Uploading an assignment in Tk20

1. If you have an assignment pending, it will appear under the Pending Tasks tab. Click on its title there. You will see something like the following

   ![Assignment Submission](image1)

   **Assignment Submission:**
   - **Please Select**
   - **Save Draft**
   - **Submit Assignment**
   - **Cancel**

   **Assignment Details**
   - Assessors(s): Phillip Scozzaro, Brenda Riche, Charles Plum
   - **Start Date:** 09/02/2009 04:38 PM
   - **Due Date:** 12/16/2009 12:00 AM
   - **Attachment type(s):**
   - **Assessment Tool(s):** 5999:900 History of Public Education - Introduction to Public Education (Effective FA09)

2. Select the Assignment type to be uploaded. Add File is the usual selection. (It may appear at the bottom of the dropdown list.)

   ![Assignment Submission](image2)

   **Assignment Submission:**
   - **Please Select**
   - **Add File**
   - **Add TASK3_PARTB**
   - **Add TASK3_PARTC**
   - **Add TASK1_PARTB**
   - **Add TASK3_PARA**
   - **Add TASK1_PARA**
   - **Add TASK1_PARV**
   - **Add TASK2_PARTB**
3. Name the assignment (in the Title box), then click Select Files to locate your file to upload.

![Create File](image)

Here, the window is open where I will choose my assignment to upload.

![Select Files](image)

4. If it was successfully uploaded, you see the green message: Upload Success!

![Upload Success](image)

> Click the green Add button.
5. You will be taken back to the original windows, where you will click the green Submit Assignment button.

> Click OK if you are ready to submit the assignment.

You're done!