

Tk20 Campus Wide

Navigation Guide (Student) _ Completing an Assignment in Blackboard

Overview

Your instructor has identified a key assignment in your class that will be used in program-level student learning outcomes assessment. You will find this assignment link in Blackboard, and after clicking on its title, you will be brought to the Tk20 assessment software, where you will be able to upload your assignment submissions. After the assignment is scored by your instructor, you may return to it to view your grade and any comments your instructor has made about your submission.

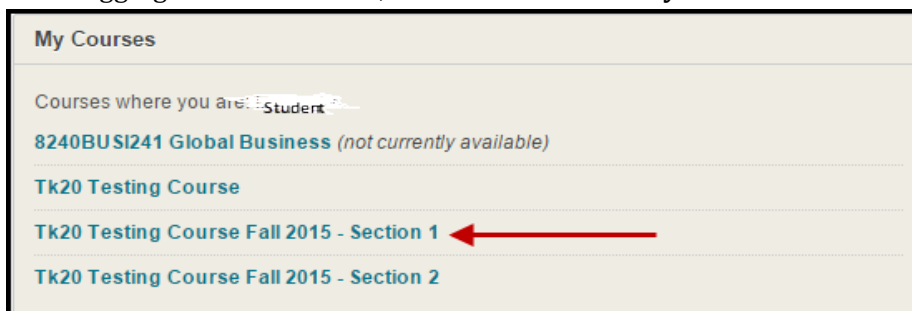
Once you send an assignment, the assignment is locked and is no longer in an editable mode. If you need to make changes to your assignment, you will need to “recall” the assignment. Note: only assignments that have not yet been assessed can be recalled. If your instructor has already assessed your assignment, he/she will need to “revoke” that assignment first before you can “recall” it.

This Navigation Guide for Students consists of two parts: Completing an Assignment and Recalling an Assignment

Completing an Assignment

Step 1: Getting Started

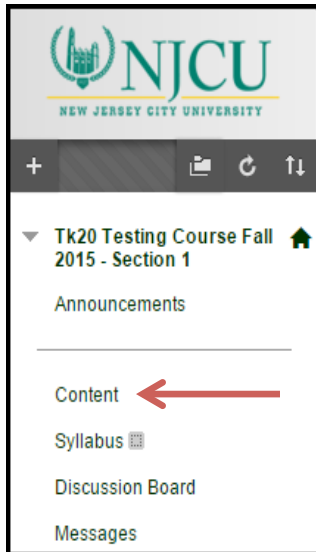
1. After logging in to Blackboard, select the course in **My Courses**



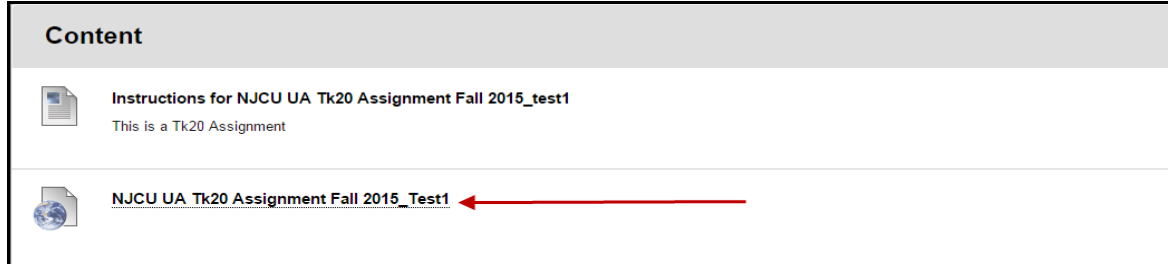
2. Select **Content** from the left menu

