

Student Quick Guide – Completing an Assignment

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

Username: will be provided to you

Password: your initial password will be provided to you

Once you login you will be on the **HOME** page.

View the Assignment

- You can click on the name of the assignment in the PENDING TASK section of the HOME page
- OR
- Click on COURSES, COURSEWORK to see a complete list of your Tk20 coursework assignments
 - Click on the name of the assignment you would like to see

Complete your Assignment

If you are required to attach a file:

- Click on the **Select** button on the right side of the screen under ASSIGNMENT SUBMISSIONS

If you are required to complete a pre-defined form:

- Under ASSIGNMENT SUBMISSIONS, on the right side of the screen, click on the **Select** button next to the name of the form. The form will open.
- Complete the form and then click on the **Add** button at the bottom of the page, or the Cancel to close the form

Saving or Submitting your Assignment

You have 3 different options when you want to leave the assignment:

- **Submit** – when assignment is complete this will send your work to your instructor and lock the assignment
- **Save** – when you want to save your work but are not ready to submit
- **Close** – will close the assignment without saving anything

Help Resources

Please email any questions you have to: tk20support@southernct.edu

The Tk20 **Help** function can be accessed by clicking on Help in the upper right hand corner of your screen