

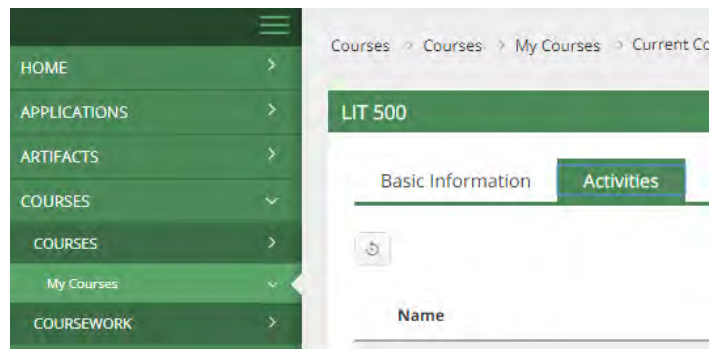


How to Complete an Assignment on Tk20

Opening an Assignment

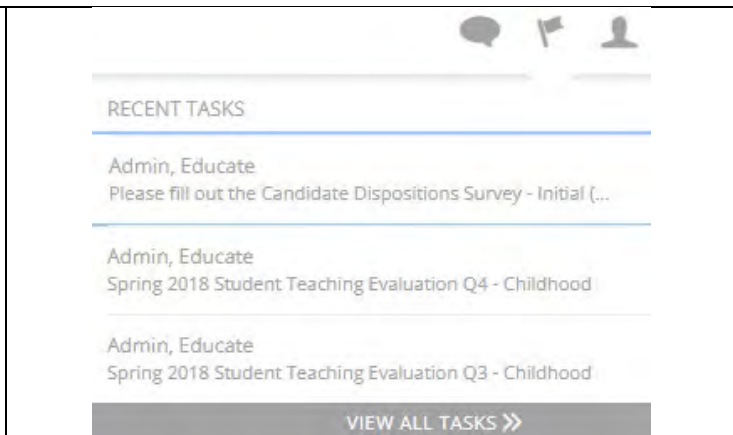
1.

The easiest way to open an assignment is by going into **Courses** and select the course you're looking for. Then, click on **Activities** to find the assignment you want to complete.



2.


This can also be done by clicking the flag in the top corner, which will open an overview of your pending tasks. If you don't see the assignment you're looking for, click on **VIEW ALL TASKS >>** to view a full list of assignments.



Assignment Layout

<p>1. Review the title and descriptions/instructions for the assignment, to make sure you're completing the correct assignment.</p>	<p>Courses > Coursework > Assignments > LIT 311 Content Area Literature G...</p> <p>LIT 311 CONTENT AREA LITERATURE GUIDING READING LESSON</p> <p>INSTRUCTIONS</p> <p>Overview: Pedagogical shifts demanded by the Common Core State Standards (CCSS) require teachers of literacy to be truly aligned in terms of curricular material and classroom instruction. One of the six shifts in the standards, as outlined by Engage NY,</p>
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<p>2. The start and end date, instructor, and other details will be available. You will have the ability to attach work as a text, computer files, or Tk20 artifact.</p>	<p>ASSIGNMENT DETAILS</p> <p>Assessor(s): [Instructor Name]</p> <p>Start Date: 04/19/2017 10:45 AM</p> <p>Due Date: 05/11/2017 01:00 AM</p> <p>Attachment type(s): File</p> <p>Assessment Tool(s): Childhood Content Area Literature Guided Reading Lesson: LIT 311</p>
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<p>3. At the bottom of your assignment, you can press Submit when fully completed, Save to save your work, or Close to close the assignment. Be sure to review to see that all artifacts or parts of the assignment are completed prior to submission or save before closing.</p>	
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<p>4. When your instructor is finished grading your assignment, click on ASSESSMENT to view your grade, and instructors comments.</p>	
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Completing the Assignment

Artifact/File Attachment

If you click on **Files (Optional)** you will see that you can add a file to your submission from your computer or an existing artifact/attachment.

The screenshot shows the 'Files (optional)' tab selected. Below the tab are three sections: 'ATTACHMENT(S):' with a 'File:' label and a 'Select' button; 'ADDITIONAL ATTACHMENTS (OPTIONAL):' with an 'Additional Attachment:' label and a 'Select' button; and at the bottom, a green 'Submit' button and a grey 'Save' button.

Text Attachment

To attach text, click on the assignment you wish to complete and the type box will be at the bottom.

Submitting the Assignment

1. Please remember to **look over your work prior to submission**. When you submit, a text box will appear to ask you if you're sure that you want to submit.

oswego.tk20.com says
By clicking OK, you are indicating that you are ready to submit this survey.

A confirmation dialog box with a blue 'OK' button and a grey 'Cancel' button.

2. When you're ready to submit your work, press **Submit** for grading/review, **Save** to save your work, or **Close** to close without saving.

Three buttons: a green 'Submit' button, a grey 'Save' button, and a grey 'Close' button.

Reviewing Feedback

1. To review feedback after the assessor/instructor has graded it, you can look at what they said by going to **Assessment Tool(s)** under "**Assignment Details**".

ASSIGNMENT DETAILS	
Assessor(s):	Maria Murray
Start Date:	09/22/2017 01:00 AM
Due Date:	12/15/2017 01:00 AM
Attachment type(s):	File
Assessment Tool(s):	Childhood Literacy Assessment Project Rubric

For further assistance, please email tk20@oswego.edu .