

Completing an Assignment in TK20

To complete an Assignment within TK20, you must first log into the system.

Go to the following site: <https://tk20.shawnee.edu> Enter your username (username is your first initial followed by last name and the digits 0001 –e.g., Mtackett0001) and password (your initial password is your SSU ID #).

I. Viewing the Assignment

Look at the section in the Home tab entitled **Pending Tasks**. You will see a task saying something to the effect of, "Please complete the Assignment History Lesson Plan." Click on the link to the History Lesson Plan to open the Assignment details. You will see the following sub-tabs will appear with the Assignment:

1. **"Written Lesson Plan"** This sub-tab gives the instructions for the Assignment.
2. **Standards** This sub-tab allows you to view the standards that you must meet in this Assignment.
3. **Attach Artifacts** This is where you will attach your Artifact(s) to complete the Assignment.
4. **Assessments** You can view the assessment instrument that the instructor will use to evaluate the Assignment.
5. **Extensions** If the instructor grants an extension for this Assignment, it will be noted in this location.

Once you read the instructions for this Assignment, then you are ready to create your Artifact for your Assignment.

II. Creating an Artifact

1. Click on the **Artifacts** tab.
2. On the left menu click **Create**.
3. From the drop down menu select the type of Artifact you want to create (i.e. Lesson Plan).
4. Type in a title for the Artifact – i.e. EDUC 510 Lesson Plan. The Description is optional.
5. Next click on the **Documents** sub-tab.
6. Click **Add New**.
7. Click **Browse**. Search for the file much like attaching a file to an e-mail. Look for the Word file that contains your lesson plan.
8. Once you have found the file click **Open** and then click **Upload**.
9. Type in the title of that document – this is what your Professor will see, so be sure to name it accordingly.
10. Click on the box next to the document name you just uploaded and then click on **SAVE**.

You can add as many files as you wish to your Artifact. Once you have attached all of the necessary files/Documents to your Artifact, then you have completed creating your Artifact. This Artifact is in your personal work area and is not visible to or shared with any one else, unless you attach the Artifact to something. You can either attach the Artifact to the Assignment or you can request Feedback on the Artifact. If you do request Feedback, then you need to make sure that you remember to revise the Artifact, and then you will need to follow the directions below.

III. Attaching the Artifact to the Assignment

The next step is to attach the Artifact to your Assignment.

1. Click on the **Home** tab (top left) and click on the same Assignment link under **Pending Tasks**.
2. Click on the **Attach Artifacts** sub-tab within the Assignment.
3. Click **Add New**.
4. Check the box next to the Artifact that you would like to attach to the Assignment and click **Add**.
5. If you are not ready to submit the Assignment, then click **Save** to come back and complete the Assignment later. Otherwise, you are ready to submit the Assignment.

IV. Submitting the Assignment

To send the Assignment to your instructor, click on **Submit**.

Once the Assignment has been submitted, the task will disappear from the **Pending Tasks** box and your professor will have a message in his/her Pending Tasks box showing that you submitted the Assignment.