



# Completing an Assignment

## Opening an Assignment

To open an Assignment, you may click on its title under the **Pending Tasks** section located in the center of your Home screen.

PENDING TASKS			
Name	Type	From	Due Date
<a href="#">Please send the Assignment Final Disposition Assignment</a>	Assignment	Hartmann, Robert	8/26/2016

PENDING TASKS		
Name	Type	From
<a href="#">Please send the Assignment Final Disposition Assignment</a>	Assignment	Hartman

Pending Tasks

Or, click on the flag icon in the upper right corner of the page to open an overview **Pending Tasks**, as show below and select the assignment you want to view from this list. If you don't see the assignment you need, you can click **View All Tasks** to go view your full list of pending tasks.



HI, CHRIS

RECENT TASKS

- |   |            |
|---|------------|
| <b>Doe, Jane</b><br>Please send the Course Binder CB 9/8                  | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Assignment assignment 1 assessme...   | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Project Project 1 assessment tool 9/8 | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Assignment Assignment 2 assessme...   | 09/08/2015 |

[VIEW ALL TASKS >>](#)



HI, CHRIS

RECENT TASKS

- |   |            |
|---|------------|
| <b>Doe, Jane</b><br>Please send the Course Binder CB 9/8                  | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Assignment assignment 1 assessme...   | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Project Project 1 assessment tool 9/8 | 09/08/2015 |
| <b>Doe, Jane</b><br>Please send the Assignment Assignment 2 assessme...   | 09/08/2015 |

[VIEW ALL TASKS >>](#)

Select Course Binder from Pending Tasks

# Assignment Layout

- **Title & Instructions:** Title and all pertinent instructions are located on the left side of the screen.
- **Assignment Details:** Your instructor, due date, and other details are located on the right side of the screen.
- **Attachment Type(s):** Your work attached as text, computer files, or Tk20 artifacts.
- **Assessment Tool(s):** Your instructor's assessment of your work.

The screenshot displays a web interface for a 'FINAL DISPOSITION ASSIGNMENT'. The interface is split into two main sections: 'INSTRUCTIONS' on the left and 'Details' on the right.

**INSTRUCTIONS:**

Please create a lesson plan using the Standard Lesson Plan Artifact Template. In developing the lesson plan, consider how it will help you address your educational objectives. Make sure also to document which inTASC Model Core Teaching Standards you have addressed in your lesson plan. Other appropriate National Standards may also be included such as TESOL, NCTE, NCTE, AASA, NCSL, and IMA. Please include in your lesson plan the following:

- Lesson Overview
- Grade Level/Duration
- Learning Objectives
- Instructional Materials and Resource Procedures
- Introduction (Body of the lesson (Step by Step))
- Closure (the end of your lesson)
- Differentiated Instruction (including strategies for students with special needs and ELL)
- Assessment Standards (inTASC as a minimum)

**Details:**

**ASSIGNMENT SUBMITTED:**

- File Upload File:
- Text:
- File:

**ASSIGNMENT DETAILS:**

- Assessor(s): David O'Brien, Yuki Min
- Start Date: 02/08/2018 08:28 AM
- Due Date: 05/08/2018 11:59 PM
- Attachment Type(s): Artifact, Text, File
- Assessment Tool(s): Final Dispositions Assessment

At the bottom right of the details section, there are three buttons:  (highlighted in green), , and .

## FINAL DISPOSITION ASSIGNMENT

### INSTRUCTIONS

*Please create a lesson plan using the Standard Lesson Plan Artifact Template. In developing the lesson plan, consider how it will help you achieve your educational objectives. Make sure also to document which InTASC Model Core Teaching Standards you have addressed in your lesson plan. Other appropriate National Standards may also be included such as TESOL, NCTM, NCTE, NSTA, NCSS, and IRA. Please include in your lesson plan the following:*

*Lesson Overview*

*Grade Level Duration*

*Learning Objectives*

*Instructional Materials and Resources Procedures*

*Introduction Body of the lesson (step by step)*

*Closure (the end of your lesson)*

*Differentiated Instruction (including strategies for students with special needs and ESL)*

*Assessment Standards (InTASC as a minimum)*

### Details

#### ASSIGNMENT SUBMISSIONS

File Upload: File:

Text:

File:

#### ASSIGNMENT DETAILS

Assessor(s):

Start Date:

Due Date:

Attachment type(s):

Assessment Tool(s):

Assignment Layout

## Completing a Assignment

### Artifact Attachment

1. Many assignments require you to fill in defined fields known as **Artifacts** in Tk20. If so, click on **Select** underneath Assignment Submission.
  - a. All fields with an asterisk (\*) must be filled in before the system will let you add your artifact.

