

# How to recall an Assignment in Tk20:

1. Access your Assignment:
  - a. To access your Course Assignment, click on the "**Courses**" tab, followed by the "**Coursework**" tab on the left menu bar.
  - b. To access your Field Experience Binder, click on the "**Field Experience**" tab on the left menu bar.
  - c. To access your Portfolio, click on the "**Portfolios**" tab on the left menu bar.
2. Next, click into the check box next to the assignment name that you need to recall (step 1), and select the "recall" button (step 2):

The screenshot shows the Tk20 interface with the following elements:

- Left sidebar: HOME, APPLICATIONS, ARTIFACTS, COURSES (highlighted), COURSES, COURSEWORK (expanded), Assignments (selected), Folders, Projects.
- Header: Courses > Coursework > Assignments
- Section: ASSIGNMENTS
- Table:

<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

3. You will see a **red flag** next to your assignment, and the "status" will change to "**Open for Editing**".
4. **If** you are unable to recall the assignment, **and** you receive an error message at the top of your screen, **then** your instructor has begun their assessment or completed their assessment.
  - a. You will need to email the **instructor of your course**, and request to be "**granted an extension**" for the assignment. As soon as the instructor grants the extension, then you will see a **red flag** next to your assignment, and the status will read "**Open for Editing Extended**".

Tk20 UNIVERSITY of West Georgia

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Courses > Coursework > Assignments

ASSIGNMENTS

	Title	Type	Course	Status	Sent By	Due Date
<input type="checkbox"/>	EDLE 6316 Theory to Practice Assignment Spring 2018	Assignment	School Law, Policy, and Ethic	Assessment Complete	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6312 Feedback for Improving Learning Assignment Spring 2018	Assignment	Principles of Leadership	Open For Editing	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6312 Principles of Leadership Spring 2018	Assignment	Principles of Leadership	Open For Editing	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6316 School Law, Policy & Ethics Spring 2018	Assignment	School Law, Policy, and Ethic	Open For Editing Extended	Unit Administrator, WestGA Tk20	06/08/2018 12:00:00 AM

5. You can now open the assignment by clicking into the name of the assignment:
  - a. To remove the previous attachment, select the **minus sign** next to the existing assignment title underneath the **"Select"** button, then click on the **"Select"** button, and upload a new assignment.
  - b. To edit the assignment title or text of the already uploaded assignment, click into the title of the assignment ("EDLE 6316 School Law, Policy & Ethics 1"), and make your edits to the text within required text boxes.
  - c. To remove or add attachments to the existing upload, click into the title of the title of the already uploaded assignment ("EDLE 6316 School Law, Policy & Ethics 1"), then add and remove in the attachment area.

Details

ASSIGNMENT SUBMISSIONS


EDLE 6316 School Law, Policy & Ethics:

Select

⊖ EDLE 6316 School Law, Policy & Ethics 1

Attached Documents:

[+ Select File\(s\)](#) **2.**

6316 Key Assessment.docx (26.52 kb) 

Drag and drop files here

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**3.** [Update](#) [Cancel](#)

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