

CTLS How-To Guide

A step-by-step guide to help you access Cobb Online Learning

Logging onto CTLS

Go to <http://ctlslearn.cobbk12.org> Enter the student's Office 365 login credentials

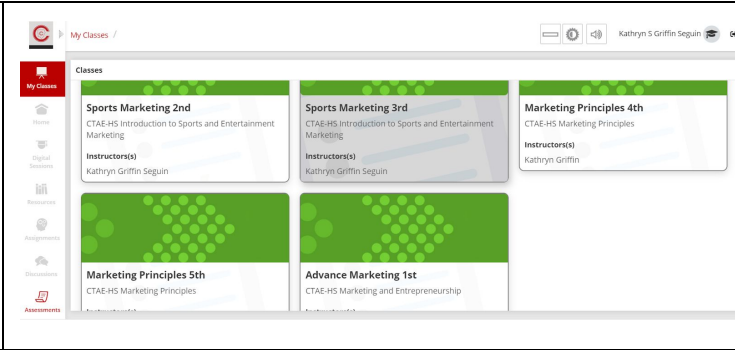


CTLS Learn Student Login
Username:
Office 365 Username
Password:
Office 365 Password
Note: If prompted for a Client ID, please use **gacobb**

***See the end of the Document for Office 365 Troubleshooting**

How to Get to Class!

Find Your Class Under "My Classes"

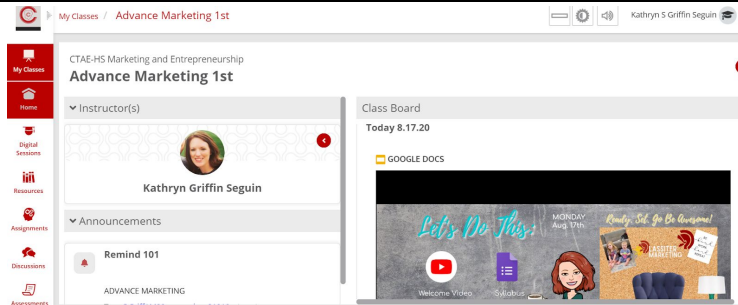


Make Sure Click the Correct Class. Follow Your Schedule

Monday, Tuesday*, Thursday, Friday
8:00-8:40 -----1st Period
8:40-9:20 -----2nd Period
9:20-9:35 -----Break (Homeroom)*
*Homeroom will meet on Tuesday's from 9:25-9:35
9:35-10:15 -----3rd Period
10:15-10:55 -----4th Period
10:55-11:35 -----5th Period
11:35-12:10 -----Lunch/Study Time
(Lunch also during 3rd, 4th, 5th, or 6th period per individual schedule)
12:10-12:50 -----6th Period
12:50-1:30 -----7th Period

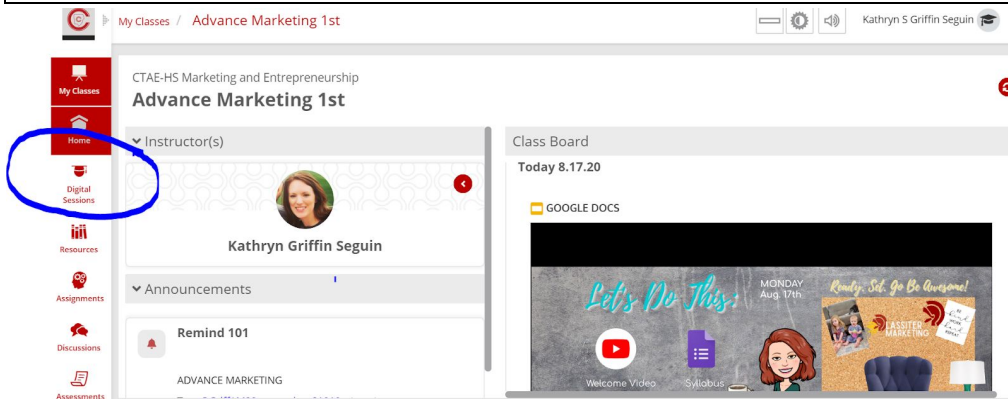
Student Independent Course Work
1:45-3:30
Teachers are available for support by monitoring chat in CTLS, Teams, Email or other. Teachers communicate specifics.

