

How to Recall an Assignment, Fix it, and Resubmit for Assessment





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

- From the Home page, click the Courses tab
- Click the course and number, such as EED374
- Click the Activities subtab.

EED374	HUMAN GROWTH & LEARNING
EED427	INTEGRATING TECHNOLOGY I

Click the course link

Activities subtab to view assignments

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Home Courses Artifacts Portfolios Field Experience

Courses
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Coursework
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HUMAN GROWTH AND LEARNING

Basic Information **Activities** Gradebook Handouts Communication

Course Activities

🚩 = Pending Activities

🗑️ recall

	Name	Type	Status	Due Date and Time
<input type="checkbox"/>	Fall 2009 - Novice Dispositions - EED and SED 374	Assignment	Assessment Pending Late	12/02/2009 02:00 AM

Close



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Step 1 (con't):
Check the white box to the left of the assignment name and click the grey Recall button.

Choose the Assignment to Recall

Then click the Recall button

	Name	Type	Status	Due Date and Time
<input checked="" type="checkbox"/>	Fall 2009 - Novice Dispositions - EED and SED 374	Assignment	Assessment Pending Late	12/02/2009 02:00 AM

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.



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The red flag will appear beside the assignment, signifying there is a pending task that you can make changes to and resubmit.

The screenshot shows the Sam Houston State University course management interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. The main content area is for the course 'HUMAN GROWTH AND LEARNING'. Below the course title, there are tabs for 'Basic Information', 'Activities', 'Gradebook', 'Handouts', and 'Communication'. The 'Course Activities' section is active, showing a legend for 'Pending Activity' with a red flag icon and a 'recall' button. A table lists the activities:

Name	Type	Status	Due Date and Time
Fall 2009 - Novice Dispositions - EED and SED 374	Assignment	Late	12/02/2009 02:00 AM

A red flag icon is visible to the left of the assignment name in the table. A 'Close' button is located below the table.



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.

Attach Artifacts	
Type	Title
NOVICE Teacher Disposition Summary Chart- Student Form	Novice Dispositions - EED 374 Sp. '10 - Jane Smith <input type="button" value="X"/>
New Item <input <="" td="" type="button" value="?"/> <td>Click here to Attach</td>	Click here to Attach

Make sure to attach the correct artifact by clicking here.

This is the button to click if you attached the wrong artifact.



Step 3: Attach the Artifact

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Home Courses Artifacts Portfolios Field Experience Help

Edit ECE 275 Creative Portfolio

ECE 275 Creative Portfolio Standards **Attach Artifacts** Assessment Extensions Feed

Attach Artifacts

Type	Title
New Item ?	Click here to Attach

Submit Save Cancel

- Go to the Courses tab.
- Click the Class number
- Click the Activities subtab
- Click the Assignment name.
- Click the **third** subtab, **Attach Artifacts**
- Click the “Click here to Attach” link.

Click the “Click here to Attach” link



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.

Attach Artifact

Select Artifact

Create a new artifact

OR

Please select your artifact from the list below.

My Items

View Type: All Artifacts Search

	Title	Type	Last Update
<input type="radio"/>	Creative Portfolio J Smith Spring 2010	ECE 275 - Creative Portfolio	2010-05-13
<input type="radio"/>	My Life Presentation	Generic Artifact - for attaching files for submission	2009-10-28
<input checked="" type="radio"/>	Novice Dispositions - EED 374 Sp. '10 - Jane Smith	NOVICE Teacher Disposition Summary Chart- Student Form	2010-01-21

Continue > Cancel

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- Press submit.

The screenshot shows the Blackboard interface for editing a course. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', 'Field Experience', 'Help', and 'Logout'. The main content area is titled 'Edit Spring 2010 - Novice Dispositions - EED 374 and SED 374'. Below this title are several tabs: 'Spring 2010 - Novice Dispositions - EED 374 and SED 374', 'Standards', 'Attach Artifacts', 'Assessment', 'Extensions', and 'Feedback'. The 'Attach Artifacts' tab is active, showing a table with two columns: 'Type' and 'Title'. The table contains one row with the following data:

Type	Title
NOVICE Teacher Disposition Summary Chart- Student Form	Novice Dispositions - EED 374 Sp. '10 - Jane Smith <input type="checkbox"/>
New Item <input data-bbox="604 824 640 852" type="button" value="?"/>	Click here to Attach

Below the table are three buttons: 'Submit', 'Save', and 'Cancel'. A red arrow points from the 'Submit' button to a red-bordered box containing the text '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