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):

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”.

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