How do I Recall an Assignment?

When do I recall an Assignment?

- If you have submitted an incorrect Artifact.
- If you submitted without attaching the Artifact.
- If you need to resubmit an Artifact.

Please keep in mind this is a two-step process as shown in the following pages.

Step 1 – Locate the Assignment and Recall

From the Home page, click on the Courses tab located in the top left.

This will take you to the My Courses screen. The highlighted tab is Current Courses.

From the Current Courses tab click on the Course Number displayed as a blue hyperlink.

The highlighted tab is titled Basic Information. Click on the Activities tab.
You will see a List of **Assignment Name(s)**. From this screen the Recall button is activated.

*Note:* Check the **Status** section of the **Course Activities** screen to ensure the **Status** section reads **Assessment Pending**.

Click on the box next to the **Assignment Name**.

The easiest way to identify that your **Assignment** has been successfully **Recalled** is to check the **Status** section. It should read **Open for Editing**. (Prior to the Recall it read **Assessment Pending**.)

Click **Close**
You may now proceed to Step 2 to delete the artifact.

**Step 2 – Delete Artifact**

From the Home page click on the **Artifacts** tab. Click on **Browse** in the left column. Make sure you are in the **All Artifacts** view. Click in box next to the file you wish to delete.

Then press **Delete**. A dialog box will appear confirming it is **OK** to **Delete** this **Artifact**.

If you select **OK**, the **Artifact** will be permanently deleted.

If you select **Cancel**, the dialog box will disappear and you will remain in the **Artifacts** screen.