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

**HOW DO I ACCESS CTLS FOR STUDENTS?**
Open a web browser and go to:

OR

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)

Visit http://ctlslearn.cobbk12.org to get started.
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 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.

**UPLOADS**

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

**ASSESSMENTS**

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

**DISCUSSIONS**

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

Click here to watch the entire playlist.

Visit http://ctlslearn.cobbk12.org to get started.
## 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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**Click the logout icon in the upper right corner to log out!**