# Completing an Assignment/Project

*Student Quick Guide*

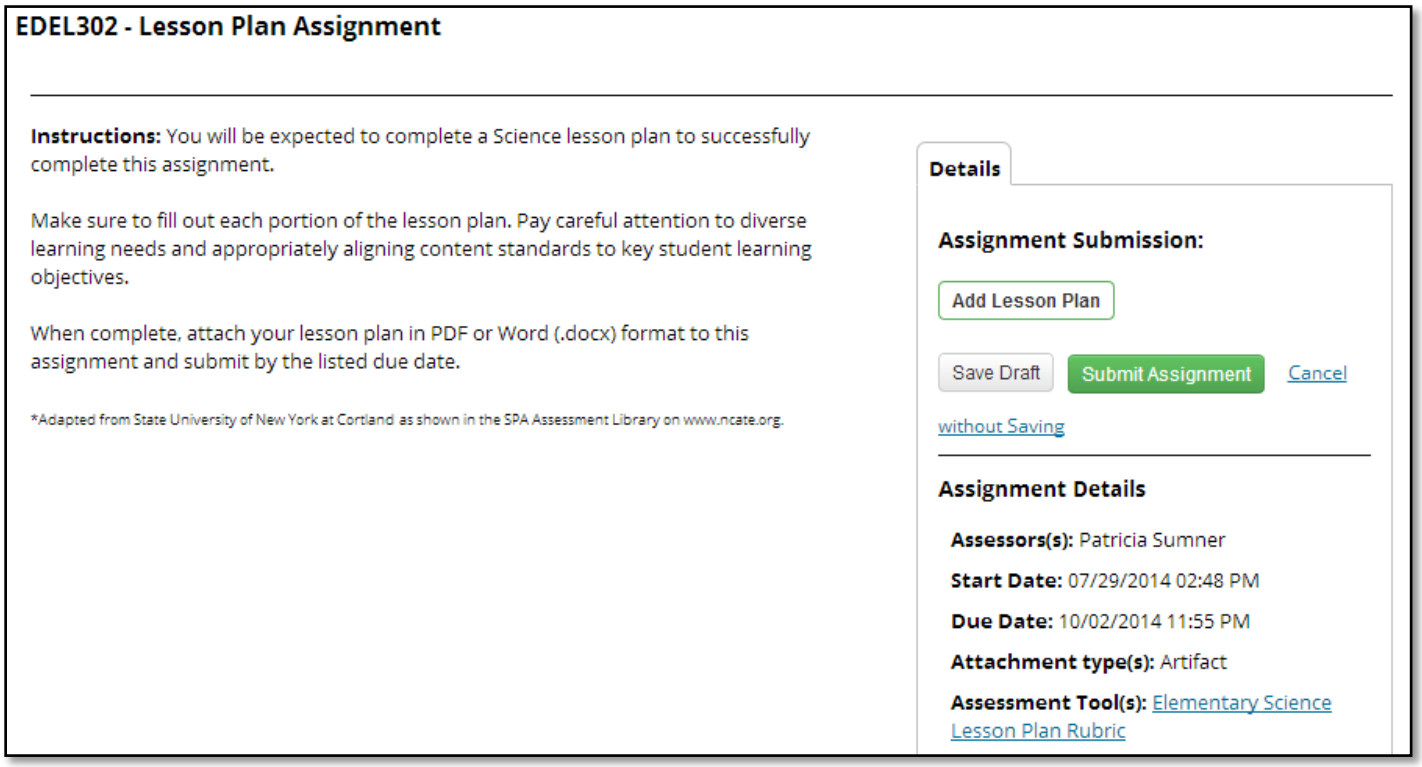
**Note(s):** Although this Quick Guide will refer to Assignments, all steps also apply to Projects.

## Viewing an Assignment

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

### 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





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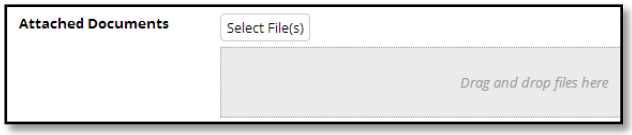
# Completing an Assignment

## Artifact Attachment

1. Many assignments require you to fill in defined fields known as **Artifacts** in Tk20. If so, click on **Add "Artifact Title"** underneath Assignment Submission. In this example you are adding a Lesson Plan artifact.
    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 files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ next to that file.




2. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath the Add "Artifact Title" button as shown.

**Note(s)**: If you have previously created an Artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

## Text Attachment

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

## File Attachment

If you are required to attach a document to your assignment, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file, click the ✕ 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. **Save Draft**: save your work and return at a later time
    b. **Submit Assignment**: submit your assignment for review
    c. **Cancel without Saving**: exit the assignment without saving any changes

# Recalling a Submitted Assignment

1. Login to your server and click on the **Courses** tab.
2. Click on Assignments in the side menu.
3. Make a checkmark next to the assignment, then click on

.
4. Click on **Save Draft** or **Submit Assignment** when you have completed making the changes.

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

# Reviewing Assessor Feedback

1. Login to your server and click on the **Courses** tab.
2. Click on **Assignments** in the side menu.
3. Click on the **Assignment** you want to view.

## Assessment Tool(s)

Click on the **Assessment Tool(s)** link to view your assessment.

**Note(s)**: Comments from your instructor may appear in the Score column.

| Criterion | Performance Rating | | | |
|---|---|---|---|---|
| | Unacceptable | Acceptable | Target | Score |
| **1.0: Development, Learning, and Motivation- The candidates demonstrate in their lesson planning the major concepts, principles, theories, and research related to development of children and young adolescents to construct learning opportunities that support individual students' development, acquisition of knowledge, and motivation. Candidates** | 1<br>Candidates do not have a thorough knowledge of the physical, social, emotional, cognitive, and linguistic developmental | 2<br>In their planning, candidates draw upon knowledge of the physical, social, emotional, cognitive, | 3 ✓<br>In their planning, candidates draw upon an indepth knowledge of the physical, social, emotional, coginitive, and linguistic developmental and | 3<br>Great work! Your work clearly reflects a deep understanding and |


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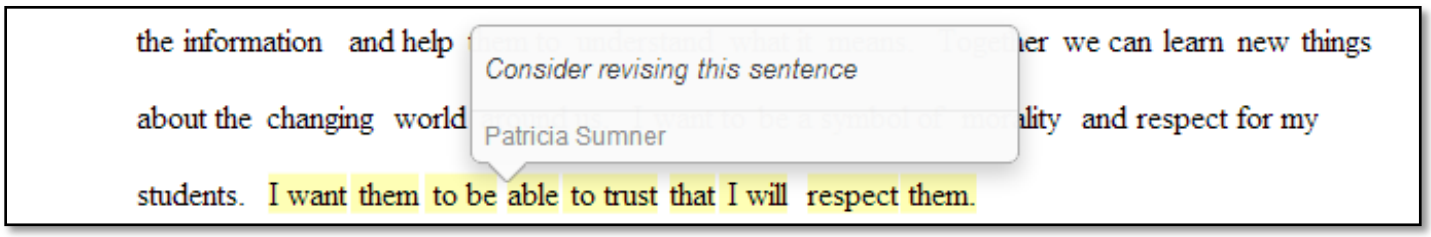
## File Upload Comments

If you attached files to your assignment, your instructor may have left comments within the file. Click on **View** next to your file to view any comments.




# Help Resources

Tk20 has **step-by-step tutorials**, which can be accessed by clicking on **Help** located in the upper right corner of the Tk20 application.

You may direct general questions to the institution's Tk20 administrator by logging out of the Tk20 application and following the information located on the login page.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