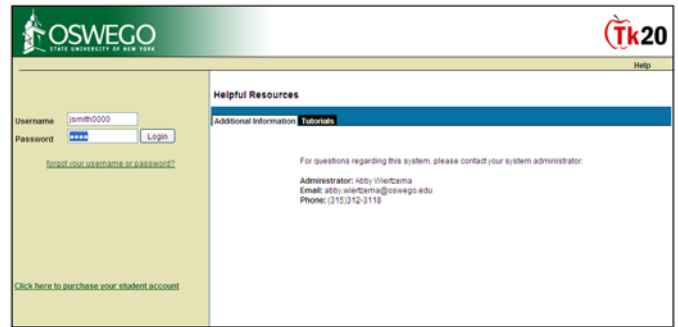


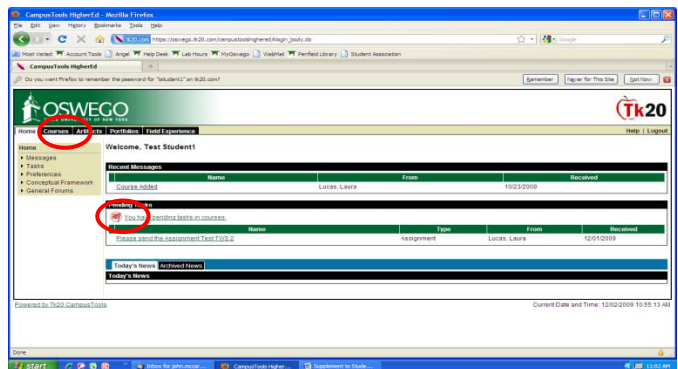
<http://oswego.tk20.com>

In Tk20, your TWS (Teacher Work Sample) is called an “assignment”. To complete an assignment within Tk20, you must first log into the system with your LakerNetID and password. If you cannot remember your LakerNetID, please contact the SUNY Oswego Help Desk at x3456 or by email, help@oswego.edu.

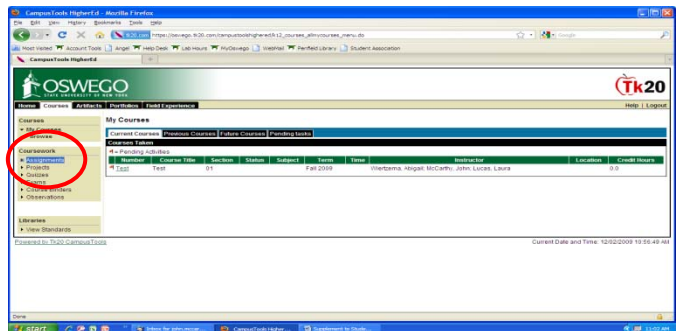


This is your Home Page for Tk20. The tabs across the top identify the functions that you can access. You may see messages under *Recent Messages* or *Today's News*. The TWS assignment will be shown in the center of the screen with a red flag in front of the name.

Click on **Courses** tab (on top of page).

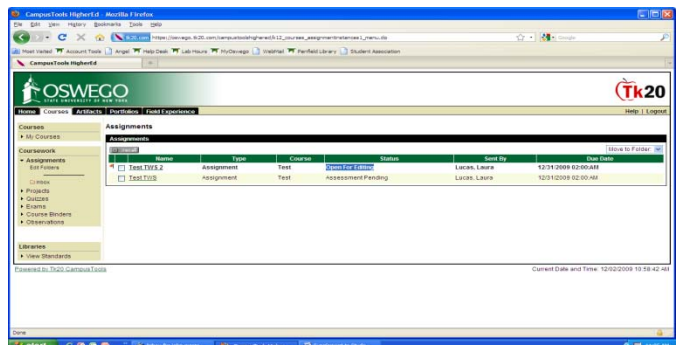


In left navigation column under the sub-heading **Coursework**, click on **Assignments**. You will see your TWS assignment and your Methods course information.



Need real example

This opens your assignments, under which you will see all of your assignments and their status. Select the link of the assignment (the name of the assignment) which indicates the status is “open for editing”.



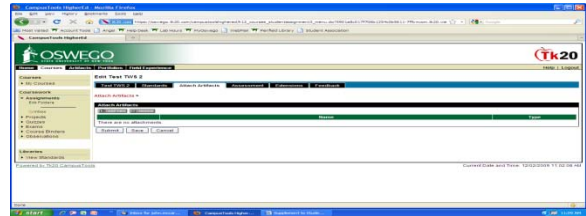
C&I Methods Student Detail Instructions Completing your TWS in Tk20

This opens up the page labeled, Edit(name of the assignment). On this page, select the tab, Attach Artifacts.

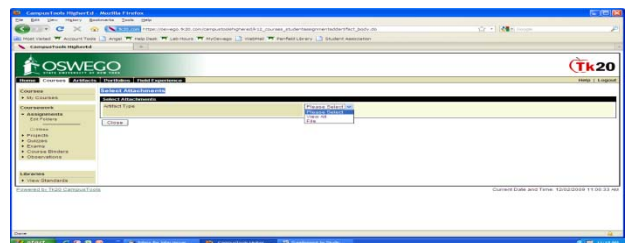
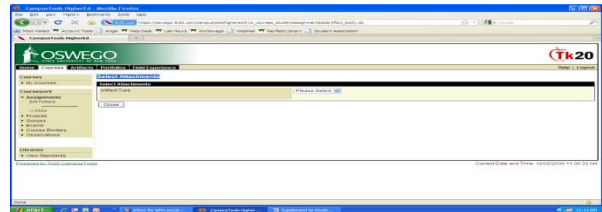


To attach your (artifact) TWS section(s), select the 'add new' button and view the 'select attachments' screen:

Select the file type from the drop down box:



This will show you the documents that you have previously uploaded to your artifacts tab, Select the box, or boxes of the artifacts that you want to attach and **select the Add** button:



C&I Methods Student Detail Instructions Completing your TWS in Tk20

This brings you to the final screen. Here, **select the Save button**. **NOTE—DO NOT SELECT SUBMIT!**

Now, your instructor can see what documents (sections of your TWS) you have completed. Only when you have attached all of the sections of the TWS do you select SUBMIT! Once you select submit, you will be closed out of this assignment and can no longer make any further additions/attachments/uploads to this assignment.

