

How to View Class Posts

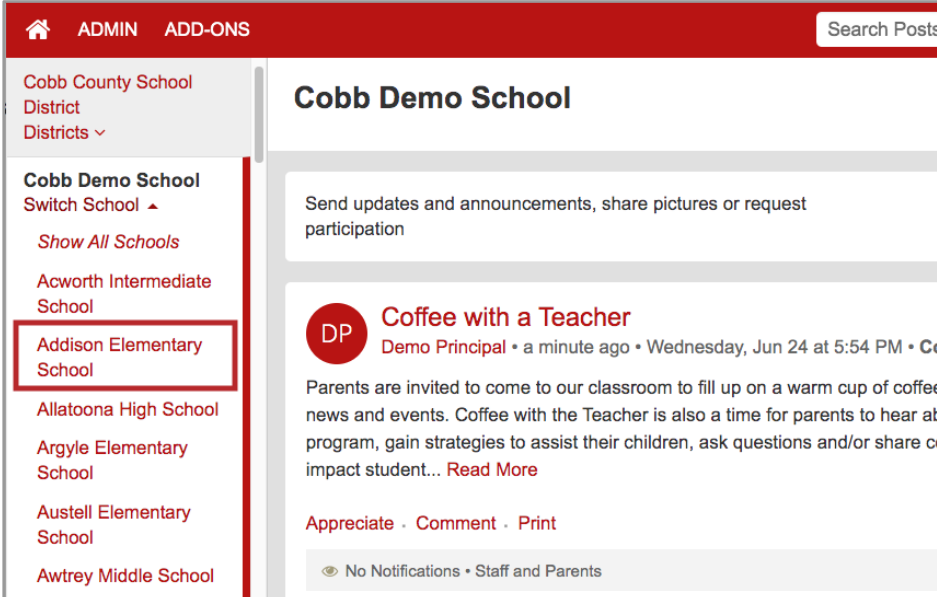
With CTLS Parent, you can view all posts associated with your children. You can filter posts to your liking:

- Switch between schools *(if you have children at different schools)*
- View posts associated with a specific class or group

Switch Between Schools

1. Click “Switch School” to alter your post feed to a different school *(if you have children at more than one school)*.

2. Look in the drop-down menu to find the name of the school that has the class you want to view.



The screenshot shows the CTLS Parent interface. At the top, there is a navigation bar with a home icon, 'ADMIN', 'ADD-ONS', and a 'Search Posts' input field. On the left, a sidebar contains a 'Districts' dropdown menu with 'Cobb County School District' selected. Below it, a 'Switch School' dropdown menu is open, listing several schools: 'Cobb Demo School', 'Acworth Intermediate School', 'Addison Elementary School' (highlighted with a red box), 'Allatoona High School', 'Argyle Elementary School', 'Austell Elementary School', and 'Awtrey Middle School'. The main content area displays the 'Cobb Demo School' header and a post titled 'Coffee with a Teacher' by the 'Demo Principal' from Wednesday, Jun 24 at 5:54 PM. The post text invites parents to a 'Coffee with a Teacher' event. Below the post, there are options to 'Appreciate', 'Comment', and 'Print', and a notification status of 'No Notifications • Staff and Parents'.

How to View Class Posts

View Posts Associated With a Specific Class or Group

1. Click the **down arrow** next to “My School, Classes, and Groups”.
2. Select the **class or group** you wish to view.

The screenshot shows the user interface of the Cobb Demo School social media page. At the top, there is a red navigation bar with a home icon, a search bar labeled "Search Posts", the language "ESPAÑOL", notification and heart icons, and the user name "MARIA SANCHEZ". Below the navigation bar, the page is divided into three main sections. On the left is a sidebar with the school name "Cobb Demo School" and two staff members: Lucas Sanchez (1st Grade) and Elizabeth Sanchez (8th Grade). Below them are menu categories: COMMUNICATE (with sub-items Posts and Messages), EXPLORE, and PARTICIPATE. The main content area features the school name "Cobb Demo School" and a "New Post" button. A post titled "Coffee with a Teacher" by the Demo Principal is displayed, with a description about a classroom event. On the right side, there is a dropdown menu for "My School, Classes, And Groups" which is currently open, showing "My Classes" (with "Mr. Mitchell's Class" selected) and "My Groups" (with "Baseball Team" and "Robotics Club"). Below the dropdown are event listings for "Jul 15 Registration", "Jul 25 Meeting", and "Jul 30 Meet and Greet", along with a "SIGN UPS & RSVPS" link and a "HOPE CLUB" icon.