

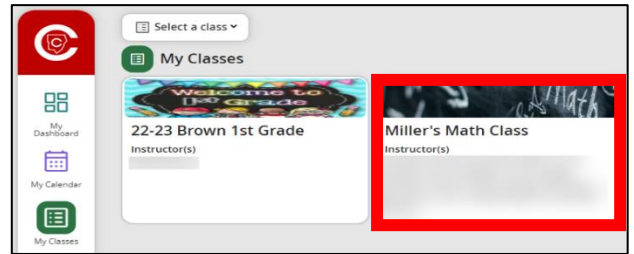
STEP 1: Navigate to My Classes

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



STEP 2: Access a Digital Classroom

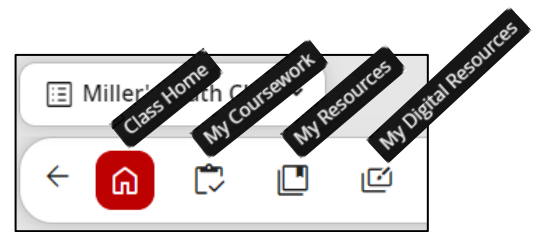
Locate the Digital Classroom you want to access and click on the tile to open it.



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.

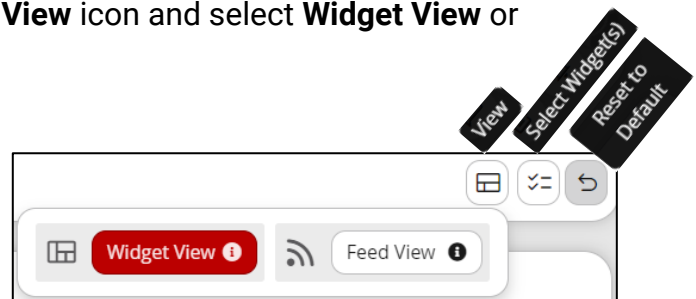


STEP 4: Customize the View in a Digital Classroom

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.