- b. If you are required to attach additional documentation to your artifact, click on the **Select File** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the **Delete** button next to that file.

Select File Upload: File

Create New Artifact

Title\*

Lesson Plan

Description

This is my Lesson Plan

UNTITLED GROUP

File

+ Select File

Lesson Plan.docx (71.97 kb)

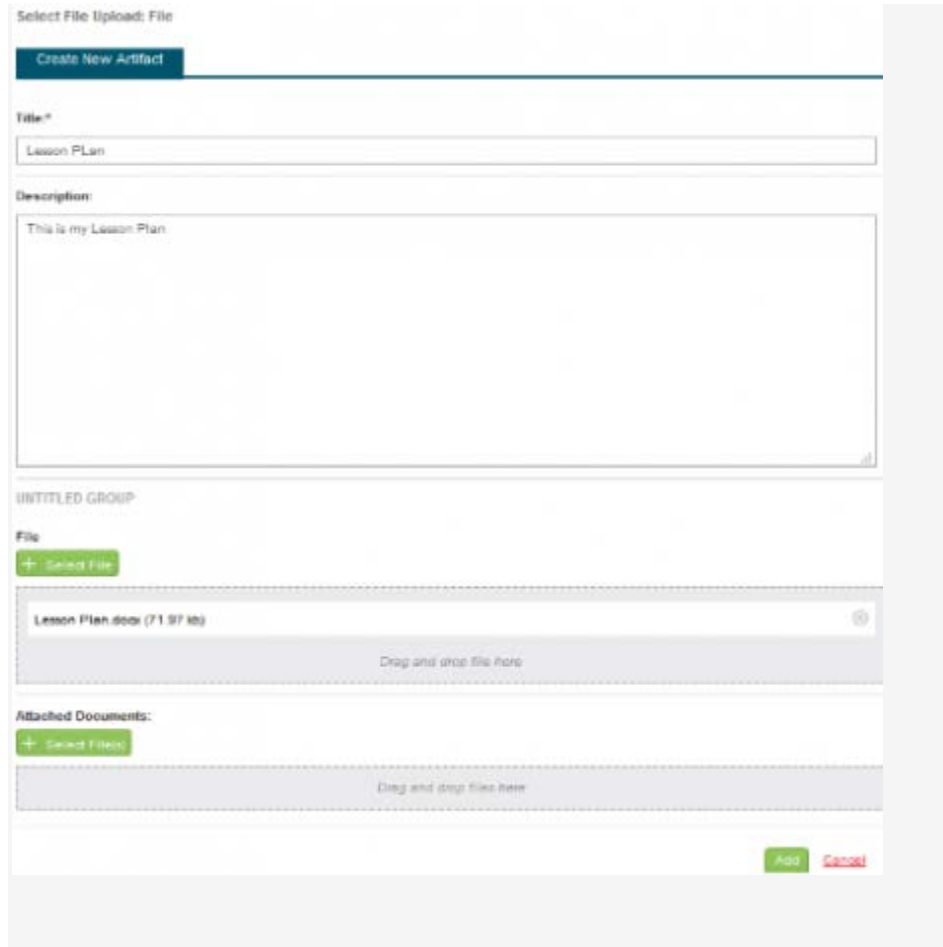
Drag and drop file here

Attached Documents:

+ Select Files

Drag and drop files here

Add Cancel



Select File Upload: File

Create New Artifact

Title\*

Lesson Plan

Description:

This is my Lesson Plan

UNTITLED GROUP

File

+ Select File

Lesson Plan.docx (71.97 kb)

Drag and drop file here

Attached Documents:

+ Select File(s)

Drag and drop files here

Add Cancel

Artifact Attachment

2. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath Attachment(s).
3. Continue in a similar fashion until you have attached all required Artifacts for each sub-tab of the Assignment.

