

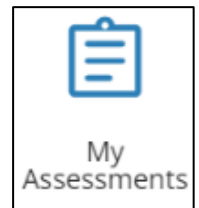
STEP 1: Login

Login to CTLS using the **CTLS Student icon** or by navigating to **ctlslearn.cobbk12.org**. If logging in from home, enter their Office 365 username and password.



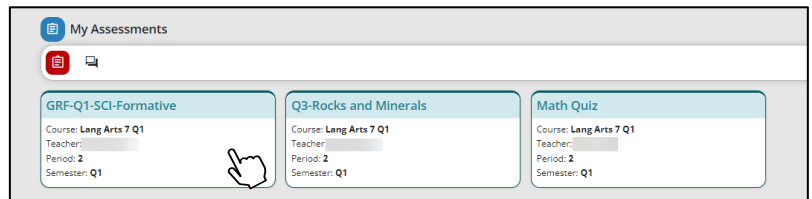
STEP 2: Click My Assessments

Locate and open **My Assessments** on the left-hand navigation. Be sure to verify the assessment title, course, and teacher before clicking on an assesment.



STEP 3: Click Assessment Tile

Once you have verified the name of the assessment, course, and teacher, click on the tile for the assessment that needs to be completed.



STEP 4: Begin Test

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

