resources - Find classroom resources, text, documents, etc.

Assignments - Receive, review and complete classwork here.

Discussions - Participate in discussions with your instructor(s) and classmates.

Assessments - Access tests and quizzes here.



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