**Note(s):** If you have previously created an Artifact of the same type, it can be selected when attaching an Artifact. Click on **Select** underneath Assignment Submission and click on the sub-tab **Select Existing**.

### Select File Upload: File

Create New Artifact

Select Existing

Name ▲	Date Created ▼
<input type="radio"/> File	02/25/2016

### Select File Upload: File

Create New Artifact

Select Existing

Name ▲	Date Created ▼
<input type="radio"/> File	02/25/2016

Select Existing Artifact

## Text Attachment

1. Many assignments require you to submit text. If so, click on **Select** next to **Text** underneath Assignment Submission.
2. Once you have titled and completed your text entry, click on **Add**. Your attachment will be listed next to the **Text** button.

Details

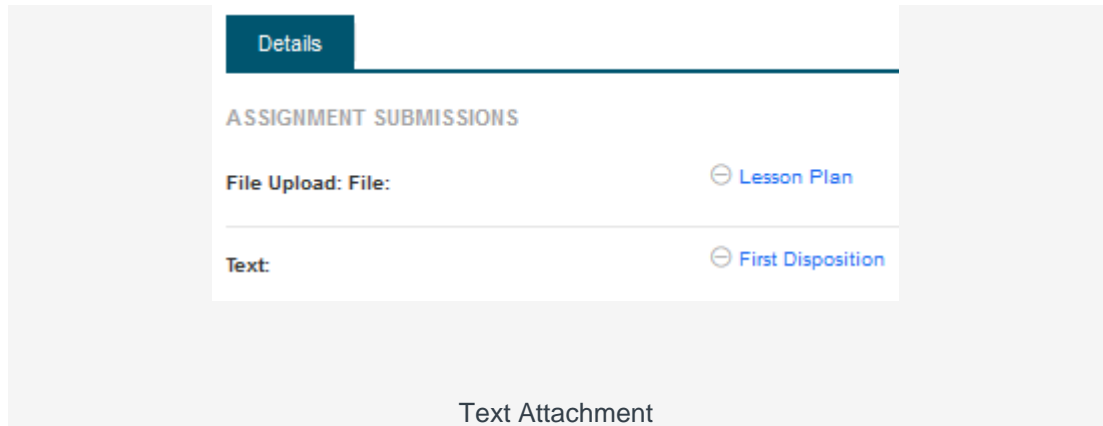
#### ASSIGNMENT SUBMISSIONS

File Upload: File:

