
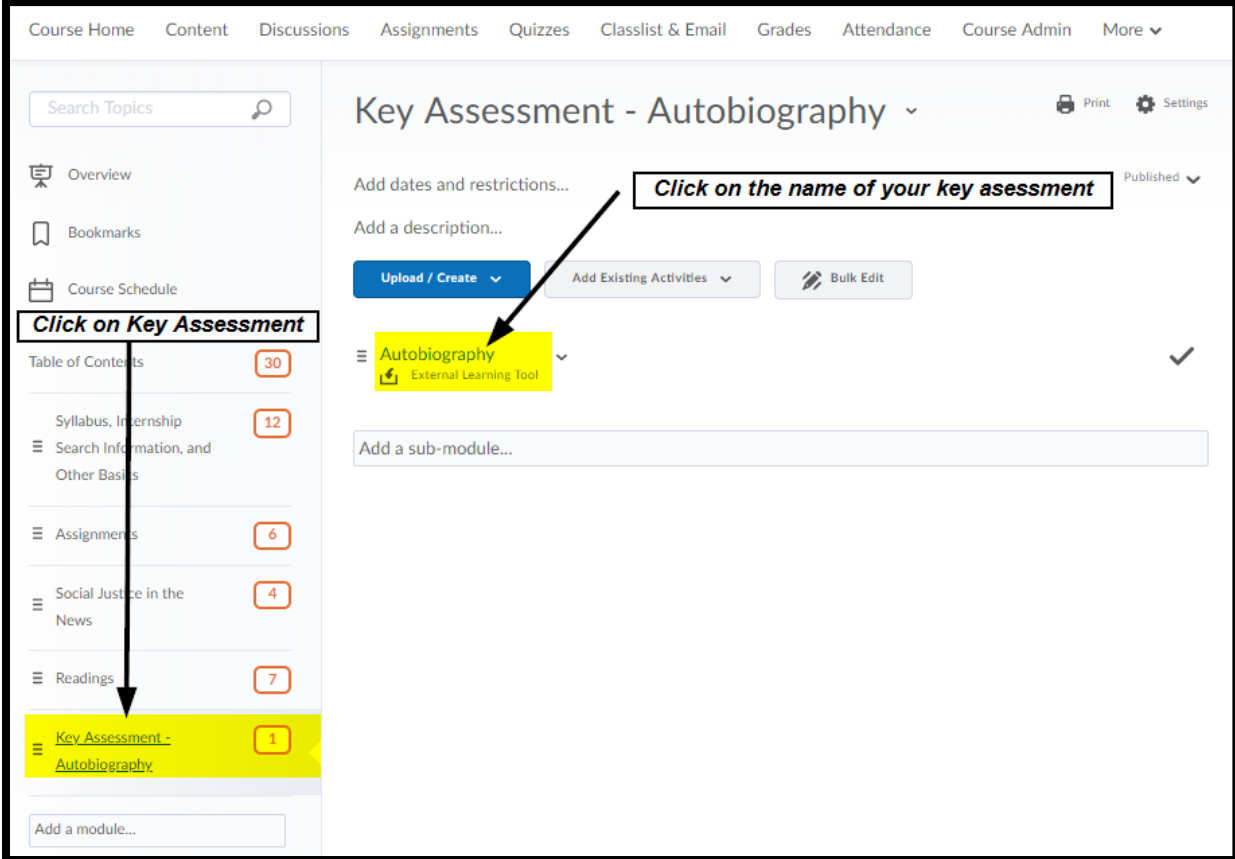


Student Guide on How-To Submit Tk20 Key Assessments in D2L Daylight

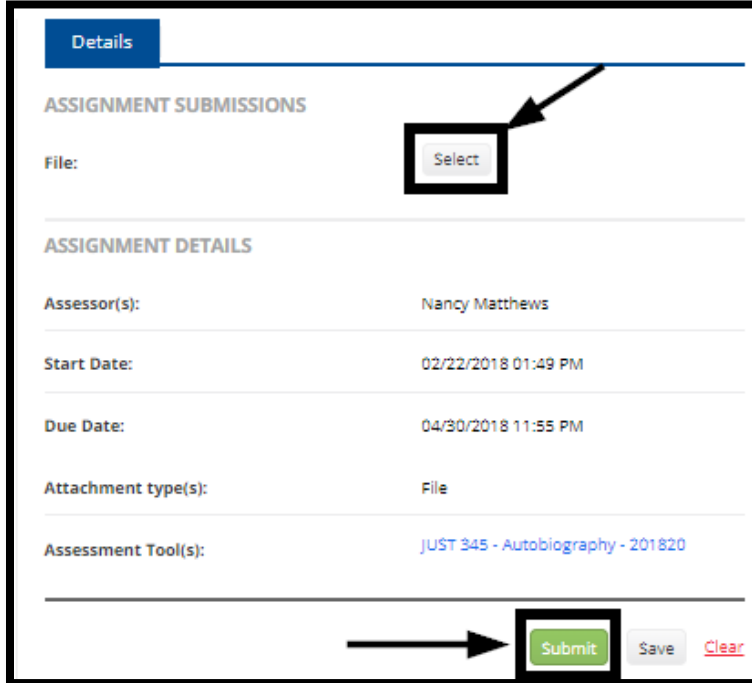
1. Log on to Desire2Learn; <http://neiu.desire2learn.com>
Note: Do not access through NEIUport, log on to D2L directly.
Note: Do NOT have anything else open in your web browsers; only use Mozilla Firefox or Google Chrome.
2. Go to **Content** and click on the **Key Assessment** module in the **Table of Contents** and then on the link to the name of the key assessment.
Note: Key assessments have a description below the name similar to this: 



The screenshot displays the D2L Daylight interface for a course. The top navigation bar includes links for Course Home, Content, Discussions, Assignments, Quizzes, Classlist & Email, Grades, Attendance, Course Admin, and More. The main content area is titled "Key Assessment - Autobiography" and includes options for "Add dates and restrictions...", "Add a description...", "Upload / Create", "Add Existing Activities", and "Bulk Edit". The "Table of Contents" on the left lists various course modules, with "Key Assessment - Autobiography" highlighted in yellow. An annotation "Click on Key Assessment" points to this item. Another