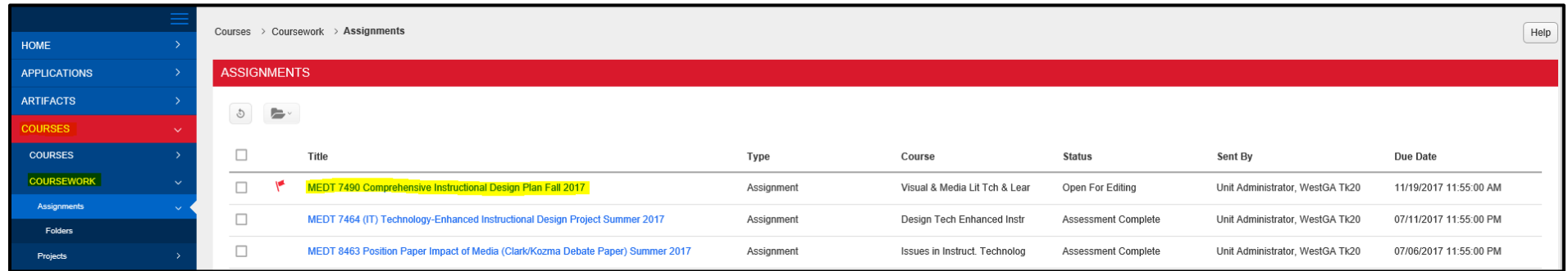


How to upload a Course Assignment in Tk20:

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 blue hyperlink of your **"Assignment Name"**.

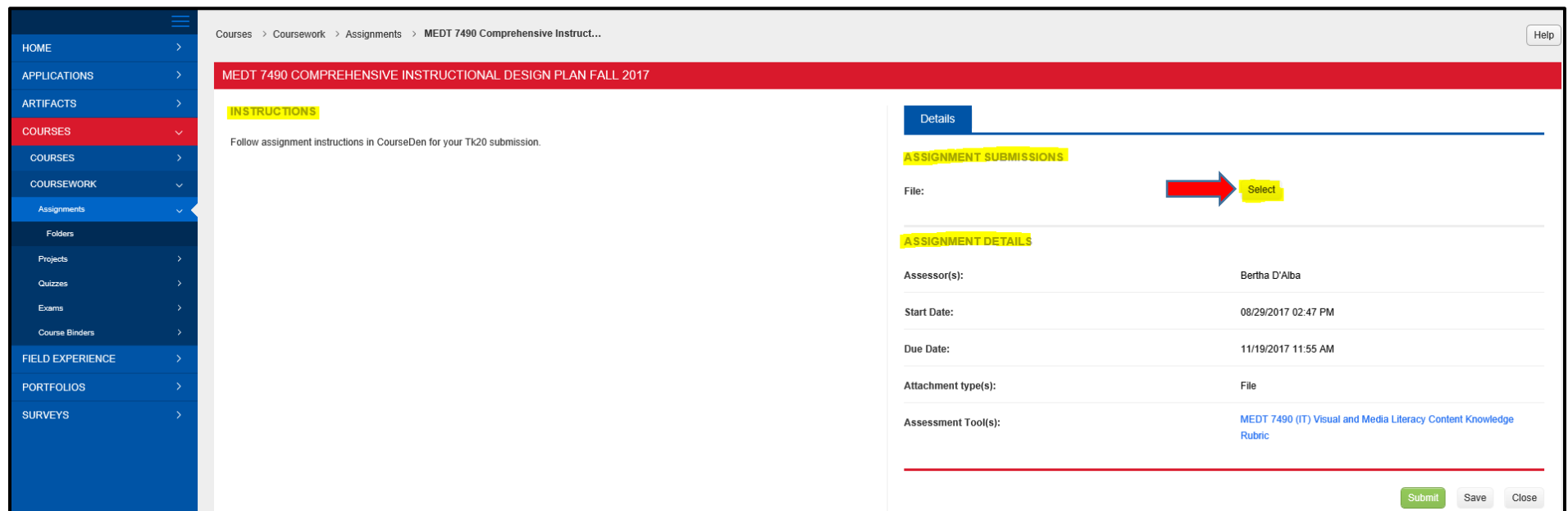


Courses > Coursework > Assignments

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

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



Courses > Coursework > Assignments > MEDT 7490 Comprehensive Instruct...


MEDT 7490 COMPREHENSIVE INSTRUCTIONAL DESIGN PLAN FALL 2017

INSTRUCTIONS

Follow assignment instructions in CourseDen for your Tk20 submission.

Details

ASSIGNMENT SUBMISSIONS

File:  **Select**

ASSIGNMENT DETAILS

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

Submit **Save** **Close**

5. Browse your computer, and select the file that you want to upload, click "Open".
6. You will see your attachment appear under "**Assignment Submissions**".
7. 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 an assignment titled "MEDT 7490 COMPREHENSIVE INSTRUCTIONAL DESIGN PLAN FALL 2017". The left sidebar contains navigation options like HOME, APPLICATIONS, ARTIFACTS, COURSES, and COURSEWORK. The main content area shows the assignment instructions and a "Details" tab. Under "ASSIGNMENT SUBMISSIONS", a file named "How to Upload Your Assignment.pdf (472.22 kb)" is listed. A red arrow points to the "Select" button next to the file name. A modal dialog box is open in the center, asking "Are you sure you want to delete this file? This action cannot be undone." with "OK" and "Cancel" buttons. 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". At the bottom right, there are "Submit", "Save", and "Close" buttons.

8. 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 CourseDen interface for the same assignment. The "ASSIGNMENT SUBMISSIONS" section is highlighted in yellow. The file "How to Upload Your Assignment.pdf (472.22 kb)" is now listed with a minus sign next to it. The "ASSIGNMENT DETAILS" section is the same as in the previous screenshot. At the bottom right, a red arrow points to the "Submit" button, which is highlighted in green. The "Save" and "Close" buttons are also visible.

9. 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.

The screenshot shows the Canvas LMS interface for an assignment titled "MEDT 8463 POSITION PAPER IMPACT OF MEDIA (CLARK/KOZMA DEBATE PAPER) SUMMER 2017". The left sidebar contains navigation options like HOME, APPLICATIONS, ARTIFACTS, COURSES, COURSEWORK, Assignments, Folders, Projects, Quizzes, Exams, Course Binders, FIELD EXPERIENCE, PORTFOLIOS, and SURVEYS. The main content area is divided into "INSTRUCTIONS" and "DETAILS". The "DETAILS" section includes a "SUBMISSIONS" tab with a highlighted entry: "Submitted on 07/06/2017 10:36 PM". Below this, the "FILE" section shows "Cannon Position Paper.docx" with "View" and "Download" links. The "ASSIGNMENT DETAILS" section lists: Assessor(s): Linda Haynes; Start Date: 06/21/2017 03:59 PM; Due Date: 07/06/2017 11:55 PM; Attachment type(s): File; and Assessment Tool(s): MEDT 8463 (IT) Issues in IT Research Content Knowledge. A red arrow points to a "Close" button in the bottom right corner.

10. Your assignment status will display as **“Assessment Pending”**:

The screenshot shows the Canvas LMS interface for the "ASSIGNMENTS" page. The left sidebar is the same as in the previous screenshot. The main content area displays a table of assignments. The table has columns for Title, Type, Course, Status, Sent By, and Due Date. Two assignments are listed:

Title	Type	Course	Status	Sent By	Due Date
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
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