**STEP 1: Navigate to My Classes**

Once logged into CTLS, click My Classes on the left-hand navigation.

**STEP 2: Access a Digital Classroom**

Locate the Digital Classroom you want to access and click on the tile to open it.

**STEP 3: Navigate within a Digital Classroom**

Within the Digital Classroom, there are navigation options in the top left-hand corner.

This toolbar allows students to easily navigate from the Class Home page to My Coursework, My Resources and My Digital Resources.

**STEP 4: Customize the View in a Digital Classroom**

To change view in the digital classroom, click the View icon and select **Widget View** or **Feed View**.

**Widget View** – This view allows students to view posts and instructors in widgets that can be moved, hidden and resized.

**Feed View** – Chronological list of work and posts across all classrooms.
STEP 5: Accessibility Tools and Notifications

In the top right-hand corner, students can access various options and accessibility tools.

- Check for Updates
- Line Reader – Highlight a single line of text (or more) to assist with focus while reading.
- Color Contrast – Adjust the color of the background and text to better view information.
- Read Aloud – The read aloud feature can read any text on the page.
- Notifications – Quick access to announcements and calendar items.
- Profile/Sign-out – Students can add a profile picture or sign-out from this icon.