annotation "Click on the name of your key assessment" points to the "Autobiography" link in the main content area, which is also highlighted in yellow and includes an "External Learning Tool" icon.

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3. Click the **Select** button to upload file(s).



Details

ASSIGNMENT SUBMISSIONS

File:

ASSIGNMENT DETAILS

Assessor(s): Nancy Matthews

Start Date: 02/22/2018 01:49 PM

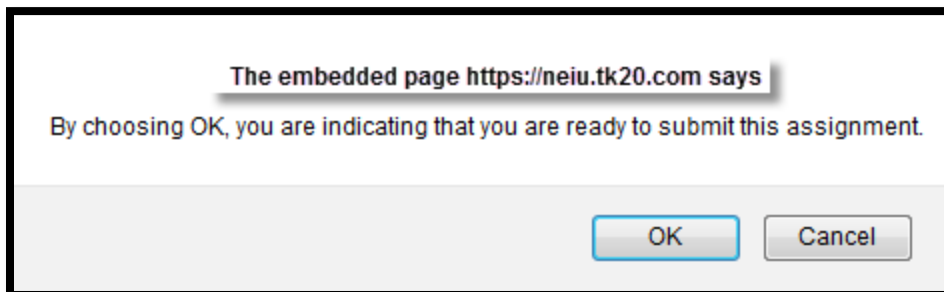
Due Date: 04/30/2018 11:55 PM

Attachment type(s): File

Assessment Tool(s): [JUST 345 - Autobiography - 201820](#)

4. Click on the green **Submit** button.

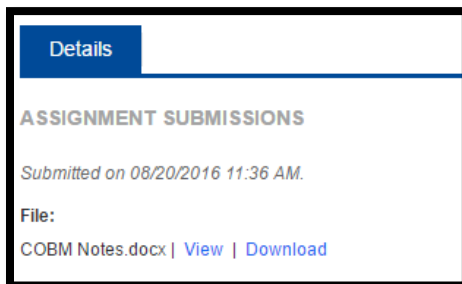
Note: You will receive a pop-up message “By choosing OK, you are indicating that you are ready to submit this assignment.”



The embedded page <https://neiu.tk20.com> says

By choosing OK, you are indicating that you are ready to submit this assignment.

5. After clicking the Submit button you will see *Submitted on date stamp, e.g. Submitted on 08/20/2016 11:36 AM.* You can click on **View** or **Download** to see what was submitted.



Details

ASSIGNMENT SUBMISSIONS

Submitted on 08/20/2016 11:36 AM.

File:
COBM Notes.docx | [View](#) | [Download](#)