Submitting Release Forms - Student Tutorial

1. Sign into Tk20
2. On the home screen select the hyperlink under “PENDING TASKS”

- Note: if you do not see the hyperlink:
  □ Click “COURSES”
  □ Click “COURSEWORK”
  □ Click the hyperlink that you will be completing

3. Please read and follow the instructions listed with each form.
4. In the DETAILS tab - Click ‘Select’

5. Read the form and scroll down to the bottom of the screen
6. Place check marks and enter your full name
7. Click ‘Add’

8. A hyperlink should have replaced the ‘Select’ button
9. Click ‘Submit’
   - Note: Repeat the steps to submit all forms in Coursework field

10. Confirm the status of the assignment shows “Assessment Pending”

I hope this was helpful. Please email Tk20@rowan.edu if you have any other questions.