





When do I need to Recall an assignment?

• If you:

- Submitted without attaching the artifact
- Submitted without uploading a document to the attached artifact
- Submitted the wrong artifact
- Want to make changes to the artifact and/or document that has already been submitted
- Received an email from your instructor indicating you have not properly submitted the appropriate artifact or the instructor wants you to correct or redo some portion of your work before they assess it.

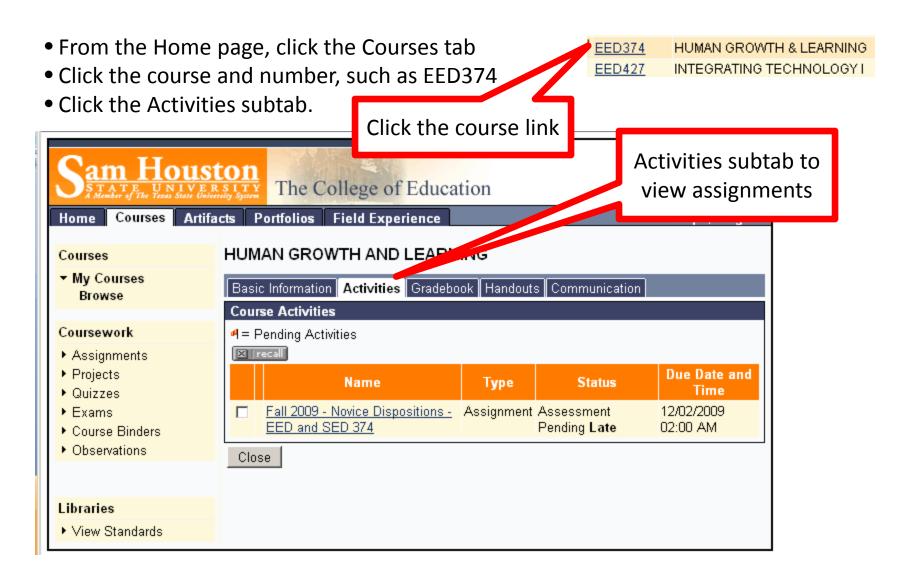
When can I Recall an assignment?

• If you have submitted an artifact and the instructor has not begun grading the assignment, you may recall it.