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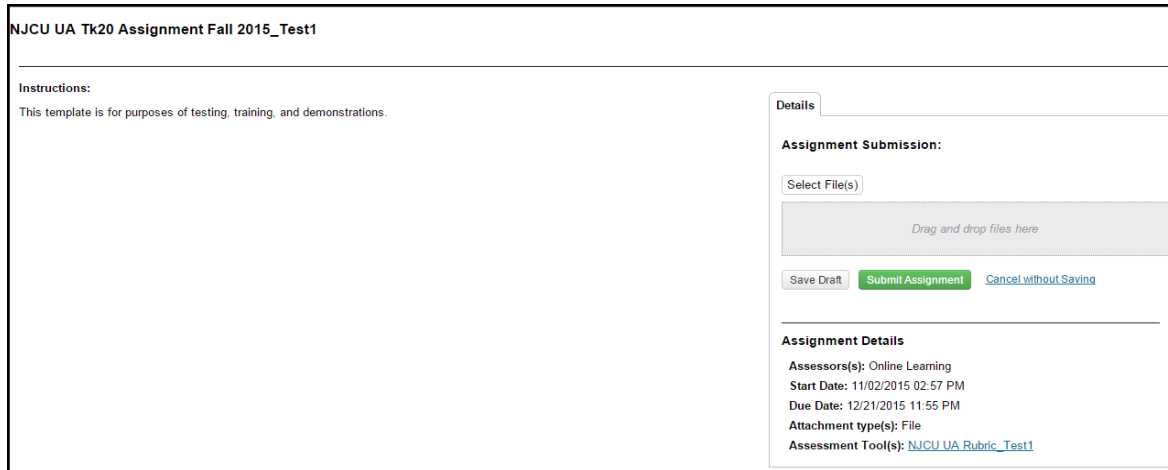
3. Find the assignment link and click on its title



4. You will be taken to Tk20, and a new browser tab with a split screen will open. Below is an example for an assignment called "Lesson Plan."
- On the left, you will be able to view the assignment details and instructions (if included). Note that your instructor may provide these instructions as a separate item in Blackboard (see above example) or with your course syllabus.
 - On the right, you will be able to view the assignment submission details.

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NJCU UA Tk20 Assignment Fall 2015_Test1

Instructions:
This template is for purposes of testing, training, and demonstrations.

Details

Assignment Submission:

Select File(s)

Drag and drop files here

Save Draft Submit Assignment Cancel without Saving

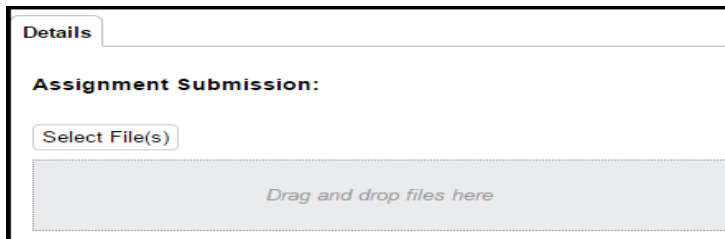
Assignment Details

Assessors(s): Online Learning
Start Date: 11/02/2015 02:57 PM
Due Date: 12/21/2015 11:55 PM
Attachment type(s): File
Assessment Tool(s): [NJCU UA Rubric_Test1](#)

5. The **Assignment Details** will have information on the following:
 - a. **Assessor:** this will be the name of your instructor
 - b. **Start Date:** the date on/after which you may begin to submit your assignment
 - c. **Due Date:** the date and time the assignment is due; your instructor may give you an earlier deadline that you should follow
 - d. **Attachment Type:** your assignment requires you to upload a file
 - e. **Assessment Tool:** the rubric your instructor will use to score your assignment

Step 2: Submitting an Assignment

1. You will submit your assignment via a file upload to Tk20. You may click on **Select File(s)** or drag and drop a file into the indicated area:



Details

Assignment Submission:

Select File(s)

Drag and drop files here

2. After you have attached your assignment, you can click on:
 - **Save Draft:** save your work and return at a later time
 - **Submit Assignment:** submit your assignment for review
 - **Discard Changes/Cancel Without Saving:** exit the assignment without saving any changes



Save Draft Submit Assignment [Discard Changes](#)

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Step 3: Reviewing Assessor Feedback

1. To review the results of your instructor's assessment of your assignment, follow the steps outlined above.
2. If your instructor has completed his/her assessment, a green check will appear next to the **Assessment Tool(s)** link. Click on the link to view your assessment.

