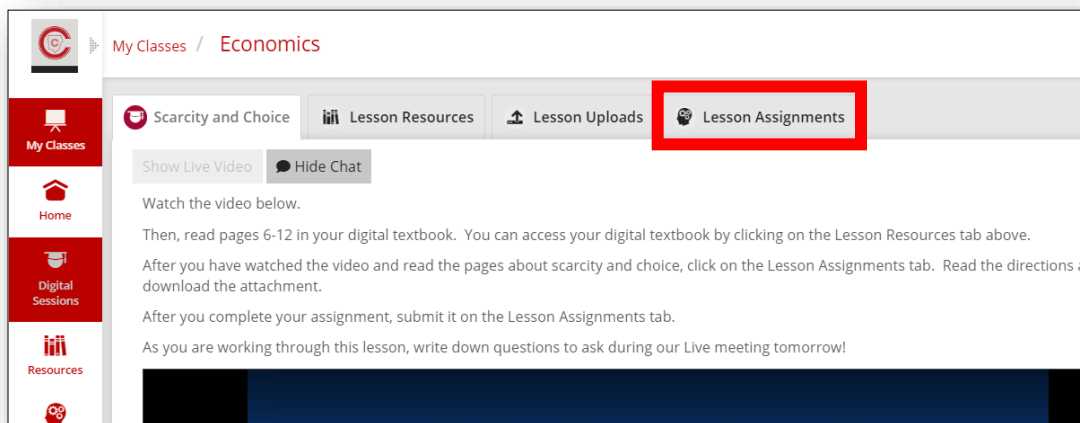


Viewing and Submitting/Turning in Lesson Assignments

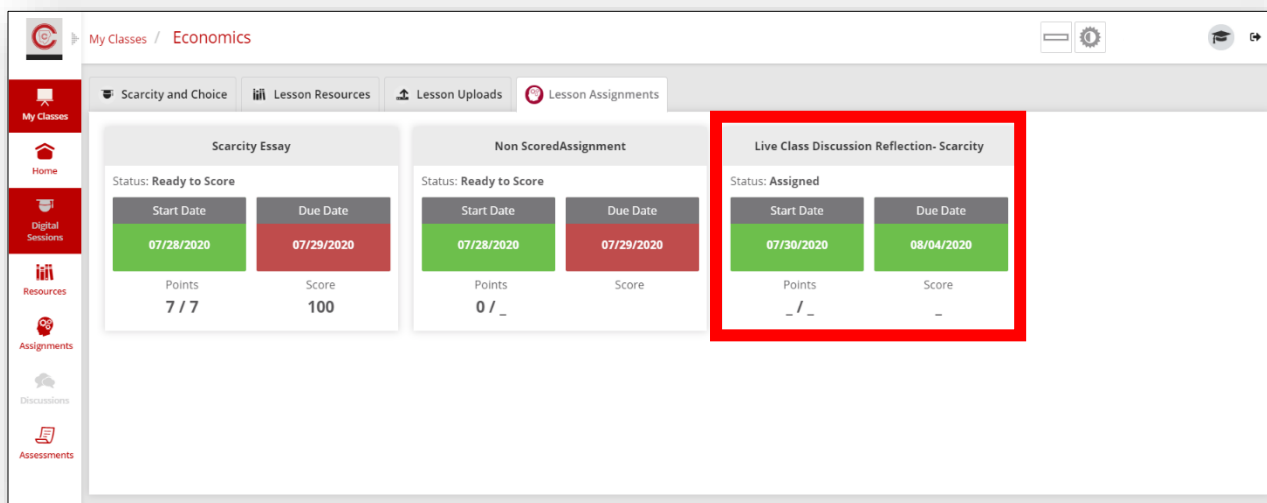
These directions explain how students can view and submit/turn in assignments from their teacher(s) in CTL Digital Sessions.

1. After opening a Digital Session, click the Lesson Assignments tab at the top of the Digital Session.



2. Click an **assignment tile**.

Note: Green means that the assignment has been assigned. Red means that the Due Date has passed.



