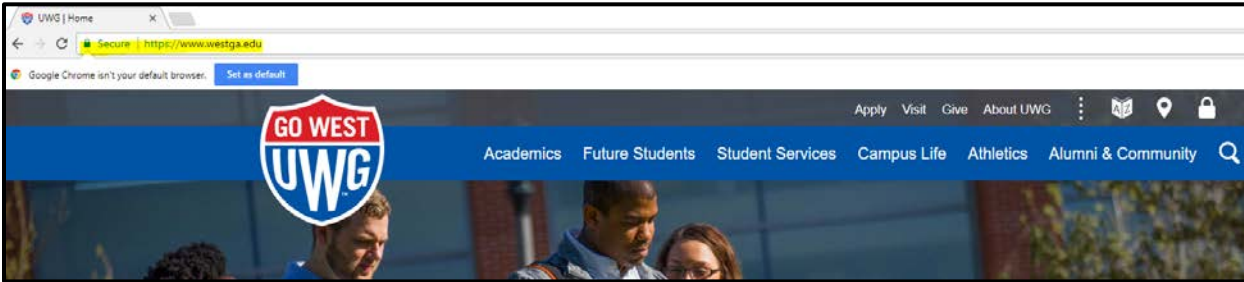
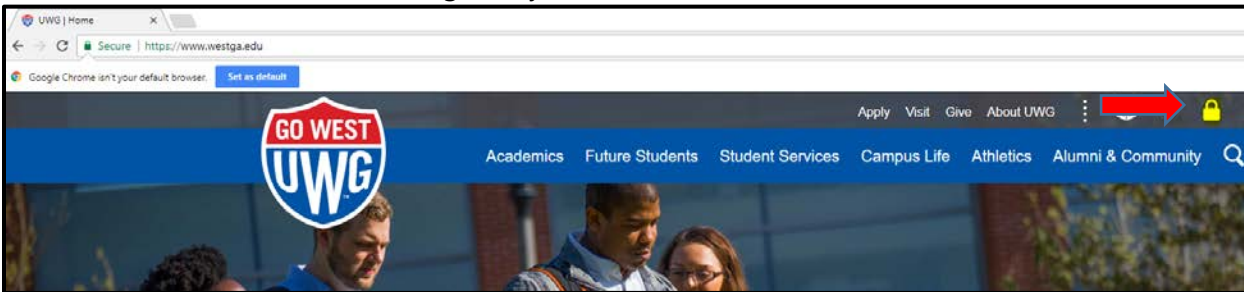


How to recall a Course Assignment in Tk20:

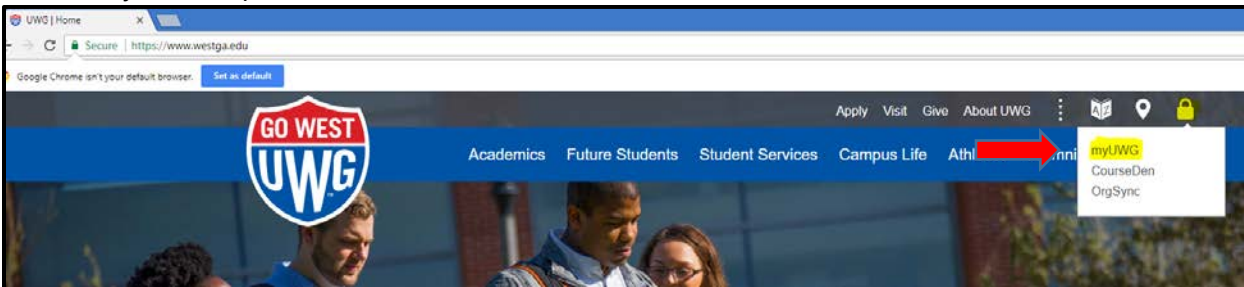
1. Go to <https://www.westga.edu/>



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



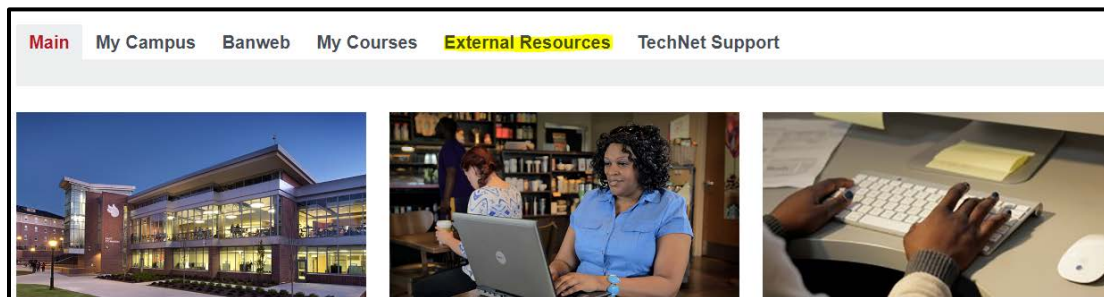
3. Select "myUWG" option"



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



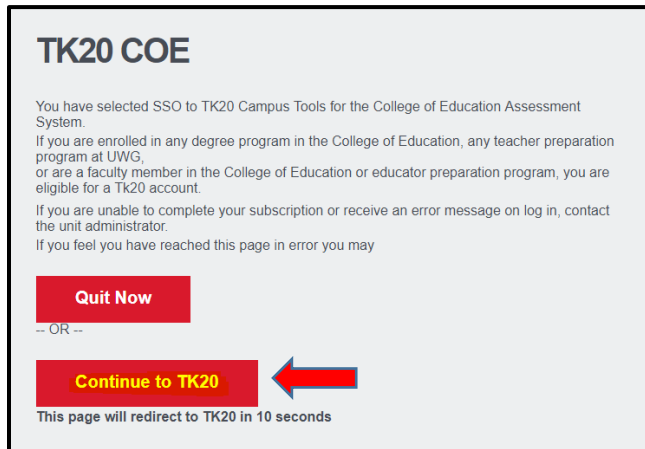
5. Select the "External Resources" tab:



6. Click on the "TK20" resource:



7. Select "Continue to TK20" button:



8. **You should now be in Tk20.** To access your Course Assignment, click on the "**Courses**" tab, followed by the "**Coursework**" tab on the left menu bar.
9. Next, click into the check box next to the assignment that you need to recall (step 1), and select the "recall" button (step 2):

Courses > Coursework > Assignments

ASSIGNMENTS

<input type="checkbox"/>	Title	Type	Course	Status	Sent By	Due Date
<input checked="" type="checkbox"/>	MEDT 7490 Comprehensive Instructional Design Plan Fall 2017	Assignment	Visual & Media Lit Tch & Lear	Assessment Pending	Unit Administrator, WestGA Tk20	11/19/2017 11:55:00 AM
<input type="checkbox"/>	MEDT 8463 Position Paper Impact of Media (Clark/Kozma Debate Paper) Summer 2017	Assignment	Issues in Instruct. Technolog	Assessment Complete	Unit Administrator, WestGA Tk20	07/06/2017 11:55:00 PM

10. **If** you are unable to recall the assignment because your assignment status is "**Assessment Complete**" or "**Assessment Pending**" (Your instructor has begun their assessment or completed their assessment), **then** email the instructor of your course and request to be granted an "Extension" for the assignment. Once the instructor grants the extension, then you will need to log back into your Tk20 account, and recall your assignment as indicated in step 9.

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