

TK20 Field Experience: Editing and Recalling a Field Experience Binder

If you would like to edit a saved assignment or if you decide that you want to start new with a fresh document, take the following steps:

To discard a saved item and replace it:

1. Click the tab associated with the artifact that you would like to redo.
 - Under the Title section, you will see a blue hyperlink to the artifact you completed.
 - To the right of the hyperlink will be a black "x".
 - Clicking the "x" will remove the artifact
 - You still have access to the artifact.

Type	Status	Title
Teacher Candidate Midterm Self-Assessment	Attached	Teacher Candidate Midterm Self-Assessment 2 

2. Once removed, **Click here to Attach** will reappear in blue. When you click that hyperlink, this screen will appear:

Title	Type	Last Update
Teacher Candidate Midterm Self-Assessment 2	Teacher Candidate Midterm Self-Assessment	07/11/2014

- The radio button will default to **Create a new** [artifact], but you will now see your previously saved artifact below.
- If you decide you would like to edit or use what you previously saved, click the radio button next to the artifact and select continue.
- To start new, make sure the radio button still has **Create new** selected and click **continue**.
- Follow the same process you originally used to attach a document.

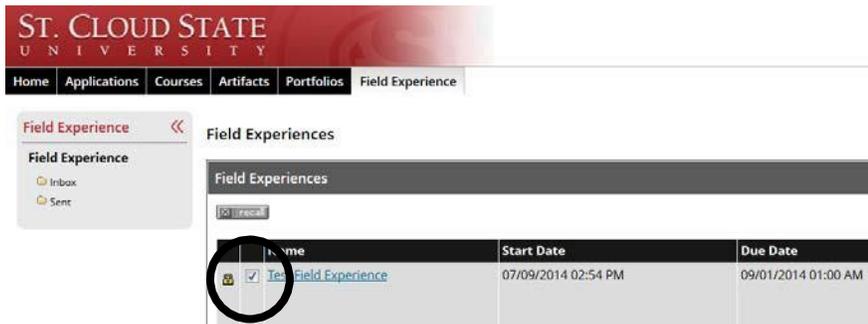
To Edit a previously saved artifact:

1. **Click on the blue hyperlink** to open it. The artifact will open in an un-editable display view.
2. To make changes, **click on the small pencil** with the word Edit next to it, located between the main Tk20 tabs and the artifact related tabs.
3. This will open the artifact in the editable form where you can make any desired changes.
4. Once you have completed making change, remember to **Save**.

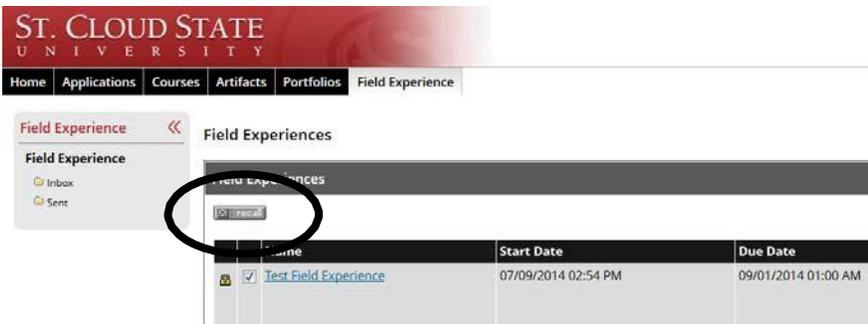


To Recall (or un-submit) a Field Experience binder that you may have Submitted by mistake, take the following steps:

1. Go to the **Field Experience Inbox**.
2. Select the binder by clicking the checkbox to the left of the blue Field Experience binder title.



3. **Click on the recall button** above the row of checkboxes. This will recall your submission of the selected binder. You can then edit and/or complete your binder.



NOTE: You cannot recall a Field Experience Binder once the due date has passed, or if assessment on it has begun.