

How to recall a Course Assignment in Tk20:

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

The screenshot shows the Tk20 interface with the left navigation menu expanded to 'ASSIGNMENTS'. The main content area displays a table of assignments. A red arrow points to the checkbox next to the first assignment, 'MEDT 7490 Comprehensive Instructional Design Plan Fall 2017'.

<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. **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 see a red flag next to your assignment, and the status will read "open for editing extended".

The screenshot shows the Tk20 interface with the left navigation menu expanded to 'ASSIGNMENTS'. The main content area displays a table of assignments. The status of the last assignment, 'EDLE 6316 School Law, Policy & Ethics Spring 2018', is highlighted as 'Open For Editing Extended'.

<input type="checkbox"/>	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

4. You can now open the assignment by clicking into the name of the assignment, and remove the previous attachment by selecting the minus sign next to the assignment or edit the assignment by clicking into the title of the assignment and making your edits to the text within required text boxes or removing an attachment, and uploading a new attachment.

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

3 Update Cancel

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