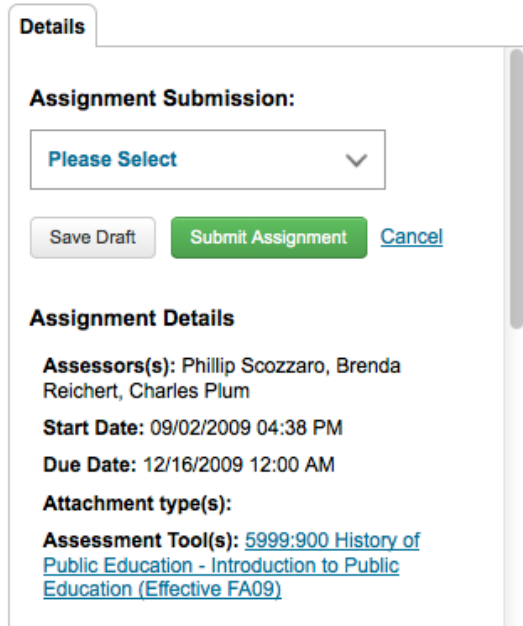


## Uploading an assignment in Tk20

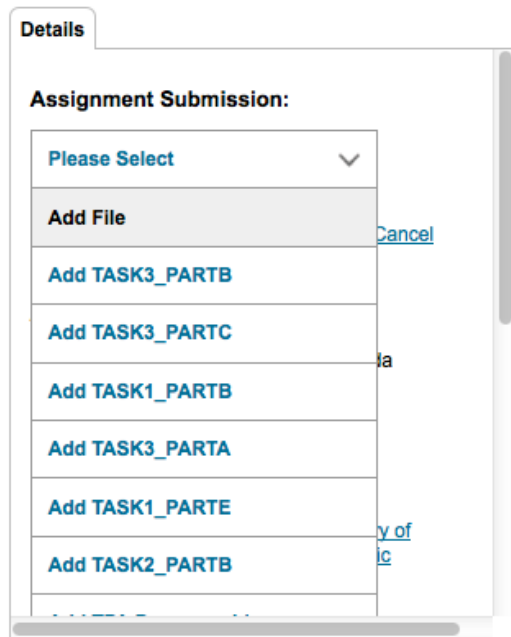
1. If you have an assignment pending, it will appear under the Pending Tasks tab. Click on its title there. You will see something like the following



The screenshot shows a 'Details' window with the following content:

- Assignment Submission:** A dropdown menu with 'Please Select' and a downward arrow.
- Buttons: 'Save Draft', 'Submit Assignment' (highlighted in green), and 'Cancel'.
- Assignment Details:**
  - Assessors(s):** Phillip Scozzaro, Brenda Reichert, 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.)

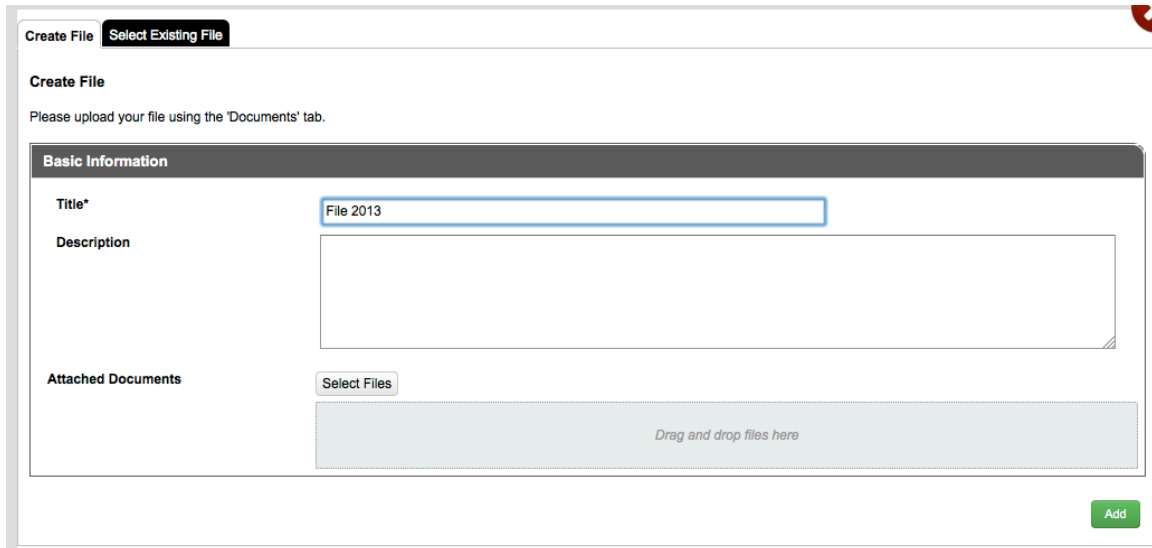


The screenshot shows the 'Details' window with the 'Assignment Submission' dropdown menu open. The menu items are:

- Please Select
- Add File
- Add TASK3\_PARTB
- Add TASK3\_PARTC
- Add TASK1\_PARTB
- Add TASK3\_PARTA
- Add TASK1\_PARTE
- Add TASK2\_PARTB

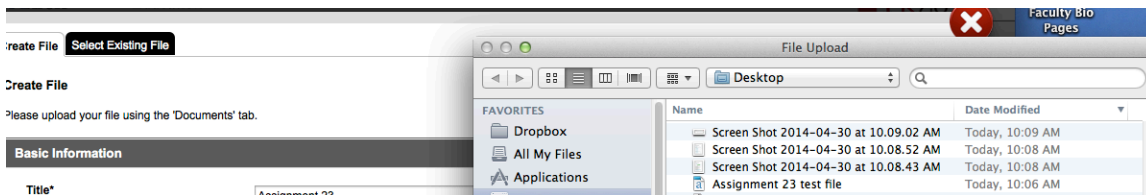
The 'Add File' option is highlighted. The 'Cancel' button is visible to the right of the dropdown menu.