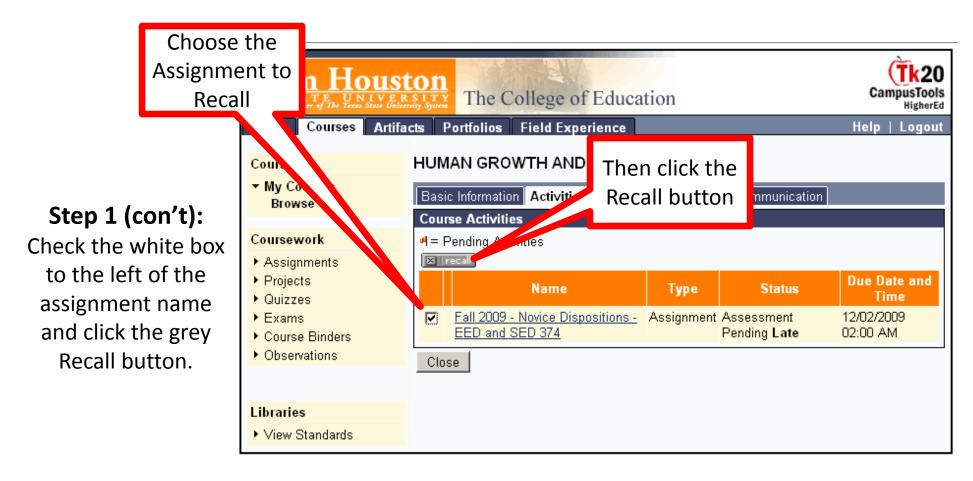


Step 1: Recall the Assignment





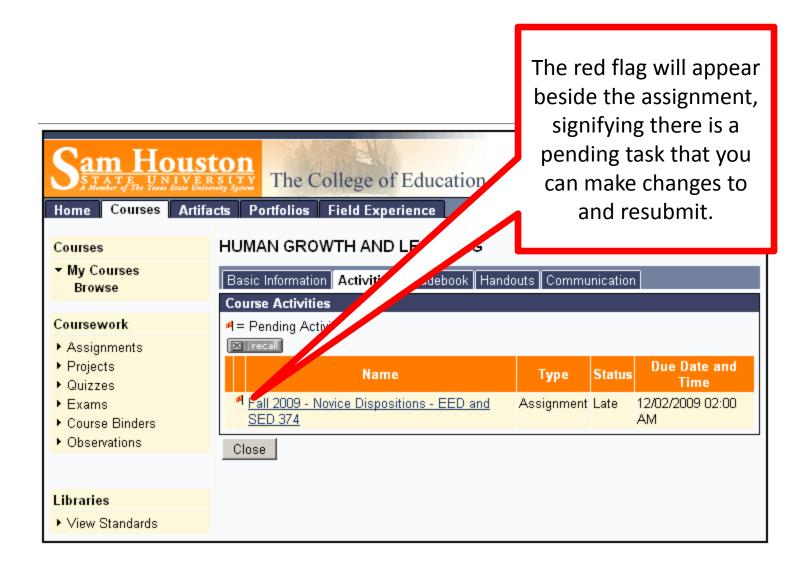




Note: If there is a red flag next to the assignment name, you have not submitted the assignment and you may make changes at any time. If there is nothing next to the assignment (no box and no flag), your instructor has already begun grading and you cannot make changes. Contact your instructor or the Tk20 Support Team at tk20@shsu.edu.











Step 2: Fix the artifact

If you simply forgot to attach the artifact that is already successfully created, go on to Step 3.

If you:

• Attached the wrong artifact – Go to Courses, the Class number, the Activities subtab, and click the third subtab "Attach Artifacts". Next to the artifact you do not want to submit, click the grey "X" button to remove. Go on to Step 3 to attach the correct artifact.

Go to the Artifacts tab if you:

- **Did not create an artifact** Click Create on the left side, complete the artifact and Save.
- Need to change the contents of the artifact Find the artifact in the list, open it, make the necessary changes, and save.
- Need to make changes to the file uploaded to the artifact- Find the artifact in the list, click the documents subtab, remove the old file (check the box next to it and click remove), add the new file (click Add new, browse and upload), and save.

If you need more detailed instructions to fix or complete your artifact, please consult the tutorials on the Tk20 log in page or contact the Tk20 Support Team at tk20@shsu.edu.



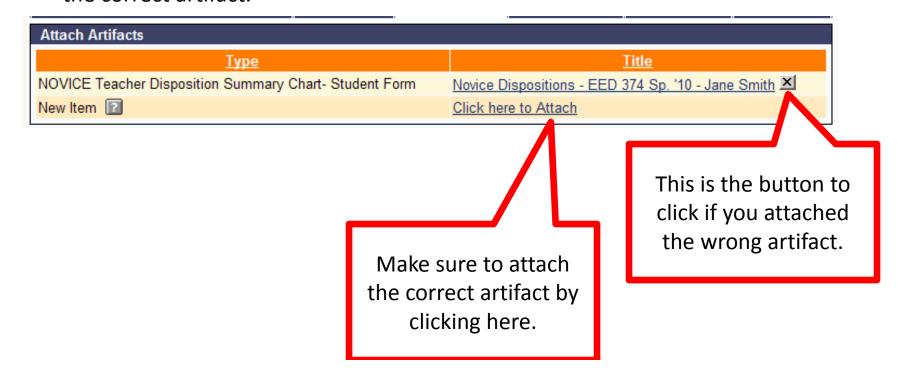


Step 2: Fix the artifact (continued)

If you simply forgot to attach the artifact that is already successfully created, go on to Step 3.

If you:

