

## Student Guide to Tk20

### Logging On:

- ☐ Begin in MyCampus <https://mycampus.umf.maine.edu/web/mycampus/home>
- ☐ Click Tk20 Icon from your Home screen

### Creating and Submitting an Artifact

- You will need your work available to you electronically. File types accepted:
- Word, PDF, RTF, Excel, Inspiration, JPEG
- Large files/units – Zip the files first
- There are two ways to submit your work – Option I OR Option II (you do not need to do both)

#### Option I

- On the home screen click the name of the Task you are submitting to
- Click the Attach Artifacts Tab
- Click> Click here to attach
- Make sure Create New Artifact is selected and click>Continue
- From the drop down list choose the type of artifact you are making
- Under Upload Document click browse – a pop-up window appears> find the assignment you want to attach
- If you are attaching multiple papers then use the >Attach more artifacts
- Click Save (a window pops up that will tell you it has been attached)> Click Ok
- Click Submit

#### Option II

- Click on the **Artifacts** tab.
- On the left menu click **Artifact Wizard**
- Click I would like to create a new artifact> Continue
- From the drop down menu select the type of Artifact you want to create
- Under Select Document Browse for the work you want to submit
- If you need to click attach another file
- Check that the title for your artifact is correct (it is suggested to use the course name in your titles)
- If you are ready to submit click next
- Choose the pending task for the artifact you have created
- Click submit

You are now done!

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### *Guide to Recalling*

If you submit your work and realized that you submitted the wrong version of a paper, or your professor says the work wasn't attached, you'll need to follow these instructions to correct the problem.

- I. Log on
  - a. Click on Courses
  - b. Click on Assignments (on left)
  - c. Check the box next to the assignment with the mistake
  - d. Click Recall: This opens the assignment back to you.
- II. Follow the steps above in instructions for creating and submitting

### Help Resources

- Help Desk Support available at Computer Center Help Desk
- Email support: [Tk20support@maine.edu](mailto:Tk20support@maine.edu)