Responding to and Submitting Assignments
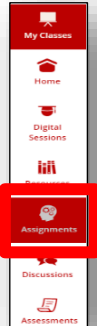
These directions will explain how students will respond to and submit assignments.

Responding to Assignments

1. There are 2 ways that you can navigate to assignments in CTLS.

    A. From Assignments:
       After logging in to CTLS select **Assignments** from the left navigation bar.
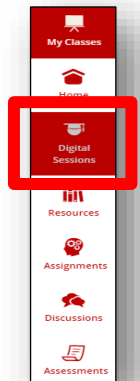
    B. From Digital Sessions:
       i. After logging in to CTLS select **Digital Sessions** from the left navigation bar.
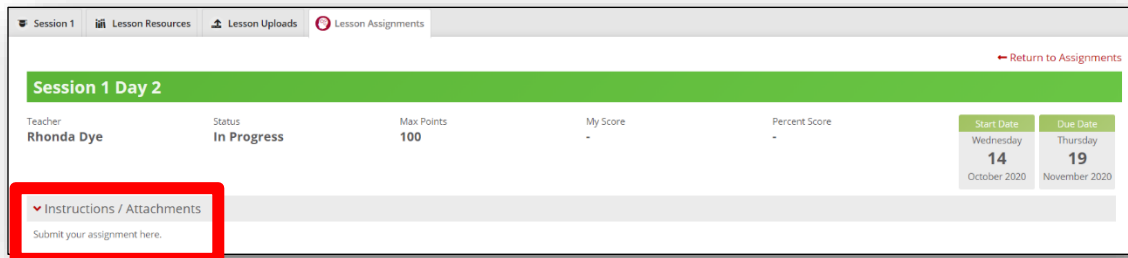   ii. Select the appropriate **Digital Session**.
       iii. Select the **Lesson Assignments** tab.
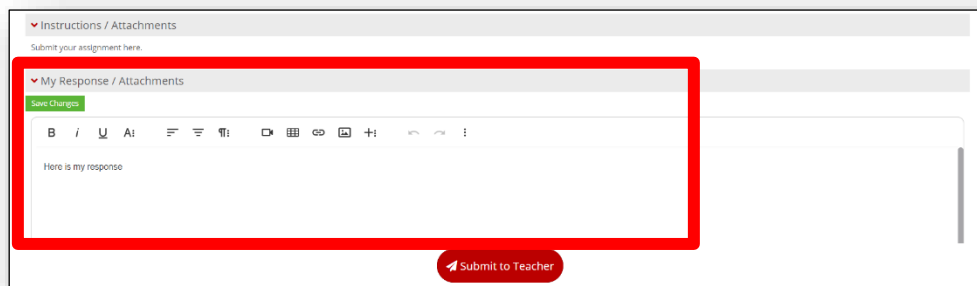   iv. Select the appropriate assignment.

2. Select the appropriate assignment.

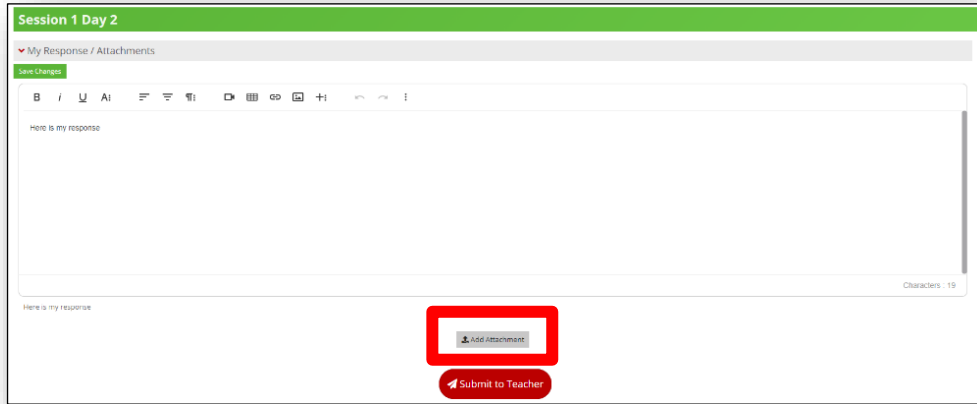3. Read the instructions and view any instructor added attachments.

