Create New Assignment Template

Access Assignment Template Builder

To access the Assignment Template Builder:
1. Click on **Courses**.
2. Under My Templates, click on Assignment and Project Template Builder > Create.
3. This opens the Create an Assignment or Project Template page with a 4-step wizard.

Create an Assignment Template

Step 1: Define Template

Select the kind of template you want, enter an Assignment name, instructions, visibility, organization, and the kind of submission you would like the students to make (File, Text, and/or Artifact).

Click on **Next.**

Step 2: Standards

Add the standards you like associated with this assignment/project. You can select from the current listed standards, or click on **add new** to add new standards. Students will be able to add additional standards when completing the assignment/project.

Click on **Next.**

Step 3: Assessment Tools

The assessment tool is used to evaluate the assignment/project. Please select the assessment tool from the list. You can view a tool by clicking on its title.

Click on **Next.**

Step 4: Review

Review your assignment/project template. If you need to make changes, you may click on the back button to return to the edit screen.

Select whether you want the template to be Active or Inactive.

When everything is correct, click on Save to save your template.

Help Resources

Online Tutorials
Tk20 has step-by-step tutorials, which can be accessed by clicking on **Help** located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources available to that role by functionality.

Tk20 Unit Administrator
Contact information can be found on the right side of your institution's Tk20 login page.