3. Name the assignment (in the Title box), then click Select Files to locate your file to upload.

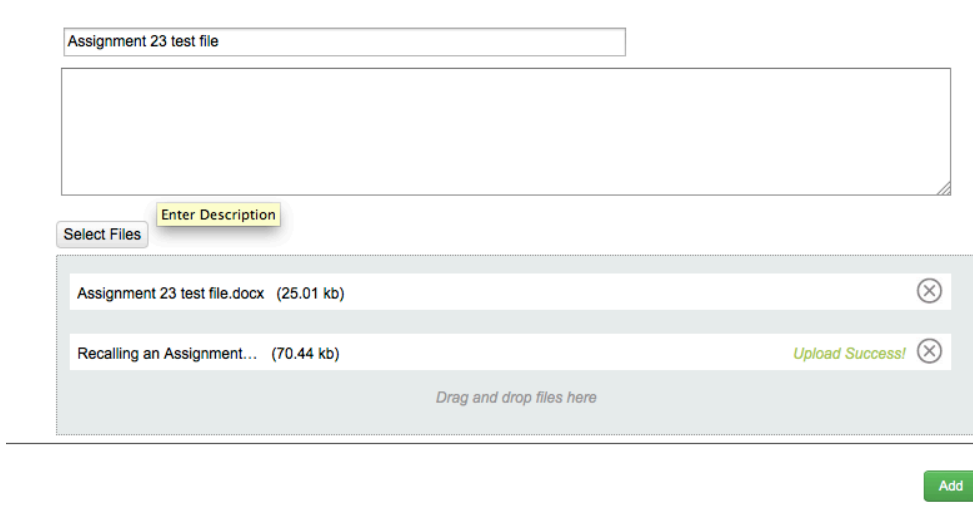


The screenshot shows a web interface for creating a file. At the top, there are two tabs: 'Create File' and 'Select Existing File'. Below the tabs, the text reads 'Please upload your file using the 'Documents' tab.' The main form is titled 'Basic Information' and contains a 'Title\*' field with the text 'File 2013' and a 'Description' text area. Below the form is an 'Attached Documents' section with a 'Select Files' button and a large grey area with the text 'Drag and drop files here'. A green 'Add' button is located at the bottom right of the form.

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



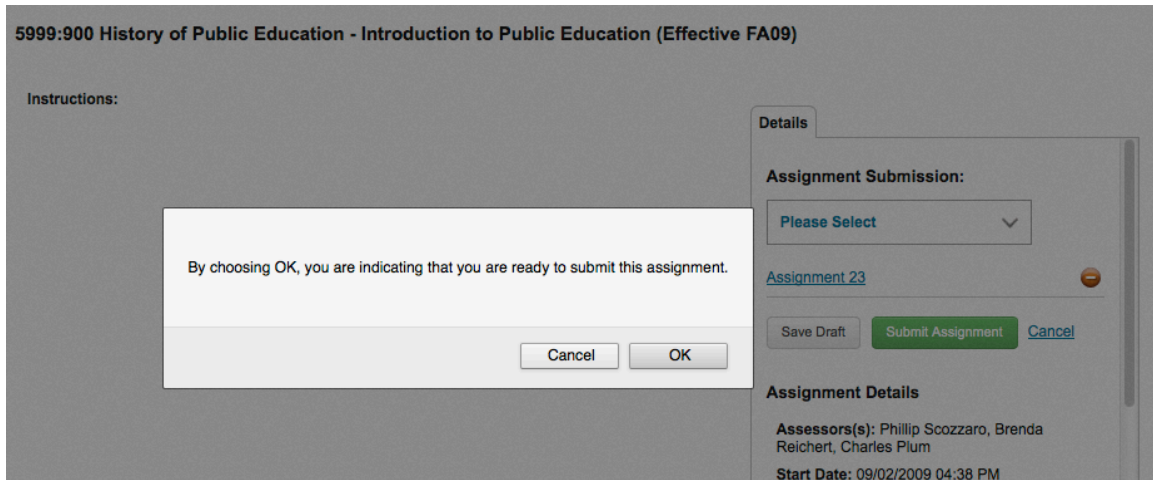
4. If it was successfully uploaded, you see the green message: Upload Success!



This screenshot shows the 'File Upload' window after a successful upload. The 'Assignment 23 test file.docx (25.01 kb)' is listed in the file selection area. Below it, a green message 'Upload Success!' is displayed next to a file named 'Recalling an Assignment... (70.44 kb)'. The 'Add' button at the bottom right is now green, indicating a successful operation.

> 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!