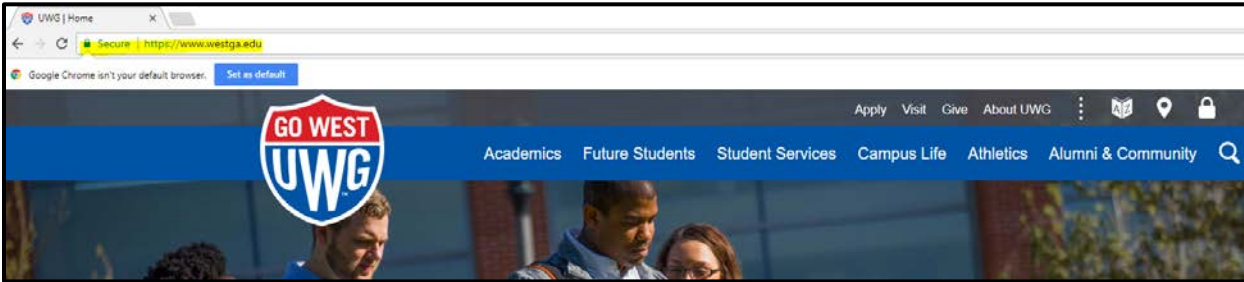
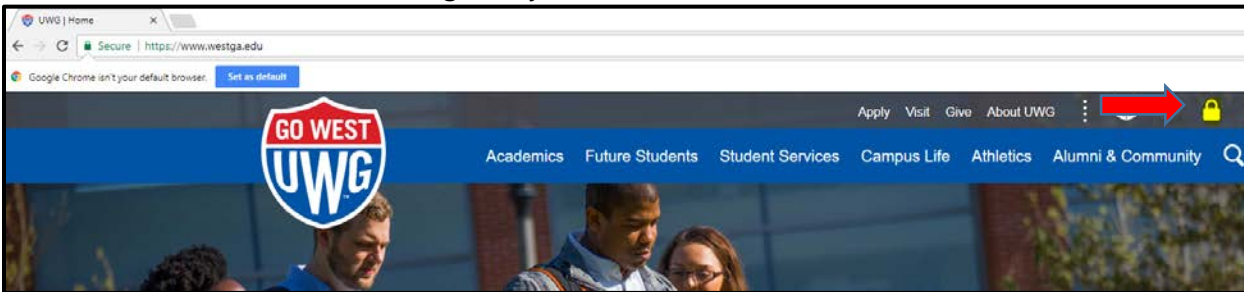


How to upload a Course Assignment in Tk20:

