



Southern's Online Assessment System

Faculty Quick Guide - Revoking an Assessment that has been scored and submitted

Revoking an assessment that has already been scored, and submitted, re-opens the rubric and allows an instructor to revise a score previously submitted. Revoking the assessment also gives the student an opportunity to recall their previously submitted assignment and then make revisions and re-submit. The instructor must grant an extension of the due date (even if the due date hasn't occurred yet) to re-open the assignment for the student.

Login to Tk20 at: <https://southernct.tk20.com>

Enter the following information and then click "Login"

Username: SCSU Username

Password: SCSU Identification Number or other password provided

To Revoke an Assessment that has been scored and submitted:

- Click on COURSES, COURSEWORK to see your list of assignments
- Click on the name of the assignment
- Click on the name of the student whose assessment you want to revoke
- You will see a split screen with the assessment tool on the right.
- In the upper right hand corner of the screen, click on the **Revoke** button
- Re-open the assessment tool, revise the scoring, and re-submit the assessment

The screenshot shows a split-screen interface. On the left, the 'Details' tab is active, showing 'Submission(s)' and 'Print-Friendly View' options. The 'Assignment Title' is 'SED 435 Language Arts Lesson Plan' and the 'Section Title' is 'Testing Course'. On the right, the 'Assessment Tools' tab is active, showing 'Student: Student Teacher' and 'Print-Friendly View' options. Below this, there is a table with columns for 'Assessment Tool', 'Description', and 'Last Update'. The table contains one entry: 'xxSpecial Ed Language Arts Lesson Plan SED 435: Special Ed' with a description of '#8 Collaborative, Special Ed' and a last update date of '12/14/2016 11:17 AM'. In the top right corner of the right-hand panel, there are 'Revoke' and 'Close' buttons.

If you want the student to revise and re-submit their assignment:

- Before your student can recall their assignment you have to grant an **Extension**
- Open the Assessment Tool and click on the **Extensions** tab on the right side of the screen
- Click on the **Edit Due Date** button on the right side of the screen
- Choose a **New Due Date/Time** and provide a comment – this is required
- Click on the green **Update** button in the lower right hand side of the screen
- The student can now recall the assignment in their Tk20 account and make any revisions necessary

Help Resources:

- Southern's Tk20 website: <http://www.southernct.edu/tk20>
- Email any questions you have to: tk20support@southernct.edu
- Refer to Tk20's faculty help information by clicking on Help located in the upper right corner of the screen