Student Instructions on How to Recall Assignments in TK20

To recall coursework before grading has started, 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.

5. Mark the check box next to the assignment you wish to recall and hit the recall button. It looks like

and is located in the upper left portion of the assignment dashboard screen.

6. Now, click on the name of the assignment you just recalled.

7. Remove the old attachment and upload the new one.

8. 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.

9. 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.

*NOTE: recalling an assignment will only work if the instructor has not started grading the rubric for the assignment. If you are unable to recall the assignment, please reach out to your instructor for an extension in TK20.

To recall a portfolio before grading has started, 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 "Portfolios" in the purple menu on the left.

3. Mark the check box next to the portfolio you wish to recall and hit the recall button. It looks like and is located in the upper left portion of the dashboard screen.

6. Now, click on the name of the portfolio you just recalled and make any necessary edits.

8. 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.

9. If you wish to view a blank copy of the rubric you will be assessed on, click on the "Assessment" tab of the portfolio then click on the name of the rubric you wish to view.

*NOTE: recalling a portfolio will only work if the instructor has not started grading the rubric for the assignment. If you are unable to recall the assignment, please reach out to your instructor for an extension in TK20.