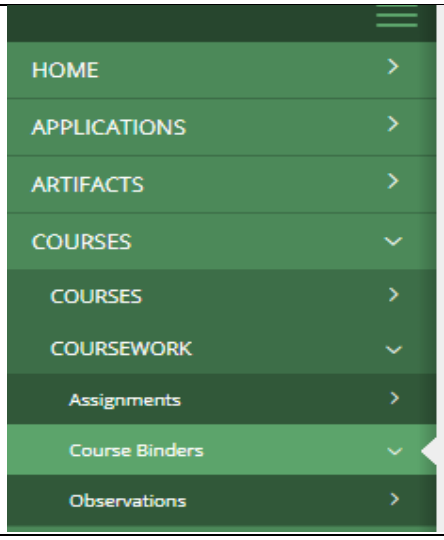
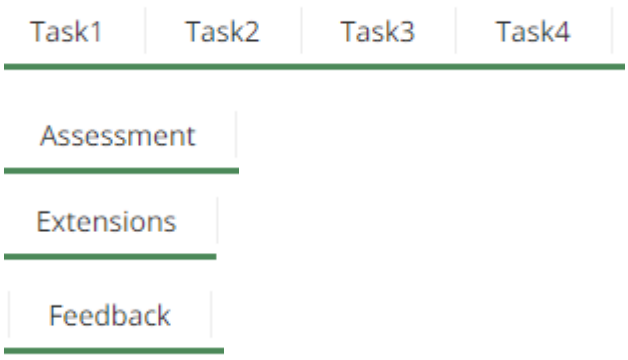
How to Complete a Course Binder on Tk20

1. After logging into Tk20, look under **Courses**, then **Coursework** to find **Course Binders**. Or, for quick access, look under **Pending Tasks** in the home screen for the assignment you're looking for.	

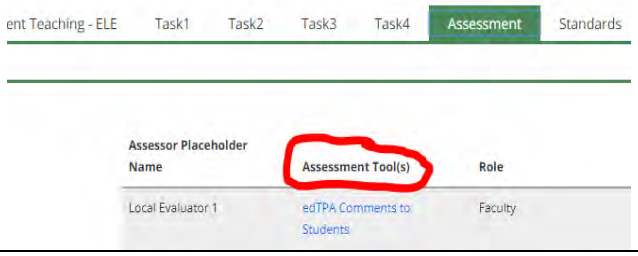
2. When you click on a course binder, the following tabs will appear following the title and description of the Course Binder: - Binder Tabs – representing a different section of the binder - Assessment – The instructors assessment of your work. - Extensions – If your professor permits, extensions to complete your work. - Feedback – The instructor's feedback, if they choose to provide any.	

3. When completing the Course Binder, you:	

- Must complete everything with an asterisk (*) - May have to upload Artifacts, which can be accessed by clicking on **Select File**. If you select the wrong artifact or wish to edit the artifact before submitting, click the **x**.	

4. When you are completed with your Course Binder, click on: - **Submit** when fully completed - **Save** to save your work - **Close** to close the assignment.	

5. If you find a mistake in your Course Binder *after submitting but before assessment*, you can recall the Course Binder by clicking on the "Recall" button on the home page for the Course Binder.	 (The Recall button)

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

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