

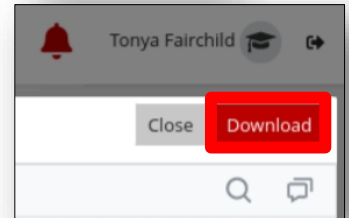
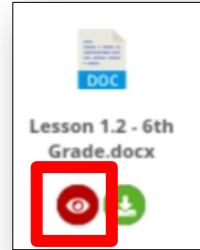
Downloading, Editing, and Uploading in CTLS on a Chromebook

These directions will show you how to download a file from your CTLS Digital Classroom, move it into your OneDrive so you can make edits, and then convert it to a format that can be uploaded back into CTLS using a Chromebook. These instructions apply throughout CTLS, but the example used below will be within assignments.

Downloading from CTLS

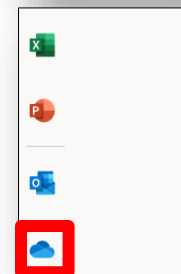
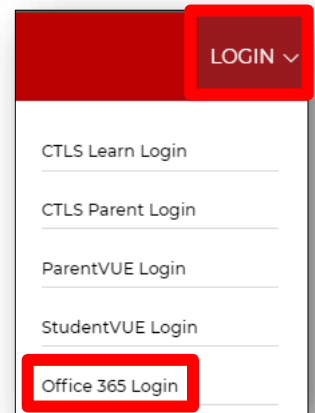
1. Find the file you need to download.
2. Click the **red circle** with the **eyeball** inside.
3. A preview of the file will pop-up. Click the **Download** button in the top right corner.

Note: The file will be downloaded to the file browser on the Chromebook, however you will not need to access it from there at this point.



Uploading to Microsoft 365 OneDrive

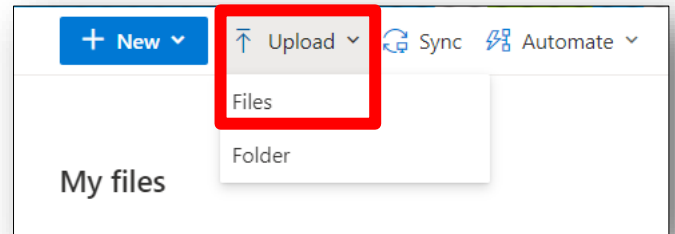
1. Navigate to: www.cobbk12.org
2. Click on **Login** in the top menu.
3. Select **Office 365 Login**.
Note: If prompted, login using the following information:
Username: first.last@students.cobbk12.org
Password: your regular CCSD computer password
4. Click the **OneDrive** icon that looks like a blue cloud.



Downloading, Editing, and Uploading in CTLS on a Chromebook

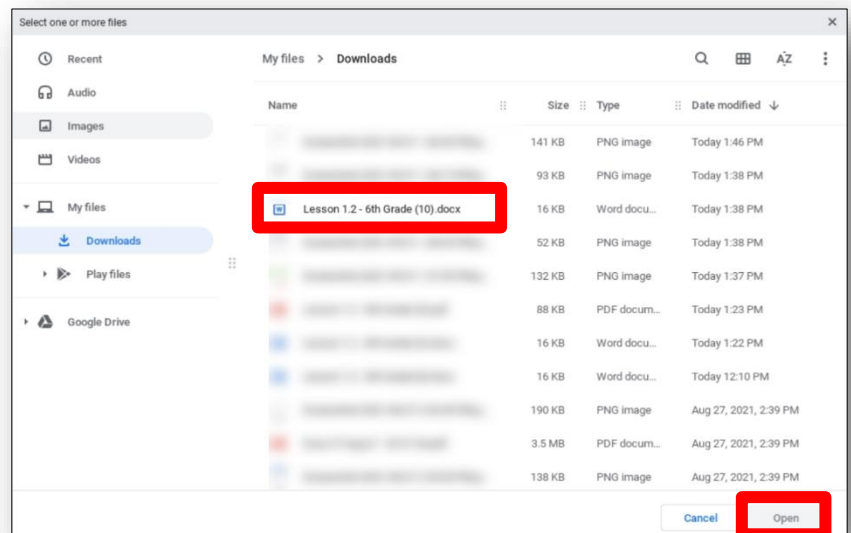
5. Click **Upload**.

