




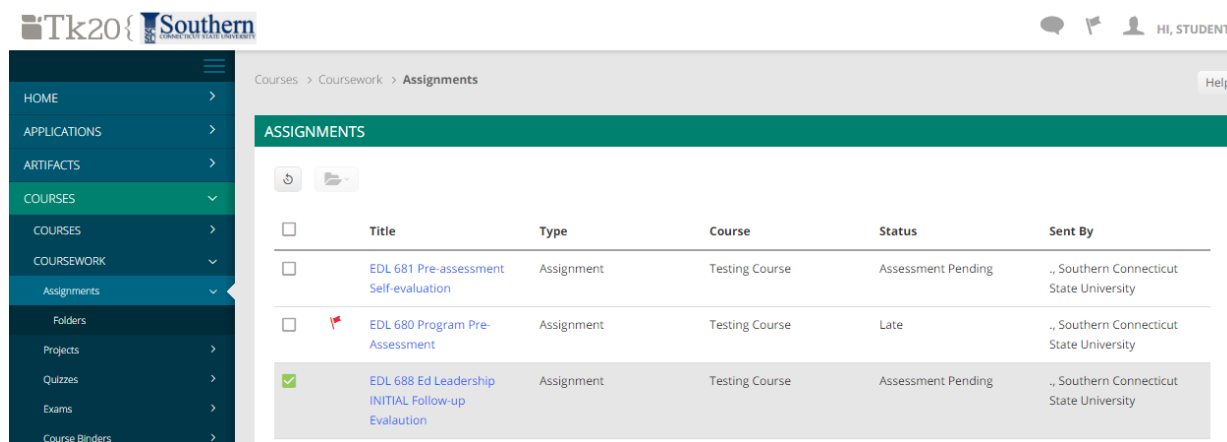
By **Watermark**
Southern's Online Assessment System

Student Quick Guide – Recalling Submitted Assignment(s)

Recalling a Coursework Assignment

You can only recall an assignment if the assessment has not been scored and submitted by your instructor (the Status column will say Assessment Complete).


- Click on **COURSES** and then **COURSEWORK** in the left side menu
- Click in the box to the left of the assignment name that you want to recall
- Click the recall button at the top of the list 



	Title	Type	Course	Status	Sent By
<input type="checkbox"/>	EDL 681 Pre-assessment Self-evaluation	Assignment	Testing Course	Assessment Pending	., Southern Connecticut State University
<input type="checkbox"/>	EDL 680 Program Pre-Assessment	Assignment	Testing Course	Late	., Southern Connecticut State University
<input checked="" type="checkbox"/>	EDL 688 Ed Leadership INITIAL Follow-up Evaluation	Assignment	Testing Course	Assessment Pending	., Southern Connecticut State University

Recalling any submitted Assignment (Field binder, Portfolio, Application)

You can only recall a assignment if the assessment(s) has not been scored and submitted by your instructor, university supervisor, or cooperating teacher.

- Click on the function name in the left side binder (e.g., **FIELD EXPERIENCE**, **PORTFOLIO**, etc.)
- Click in the box to the left of the assignment name
- Click the recall button at the top of the list 

Help Resources: Email any questions you have to: tk20support@southernct.edu