Sending an Assignment

Faculty Quick Guide

Note(s):
- Although this Quick Guide will refer to Assignments, all steps also apply to Projects.
- You must have an active Assignment Template in order to send a Course Binder.

Sending an Assignment

Step 1: Select Course(s)
1. Click on Courses.
2. Click on Assignments located in the side menu.
3. Click on Send.
4. Choose your course from those available or click on Select More Courses to search for a course.
5. Place a checkmark next to the courses you want to send the Assignment.
6. When you are finished searching, place a checkmark next to all the courses you have added and click Next.

Step 2: Select Template
7. Select the template you want to send from those available.
8. Click on Next.

Step 3: Select Assessor(s)
By default, the instructor(s) of the course will be added as assessor(s).
1. To add additional assessors, click add new.
2. Search for your assessor.
3. Place a checkmark next to the assessor(s) you wish to add, and click Select.
4. Click Next.

Step 4: Send
1. Name the Assignment.
2. Select a Due Date/Time.
3. Select Yes, if you would like to send an email to the students receiving the assignment.
Modifying a Sent Assignment

Entire Course

1. Click to delete an assignment for the entire course.
2. Click on the current Due Date to edit the assignment due date for the entire course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Course</th>
<th>Section</th>
<th>Status</th>
<th>Sent By</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 100 - My First Lesson Plan</td>
<td>Course</td>
<td>Foundations of Education</td>
<td>10</td>
<td>In Progress</td>
<td>James</td>
<td>09/15/2014</td>
<td>11/07/2014</td>
<td></td>
</tr>
</tbody>
</table>

Individual Student

1. Click on the name of the assignment that was sent to the student.
   a. Click to delete an assignment for the corresponding student.
   b. Click on to edit the assignment due date for the corresponding student.
      i. Enter a New Due Date/Time.
      ii. Click Grant Extension.

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.