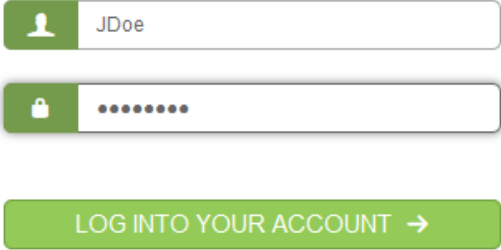



## Recalling in Tk20 - Student Guide

“Recalling” in Tk20 unlocks an assignment, portfolio, or field experience binder that has been submitted. It will allow students to add/remove files again, and re-submit the assignment. Students can only recall an assignment that has not been assessed. If an assessor has already graded the assignment, it cannot be recalled. In this case, the assignment may be re-opened by the professor. If you need assistance recalling an assignment, you may email the Professional Education Unit Assessment Office at [peuassessment@brockport.edu](mailto:peuassessment@brockport.edu), or contact the help desk at 585-395-5151.

<p>1. Log into Tk20 at Brockport.tk20.com</p> <p>Use your NetID username and password to login. It is the same information that you use to log into Blackboard.</p>	
<p>2. Go to the appropriate tab in Tk20. If you are recalling a course assignment, click on the “Courses” tab in the left navigation bar. Use the “Portfolios” tab for recalling portfolios, and the “Field Experience” tab for recalling field experience binders.</p>	
<p>3. Check the box next to the assignment that you want to recall</p> <p>4. Click on the “recall” button. It looks like a circular arrow.</p>	