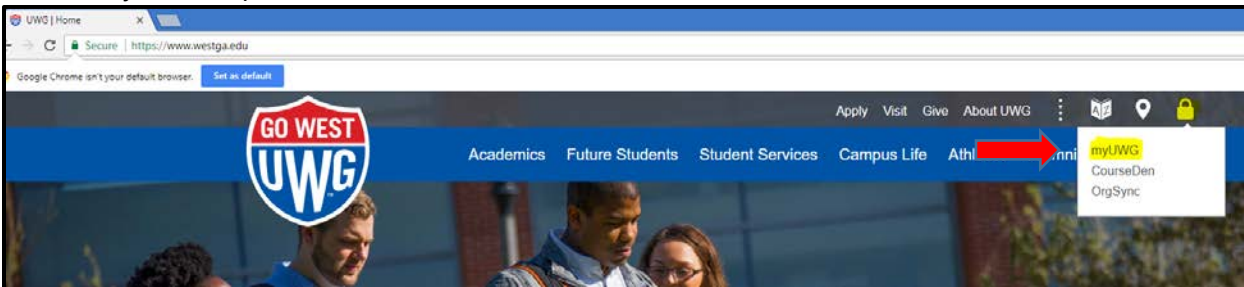
1. Go to <https://www.westga.edu/>



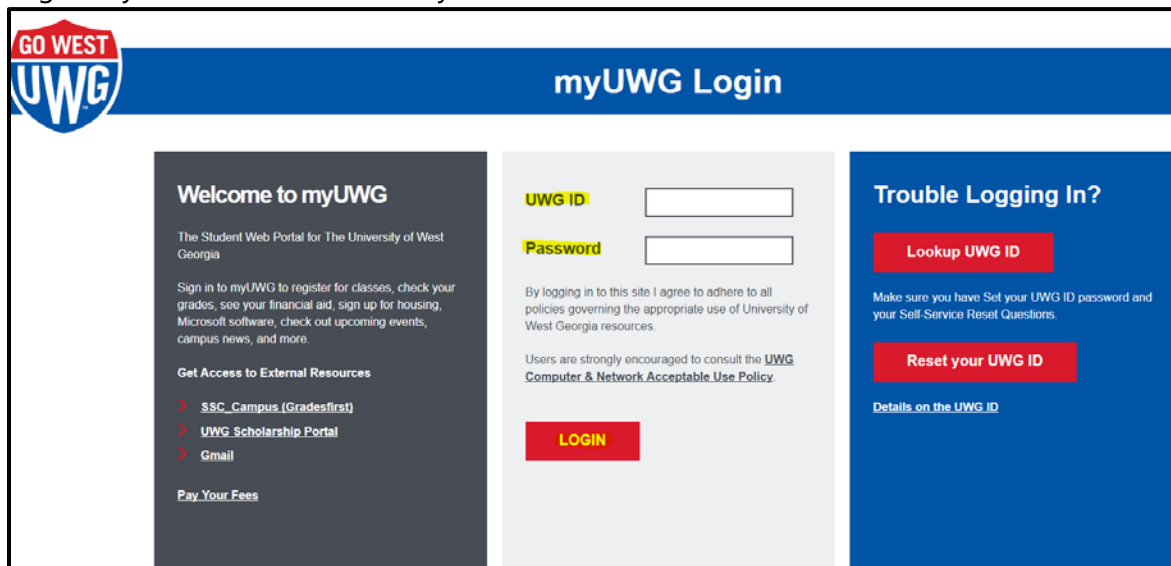
2. Select the "LOCK" button on the right of your screen:



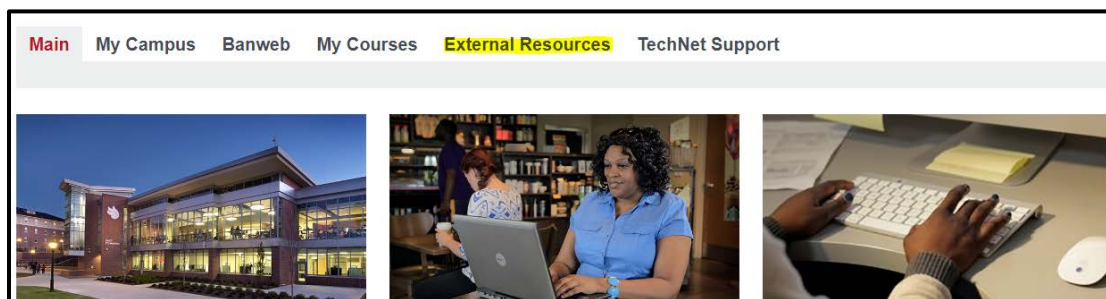
3. Select "myUWG" option"



4. Log into your UWG account with your UWG credentials, then click "LOGIN":



5. Select the "External Resources" tab:



6. Click on the "TK20" resource:



7. Select "Continue to TK20" button:

TK20 COE

You have selected SSO to TK20 Campus Tools for the College of Education Assessment System.

If you are enrolled in any degree program in the College of Education, any teacher preparation program at UWG, or are a faculty member in the College of Education or educator preparation program, you are eligible for a Tk20 account.

If you are unable to complete your subscription or receive an error message on log in, contact the unit administrator.

If you feel you have reached this page in error you may

Quit Now

-- OR --

Continue to TK20 ←

This page will redirect to TK20 in 10 seconds

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 blue hyperlink of your "Assignment Name".

Courses > Coursework > Assignments

ASSIGNMENTS

<input type="checkbox"/>	Title	Type	Course	Status	Sent By	Due Date
<input type="checkbox"/>	MEDT 7490 Comprehensive Instructional Design Plan Fall 2017	Assignment	Visual & Media Lit Tch & Lear	Open For Editing	Unit Administrator, WestGA Tk20	11/19/2017 11:55:00 AM
<input type="checkbox"/>	MEDT 7464 (IT) Technology-Enhanced Instructional Design Project Summer 2017	Assignment	Design Tech Enhanced Instr	Assessment Complete	Unit Administrator, WestGA Tk20	07/11/2017 11:55:00 PM
<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

10. You will see **"Instructions"** on the left hand side of your screen, and **"Assignment Submissions"**, and **"Assignment Details"** to the right of your screen.
11. To upload your assignment, you will need to select the **"Select"** button under **"Assignment Submissions"**:

