How to Grant Extensions in Tk20 Faculty:

1. Go to [https://www.westga.edu/](https://www.westga.edu/)

2. Select the “LOCK” button on the right of your screen:

3. Select “myUWG” option
4. Log into your UWG account with your UWG credentials, then click “LOGIN”:

![myUWG Login](image1)

5. Select the “External Resources” tab:

![External Resources](image2)

6. Click on the “TK20” resource:

![External Resources](image3)
7. Select “Continue to TK20” button:

8. You should now be in Tk20. To access your Course Assignment, click on the “Courses” tab, followed by the “Dashboard” tab on the left menu bar.

9. Next, select the “Term” from the drop down menu on the right of your screen:

10. Within the dashboard, you will see a series of tabs organized by course, and section. Click on the Course tab that contains the assignment you want to assess.
11. Click on the number located below the "Not submitted", "Assessment(s) pending", or "Assessed" portion of the assignment, then select the name of the student for whom you would like to grant an extension.
   a. If you have already completed your assessment of the student ("Assessed"), then your initial step will be to "Revoke" the assignment in the upper right, then proceed with granting the extension.

12. On the right, you will be able to grant an extension by selecting the "Extensions" tab.
13. Next, click on "Edit Due Date".
14. You will receive the following a message “The Assessment will be revoked by editing the due date. Would you like to continue?”, enter “Yes”:

15. Next enter a “New Due Date/Time” and “Comment”, and click “Update”.
16. Instruct the student to proceed with “recalling” their assignment. Instructions on “How to recall an assignment” are posted on the Tk20 webpage under the “Student” tab.

For any additional questions, please contact your Tk20 Unit Administrator: tk20@westga.edu