# Tk20™

# Completing an Assignment - Candidate Instructions

## Opening an Assignment

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

## 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.
2. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath Attachment(s).
3. 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 **Select Existing**.*

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

### *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.

### Submitting an Assignment
1. To open an Assignment, click on it 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

### Recalling a Submitted Assignment
Follow these steps to recall an assignment that you have already submitted but has not been assessed:
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.**