

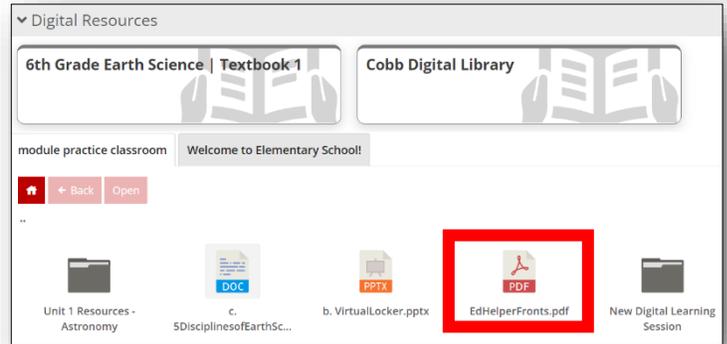
Annotating and Uploading in CTLS Learn Using Student Laptops

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.

Annotating Files in CTLS Learn

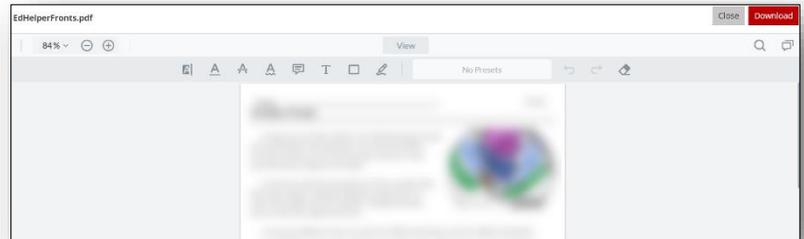
1. Locate your teacher's Digital Classroom in CTLS and find the file you are wanting to add annotations to.

Note: In this example, the file is found in Classroom Resources.



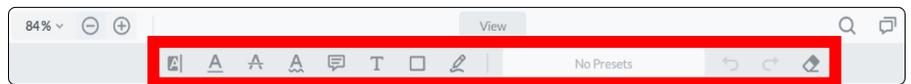
2. Double-click on the **file** you are wanting to add annotations.

Note: From here, the annotation screen will appear.



3. Use the **annotation toolbar** to make your annotations, such as text or drawings.

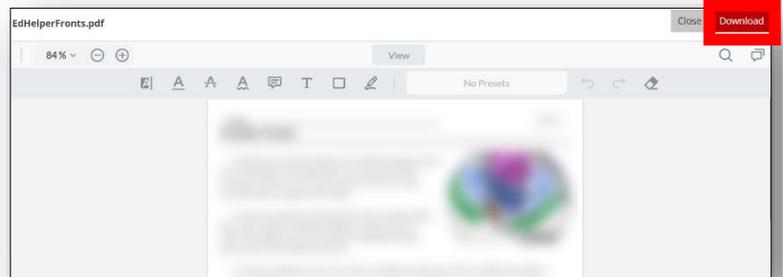
Note: Hover over any of the icons to learn more about what each annotation tool can do.



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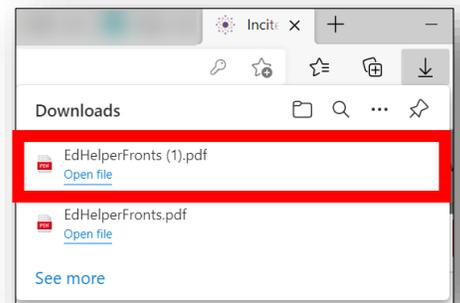
Downloading Annotated Files from CTLS Learn

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

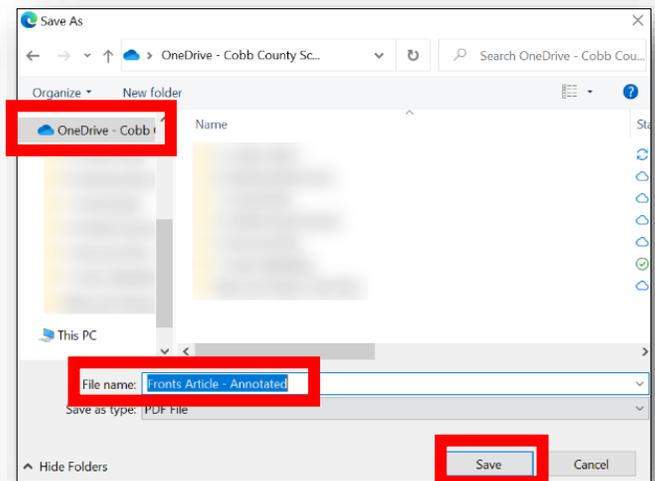


2. Your downloaded file will appear in the upper-right corner of your Edge browser. Click **Open file** and you should now see your annotated file in your Edge Browser.

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.



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**.*



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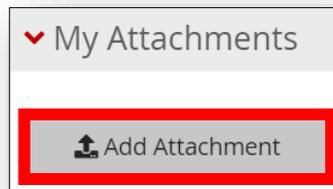
Uploading Annotated Files into CTLS Learn

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.



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

