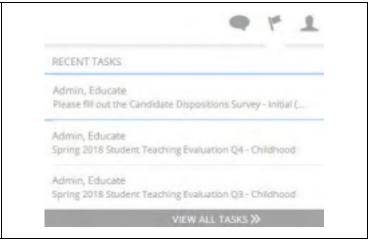


### How to Complete an Assignment on Tk20

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

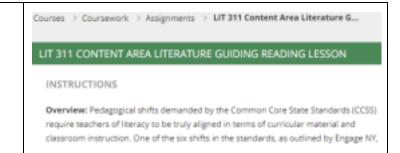


2. This can also be done by clicking the flag in the top corner, which will open an overview of your pending tasks. If you don't see the assignment you're looking for, click on VIEW ALL TASKS >> to view a full list of assignments.



### **Assignment Details**

1. Review the title and descriptions/instructions for the assignment, to make sure you're completing the correct assignment.



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.



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.



4. When your instructor is finished grading your assignment, click on **ASSESSMENT** to view your grade, and instructors comments.

Assessment

### **Completing the Assignment**

# Artifact/File Attachment If you click on Files (Optional)

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

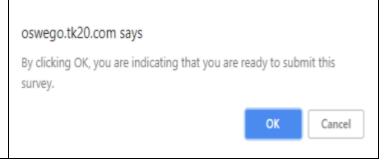
ATTACHMENT(S):	
File:	Select
	Standard(s) Not Submitted

#### **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.



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.



## **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 <u>tk20@oswego.edu</u>.