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# Help Desk

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## Protected: Sending an Assignment: Version 8

Role: [Unit Administrator](#)

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*This tutorial applies to **Version 8+** of the Tk20 system. You can find your version number by going to your Tk20 site and checking the footer (located at the bottom of the webpage).*

Note(s):

- Although this Quick Guide will refer to Assignments, all steps also apply to Projects.
- Note: You must have access to an active Assignment template in order to send an Assignment. Assignment templates can be accessed in the Libraries > Templates sub-menu under Courses. For additional details,

please see the [Course Libraries](#) Quick Guide.

## Step 1: Select Course(s)

1. Click on **Courses** in the side menu.
2. Click on **Coursework** located in the side menu below.
3. Click on **Assignments** located in the side menu below
4. Click on **Send**.
5. Choose your course from those available or click **Add New** to search for a course.



The screenshot shows a table titled '1. SELECT COURSE' with a green '+' icon in the top left. The table has two columns: 'Courses' and 'Send to'. There are four rows of course data, each with a checkbox in the 'Courses' column and a student count in the 'Send to' column.

Courses	Send to
<input type="checkbox"/> ESL101 Introduction to English as a Second Langua...	1/1 students
<input type="checkbox"/> ESL101 Introduction to Teaching English as a Seco...	12/12 students
<input type="checkbox"/> MKG400 Product Management   01	4/4 students
<input checked="" type="checkbox"/> ANTH101 02   02	3/3 students

Select Course(s)

6. Place a **check mark** next to the courses you want to send the Assignment and click **Add**.
7. When you are finished searching, place a **check mark** next to all the courses you have added and click **Next**.

## Step 2: Select Template

1. Select the template you want to send from those available.
2. Click **Next**.

## 2. SELECT TEMPLATE

Template Name

Final Disposition Assignment

Select a Template

**Note:** If the Template has been configured by a user but is not listed, you have to make the template available to you (see [Courses Libraries](#)).

## Step 3: Select Assessor(s)

By default, the instructor(s) of the course will be added as potential assessor(s). To add additional assessors:

1. Click **Add New**.
2. Search for your assessor.
3. Place a **check mark** next to the assessor(s) you wish to add, and click **Add**.
4. Click **Next**.

## 3. SELECT ASSESSOR(S)



Assessor(s)

Martin, Marius

Select Assessor(s)



## Step 4: Send

1. Name the **Assignment**.
2. Select a **Due Date/Time**.

3. Select **Yes**, if you would like to send an email to the students receiving the assignment.
4. If you would like to see additional options, click on **Advanced Options:**
  - a. Entering **Grade Weight (points)** is not recommend.
  - b. If you wish to send the Assignment at a later time, you may select **Send Later** and enter the **Start Date/Start Time**
  - c. If you would like to automatically send this Assignment to students who enroll in the course at a later time, select **Yes**.
  - d. If you would like to add a reminder, click **Select**.
  - e. If you want the assessor to be able to assess this Assignment or send feedback at any stage, select **Yes**.
5. Click **Send**.

## Modifying a Sent Assignment

### Entire Course

1. Check off the Assignment you want to modify on the Assignment list.
2. Click  to **delete** the Assignment for the **entire course**.
3. Click  to **edit** the Assignment due date for the **entire course**.

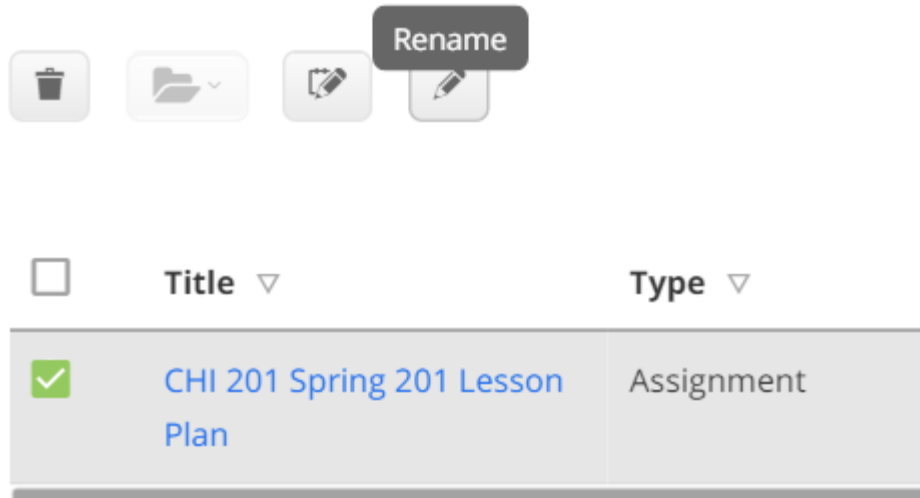
ASSIGNMENTS						
<input type="checkbox"/>	Title	Type	Course	Section	Status	Sent By
<input type="checkbox"/>	English Assignment	Assignment	Principles of Accounting 2	ES	In Progress	Houssan Marjan

Sent Assignments List

4. Click the





to change the name of a sent assignment.



