HOW TO RECALL AN ASSIGNMENT IN TK20
Access your Assignment:

1. To access your Course Assignment, click on the “Courses” tab, followed by the “Coursework” tab on the left menu bar.

2. To access your Field Experience Binder, click on the “Field Experience” tab on the left menu bar.

3. To access your Portfolio, click on the “Portfolios” tab on the left menu bar.
Step 1:

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).

You will see a red flag next to your assignment, and the “status” will change to “Open for Editing”.
Step 2:

• *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.

• 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”.
Step 3:

- 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.
Step 4:

- 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.
Step 5:

- To remove or add attachments to the existing upload
- Click into the title of the already uploaded assignment ("EDLE 6316 School Law, Policy & Ethics 1"), then remove (step 1) and add (step 2) in the attachment area.

- Save your work by selecting “Update”.

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