

CTLS STUDENT GUIDE

CTLS FOR STUDENTS

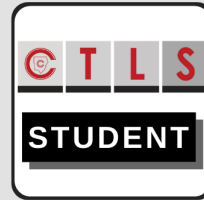


Click  to watch videos below.
Click [here](#) to watch the entire playlist.



WHAT IS CTLS?

CTLS stands for the Cobb Teaching and Learning System. This is a platform that your instructor can have you use both on campus and off campus.



HOW DO I ACCESS CTLS FOR STUDENTS?

Find the CTLS icon for students on any Cobb County School device. Click to access the login page.

OR

Open a web browser and go to:

<http://ctlslearn.cobbk12.org>

GETTING STARTED

1



HOW DO I LOG IN?

Click  to find your Office 365 username.

Username:

Office 365 Username

Password:

Office 365 Password

Note: If prompted for a Client ID, please use **gacobb**

2



STUDENT MENU


The left menu will show the following:

- My Classes
- Home
- Digital Sessions
- Resources
- Assignments
- Discussions
- Assessments

3



MY CLASSES PAGE

Find your class on the **My Classes** page. Click on the class you want to enter. You will see all of the digital classes that you have been enrolled into on this page. 

4



HOME (MY CLASS)




Once in your class, you will see your instructor's name and class information. **Announcements** from your instructor and posts on the **Class Board** may also be found here.

5



DIGITAL SESSIONS

Digital sessions contain:

- Directions from your Instructor(s)
- Lesson Resources 
- Session Chat
- Lesson Assignments 
- Live Meeting(s) 



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DIGITAL SESSIONS

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DIGITAL CLASSROOMS

You will see your instructor(s) listed on your digital classroom home page.
You will also find **Announcements** and **Class Board** posts from your instructor(s).



DIGITAL SESSIONS



Find content information, lesson resources, and assignments in a digital session. A digital session may have an expiration date on the session tile. That's how long you have to complete the session.

Inside your digital session, you will see a tabbed menu for the following:

- **Class Meetings**
- **Lesson Resources**
- **Lesson Uploads**
- **Lesson Assignments**

Use the tabs to navigate to class meetings, lesson content, student upload folders, and lesson assignments.



LESSON ASSIGNMENTS



Assignments are listed in a digital session under the **Lesson Assignments** tab. Your assignment status, due date, and score is shown on the assignment card. Click on an assignment to see details.

In the **My Response** area you can **Add/Edit** responses for your assignment or **Add Attachments**. Click **Submit Response** to turn in your assignment.

The assignment status will show **Finish** when your instructor(s) have posted your score and provided feedback. To view your score and feedback, click on the assignment.



LIVE SESSIONS




If your instructor has started a Live session, you will see the word **LIVE** on the digital session tile. Click on the session, you will be asked to join with **Only Audio** or **Join with Video**.



LESSON UPLOADS



Upload files that you want to share with your instructor(s).



DISCUSSIONS

Participate in discussion with your instructor(s) and classmates.



LESSON RESOURCES



Click the **Lesson Resources** tab to find resources assigned by the district, like digital textbooks or specific lesson resources from your instructor.

Click on the resource to view or click the **download button** to save a copy to your device.



ASSESSMENTS

Click **Assessments** to see the quizzes assigned to you from your instructor. Click on the assessment to begin.



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STUDENT DASHBOARD



The screenshot shows the CTLS Student Dashboard interface. At the top right, there is a text link "Click here for accessibility tools." with a red arrow pointing to a gear icon. Next to it is the user profile area with "Student Name" and a graduation cap icon, with a red arrow pointing to a logout icon. Below this, another red arrow points to the text "Click to sign out of CTLS." The main content area displays a "Classes" section with three class cards. Each card has a header with a colored background (green, red, and teal) and a "Class Name" field. Below the class name are fields for "Grade Level/Content Area" and "Instructors(s) Instructor Name(s)". A red arrow points to the first class card with the text "Click to enter a digital classroom." On the left side, there is a navigation menu with icons for Home, Digital Sessions, Resources, Assignments, Discussions, and Assessments. The "My Classes" icon is highlighted in red.

Navigation Menu:

My Classes - Your digital classrooms are located here.

Home - Return to the main page of a digital classroom.

Digital Sessions - Access your digital lessons here.

Resources - Find classroom resources, text, documents, etc.

Assignments - Receive, review and complete classwork here.

Discussions - Participate in discussions with your instructor(s) and classmates.

Assessments - Access tests and quizzes here.



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