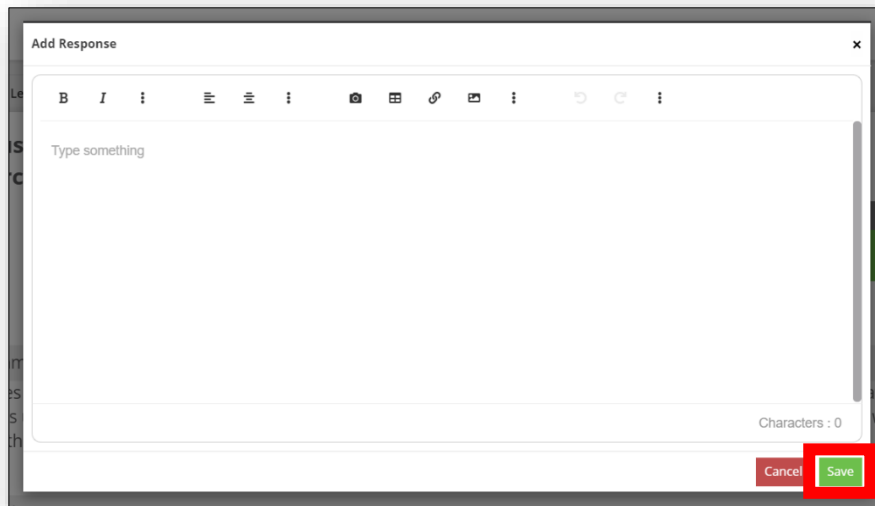
3. Read the instructions and view attachments, if provided, from your teacher(s) in the **Instructions/Attachments** section.

The screenshot shows the LMS interface for a class discussion. The page title is "Class Discussion Reflection- Scarcity". The status is "Assigned". The start date is 07/30/2020 and the due date is 08/04/2020. The "Instructions / Attachments" section is highlighted with a red border and contains the following text: "Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking 'add attachment' and then 'submit response.'". Below this section, there is a "My Response / Attachments" section with a "Submit Response" button and an "Add/Edit Response" button. A yellow message box states: "You have not entered a response yet, click Add/Edit Response to add a response." There is also an "Add Attachment" button.

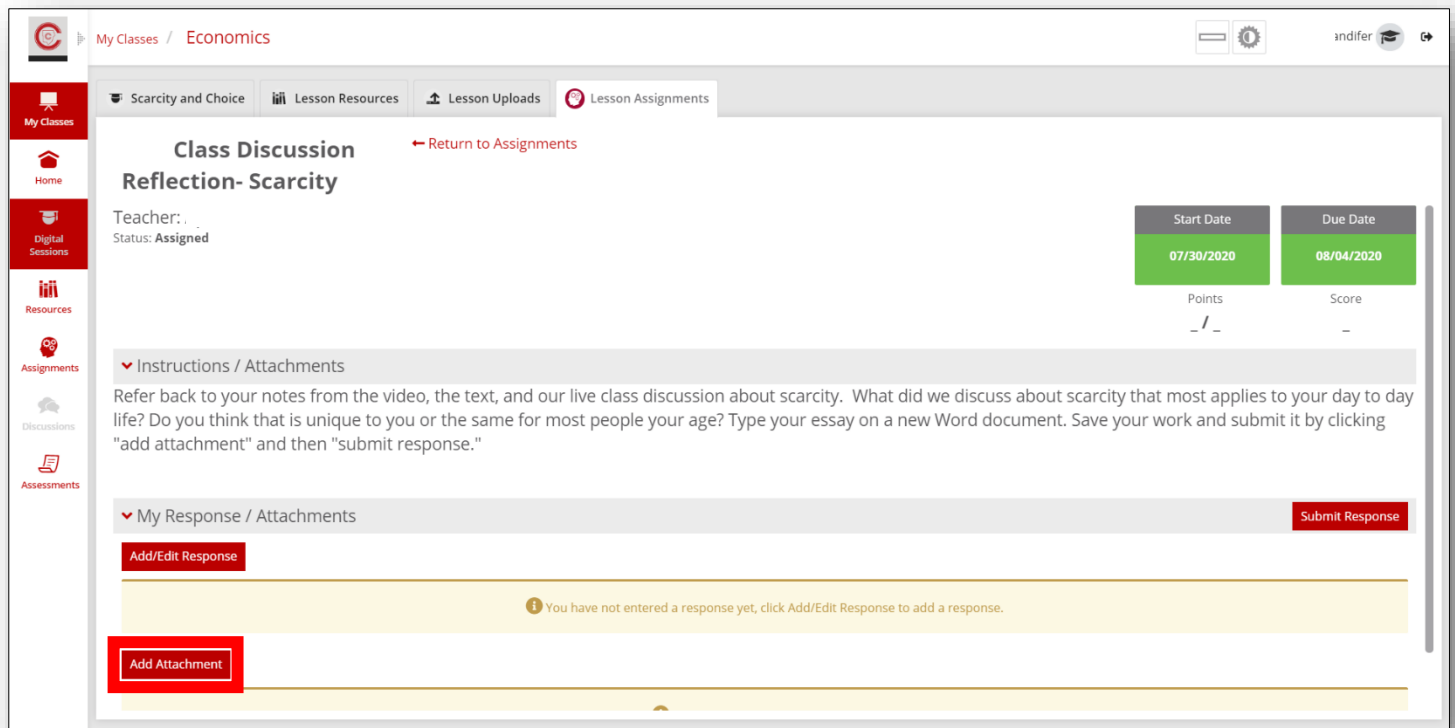
4. Enter your Response by clicking on the **Add/Edit Response** button in the **My Response/Attachments** section.