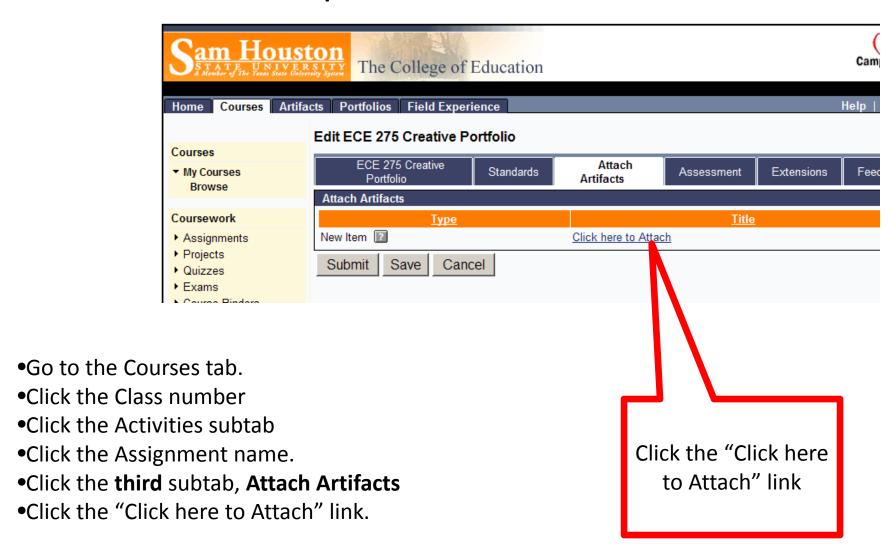
• Attached the wrong artifact – Go to Courses, the Class number, the Activities subtab, and click the third subtab "Attach Artifacts". Next to the artifact you do not want to submit, click the grey "X" button to remove. Go on to Step 3 to attach the correct artifact.







Step 3: Attach the Artifact

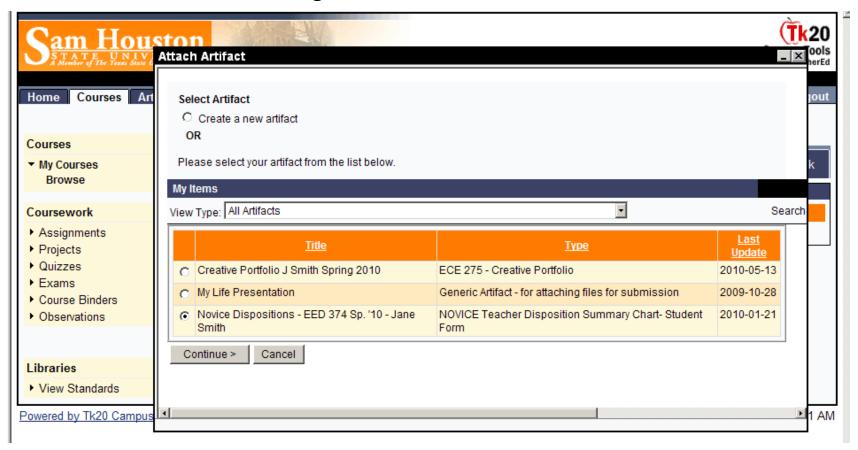






Step 3: Attach the Artifact (con't)

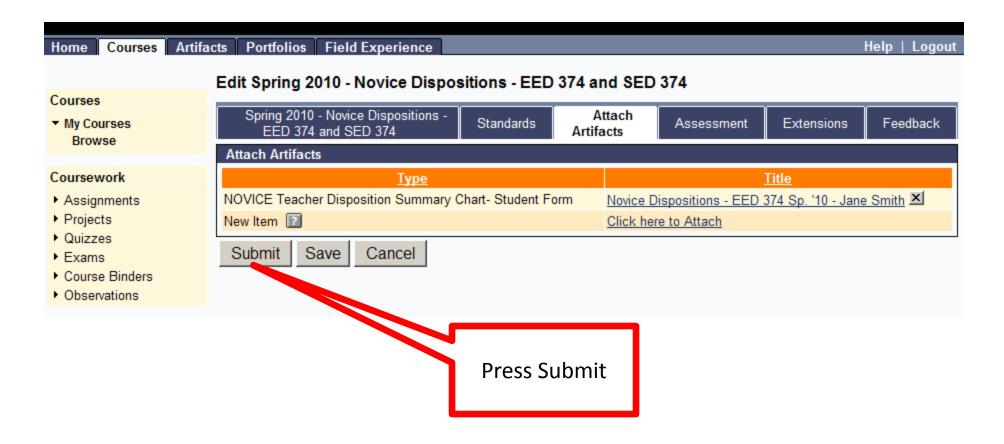
- •View all artifacts in the pop-up window
- •Check the button next to the artifact you would like to attach
- Press the Continue button
- •You will receive the message "Your artifact has been attached." Click OK.







Press submit.



If you have successfully submitted, the red flag will disappear (and the check box will appear) next to the assignment name.





Still have questions? Contact the Tk20 Support Team at tk20@shsu.edu