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”:

![Login Page]

5. Select the “External Resources” tab:

![External Resources Tab]

6. Click on the “TK20” resource:

![TK20 Resource]

- SSC Campus
- Faculty-Staff Sexual Misconduct Training
- webCV
- UWG Scholarship Application
- Wikispaces
- TK20
- StarRez Housing Administration
- Math Placement Testing - ALEKS
7. Select “Continue to TK20” button:

![TK20 COE](image)

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):

![Assignments](image)

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*