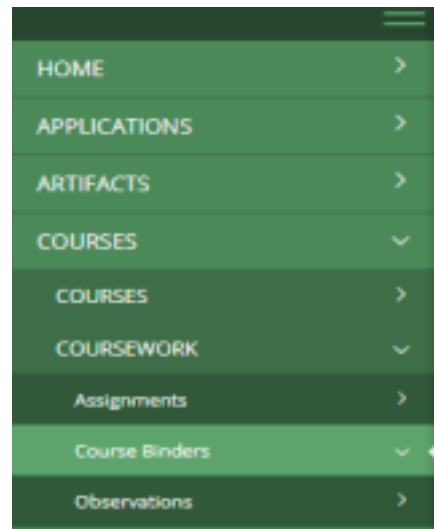# How to Complete a Course Binder on Tk20

|	

1. After logging into Tk20, look under **Courses**, then **Coursework** to find **Course Binders**.
Or, for quick access, look under **Pending Tasks** in the home screen for the assignment you're looking for.
	HOME >
	APPLICATIONS >
	ARTIFACTS >
	COURSES ∨
	  COURSES >
	  COURSEWORK ∨
	    Assignments >
	    Course Binders ∨
	    Observations >

2. When you click on a course binder, the following tabs will appear after the title and description of the Course Binder:
 	
   - Binder Tabs – representing a different section of the binder
 	
   - Assessment – The instructor's assessment of your work.
 	
   - Extensions – If your professor permits, extensions to complete your work.
 	
   - Feedback – The instructor's feedback, if they provide any.
	Task1 Task2 Task3 Task4
	
	Assessment
	
	Extensions
	
	Feedback
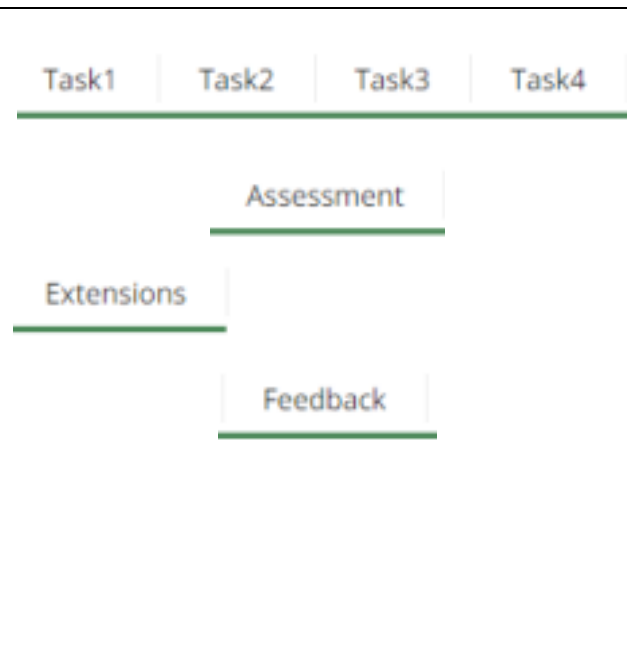
3. When completing the Course Binder, you:
    - Must complete everything with an asterisk (*)
    - May have to upload Artifacts, which can be accessed by clicking on **Select File**. If you select the wrong artifact or wish to edit the artifact before submitting, click the **x**.	

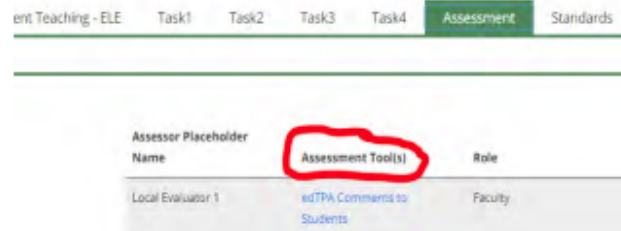|	

4. When you are completed with your Course Binder, click on:
    - **Submit** when fully completed
    - **Save** to save your work
    - **Close** to close the assignment.
	Submit

5. If you find a mistake in your Course Binder *after submitting but before assessment*, you can recall the Course Binder by clicking on the "Recall" button on the homepage for the Course Binder.	↺

6. To review feedback after the assessor/instructor has graded it, you can look at what they said by clicking the **Assessment Tool(s)** under "**Assignment Details**".	ent Teaching - ELE Task1 Task2 Task3 Task4 Assessment Standards Assessor Placeholder Name Assessment Tool(s) Role Local Evaluator 1 edTPA Comments to Students Faculty

For further assistance, please email tk20@oswego.edu .