

<http://oswego.tk20.com>

## I. Viewing the Assignment

- ❖ Look at the **Pending Tasks** section in the **Home** tab.
- ❖ Click on the link that says, “**You have Pending Coursework.**”
- ❖ You will see a list of all **Pending Tasks** for your courses.
- ❖ Click on the name of the assignment you’d like to view.
- ❖ You will see the following sub-tabs appear within the Assignment:

**<Assignment Name>** appears as the title of this sub-tab.

This sub-tab gives the instructions for the assignment and the due date.

### **Standards**

This sub-tab allows you to view the standards that you must meet in this assignment.

### **Attach Artifacts**

This is where you will attach your Artifact(s) to complete the assignment.

### **Assessments**

In this sub-tab, you can view the assessment instrument that the instructor will use to evaluate the assignment.

*Once you view the assignment details, then you are ready to create your Artifact for the assignment*

## II. Uploading an Artifact

- ❖ Click on the **Artifacts** tab.
- ❖ On the left menu click **Create**.
- ❖ From the drop down menu select the type of Artifact you want to upload (i.e. a File). Type in a **Title** for your Artifact. The Description is optional. Complete any other fields, as necessary.
- ❖ To attach a document/file to the Artifact, click on the **Documents** sub-tab.
- ❖ Click **Add New**.
- ❖ Click **Browse**. Search for the file on your computer that you want to attach.
- ❖ Once you have found the file, click **Open** and type in a title for that document.
- ❖ Click **Upload**. A small window will show the status of your upload. It will disappear once it’s 100% complete.
- ❖ Follow the same steps above if you want to add more files to your Artifact.
- ❖ When you are done uploading all of your files, don’t forget to click **SAVE!**

*Note: This Artifact is in your personal work area and is not visible to or shared with any one else unless you attach the Artifact to something. In Step III below, you will learn how to attach your Artifact to your assignment.*

## III. Attaching the Artifact to the Assignment and Submitting the Assignment

- ❖ Click on “**You have Pending Coursework**” under the **Pending Tasks** section of the **Home** tab.
- ❖ Click on the link to the assignment you want to work on.
- ❖ Click on the **Attach Artifacts** sub-tab within the assignment.
- ❖ Click **Add New**. Select the type of Artifact that you plan on attaching. If you’re not sure, click “View All.”
- ❖ Check the box next to the Artifact that you would like to attach to the assignment. Then click **Add**.
- ❖ If you are not ready to submit the assignment, click **Save** to come back and complete the assignment later.
- ❖ If you’re ready to send the assignment to your instructor, click **Submit**.
- ❖ Once the assignment has been submitted, the task will disappear from the **Pending Tasks** box and your professor will have a message in his/her **Pending Tasks** box showing that you submitted the assignment.
- ❖ If you have accidentally attached the wrong Artifact and have already submitted your assignment, you can check the box to the left of your assignment’s name, then click the gray “recall” button to “take back” the assignment from the professor. You will then need to attach the correct Artifact, then submit again. *Note: If your instructor has already begun assessing your assignment, you will not be allowed to recall it.*

## VI. Help Resources

Tk20 has step-by step tutorials located on your log-in page. Click on the Tutorials sub-tab. You will see a listing of the tutorials.

Note – Tk20 will time-out after 3 hours of inactivity. All unsaved data will be lost.