

Student Instructions on How to Access Assignments in Courses in TK20

To access an assignment, please follow these steps:

1. Log into TK20 using your UNA username and password at the following link:
<https://una.tk20.com/campustoolshighered/start.do>
2. Once logged in, click on “Courses” in the purple menu on the left.
3. Once on the “Courses” landing page, click on the blue course number of the class you wish to submit your coursework in.
4. Next, click the “Activities” tab near the top of the page then click on the name of the assignment you wish to submit.
5. This will take you to a screen where the coursework instructions are listed on the left side of the screen and the area where you submit the assignment is in the right.
6. To upload your assignment, click the “Select” button next to “File” under “Details” on the right side of the screen and select the appropriate file from your computer’s hard drive.
7. Once you have uploaded your file(s), click the green “Submit” button at the bottom right of the screen. If you are not yet ready to submit, you can click the “Save” or “Close” button at the bottom right.
8. If you wish to view a blank copy of the rubric you will be assessed on, look at the bottom of the details section and click on the blue name of the rubric.