

Student Access to CTLS Assessments from Home

The following instructions will guide students how to login to the CTLS Student Portal from home, locate, and begin an assessment. *Any assessments that have been enabled for that student will be available in the student portal.*

Student Login

1. Access CTLS by **navigating to ctlslearn.cobbk12.org**, or by scanning the QR code with a mobile device.

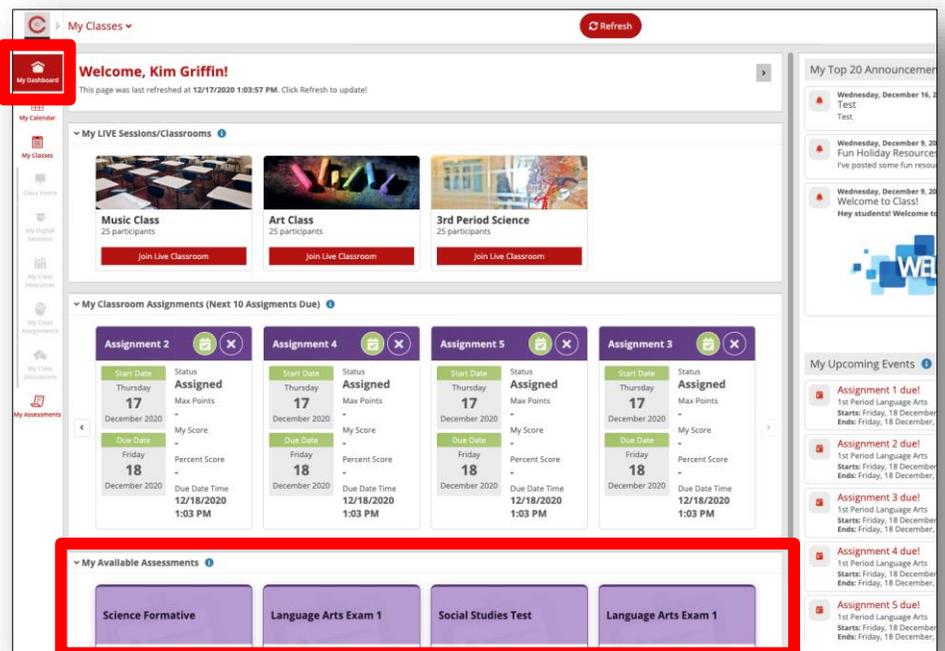


2. Students will then enter their **Office 365 username** and **Password**. Click "**Sign in**".

Note: If prompted, the client ID is: gacobb.



3. Students will land on the CTLS "My Dashboard". Any assessments that have been made available to the student to complete will be accessible at the bottom under the "**My Available Assessments**" heading. Students can click on an assessment tile from their dashboard to open an assessment in the student testing portal. Be sure to verify the assessment title, course, and teacher before clicking on assessment.



Student Access to CTLS Assessments from Home

- Students can also access assessments by navigating to the **"My Assessments"** tab on the left-hand side menu bar.
Note: The Reload icon can be used to refresh the page to view recently enabled assessments.
- Once the student has verified the name of the assessment, course and teacher, the student will **click on the assessment tile** for the test that needs to be completed.



- The assessment will open, and any available test instructions and tools will be visible. Click **Begin Test** to start the assessment.

