



Annotating and Uploading in CTLS Learn Using Student Laptops

These directions will show students how to annotate (write or type) on a file uploaded by their teacher in CTLS, download and save the file to their student laptop, and upload their annotated file into CTLS.

✓ Digital Resources

module practice classroom

Unit 1 Resources

Astronomy

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6th Grade Earth Science | Textbook 1

Welcome to Elementary School

5DisciplinesofEarthSc.

Annotating Files in CTLS Learn

 Locate your teacher's Digital Classroom in CTLS and find the file you are wanting to add annotations to. *Note: In this example, the file is found in Classroom Resources.*

 Double-click on the **file** you are wanting to add annotations. *Note: From here, the annotation screen will appear.*

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3. Use the **annotation toolbar** to make your annotations, such as text or drawings. *Note: Hover over any of the icons to learn more about what each annotation tool can do.*







Annotating and Uploading in CTLS Learn Using Student Laptops

Downloading Annotated Files from CTLS Learn

1. Once you have completed your annotations, in the top right corner, click **Download**.



2. Your downloaded file will appear in the upper-right corner of your Edge browser. Click **Open file** and you should now see your annotated file in your Edge Browser.

Note: If you are using a Chrome browser, or any browser other than Edge, the downloaded file may appear in a different part of the screen.

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| See more | | | | | | |

3. Save the file to your **OneDrive**. Note: From here, the file will appear in your File Explorer (yellow folder). Make sure you have clicked on your **OneDrive** in the File Explorer, rename your file as needed, and click **Save**.







Upload Annotated Article Here

Status

<u>100</u> My Score

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-Due Date Time <u>12/15/2021</u> <u>11:13 AM</u>

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Due Date Wednesday

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December 2021

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Annotating and Uploading in CTLS Learn Using Student Laptops

Uploading Annotated Files into CTLS Learn

- 1. Go back to CTLS and locate where your annotated file needs to be uploaded and click on the CTLS Assignment. *Note: In this example, the file will be uploaded within a CTLS Assignment.*
- 2. Find a section labeled My Attachments.
- 3. Click Add Attachment.
- 4. Click the **Upload** icon.
- 5. Find your saved file and double-click it.
- 6. Click **Save and Upload Draft**. Note: You may also change the title of your attachment, if needed.

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7. In the bottom center, click **Submit to Teacher**.

