



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.

← Return to				+ Return to Assignments	
Session 1 Day 2	sion 1 Day 2				
^{Teacher} Rhonda Dye	Status In Progress	Max Points 100	My Score -	Percent Score -	Start Date Due Date Wednesday Thursday 14 19 October 2020 November 2020
 Instructions / Attach 	ments				
Submit your assignment here.					

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

My Response / Attachments SecClurge B i U Ai F 〒 ¶1 D ⊞ © □ +i ▷ □ i Here is my response	Instructions / Attachments Submit your assignment here.		
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✓ Submit to Teacher 10-15-	Submit to Teacher	 ']	10-15-20



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🕙 Lesson Assignments





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

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

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	File	Organize • New folder		
	Title Cancel Save & Upload Draft	Comparison of the second		Date mo
•	Select Save & Upload Draft .	Add Attachment File Title	t	×





Responding to and Submitting Assignments

Submitting Assignments

1. Select **Submit to Teacher**.

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My Response / Attachments	
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Here is my response	
	Characters : 19
3. Add Attachment ✓ Submit to Teacher	

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

Are you sure you want to submit your assignment?		
Cancel	🖋 Submit	