• <u>Viewing the Assignment</u>

- 1. Under the "Pending Tasks" section in the Home tab, click on the assignment that you would like to complete.
 - Click on 'You have pending tasks in courses' by the RED flag. The RED flag indicates indicates that you have an assignment that needs to be uploaded.

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MESSAGES	>			
TASKS	>			
APPLICATIONS	>	Name	From	Received
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		Name	Туре	From
		Please start the Course & Title	Assignm	ent Administrator, Tk20
		NEWS		
		Today's News Archived News		
		There is no data to display.		

2. Click on the hyperlinked title to see details of this assignment (instructions, course, due date, etc.)

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>	Basic Information Activities Gradebook Handouts Communication				
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3. After viewing the assignment details, you are ready to upload your file(s)

• <u>Uploading a file for an Assignment in Tk20</u>

1. Once you are ready to upload a file for an assignment in Tk20 - click the "select" button on the left side of the assignment screen

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HOME >	Course > Courses > My Courses > 1		Help Desk Request Support
APPLICATIONS >	Assignment Title		
artifacts > Courses >	INSTRUCTIONS T120 Assessment Rubric	Details	
COURSES > My Courses > COURSEWORK >	Beb 2020: Teolog Lang Bessneret : Comprehension Lesson Ara Dagage, Uterage, and Sociocultural Education The comprehension rural group kensor part and hock tedro, during and after reading stranges. The pion will include appropriate CCSs aforg with quartitative and qualitative testual analysis.	ASSIGNMENT SUBMISSIONS Flie:	Select
FIELD EXPERIENCE > PORTFOLIOS >		ASSIGNMENT DETAILS Assessor(s):	
		Start Date: Due Date:	09/29/2017 09:10 АМ 05/08/2017 11:55 РМ
		Due Date: Attachment type(s):	File
		Assessment Tool(s):	Assessment 1-Comprehension Lesson Plan-TORE-READ 30280- Rubric
			Submit Save Cose

- 2. Select the file(s) you have saved on your computer needed to fulfill the assignment
 - note: some assignments require multiple files to complete. You have the opportunity to add files by pressing the "save" button

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HOME	>	$Courses \rightarrow Courses \rightarrow MyCourses \rightarrow PreviousCourses \rightarrow Test102 \rightarrow Activities \rightarrow TORE-AssessmentI-Comprehensl_{m}$		Help Desk Request Support
APPLICATIONS	>	TORE-ASSESSMENT 1-COMPREHENSION LESSON PLAN		
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FIELD EXPERIENCE	>		ASSIGNMENT DETAILS Assessorys:	
		instructions	Start Date:	03/29/2017 09:10 AM
			Due Date:	05/08/2017 11:55 PM
			Attachment type(s):	File
			Assessment Tool(3):	Assessment 1-Comprehension Lesson Plan-TORE READ 30200 Ruber

3. Press the "SUBMIT" button once you have completed the requirements for the assignment.

PLEASE DO NOT CLICK SUBMIT UNTIL YOU NO LONGER NEED ACCESS TO ADDING FILES TO THE ASSIGNMENT