● <u>**Viewing the Assignment**</u>
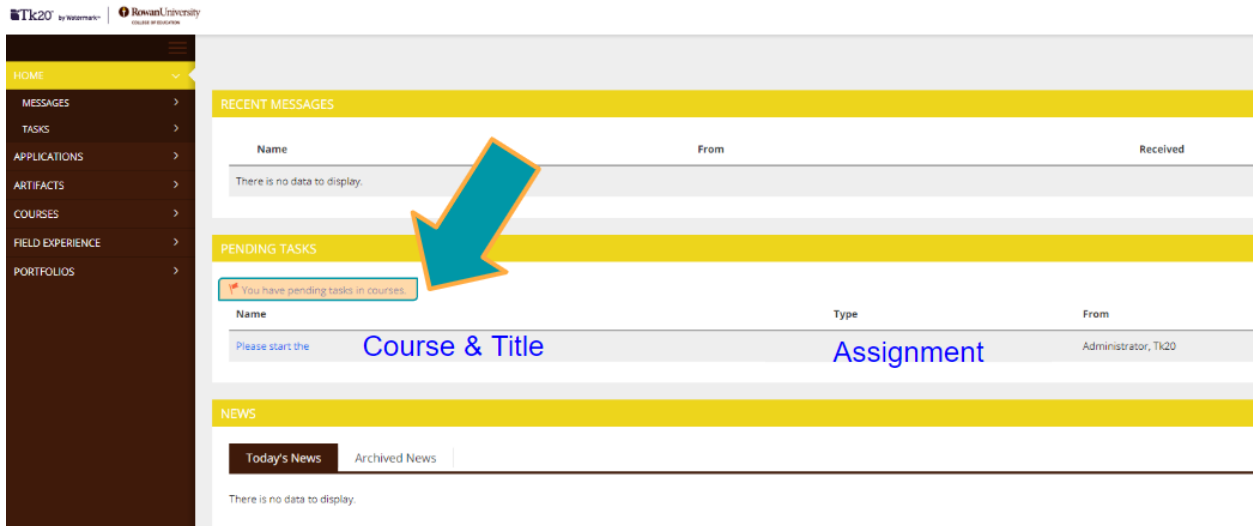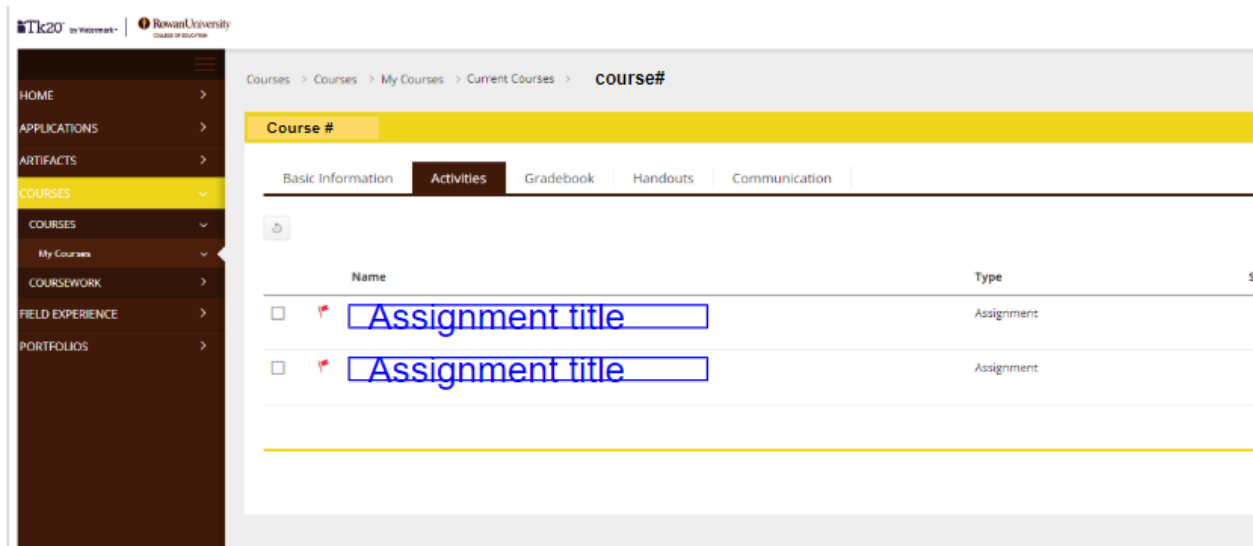
1. Under the "Pending Tasks" section in the Home tab, click on the assignment that you would like to complete.
   ○ Click on 'You have pending tasks in courses' by the RED flag. The RED flag indicates indicates that you have an assignment that needs to be uploaded.
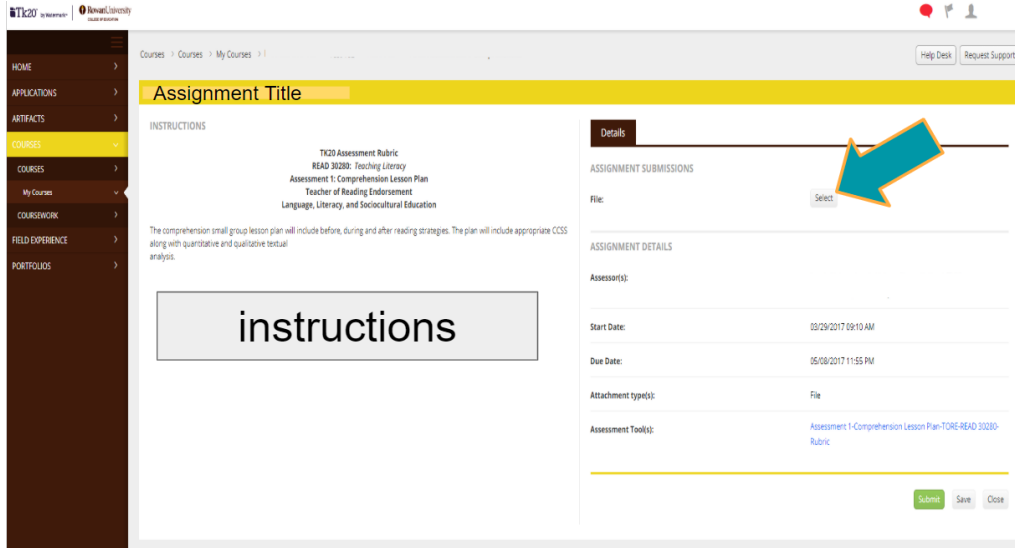

