Recalling a Submitted Course Binder

Follow these steps to recall a Course Binder that you have already submitted but has not been assessed:

1. Login to your server and click on the Courses side menu.
2. Click on Coursework in the side menu below.
3. Click on Course Binders in the side menu below.
4. Make a check mark next to the course binder, then click on Recall.
Select a Course Binder to recall. Click on the "Recall" button, then follow the instructions.

**Note(s):** If you are unable to recall your course binder, you will need to contact an administrator for help in reopening your course binder for editing.