6. Select **Files**.



7. The file browser for the Chromebook will open. Find and select the **file** you downloaded from CTLS.

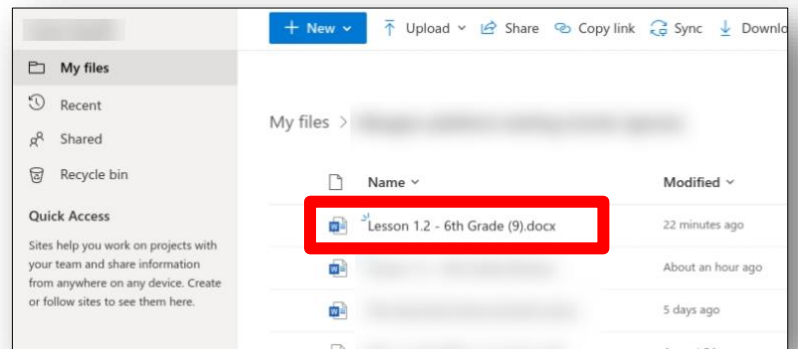
8. Click **Open**.



Making Edits to the File

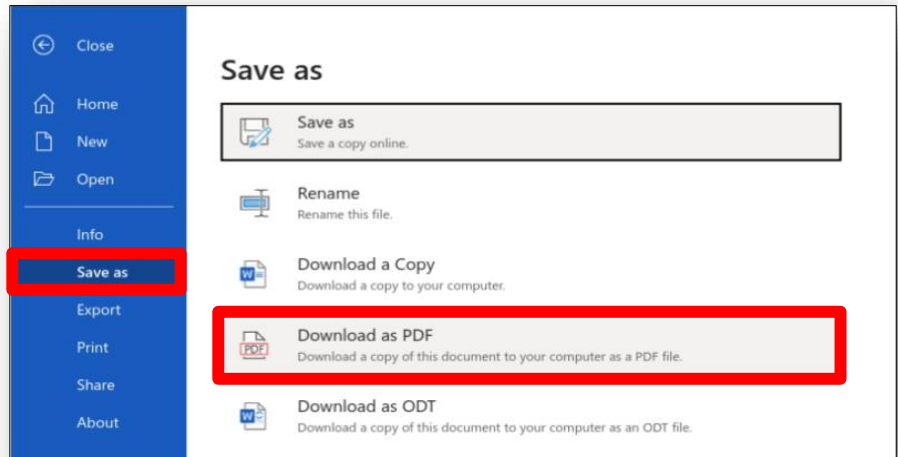
1. Click the **file name** to open the file and make edits.

Note: The file will open online, so all changes you make will be automatically saved to your OneDrive.

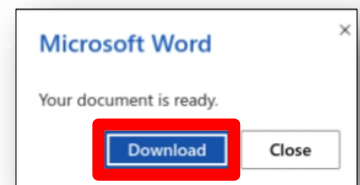


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- When you are done making edits and ready to share with your teacher, click **File** in the top left and select **Save as** and then **Download as PDF**.

