GUIDELINES FOR “OPEN FOR EDITING” AFTER SUBMISSION

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Glossary of Terms

Assessment Complete: this status means an assessor has finalized and submitted the evaluation of the assignment

Assessment Pending: this status means an assignment has been submitted by the student. This status could also indicated that an assessor has saved some or all of the evaluation, but has not yet submitted the evaluation

Late: an assignment has not been submitted and the due date has passed

Open for Editing: a student still has editing privileges on their assignment because (1) no assessment of the assignment has taken place or (2) assessment has taken place, but the assessor has taken steps to revoke the assessment and send the assignment back to the student for editing

Pending Flag: this icon denotes an assignment that has been submitted and is awaiting evaluation

Revoke: allows the assessor to rescind a submitted evaluation

Recall: allows the student to rescind a submitted assignment if no evaluation has yet taken place

Save: for students, clicking the save button stores the current assignment information in Tk20, but does not submit the assignment; for assessors, clicking the save button stores assessment information in Tk20, but does not completely submit the assessment

Submit: for the student, clicking this button means that you have completed the entire assignment, portfolio, or field experience binder* and do not wish to make any changes; for the assessor, this button finalizes the assessment

*Field experience binders may have separate due dates for various artifacts or tabs. Submitting one artifact or tab will still allow the student to work on other artifacts or tabs.
PORTFOLIOS: How to make an item "Open for Editing" after Submission

If the student has submitted but no assessment has taken place (there is no pending flag \ next to the assignment name and the status is “Assessment Pending” before an assessor has begun evaluating the assignment*).

- The student may recall the binder themselves
- Within the “Portfolios” tab, the student will follow this click path:
  1. Select “Portfolios,” then click the sublevel “Portfolios,” then click the next sublevels “Portfolios”
  2. Locate the assignment to be recalled and check the box next to assignment
  3. Click the “Recall” button

*If the status of the assignment is “Assessment Pending,” but the student is unable to recall the assignment, that means an assessor has already begun evaluating the assignment. The student will need to contact the assessor and have them follow the steps on the next page of this document.
If the student has submitted and any assessment has been saved but not submitted (portfolio status is “Assessment Pending”)

- An assessor will grant an extension
- The student will not need to recall the binder. The action of granting an extension will reopen the item for the student
- Within the “Portfolios” tab, the assessor will follow this click path:
  1. In the side menu click “Portfolios,” then click the sublevel “Portfolios,” then click “Portfolio Assessments”
  2. Click the name of the appropriate student
  3. In the right-hand pane, click the second tab titled “Extensions”
  4. Click the “Edit Due Date” button on the right-hand side of the window **
  5. Input a new due date, click the “Update” bottom at the bottom of the page and the portfolio will be returned to the student

**If multiple assessors are assigned to this assignment, only one assessor needs to edit the due date in order for the assignment to be returned to the student for editing. Please note, however, that only the evaluation of the assessor who edited the due dates is affected; that assessor may need to resubmit their evaluation. Evaluations of assessors who did not edit the due date are unaffected and will remain saved/submitted.
If the student has submitted and the assessment has been submitted (portfolio status is “Assessment Complete”)

- The assessor must revoke the assessment.
- The assessor must also grant an extension which would push the binder back to the student.
- Within the “Portfolios” tab, the assessor will follow this click path:
  1. In the side menu click “Portfolios,” then click the sublevel “Portfolios,” then click “Portfolio Assessments”
  2. Click the name of the appropriate student
  3. Click the “Revoke” button, located in the upper right-hand corner
  4. The Assessment window will open in the right-hand pane. Click the second tab titled “Extensions”
  5. Select the “Edit Due Date” button on the right-hand side of the window**
  6. Input a new due date, click the “Update” button at the bottom of the page and the portfolio will be returned to the student

**If multiple assessors are assigned to this assignment, only one assessor needs to edit the due date in order for the assignment to be returned to the student for editing. Please note, however, that only the evaluation of the assessor who edited the due dates is affected; that assessor may need to resubmit their evaluation. Evaluations of assessors who did not edit the due date are unaffected and will remain saved/submitted.