**CTLS STUDENT GUIDE AT A GLANCE**

**CTLS FOR STUDENTS**

**1. Go to CTLS**

Visit [http://ctlslearn.cobbk12.org](http://ctlslearn.cobbk12.org)

![QR Code]

**2. Log in to CTLS for Students**

Click to find your Office 365 username.

**Username:**
Office 365 Username

**Password:**
Office 365 Password

Note: If prompted for a Client ID, please use `gacobb`

![Login Screen]

**3. Go to My Classes**

Click on the class you want to open.

Class Name
Grade Level/Content Area
Instructor(s)
Instructor Name(s)

![Class Listing]

**4. Look at My Class**

- Instructor's Information
- Class Board
- Announcements

![Class Board]

If there are Digital Classrooms you think you should see but don't, reach out to your teacher to confirm you've been added to the class correctly.

![Digital Classroom]

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