

Course Assignment
(Key Assessment)
Submission Guide for Students



Go to: **corban.tk20.com**

Log in with your username and password

(same as the school network unless you have changed it)

Select **'Courses'** in the left margin.

- Click on the number of the course for which you want to submit an assignment
- Select the 'Activities' tab.
- Click on the assignment title (example: Spring 2021 EDU311 Biblical Worldview Paper)
- On the right side of the page click on 'Select'.
- Browse your computer files to find and select the file you wish to upload.

When you have done this you will see that the file has uploaded and is listed below the word 'Select'.

Select 'Submit' and you have completed the 'Courses' task.

Exit TK20.

Occasionally, when students click on 'Select' on the right side of the page they may see a pulldown menu of assignments. If that happens scroll down and select 'file'.

The screenshot shows the TK20 web interface. The left sidebar has a menu with options: HOME, APPLICATIONS, ARTIFACTS, COURSES (highlighted), COURSES, My Courses, COURSEWORK, REPORTS, LIBRARIES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is titled 'MY COURSES' and has tabs for 'Current Courses', 'Previous Courses', 'Future Courses', and 'Pending tasks'. Below the tabs is a section titled 'COURSES TAKEN' with a table listing courses.

Number	Section Title	Section	Status	Subject
ED51300	BIBLICAL LEADERSHIP IN EDUCATION	01		ED
ED63200	ADV READING/Writing INSTR METHODS	01		ED

Contact Megan Marentes (mmarentes@corban.edu) if you have difficulties with TK20 functions.