

Reviewing an Application



Access Application Submissions for Review

To access applications for which you are a reviewer:

1. Click on the **Applications** Tab. Click on **Submissions** located in the side menu.
2. Click on the application you wish to review to open a split screen.
 - a. On the left side, you will be able to view the student's application.
 - b. On the right side, you will be able to view the review forms.
3. Complete the review forms and click on **Save**.
4. Once your review is final you can enter a final result and comments (comments are for internal use).
5. To exit the application, click on one of the following:
 - a. **Save**: You can click this at any time and return at a later time to finish the review.
 - b. **Submit**: This will submit your application's final result for the student to see.
 - c. **Cancel**: Use this to exit the application without saving any changes.

Grant Extension to an Application

Extensions can be granted to an application to extend the due date or to reopen the application for editing.

1. Click on the **Applications** Tab and then click on **Submissions** located in the side menu.
2. Click on the application you wish to grant an extension to.
3. Click on the **Extensions** sub-tab located on the right side of the split screen.
4. Click on **Grant Extension**, then enter a new due date & time (the date must be later than the original) and a comment.
5. Click on **Grant Extension**.

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.