



## Completing an Assignment in Tk20

To complete an Assignment within CampusTools HigherEd, you must first log into the system.

### Viewing the Assignment

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

Name	From
There are no messages in your inbox.	
<b>Pending Tasks</b>	
You have pending tasks in courses.	
Name	From
EDU110, Section 09, Differentiated Instruction, Silvestri, Alicia...	

### 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.
3. Select **"I would like to create a new artifact"** to create and attach a new artifact for this assignment.
4. Select the **Artifact Type** from the drop down menu
5. Attach a file if necessary using the **Browse** button.
6. Enter a **Title** for your artifact; a **Description** is optional.



I would like to create a new artifact. (This will also allow you to attach/submit it to this task) ?

I would like to attach/submit a previously created and saved artifact in the system to this task ?

I am not sure.

Continue >> Cancel

**Assignment Details**

**Select Artifact Type**

Please Select the Artifact Type: File

**Upload Document**

To attach a document to your artifact, click on the Browse button and select your file from the file manager ?

Browse... [Click to attach another file](#)

**Artifact Details**


Please complete the artifact details below (Fields marked with an \* are required fields.)

Title\* [input field]

Description [input field]

## OR:

7. 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.
8. If you are not ready to submit the assignment and want to return to it later to make changes, click the **Save** button.
9. If you are done with the assignment, click the **Submit** button to send the assignment to your instructor.
10. Clicking the **Cancel** button will allow you to exit, without saving anything.

7. 

I would like to create a new artifact. (This will also allow you to attach/submit it to this task) ?

I would like to attach/submit a previously created and saved artifact in the system to this task ?

I am not sure.

**Select Artifact**

Please select your artifact from the list below.

View:  Search by Title:

	Title	Type	Last Updated
<input type="radio"/>	Article Review	File	2009-04-27
<input type="radio"/>	EDU 301	File	2009-04-15
<input type="radio"/>	Journal Entry	File	2009-04-24
<input checked="" type="radio"/>	Lesson Plan	File	2009-04-24
<input type="radio"/>	Lesson Plan	Lesson Plan	2009-05-04
<input type="radio"/>	Lesson Plan - Phase 2	Lesson Plan	2009-04-15
<input type="radio"/>	Lesson Plan Test	Lesson Plan	2009-04-29
<input type="radio"/>	My Review of My Cooperating Teacher	Candidate's Review of Cooperating Teacher	2009-04-08
<input type="radio"/>	Review of Teacher Preparation Program	Review of Teacher Preparation Program	2009-04-24
<input type="radio"/>	Summary Paper for Advance Science Education	File	2009-04-15

*Your artifact "Lesson Plan" has been attached to the assignment "Key Assessment 5: Literary Review "*

**Please click:**

**Save**, to save the attachment and exit. This assignment will not be submitted.

**Submit**, to submit your task with the attached artifact(s) and Exit.

**Cancel** to exit without any changes.

## 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:** Tk20 has user guides for both students and faculty members. To access the Student Guide, go to: <http://www.tk20.com/support/studenthelp.html>.