4. Under **My Response/Attachments** click in the text box to enter your response.
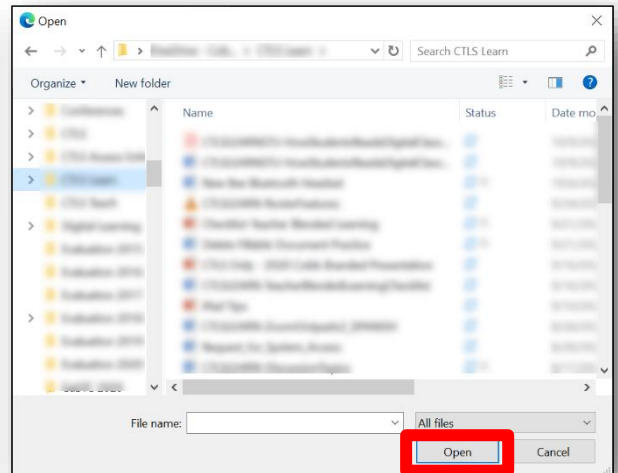
Responding to and Submitting Assignments

5. Select **Add Attachment** if you have an attachment to submit with the assignment.
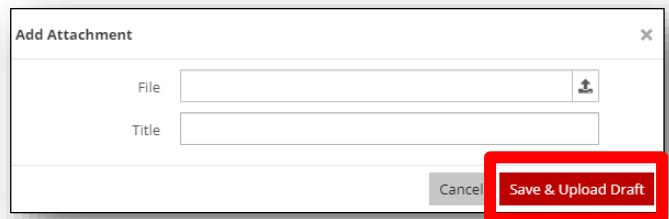

6. Click on the **upload icon** to open your file explorer to select the file to upload.

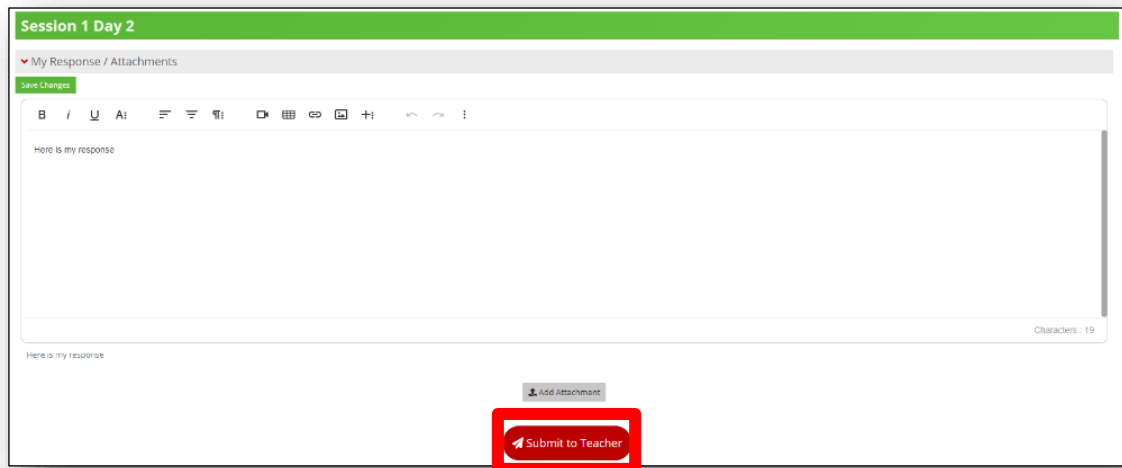7. Select the file and click **Open**.

8. Select **Save & Upload Draft**.

Responding to and Submitting Assignments

Submitting Assignments

1. Select **Submit to Teacher**.

2. Click **Submit** to confirm that you want to submit the assignment to the teacher.