Lesson Plan

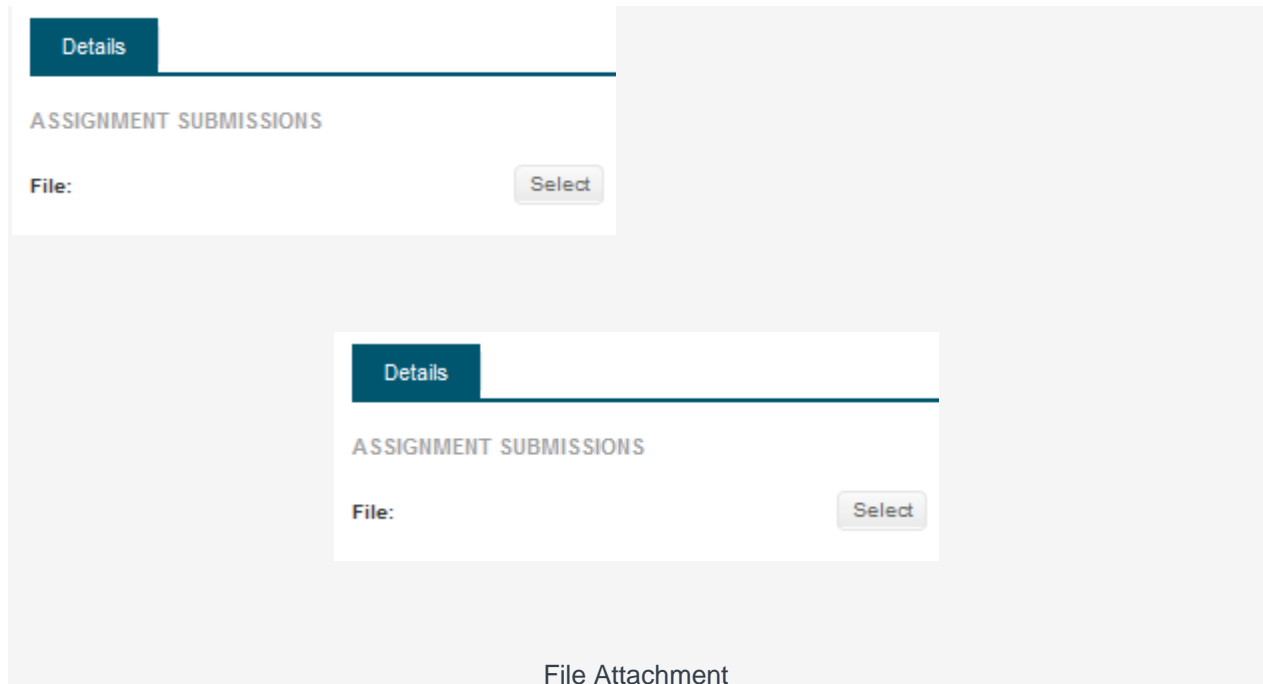
Text:

First Disposition



## File Attachment

If you are required to attach a document to your assignment, click on the **Select** button next to **File** to upload a file(s) on your computer. To remove the file, click **Delete** next to that file.



## Submitting an Assignment

1. To open an Assignment, click on its title under the **Pending Tasks** section located in the center of your screen.



2. Attachments can be edited prior to submission by clicking on the attachment title.
3. When you are done working on your assignment you can click on:
  - a. **Submit:** Submit your assignment for review.
  - b. **Save:** Save your work and return at a later time.
  - c. **Close:** Exit the assignment without saving any changes.

**FINAL DISPOSITION ASSIGNMENT**

**INSTRUCTIONS:**

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**Lesson Overview:**  
Grade Level/Duration  
Learning Objectives  
Instructional Materials and Resources/Procedures  
Introduction/Body of the lesson (step by step)  
Closure (the end of your lesson)  
Differentiated Instruction (providing strategies for students with special needs and ESL)  
Assessment Standards (if TASC as a minimum)

**Details**

**ASSIGNMENT SUBMISSIONS**

**File Upload: File** [Lesson Plan](#)

**Title:** [Final Disposition](#)

**File:** [Select](#)  
[Lesson Plan.docx \(71.87 KB\)](#)

**ASSIGNMENT DETAILS**

<b>Assessor(s):</b>	David Oliver, Yun Min
<b>Start Date:</b>	02/08/2018 08:05 AM
<b>Due Date:</b>	08/08/2018 11:00 PM
<b>Attachment type(s):</b>	Artifact, Text, File
<b>Assessment tool(s):</b>	Final Disposition Assessment

[Submit](#) [Save](#) [Close](#)

## FINAL DISPOSITION ASSIGNMENT

### INSTRUCTIONS

*Please create a lesson plan using the Standard Lesson Plan Artifact Template. In developing the lesson plan, consider how it will help you achieve your educational objectives. Make sure also to document which INTASC Model Core Teaching Standards you have addressed in your lesson plan. Other appropriate National Standards may also be included such as TESOL, NCTM, NCTE, NSTA, NCSS, and IRA. Please include in your lesson plan the following:*

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*Differentiated Instruction (including strategies for students with special needs and ESL)*

*Assessment Standards (INTASC as a minimum)*

### Details

#### ASSIGNMENT SUBMISSIONS

**File Upload: File:**

---

**Text:**

---

**File:**

---

#### ASSIGNMENT DETAILS

**Assessor(s):**

---

**Start Date:**

---

**Due Date:**

---

**Attachment type(s):**

---

**Assessment Tool(s):**

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Submitting an Assignment