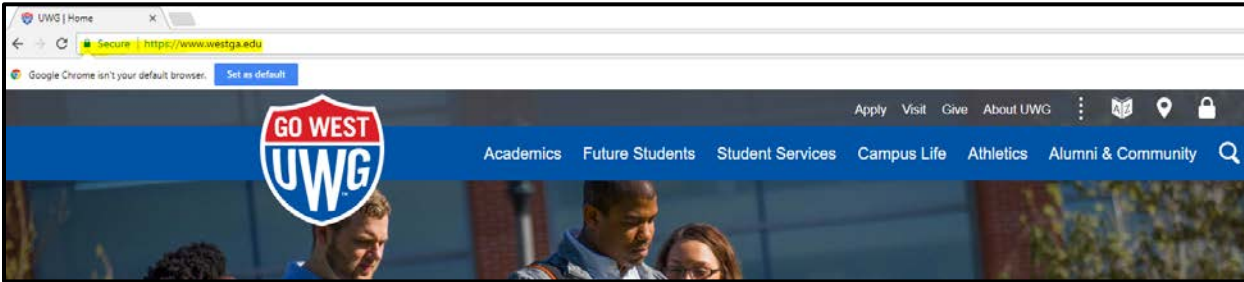
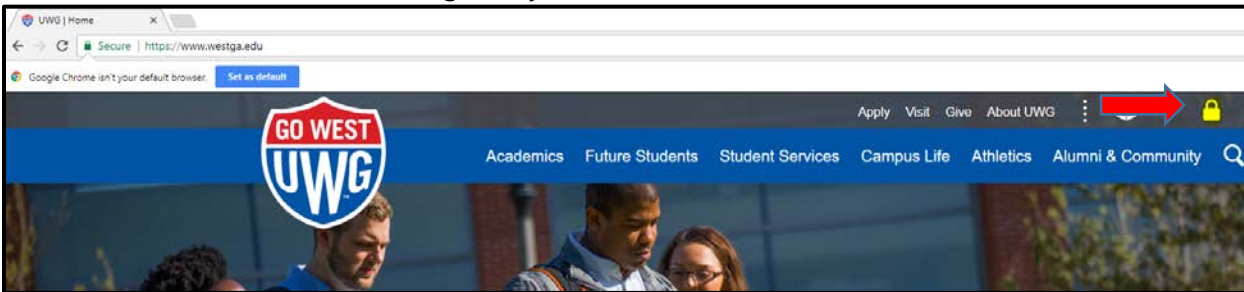