2. Click on the hyperlinked title to see details of this assignment (instructions, course, due date, etc.)
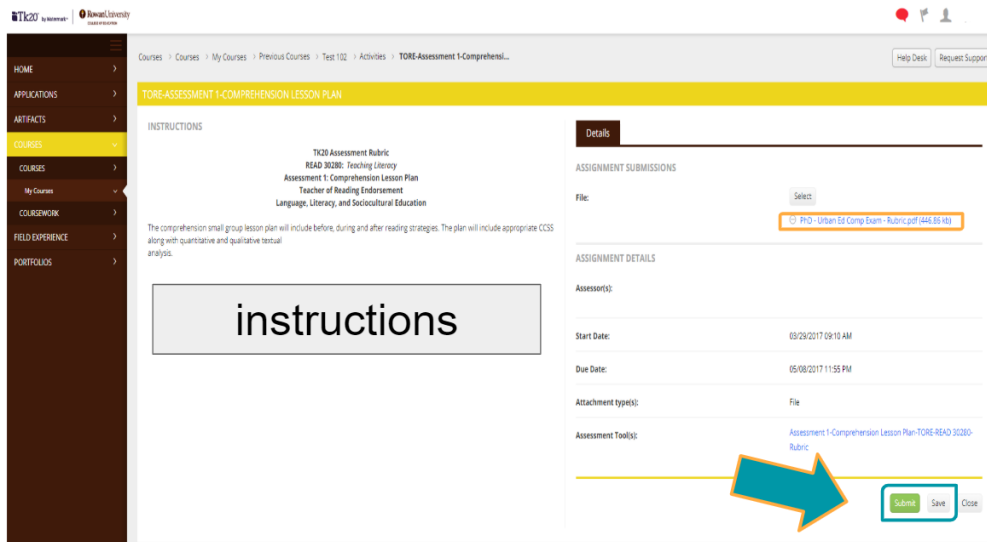

3. After viewing the assignment details, you are ready to upload your file(s)

● <u>Uploading a file for an Assignment in Tk20</u>

1. Once you are ready to upload a file for an assignment in Tk20 - click the "select" button on the left side of the assignment screen

2. Select the file(s) you have saved on your computer needed to fulfill the assignment
   - note: some assignments require multiple files to complete. You have the opportunity to add files by pressing the "save" button

3. Press the "SUBMIT" button once you have completed the requirements for the assignment.

PLEASE DO NOT CLICK SUBMIT UNTIL YOU NO LONGER NEED ACCESS TO ADDING FILES TO THE ASSIGNMENT

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