This screenshot is identical to the one above, but the "Add/Edit Response" button in the "My Response / Attachments" section is highlighted with a red border. The rest of the page content remains the same.

5. Enter your response in the **Add Response box**. Click **Save** when finished.



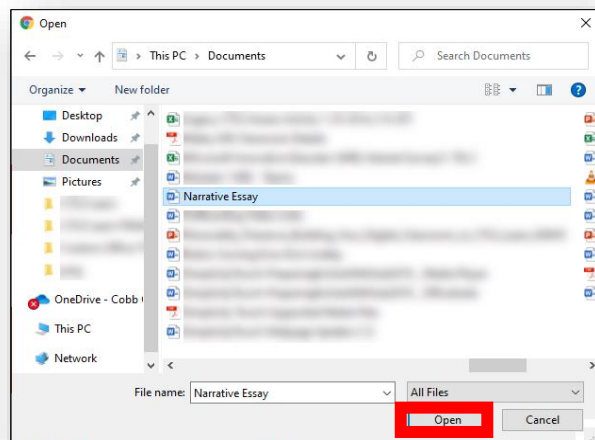
6. If required, click the **Add Attachment button**, to add attachments to this assignment.



7. Click the **File box**.

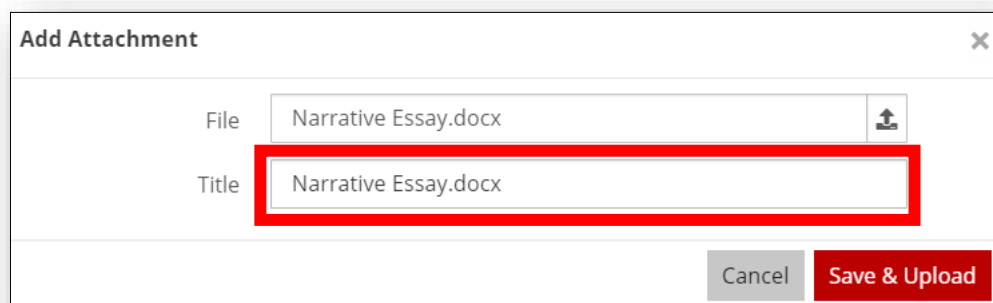


8. Navigate to the file that you want to upload.

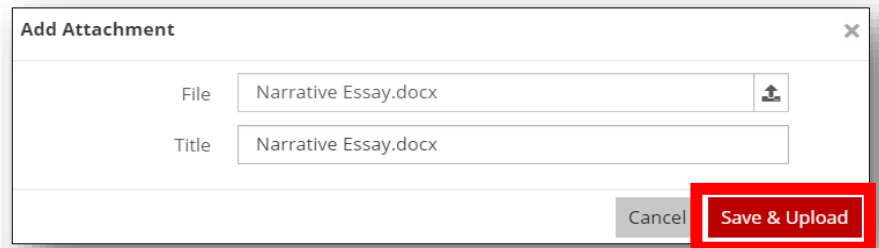


9. Click **Open**.

10. After your file appears in the file field box, edit the title of the file or provide a title that your teacher(s) will see.