# How to Grant Extensions in Tk20 Faculty:

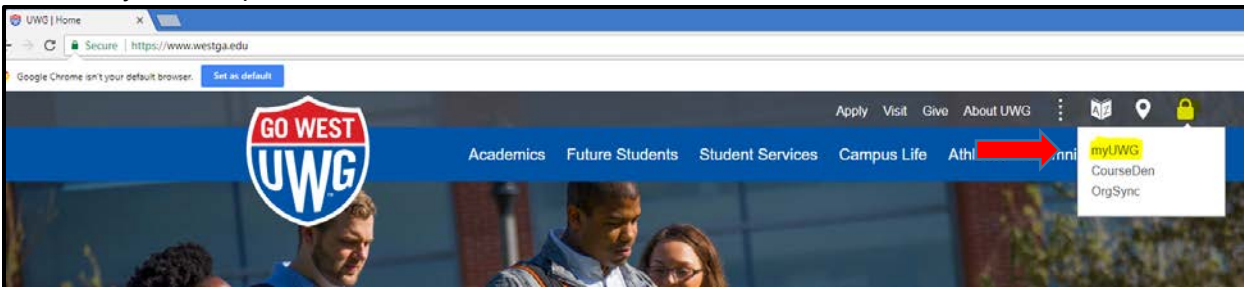
1. Go to <https://www.westga.edu/>



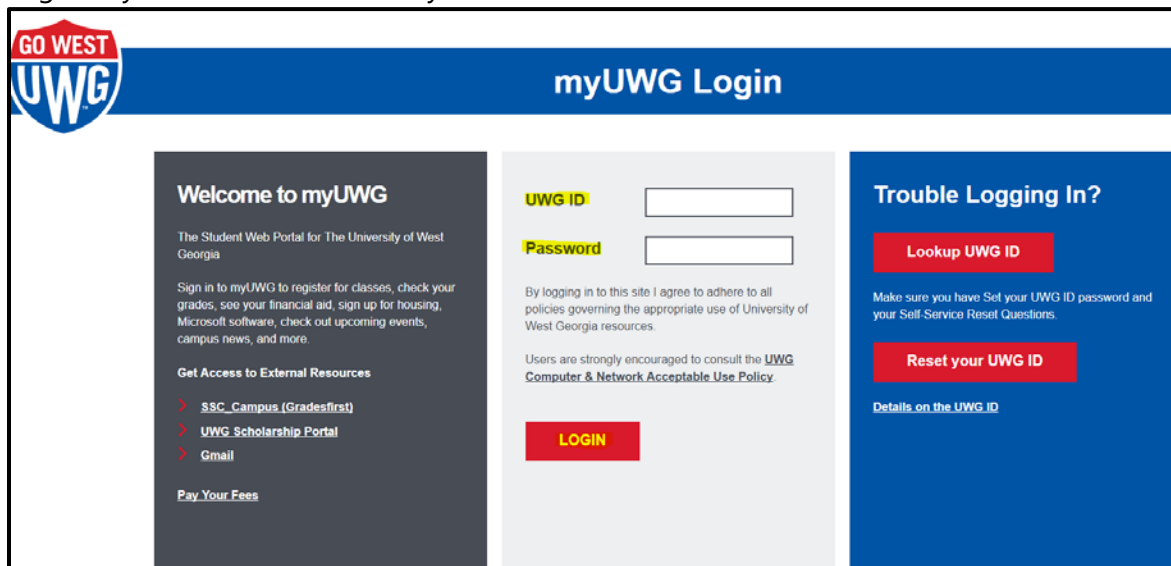
2. Select the "LOCK" button on the right of your screen:



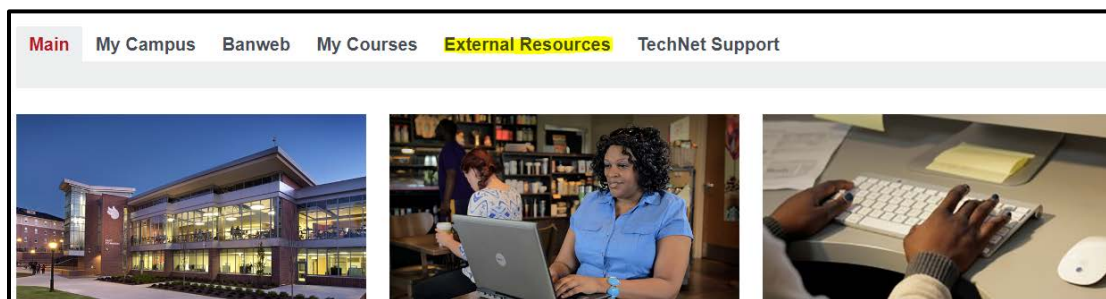
3. Select "myUWG" option"



4. Log into you UWG account with your UWG credentials, then click "LOGIN":



5. Select the "External Resources" tab:



6. Click on the "TK20" resource:



7. Select "Continue to TK20" button:

### TK20 COE

You have selected SSO to TK20 Campus Tools for the College of Education Assessment System.

If you are enrolled in any degree program in the College of Education, any teacher preparation program at UWG, or are a faculty member in the College of Education or educator preparation program, you are eligible for a Tk20 account.

If you are unable to complete your subscription or receive an error message on log in, contact the unit administrator.

