Quick Access to Announcements and Upcoming Events

These directions will guide students to access announcements and events from all classes, regardless of their location in CTLS.

1. From any screen, look for the alarm icon in the top right corner, and click to open a drop-down window.

2. A list of both Announcements and Upcoming Events will appear. Use the scroll bar to review. If you need to collapse either list, click the caret to the left of the Announcements or Upcoming Events headers.

3. Both Announcements and Upcoming Events can be removed from this quick access list by clicking the X icon in the right corner.

4. To see details regarding a specific Upcoming Event, click the name of the event to be taken to the calendar to view a full description.

5. For Assignments, click the red circle to be taken directly to the assignment where it can be viewed and completed.