Tk20^{**} 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.

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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.

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Doe, Jane Please send the Project Project 1 assessment tool 9/	09/08/2015 /8
Doe, Jane Please send the Assignment Assignment 2 assessme	09/08/2015

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.

BETTRUCTIONS	Details	
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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)

Assignment Layout

Completing a Assignment

Artifact Attachment

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

Details

ASSIGNMENT SUBMISSIONS File Upload: File: Text: File: ASSIGNMENT DETAILS Assessor(s): Start Date: Due Date: Attachment type(s):

Assessment Tool(s):

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.

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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**.

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Text Attachment

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

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Details	
ASSIGNMENT SUBMISSIONS	
File Upload: File:	⊖ Lesson Plan
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Text Attachment	

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.

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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.

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FINAL DISPOSITION ASSIGNMENT

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Submitting an Assignment