11. Click the **Save & Upload** button.



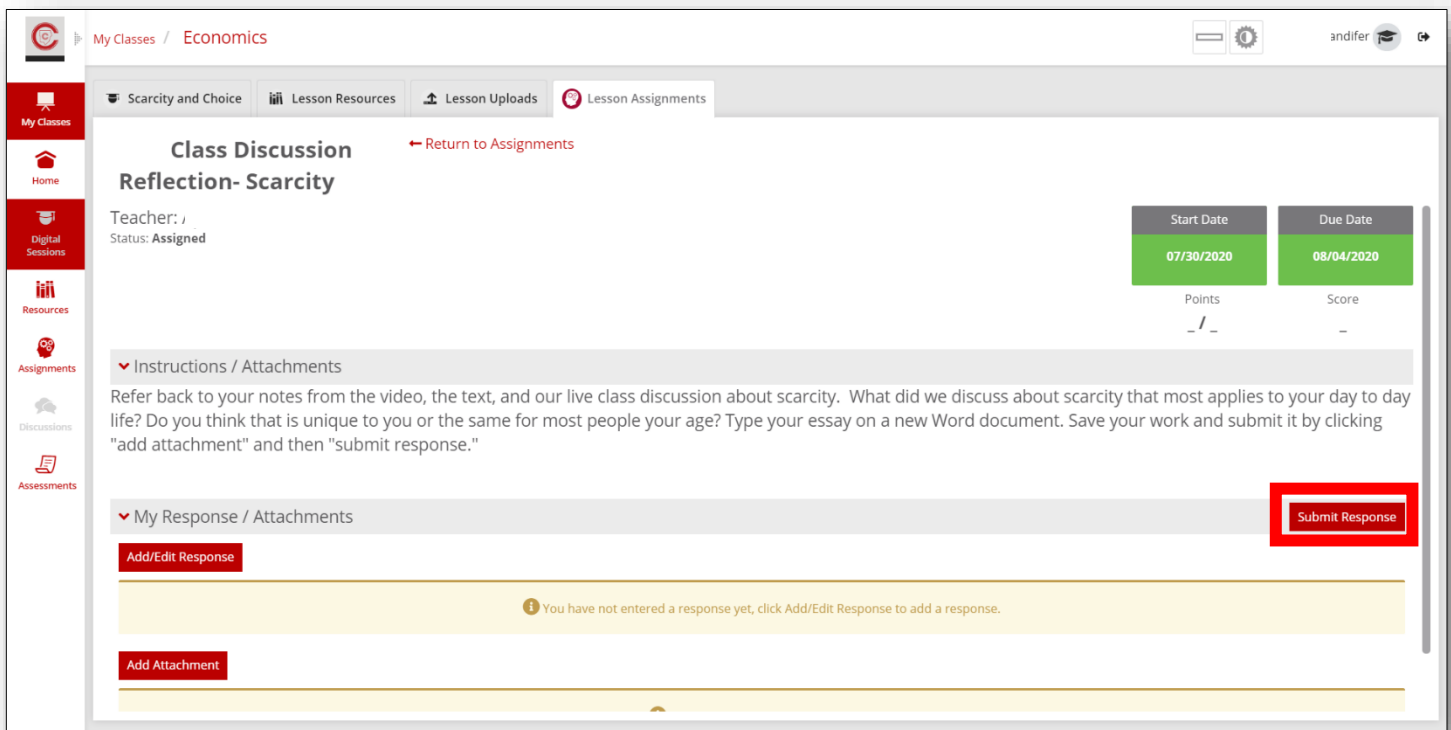
Add Attachment

File: Narrative Essay.docx

Title: Narrative Essay.docx

Cancel Save & Upload

12. Click the **Submit Response** button to submit/turn in your assignment.



My Classes / Economics

Scarcity and Choice Lesson Resources Lesson Uploads Lesson Assignments

Class Discussion Reflection- Scarcity

← Return to Assignments

Teacher: /
Status: Assigned

Start Date	Due Date
07/30/2020	08/04/2020

Points: /
Score: -

Instructions / Attachments

Refer back to your notes from the video, the text, and our live class discussion about scarcity. What did we discuss about scarcity that most applies to your day to day life? Do you think that is unique to you or the same for most people your age? Type your essay on a new Word document. Save your work and submit it by clicking "add attachment" and then "submit response."

My Response / Attachments

Submit Response

Add/Edit Response

You have not entered a response yet, click Add/Edit Response to add a response.

Add Attachment