Your Class Page Should Something Like This:

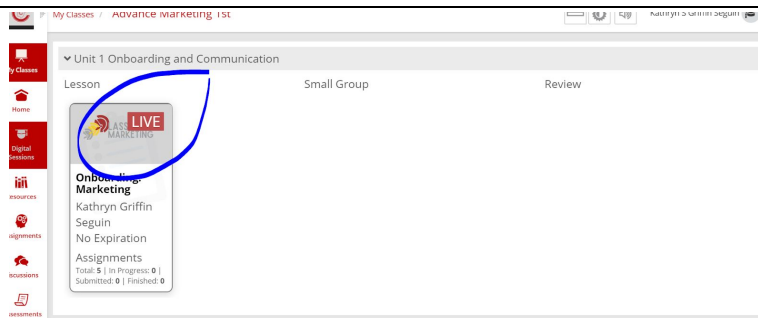


How to get your Teacher's LIVE SESSION

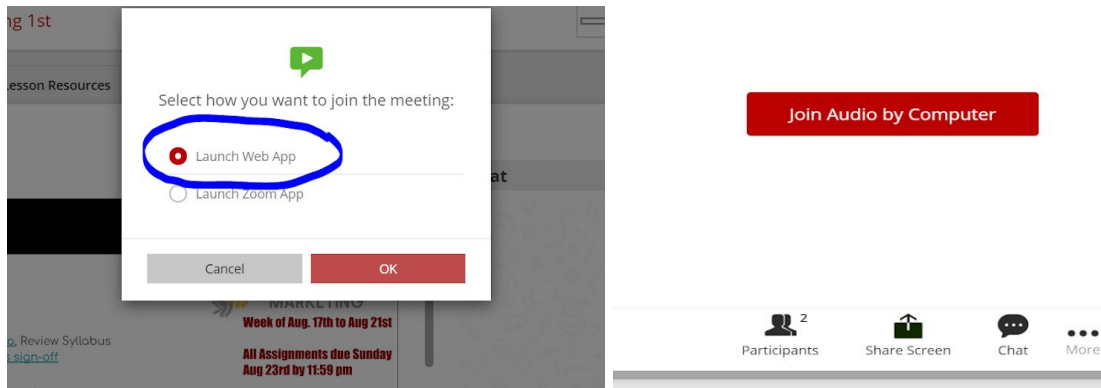
You must go to a **DIGITAL SESSION**.
Left Side of the Page



Click on the Digital Session with the **LIVE** icon
*If the Session LIVE isn't there, refresh your browser

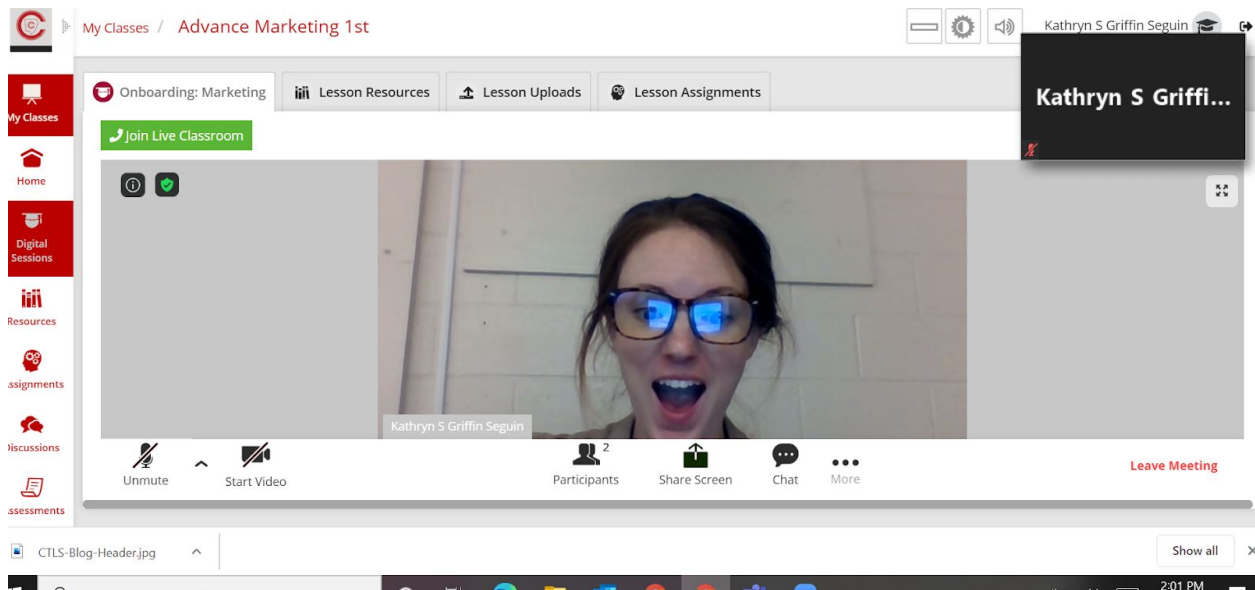


Choose the Web App & Join with Computer Audio



WELCOME TO YOUR LIVE SESSION!!

***Resist the urge to explore CTLS,
you may accidentally leave the session (aka your class)***



For Additional Questions and Guides Go To
<http://www.cobbk12.org/ctls/#ctlslearn>