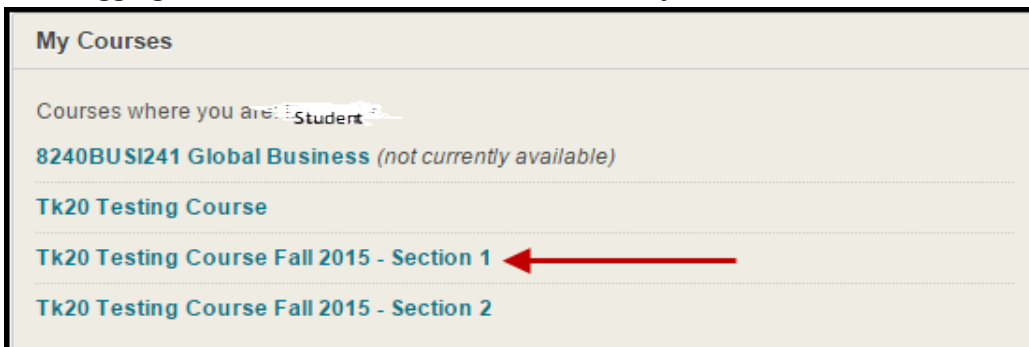
Assessment Tool(s): [Lesson Plan Rubric](#) ✓

3. Your instructor may also have left comments in the file(s) you submitted. Click on **View** next to your file to review any comments.

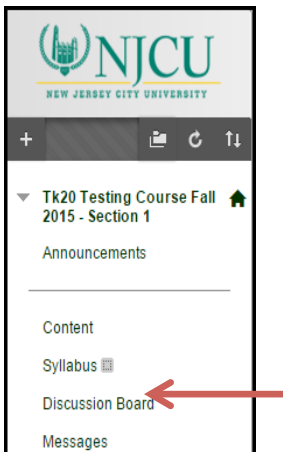
Recalling an Assignment

Step 1: Getting Started

1. After logging in to Blackboard, select the course in **My Courses**



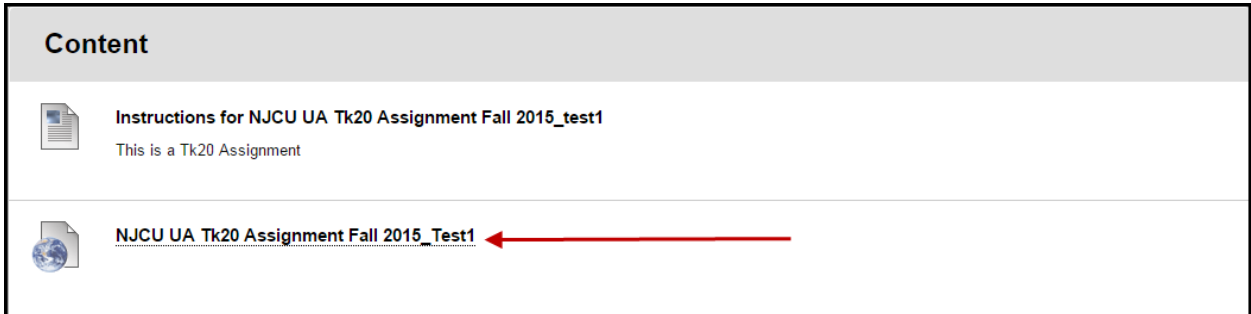
2. Select **Content** from the left menu




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3. Find the assignment link and click on its title

