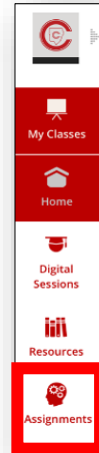


Add a Screenshot or Image to an Assignment in CTLS with iPad

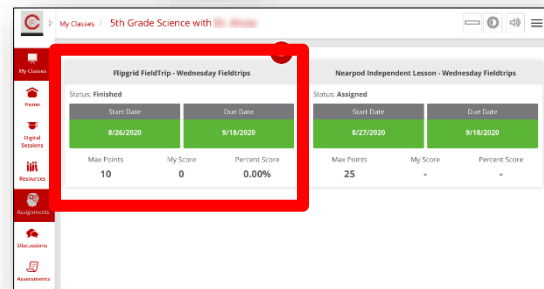
These directions will show students using an iPad how to attach a screenshot or image to an assignment in CTLS Learn.

1. Log in to **CTLS Learn** and enter your digital classroom.

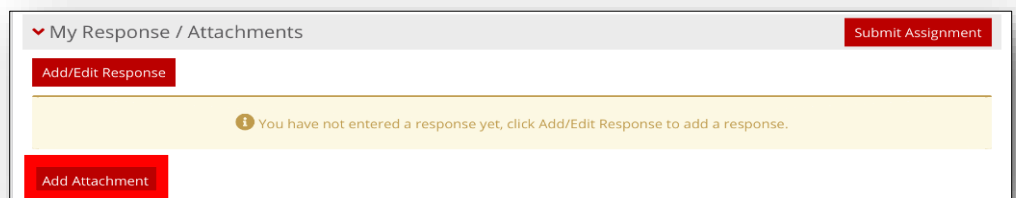


2. Tap **Assignments** on the left sidebar menu.

3. Select and tap on the **Assignment** where you want to attach the screenshot.



4. Tap **Add Attachment**.

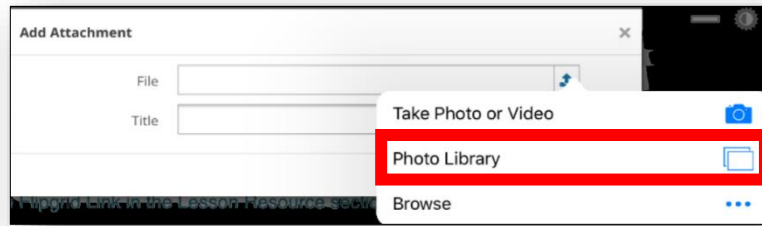


5. Tap the **upload icon**.



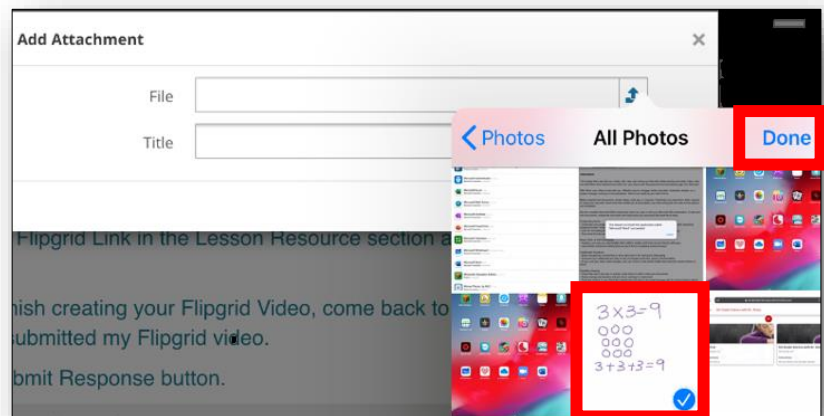
Add a Screenshot or Image to an Assignment in CTLS with iPad

6. Select **Photo Library**.



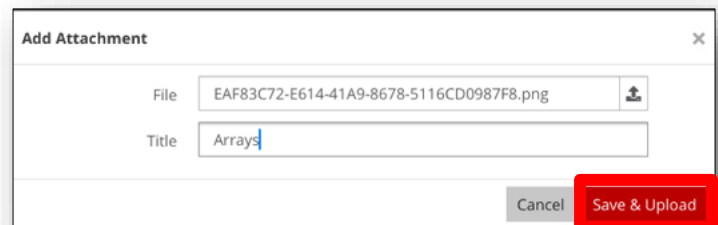
7. Select the **photo** you want to attach.

8. Tap **Done**.

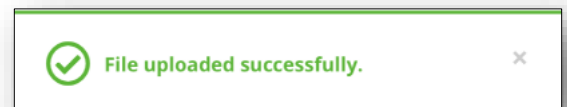


9. Tap **Save & Upload**.

Note: If the instructor has provided a naming convention for the attachment, remember to use it. If no naming convention is given, the photo name and your first and last name are recommended for the title field.

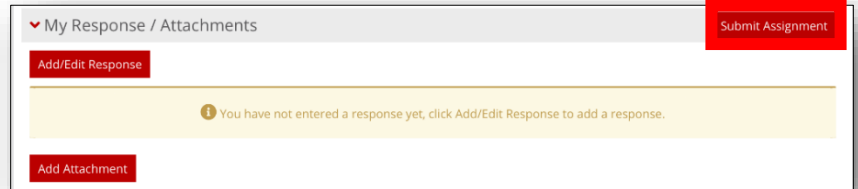


10. You will receive the message: **File uploaded successfully.**



Add a Screenshot or Image to an Assignment in CTLS with iPad

11. Tap **Submit Assignment**.



My Response / Attachments Submit Assignment

Add/Edit Response

i You have not entered a response yet, click Add/Edit Response to add a response.

Add Attachment

12. You will receive the message: **Your response was submitted successfully.**

