## STUDENT – SUBMITTED IN ERROR/ RECALL

- 1. Login to  $\underline{\text{Tk20}}$
- 2. Click on COURSES>>COURSEWORK
- 3. Click on the box directly to the left of the hyperlinked title of the assignment submitted in error
  - The box will become filled and checked
- 4. Click on the "recall" button (it looks like a semicircle arrow)
  - It's the icon to the left of the 'folder' icon under the Heading "ASSIGNMENTS"
  - Slightly above where the checked box is should have turned green

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HOME	× 0	Courses	Cours	ework Assignments
ADMINISTRATION	2	ASSIGN		
COURSE REGISTRATION		-	-	
DOCUMENT ROOM	>	0		
REPORTS				Title
ACCREDITATION MANAGEMENT			٣.	FA18 Assessment & Observational Analysis Paper and Plan - ECE 23320
ADVISEMENT			1	Test Piloting - EDA
APPLICATIONS	>		٣	EdD-CAEP.4-Benchmark I
ARTIFACTS	×		۴	COE Dispositions and Equity Prompt

• You will then have access to upload the required documents.

## OPTIONAL: A quick tip- you can click the "save" button after adding files.

(This will give the security of knowing the last info has been saved before moving to the next sections)

Additional Attachment:	Select			
		Subma	Save	Clos
		Gentled		1.5

## DO <u>NOT</u> CLICK SUBMIT UNTIL *ALL PARTS* OF THE ASSIGNEMENT IS COMPLETE

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If you receive an error message or still need additional assistance – please email  $\underline{\text{Tk}20@\text{rowan.edu}}$  with the following information:

- Your Rowan email
- The term, class title, course #, section #, and Instructor's name
- Detail the title of the assignment you are having trouble resolving
- List error message when applicable