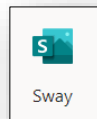


Turn in a Sway Link in CTLS Learn

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

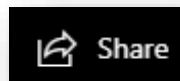
1. Log into your **Office 365 account** by going to office365.cobbk12.org.
2. Enter your **Username** and **Password**.
Note: Your username is in the format of firstname.lastname@students.cobbk12.org. Your password is your school computer password. For more help logging into Microsoft 365, click [here](#). For more help getting your Microsoft 365 username, visit your [StudentVue](#) account or [ParentVue](#) Account.



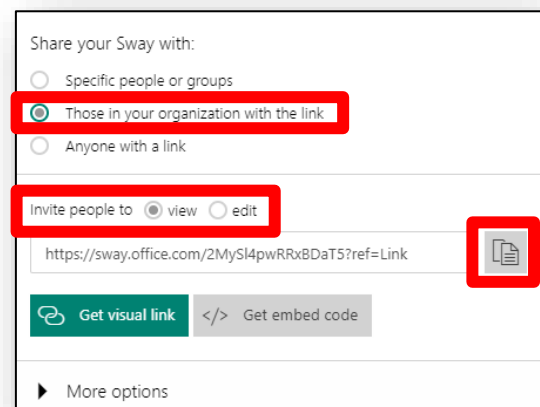
3. Open **Sway**.

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>

Username = first.last
OR
first.last@students.cobbk12.org
←→
Password = school computer
password



2. If prompted, login with your **Microsoft 365 username and password**.
3. Click **Sign in**.

COBB COUNTY SCHOOL DISTRICT

Students, need help? [Click Here](#)
Parents, need help? [Click Here](#)
Register for Password Self Service [Click Here \(Video\)](#)
Reset your password [Click Here \(register first\) \(Video\)](#)

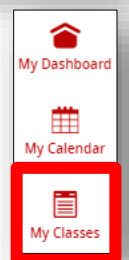
someone@example.com
Password

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**.

Narrative Brainstorm

Start Date	Status
Tuesday 12 January 2021	Assigned
Due Date	Max Points
Wednesday 13 January 2021	100
	My Score
	-
	Percent Score
	-
	Due Date Time
	01/13/2021 11:59 AM

Turn in a Sway Link in CTLS Learn

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

The screenshot shows the 'Narrative Brainstorm' interface. At the top, it says 'Teacher Digital Demo' and 'Status Assigned'. Below this, there are sections for 'Instructions / Attachments' and 'My Response / Attachments'. In the 'My Response / Attachments' section, there is a toolbar with various icons. The 'link' icon, which looks like a chain link, is highlighted with a red box.

- In the **URL** box, right-click and paste or use Control + V to paste the link.
- In the **Text** field, type a brief description of your assignment.
- Click **Insert**.
- Add any other necessary information, in addition to your link into the My Response text editor.
- Click **Save changes**.

This screenshot shows a close-up of the input fields. There is a 'URL' box and a 'Text' box. Below these boxes is a checkbox labeled 'Open in new tab'. To the right of the 'Text' box is a blue 'Insert' button, which is highlighted with a red box.

- 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.

This screenshot shows the 'My Response / Attachments' interface. At the top, there is a 'Save Changes' button highlighted with a red box. Below this is a large text area for the response. At the bottom right, there is a 'Submit to Teacher' button highlighted with a red box. There is also a 'Record Audio' button and an 'Add Attachment' button.