

## Tk20 Campus Wide

### Navigation Guide (STUDENT) 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 screen.

PENDING TASKS			
Name	Type	From	Due Date
<a href="#">Please send the Assignment Final Disposition Assignment</a>	Assignment	Hartmann, Rabes	05/06/2016

#### 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.



#### RECENT TASKS

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

VIEW ALL TASKS >>

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### Navigation Guide (STUDENT) Completing an Assignment.

#### 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.

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:**

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**Text:**

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**File:**

---

**ASSIGNMENT DETAILS**

**Assessor(s):** David Olivier, Yuri Min

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**Start Date:** 02/26/2016 09:05 AM

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**Due Date:** 05/06/2016 11:55 PM

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**Attachment type(s):** Artifact, Text, File

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**Assessment Tool(s):** [Final Dispositions Assessment](#)

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Assignment Layout

### Completing an 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.

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### Navigation Guide (STUDENT) Completing an Assignment.

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

- Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath Attachment(s).

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### Navigation Guide (STUDENT) Completing an Assignment.

- 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 **Selecting Existing**.

#### Select File Upload: File

Create New Artifact
Select Existing

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

[Select Existing Artifact](#)

#### 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 to the **Text** button.

Details

**ASSIGNMENT SUBMISSIONS**

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

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**Text:** [First Disposition](#)

## Tk20 Campus Wide

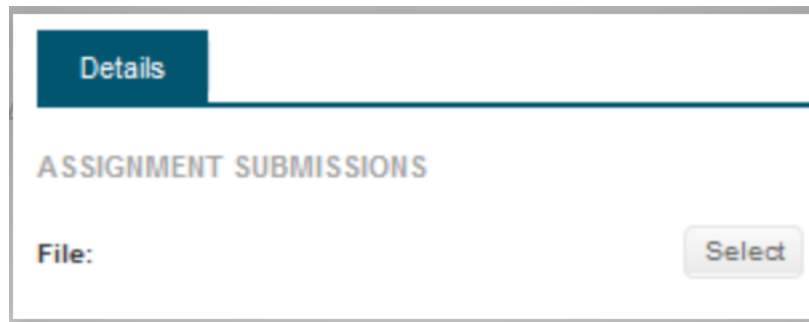
---

### Navigation Guide (STUDENT) Completing an Assignment.

#### 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.



File Attachment

### 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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### Navigation Guide (STUDENT) Completing an Assignment.

FINAL DISPOSITION ASSIGNMENT

**INSTRUCTIONS**

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- 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:** [Lesson Plan](#)

---

**Text:** [First Disposition](#)

---

**File:**

[Lesson Plan.docx \(71.97 kb\)](#)

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**ASSIGNMENT DETAILS**

<b>Assessor(s):</b>	David Olivier, Yuri Min
<b>Start Date:</b>	02/26/2016 09:05 AM
<b>Due Date:</b>	05/06/2016 11:55 PM
<b>Attachment type(s):</b>	Artifact, Text, File
<b>Assessment Tool(s):</b>	<a href="#">Final Dispositions Assessment</a>

### Submitting an Assignment

## Recalling a Submitted Assignment

Follow these steps to recall an assignment that you have already submitted:

- 1) Login to your server and click on the **Courses** side menu.
- 2) Click on **Coursework** in the side menu below
- 3) Click on **Assignments** in the side menu below
- 4) Make a **check mark** next to the Assignments, then click on **Recall**.

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

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### Navigation Guide (STUDENT) Completing an Assignment.

#### Reviewing Assessor Feedback

- 1) Login to your server and click on the **Courses** side menu.
- 2) Click on **Coursework** in the side menu below
- 3) Click on **Assignments** in the side menu below
- 4) Click on the name of the **Assignment** you want to view

#### Assessment Tool(s)

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



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Navigation Guide (STUDENT)  
Completing an Assignment.

### Details

#### ASSIGNMENT SUBMISSIONS

Submitted on 02/26/2016 10:13 AM.

File: Lesson Plan.docx | [View](#) | [Download](#)  
*Conversion is complete, click the link to view*

#### ASSIGNMENT DETAILS

Assessor(s): Yuri Min

Start Date: 02/26/2016 10:05 AM

Due Date: 05/06/2016 11:55 PM

Attachment type(s): File

Assessment Tool(s): [Final Dispositions Assessment](#)

Close

[Click on Assessment Tool](#)

**Note(s):** Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the Score column.

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Navigation Guide (STUDENT)  
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### Details

#### ASSIGNMENT SUBMISSIONS

*Submitted on 02/26/2016 10:13 AM.*

**File:** Lesson Plan.docx | [View](#) | [Download](#)  
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#### ASSIGNMENT DETAILS

**Assessor(s):** Yuri Min

**Start Date:** 02/26/2016 10:05 AM

**Due Date:** 05/06/2016 11:55 PM

**Attachment type(s):** File

**Assessment Tool(s):** [Final Dispositions Assessment](#)

Close

Performance Rating

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Navigation Guide (STUDENT)  
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### File Upload Comments

- 1) If you attached files to your assignment, your instructor may have left comments with the file.
- 2) Click on **View** next to your file to view any comments.

have learned in class and apply it to the world around them.

As a teacher I will help my students to be the best they can be. I ca

with the information and help answer questions. Together we can learn ne

the changing world. I will do my best to provide respect for my students. I

be able to trust that I will respect them.

Consider revising this sentence.

Marius Martin

[Instructor Comments in your File](#)