## Individual Student

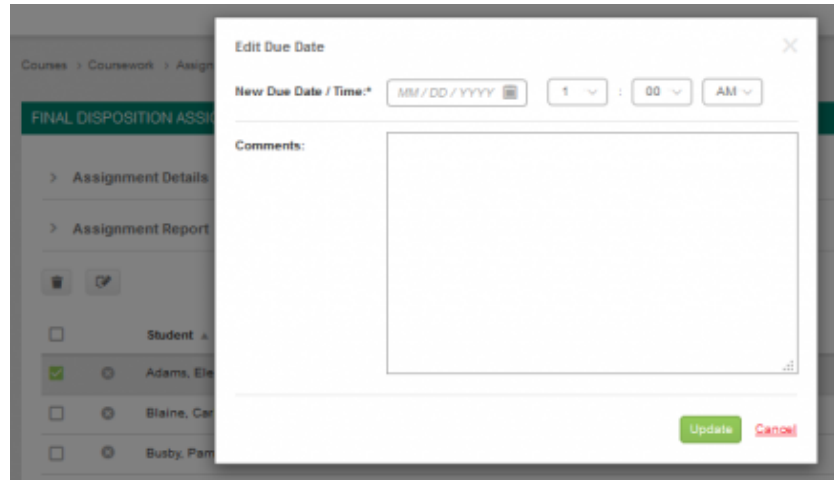
1. Click on the name of the Assignment that was sent to the student. .

a. Click  to **delete** a Assignment for the **corresponding student**.

b. Select the student and click  to **edit** the Assignment due date for the corresponding student.

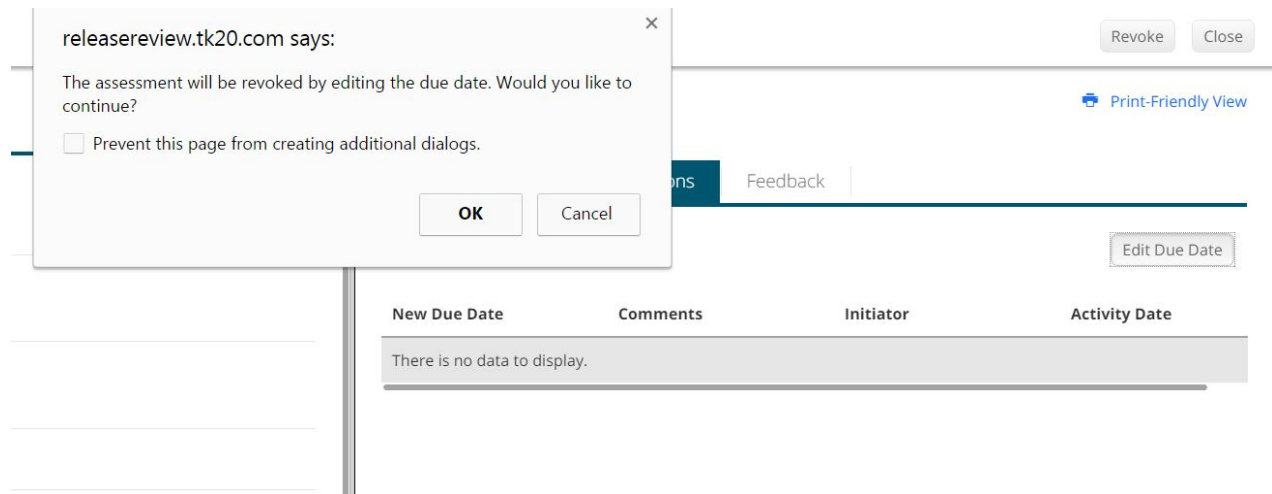
i. Enter a **New Due Date/Time**.

ii. Click **Update**.



Edit Due Date for Corresponding Student

Note: Editing the due date for an assignment that has already been assessed will automatically revoke the assignment.



Was this article helpful?  

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