# How-to Guide: Sending Assignments

## Purpose

This guide is a step by step set of instructions to assist faculty in the sending of assignments in Tk20. Tk20 uses the term "sending" when referencing to the process of assigning work to students. Note that this how to guide only covers the sending of preconfigured assignment templates. Creating assignment templates, is an administrative task that requires an administrator role to be added in Tk20.

## Assumptions

This guide assumes that you have a faculty role in Tk20, are able to log in, and know how to complete basic navigation tasks in the system. It also assumes that you are currently teaching an active course in Tk20 and that students are enrolled in that course. Finally, it assumes that you need to send out an assignment based on an assignment template that has already been configured in the system.

## Step by Step Instructions

**First, check out the assignment template that you are going to use from the library.** If you have already checked out the assignment template (it has a star by it inside the library instead of an empty box), you can skip to step 4.

**Step 1:** On the left side menu, click on "COURSES," followed by "LIBRARIES," and then "Templates."

**Step 2:** Find your template in the list. It should be named starting with an abbreviation for your department and program. If the assignment is typically used in just one course, it should also include the course number to make it even easier to find.

**Step 3:** Place a check by the assignment template. Once the assignment is checked, click on the start button.
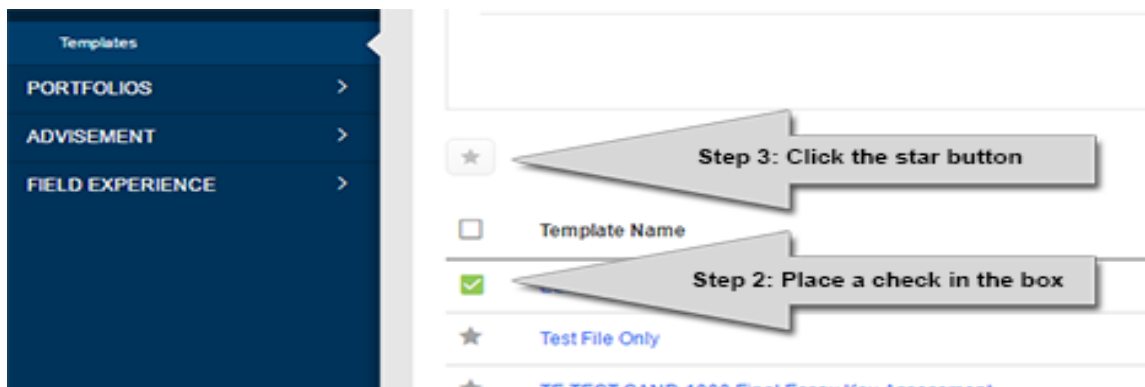
**Now that the assignment is checked out and available to you, select it to send to students.**

**Step 4:** On the left side menu, click on "COURSES," followed by "COURSEWORK," and then "Send" (which you will find under "Assignments").

**Step 5:** One the "Send" screen, send an assignment to your students by selecting the 1) course, 2) the assignment (template), 3) the assessor, and 4) customize the assignment. The following are important things to note:

- The assignment name is what the students see and what will be used in D2L (if you choose to integrate it). Make sure the assignment name makes sense in that context.
- If you are going to integrate with D2L, do not select "Yes" on the "Send Email" option.
- For most assignments leave the advanced options as they are by default.

1. SELECT COURSE  ▶  2. SELECT TEMPLATE  ▶  3. SELECT ASSESSOR(S)  ▶  4. SEND
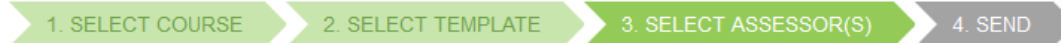
**Step 6:** Click the "Send" button at the bottom. You should now see the assignment on your "Assignments" screen under "Coursework".

Your assignment has now been sent to students. They will see it in their Tk20 accounts. Next, if you are interested in integrating your assignment in D2L, you should read the next how to guide, "Integrating assignments in D2L."