Tk20 Instructions
You will use the Course Assignments function – NOT the Portfolio function in Tk20

• There are two ways to access Course Assignments
  
  • “Pending Tasks” box which you will find in the middle of the screen
  OR
  • “Courses” tab which you will find at the top of the screen

The next slides include screen shots to walk you through the process.
You can click on the “Courses” tab at the top OR You can click on specific course assignments in the “Pending Tasks” box.
If you click on the “Courses” tab at the top you will see a list of courses. Click on the course you want to work in.
This is the screen you will see when you click on a course. Click on the “Activities” tab to see the assignments for the course.
You will see a list of the assignments for the course. Click on the assignment you want to work on.
Click on “Add MEDT 6461 Dispositions Assignment”. It is a button even though it does not look like a button.
Click on the radio buttons to rate yourself. **DO NOT** type a number in the “Score” box.
When you have completed the form, click on the “Add” button at the bottom of the form.
You will be taken back to this screen where you can click on the “Save Draft” button and you will be able to finish it later. OR If you are finished with the form you will click on the “Submit Assignment” button.
In some courses you will need to upload a file to an assignment. Simply click and drag the file(s) into the gray field, or click the “Select File(s)” button to choose your files. Click on “Submit Assignment” when finished.

The name of the assignment will be listed.
The name of the rubric will be listed.