

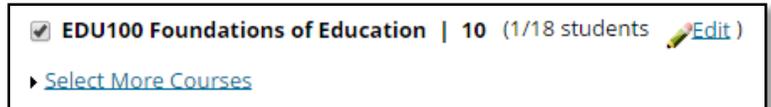
Note(s):

- 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

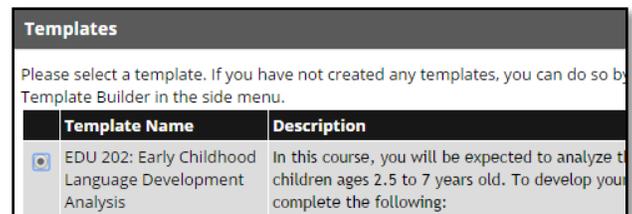
Step 1: Select Course(s)

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

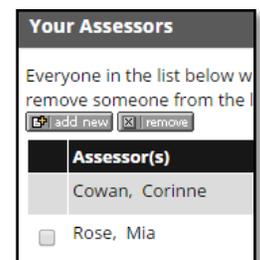
7. Select the template you want to send from those available.
8. Click on **Next**.



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 .
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**.

Name	Type	Course	Section	Status	Sent By	Start Date ▼	Due Date	Action
<input type="checkbox"/> EDUC 100 - My First Lesson Plan	Course Binder	Foundations of Education	10	In Progress	Bahensky, James	09/15/2014 07:22:50 AM	11/07/2014 01:00:00 PM	

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**.

Student ▲	Status	Due Date	Submit Date	Grade	Actions
 Balmer, Nathan	Open For Editing	11/07/2014 01:00:00 PM			 

Close

New Due Date / Time* 1 :00 AM

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.