The screenshot displays a course management interface. On the left is a navigation menu with categories like HOME, APPLICATIONS, ARTIFACTS, COURSES, COURSEWORK, FIELD EXPERIENCE, PORTFOLIOS, and SURVEYS. The 'COURSEWORK' section is expanded to show 'Assignments'. The main content area is titled 'MEDT 7490 COMPREHENSIVE INSTRUCTIONAL DESIGN PLAN FALL 2017' and contains an 'INSTRUCTIONS' section with the text 'Follow assignment instructions in CourseDen for your TK20 submission.' To the right, the 'Assignment Details' section is visible, featuring a 'Details' tab and an 'ASSIGNMENT SUBMISSIONS' section. In the submission section, there is a 'File:' label, a red arrow pointing to a yellow 'Select' button, and an 'ASSIGNMENT DETAILS' section with the following information:

Assessor(s):	Bertha D'Alba
Start Date:	08/29/2017 02:47 PM
Due Date:	11/19/2017 11:55 AM
Attachment type(s):	File
Assessment Tool(s):	MEDT 7490 (IT) Visual and Media Literacy Content Knowledge Rubric

At the bottom right of the interface are buttons for 'Submit', 'Save', and 'Close'.

12. Browse your computer, and select the file that you want to upload, click "Open".

13. You will see your attachment appear under “**Assignment Submissions**”.

14. If you uploaded the wrong file, then click on the **minus** next to your assignment, then click “**OK**”:

The screenshot shows the CourseDen interface for the course "MEDT 7490 COMPREHENSIVE INSTRUCTIONAL DESIGN PLAN FALL 2017". The left sidebar contains navigation options: HOME, APPLICATIONS, ARTIFACTS, COURSES (highlighted), COURSEWORK, Assignments, Folders, Projects, Quizzes, Exams, Course Binders, FIELD EXPERIENCE, PORTFOLIOS, and SURVEYS. The main content area is titled "INSTRUCTIONS" and contains the text "Follow assignment instructions in CourseDen for your Tk20 submission." The right sidebar shows the "Details" tab for the assignment. Under "ASSIGNMENT SUBMISSIONS", there is a "File:" field with a "Select" button and a file named "How to Upload Your Assignment.pdf (472.22 kb)". A red arrow points to the "Select" button. Below this, the "ASSIGNMENT DETAILS" section shows the assessor as "Bertha D'Alba", the start date as "08/29/2017 02:47 PM", and the due date as "11/19/2017 11:55 AM". The attachment type is "File" and the assessment tool is "MEDT 7490 (IT) Visual and Media Literacy Content Knowledge Rubric". A "Message from webpage" dialog box is overlaid in the center, asking "Are you sure you want to delete this file? This action cannot be undone." with "OK" and "Cancel" buttons. At the bottom right, there are "Submit", "Save", and "Close" buttons.

15. When you are ready to submit your assignment, click on the “**Save**”, and then the green “**Submit**” button to submit your assignment to your instructor for grading:

The screenshot shows the same CourseDen interface as the previous one, but with the "Save" button highlighted in yellow and a red arrow pointing to it. The "ASSIGNMENT SUBMISSIONS" section is also highlighted in yellow. The "ASSIGNMENT DETAILS" section remains the same. At the bottom right, there are "Submit", "Save", and "Close" buttons. A red arrow points to the "Submit" button.

16. Once you have successfully uploaded your assignment, then the **"Save"**, and **"Submit"** buttons will no longer appear, and you will see your assignment submission date and time appear directly under **"Assignment Submissions"**. You can now click on the **"Close"** button to exit.

Courses > Coursework > Assignments > MEDT 8463 Position Paper Impact o...

MEDT 8463 POSITION PAPER IMPACT OF MEDIA (CLARK/KOZMA DEBATE PAPER) SUMMER 2017

INSTRUCTIONS

Follow assignment instructions in CourseDen for your Tk20 submission.

Details

ASSIGNMENT SUBMISSIONS

Submitted on 07/06/2017 10:36 PM.

File: Cannon Position Paper.docx | View | Download
Conversion is complete, click the link to view

ASSIGNMENT DETAILS

Assessor(s): Linda Haynes

Start Date: 06/21/2017 03:59 PM

Due Date: 07/06/2017 11:55 PM

Attachment type(s): File

Assessment Tool(s): MEDT 8463 (IT) Issues in IT Research Content Knowledge

Close

17. Your assignment status will display as **"Assessment Pending"**:

Courses > Coursework > Assignments

ASSIGNMENTS

Title	Type	Course	Status	Sent By	Due Date
<input 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

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