Turning in a Sway link in CTLS Learn

These directions explain how to get a share link in Microsoft Sway and turn it in, in 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 Office 365, click here. For more help getting your Office 365 username from 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. Choose **Share** in the top right.

6. Ensure that **Those in your Organization** is selected.

7. Choose **View**.

8. Click the copy icon to **Copy** the share link.
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Log into CTLS

**If using a Cobb County device:**

1. Click on the **CTLS Student icon** on the desktop/home screen of the device.

2. Login with your **Office 365 username** and **password**.

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**If using a personal device:**

   *Note: Chrome is the preferred web browser.*

2. Type your **Office 365 username** and **password** and login.
Turning in the Link in CTLS Learn

1. On the left, click **Assignments**.

2. Click on the **Name of the Assignment**.

3. Select **Add/Edit Response**.

4. Click on the **Link** icon.

5. In the **URL** box, right-click and paste or use Control + V to add your O365 link.

6. In the **Text** box, type a brief message to describe your assignment.

7. Click **Insert**.

8. Add any other information in the text box you would want to turn in in addition to your link.

9. Click **Save**.

10. Click **Submit Response** to turn in the assignment.