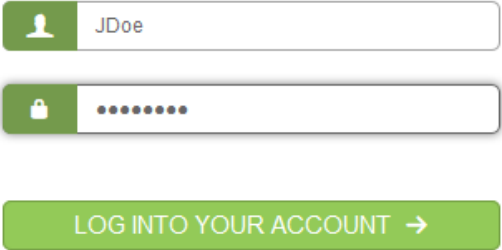
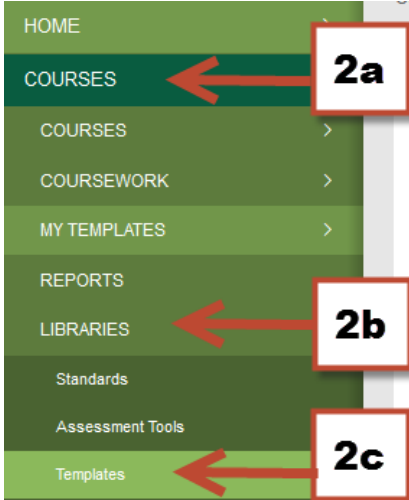
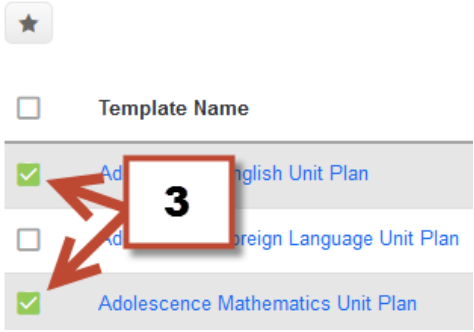
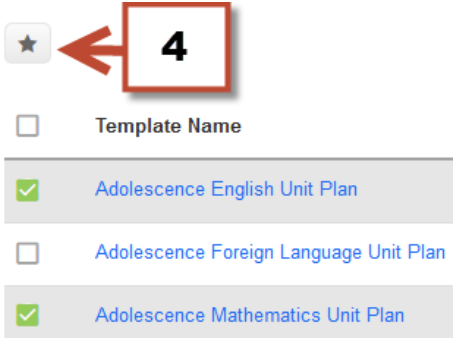
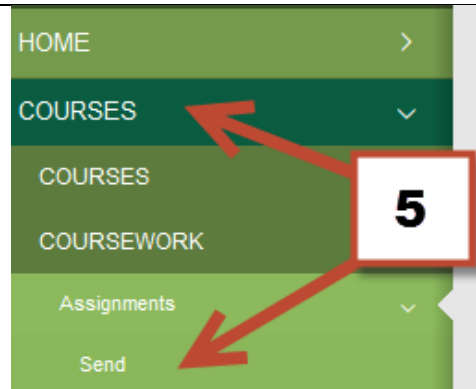


## Faculty Guide – Sending a Course Assignment

<p>1. Log into Tk20 at Brockport.tk20.com Use your NetID username and password to login. It is the same information that you use to log into Blackboard.</p>	
<p>2. Before you can send a course assignment, you must have the assignment template available in your account. If you've already sent out this assignment in the past, skip to step 5. To make an assignment available, go to the assignment template library by (2a) clicking on the "Courses" link, (2b) then the "Libraries" link, (2c) and finally, the "templates" link.</p>	
<p>3. Locate your assignment template(s). Check the box next to the assignment name.</p>	
<p>4. Click on the star icon, and the assignment will now be available for you to use.</p>	

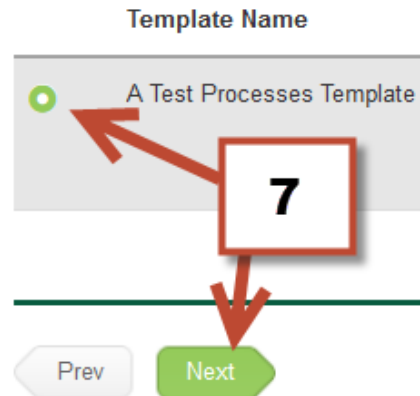
5. To begin to send out an assignment, click on the “Courses” tab, and then the “send link.”



6. Check the box next to the course(s) you would like to send an assignment to, and click next.

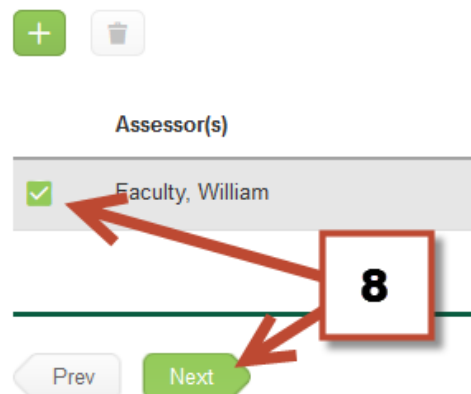


7. Check the box next to the assignment you wish to send, and click next



8. Check the box next to your name, and click next.  
Note: You are able to add additional assessors to the assignment by clicking on the green “+” icon.

### 3. SELECT ASSESSOR(S)



<p>9. Enter an “Assignment Name”</p>	<p>4. SEND</p> <p>Assignment Name:* <b>9</b> → EDC 101 Dispositions Pre-Assessment - Spring 2016</p>
<p>10. Enter a “Due Date / Time”</p> <p>Note: If you select “Yes” by the “Send Email” option, Tk20 will send an email to all students in the course notifying them that they need to complete the assignment</p>	<p>Due Date / Time:* <b>10</b> →</p> <p>Date: 06/01/2016</p> <p>Time: 1 : 00 AM</p> <p>Send Email: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>11. Click on the “Advanced Options” link and</p> <p>12. Check “Yes” for the option “Do you want to be able to assess this assignment or send feedback at any stage”.</p>	<p>&gt; <b>Advanced Options</b> ← <b>11</b></p> <p>Do you want to be able to assess this assignment or send feedback at any stage? <b>12</b> → <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>13. Finally, click on the “Send” button!</p>	<p><b>13</b> → <input type="button" value="Send"/> <a href="#">Cancel</a></p>