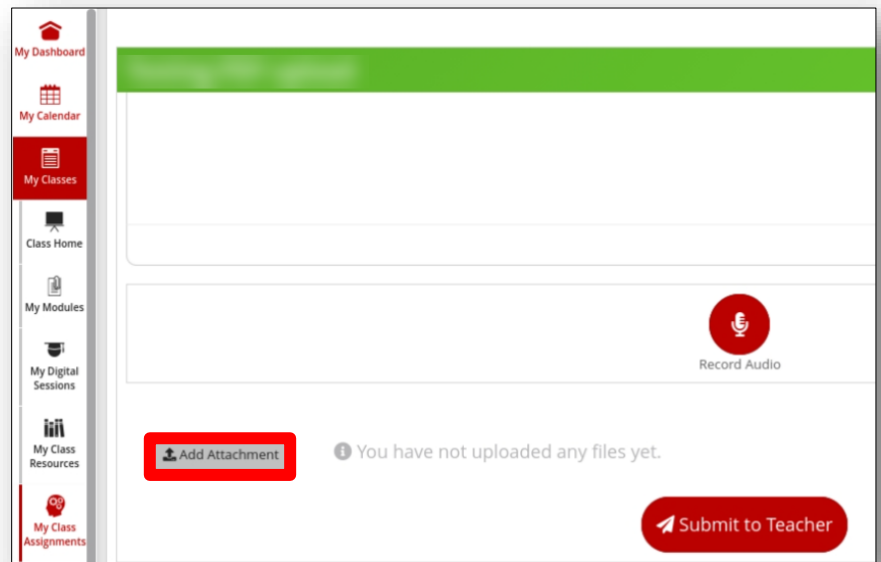


- In the pop-up that appears, click **Download**.
Note: The file will be downloaded to the file browser on the Chromebook.



Uploading to CTLS

- Navigate back to the area you need to upload your edited file. Click **Add Attachment**.
Note: In this example, we are in an assignment.

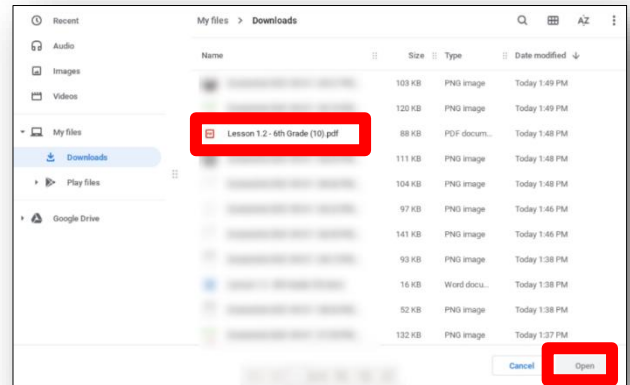


Downloading, Editing, and Uploading in CTLS on a Chromebook

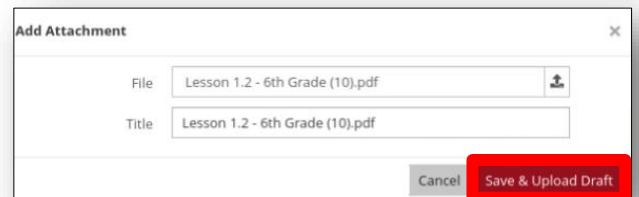
2. In the pop-up that appears, click the **File Upload** button.



3. The file browser for the Chromebook will open. Find the PDF of the file you edited and select the **PDF file** then click **Open**.

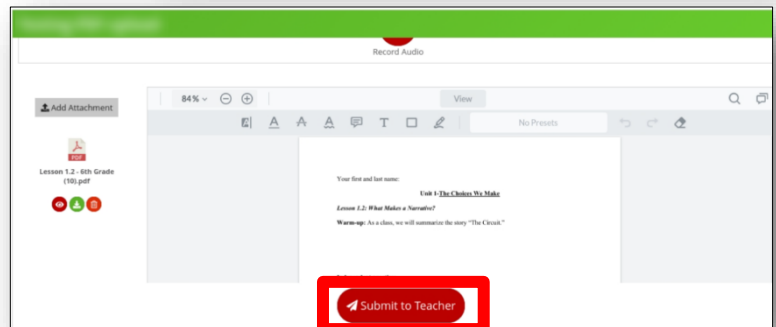


4. You should now see the file name in the boxes in the pop-up window. Click **Save & Upload Draft**.



5. You should now see a preview of the file you uploaded. Confirm it is the correct, edited version and make any additional notes in the student response section of the assignment.

6. When you are ready, click **Submit to Teacher**.



7. You will see one final pop-up. Click **Submit**.

