Recalling Coursework

Logging into the Tk20 System
2. Type in your username which is your KSC NetID (everything to the left of the @ sign of campus email account).
3. Type in your password. For first time login, the default password is your 7 digit Student ID number located on your ID card. You will immediately be prompted to change this password upon logging in for the first time. Tk20 refers to your Student ID as your Personal ID Number which is used to reset your password or retrieve a forgotten username or password using the forgot your username or password? link.
   - Leading zeros must be included for the Student ID in Tk20 – a total of 7 digits

Please Note: If you have previously logged into Tk20 your password will remain changed to the one of your choosing upon first login until such time that you change it. You will need your 7 digit Student ID (Personal ID Number in Tk20) to reset your password using the forgot your username or password? link.

Recalling a Sent Assignment or Course Binder
1. Locate the Assignment or Course Binder:
   - Click on the Courses tab in the main menu on the top of the screen.
   - Click on the link of the specific course for which the assignment or course binder has been assigned.
   - Click on the Activities tab. The list of assignments or course binders will be displayed.

2. Click on the checkmark to the left of the Assignment or Course Binder you wish to be recalled.
   - Please note: If your instructor has already begun assessing your assignment, you will not be allowed to recall it.

3. Click on the gray recall button at the top of the list to recall the assignment.
4. The Assignment or Course Binder Status will change from Assessment Pending to Open for Editing as shown on the right.
   - The assignment or course binder will once again be flagged and set to pending.
   - You will be able to access and update the assignment as usual.