



Student Quick Guide Completing an Assignment in Tk20

To complete an Assignment within Tk20, you must log into the system at: <https://southernct.tk20.com>
Enter the following information and then click 'Login.'

Username: SCSU Username

Password: SCSU Identification Number (upon initial login, you'll be prompted to change your password)

I. Viewing the Assignment

1. From the **Pending Tasks** section in the **Home** tab, click on the assignment that you would like to complete.

- Once you select an assignment, you will see details of this assignment (instructions, course, due date, etc.)
- After viewing the assignment details, you are ready to create your artifact for the assignment.

II. Creating/attaching an artifact using Artifact Wizard

1. Click on the **Artifact Wizard** icon on the right

2. Select a **radio button*** next to the desired action and click the **Continue** button:

- Select "**I would like to create a new artifact**" to create and attach a new artifact for this assignment.
 - Select the **Artifact Type** from the drop down menu (e.g. lesson plan, teacher work sample, essay; your instructor will probably tell you what type of artifact to create in the assignment instructions. If not, select the type that MOST closely describes what you are attaching).
 - Attach a file if necessary using the **Browse** button
 - If another document needs to be uploaded for this artifact, click the "**Click to attach another file**" link.
 - Enter a **Title** for your artifact; a **Description** is optional (if you attached a file using the Browse button, the **Title** field will automatically add the document's title here. If you want to rename the title, you can do so).

OR

- Select "**I would like to attach/submit a previously created and saved artifact**" to attach an artifact you have already created and saved in the system.
 - All of the artifacts you have created in the system will appear, select the file which will be attached to the artifact.

3. If you are not ready to submit the assignment and want to return to it later to make changes, click the **Save** button.

4. If you are done with the assignment, click the **Submit** button to send the assignment to your instructor.

5. Clicking the **Cancel** button will allow you to exit, without saving anything.

III. Help Resources

Online tutorials

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen, next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link for the one you'd like to view.

Student Guide

To access the Student Guide, go to: <http://www.tk20.com/support/studenthelp.html>