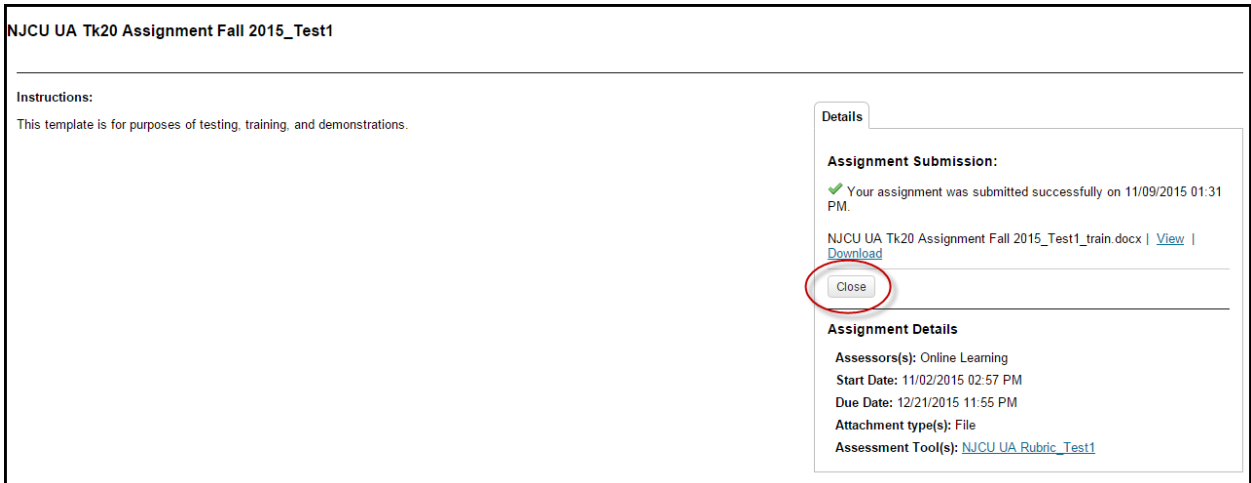


Content

 **Instructions for NJCU UA Tk20 Assignment Fall 2015_test1**
This is a Tk20 Assignment

 **NJCU UA Tk20 Assignment Fall 2015_Test1** ←

4. You will be taken to Tk20, and a new browser tab with a split screen will open. Below is an example for an assignment called “Lesson Plan.”
 - On the right, you will see a submission timestamp and a “Close” button.
5. Click the “Close” button



NJCU UA Tk20 Assignment Fall 2015_Test1

Instructions:
This template is for purposes of testing, training, and demonstrations.

Details

Assignment Submission:
✔ Your assignment was submitted successfully on 11/09/2015 01:31 PM.
NJCU UA Tk20 Assignment Fall 2015_Test1_train.docx | [View](#) | [Download](#)

Close

Assignment Details
Assessors(s): Online Learning
Start Date: 11/02/2015 02:57 PM
Due Date: 12/21/2015 11:55 PM
Attachment type(s): File
Assessment Tool(s): [NJCU UA Rubric_Test1](#)

Step 2: Recalling an Assignment

1. You will land on the course activity page and will see the submitted assignment in the list
2. Make a checkmark next to the assignment, then click on the “recall” button.
3. The assignment is now “open for editing” and changes can be made.

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Assignments

Assignments

Move to Folder: ▾

<input type="checkbox"/>	Name	Type	Course	Status	Sent By	Due Date
<input checked="" type="checkbox"/>	NJCU UA Tk20 Assignment Fall 2015_Test1	Assignment	Tk20 Testing Course Fall 2015	Open For Editing	Mcbride, Robert	12/21/2015 11:55:00 PM
<input type="checkbox"/>	NJCU UA Tk20 Assignment Fall 2015_Test2	Assignment	Tk20 Testing Course Fall 2015	Open For Editing	Mcbride, Robert	12/21/2015 11:55:00 PM
<input type="checkbox"/>	NJCU UA Tk20 Assignment Fall 2015_JA_Test1	Assignment	Tk20 Testing Course Fall 2015	Assessment Pending	Mcbride, Robert	11/06/2015 12:00:00 PM
<input type="checkbox"/>	Lesson Plan	Assignment	Tk20 Testing Course	Assessment Complete	Rech, Julia	09/01/2015 01:00:00 AM

Step 3: Editing an Assignment

1. To delete an assignment, click the "X" next to the document name:

NJCU UA Tk20 Assignment Fall 2015_Test1

Instructions:
This template is for purposes of testing, training, and demonstrations.

Details

Assignment Submission:

[NJCU UA Tk20 Assignment Fall...](#) (10.49 kb) X

Select File(s)

Drag and drop files here

Save Draft Submit Assignment [Cancel without Saving](#)

Assignment Details

Assessors(s): Online Learning
 Start Date: 11/02/2015 02:57 PM
 Due Date: 12/21/2015 11:55 PM
 Attachment type(s): File
 Assessment Tool(s): [NJCU UA Rubric_Test1](#)

Step 4: Re-submitting an Assignment

1. To re-submit the assignment, choose "Select File(s)" and upload the corrected file.

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NJCU UA Tk20 Assignment Fall 2015_Test1

Instructions:
This template is for purposes of testing, training, and demonstrations.

Details

Assignment Submission:

Select File(s) 

Drag and drop files here

Save Draft **Submit Assignment** [Cancel without Saving](#)

Assignment Details

Assessor(s): Online Learning
Start Date: 11/02/2015 02:57 PM
Due Date: 12/21/2015 11:55 PM
Attachment type(s): File
Assessment Tool(s): [NJCU UA Rubric_Test1](#)

2. Click "Submit Assignment."



Save Draft **Submit Assignment** [Discard Changes](#)