If you feel you have reached this page in error you may

[Quit Now](#)

-- OR --

[Continue to TK20](#) ←

This page will redirect to TK20 in 10 seconds

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:

The screenshot displays the TK20 dashboard interface. On the left, a blue navigation menu is visible with the following items: HOME, DOCUMENT ROOM, REPORTS, ADVISEMENT, APPLICATIONS, ARTIFACTS, COURSES (highlighted in red), COURSES (dropdown), My Courses (dropdown), Dashboard (highlighted in green), Grade Configuration, Grade Assignment, and Edit Forums. Two red arrows point to the COURSES and Dashboard items. The main content area shows a breadcrumb trail: Courses > Courses > My Courses > Dashboard. A red header bar contains the word DASHBOARD. Below this, a blue bar shows the course ID CEPD 6182 02. A dropdown menu for 'Term' is open, showing 'Summer Semester 2016' selected. The main content area displays 'CEPD 6182 INTERNSHIP: PROF COUNSELING | SECTION 02' and '0 Pending Tasks'. A legend indicates 'Assessed' (green), 'Assessment(s) pending' (yellow), and 'Not submitted' (grey). A bar chart shows '7' assessed (77.78%) and '2' pending (22.22%). The due date is '07/29/2016 12:00 AM' and a 'Report' button is visible.

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.

Courses > Courses > My Courses > Dashboard

Help

DASHBOARD

Term: Summer Semester 2017

SPED 8704 E01 | SPED 8704 E02

SPED 8704 MULTICULTURAL ISSUES IN EDUC | SECTION E02

0 Pending Tasks

Expand All | Collapse All

Assessed Assessment(s) pending Not submitted

SPED 8704 Ed.S. Diversity Project Assignment Summer 2017 (Assignment)

90% 10%

Due Date: 07/20/2017 12:00 PM

Report

9 1

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.

Courses > Courses > My Courses > Dashboard

Help

DASHBOARD

Term: Summer Semester 2017

SPED 8704 E01 | SPED 8704 E02

SPED 8704 MULTICULTURAL ISSUES IN EDUC | SECTION E02

0 Pending Tasks

Expand All | Collapse All

Assessed Assessment(s) pending Not submitted

SPED 8704 Ed.S. Diversity Project Assignment Summer 2017 (Assignment)

90% 10%

Due Date: 07/20/2017 12:00 PM

Report

9 1

Erica Childers  
Floyd Jordan  
Blair Loggins

Mollie Cronan  
Stephanie King  
Danielle Respass

Jennifer Falco  
Brianna Leonhard  
Laura Stanton

12. On the right, you will be able to grant an extension by selecting the “**Extensions**” tab.
13. Next, click on “**Edit Due Date**”.

The screenshot shows a web application interface divided into two main sections. The left section, titled 'Details', contains the following information:  
Submission(s)  
Assignment Title: SPED 8704 Ed.S. Diversity Project Assignment Summer 2017  
Section Title: Multicultural Issues in Educ  
A red arrow points from the 'Print-Friendly View' link in the top right of this section to the right-hand section.

The right section displays student information and submission options:  
Student: Mollie Cronan  
< Back to Dashboard  
Assessment Tools: Extensions (highlighted with a red arrow pointing down), Feedback  
Print-Friendly View (top right)  
Edit Due Date (highlighted with a red arrow pointing right)  
Fields for New Due Date, Comments, Initiator, and Activity Date are visible at the bottom.

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"**:

The dialog box has a blue header with the text 'Message from webpage' and a close button (X). The main content area contains a question mark icon and the text: 'The assessment will be revoked by editing the due date. Would you like to continue?'. At the bottom, there are two buttons: 'OK' (highlighted with a yellow border) and 'Cancel'.

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.

## Tk20 System Information

**Students**   Outside Constituents   Alumni   Faculty

- How to Purchase a Tk20 account, please click [HERE](#).
- How to log into Tk20, please click [HERE](#).
- How to submit a Memorandum of Understanding and Compliance of Self-Reporting Portfolio (MOU), please click [HERE](#).
- How to upload a Course Assignment, please click [HERE](#).
- **How to recall an assignment, please click [HERE](#).**

***For any additional questions, please contact your Tk20 Unit Administrator: [tk20@westga.edu](mailto:tk20@westga.edu)***