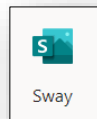# Turn in a Sway Link in CTLS Learn

These directions explain how to get a share link in Microsoft Sway and turn it in through CTLS Learn.
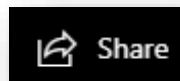
Copying the Share Link from Sway

1. Log into your **Office 365 account** by going to office365.cobbk12.org.

2. Enter your **Username** and **Password.**
   Note: Your username is in the format or firstname.lastname@students.cobbk12.org. Your password is your school computer password. For more help logging into Microsoft 365, click here. For more help getting your Microsoft 365 username, visit your StudentVue account or ParentVue Account.
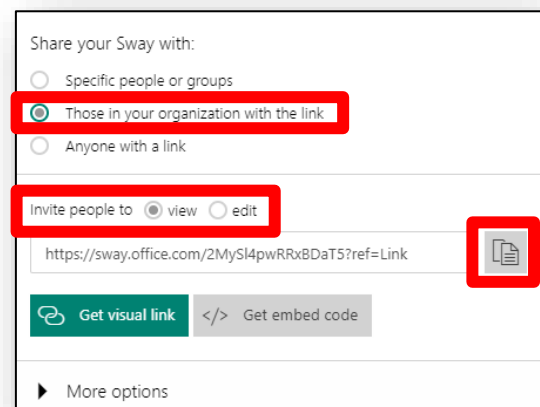
3. Open **Sway**.

4. Navigate to the Sway you will be getting a link from and click on the **name** of the Sway to open it.

5. In the top right, select **Share**.

6. Ensure that **Those in your organization with the link** is selected.

7. Choose **view**.

8. Click the **copy icon** to copy the share link.

Turn in a Sway Link in CTLS Learn

Log into CTLS

If using a Cobb County device:

1. Click on the **CTLS Student icon** on the desktop/home screen of the device.
   Note: If using a personal device, use Chrome and go to: http://ctlslearn.cobbk12.org

2. If prompted, login with your **Microsoft 365 username** and **password**.

3. Click **Sign in.**
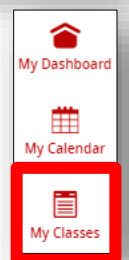
Turning in the Link in CTLS Learn

1. On the left, click **My Classes** and select the class for this Sway assignment.

2. Click **My Class Assignments**.

3. Click on the **name of the assignment**.

Turn in a Sway Link in CTLS Learn

4. In the My Response/Attachments text entry field, click the **link** icon.

5. In the **URL** box, right-click and paste or use Control + V to paste the link.

6. In the **Text** field, type a brief description of your assignment.

7. Click **Insert**.

8. Add any other necessary information, in addition to your link into the My Response text editor.

9. Click **Save changes**.

10. Click **Submit to Teacher** to turn in the assignment.
    Note: If you do not click Submit to Teacher, your teacher will not see your assignment, even if you have clicked Save.