How to Submit Your Work in CTLS

Working in a Google Doc:

1. Complete your work.
2. Click "Share" in the top right corner of your screen.
3. Adjust the share settings so that "Anyone with a link can view." DON'T submit a "Restricted" link, please!
4. Copy link.
5. Navigate to CTLS and find our class.
6. Go into "Assignments."
7. Find the appropriate assignment and click on it.
8. Click "Edit/Add Response."
9. Paste your link.
10. Click "Save Draft."
11. Click "Submit Assignment."
12. Double check to see that your submission saved.

Working in Word Online/Office 365:

1. Complete your work.
2. Click "Share" in the top right corner of your screen.
3. At the top of the popup box, click where it says, "People you specify can edit."
4. Change that to "Anyone with the link."
5. Click "Apply."
6. Click "Copy link."
7. Navigate to CTLS and find our class.
8. Go into "Assignments."
9. Find the appropriate assignment and click on it.
10. Click "Edit/Add Response."
11. Paste your link.
12. Click "Save Draft."
13. Click "Submit Assignment."
14. Double check to see that your submission saved.

Working in Microsoft Word/Other Software on your Desktop:

1. Complete your work.
2. Click "Save As."
3. Title your work and save. Remember where you saved (i.e. "Documents" or "Desktop").
4. Navigate to CTLS and find our class.
5. Go into "Assignments."
6. Find the appropriate assignment and click on it.
7. Click "Add Attachment."
8. Browse to find your file and double click on it or click "Open."
9. Click "Save and Upload Draft."
10. Click "Submit Assignment."
11. Double check to see that your submission saved.