

Student Instructions on How to Access Exams and Quizzes in Courses in TK20

To access an Exam/Quiz, 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 Exam/Quiz you wish to submit.
5. This will take you to a screen where the instructions are listed in a tab near the top of the screen with the same name of the Exam/Quiz you selected. To fill out and submit the Exam/Quiz, click on the “Form” tab.
6. To submit your Exam/Quiz, click the green “Submit” button at the bottom of the Exam/Quiz form.