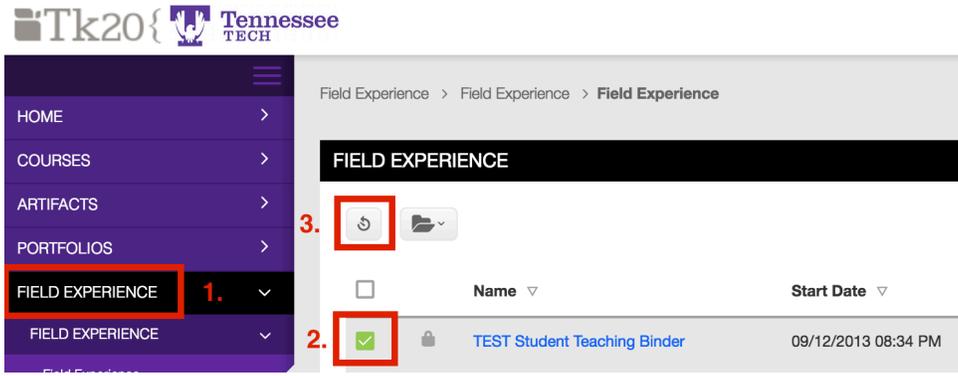


## How to Open or Unlock a Submitted Binder

1. Click on the Field Experience section.
2. Check the box next to the submitted binder.
3. Click the gray “Recall” button at the top of the list.



The screenshot shows the Tk20 interface for Field Experience. On the left is a navigation menu with 'FIELD EXPERIENCE' highlighted and a red box around it labeled '1.'. The main content area shows a table of binders. A red box labeled '2.' is around a checkbox next to the binder 'TEST Student Teaching Binder'. Another red box labeled '3.' is around a gray 'Recall' button at the top of the table.

	Name	Start Date
<input type="checkbox"/>	TEST Student Teaching Binder	09/12/2013 08:34 PM

4. The red “Pending” flag should now appear next to the binder link and its status should be listed as “Open for Editing.”

 Student Teaching Binder TEST

If you receive a red error statement at the top of the page, contact the Unit Administrator at [tk20support@tntech.edu](mailto:tk20support@tntech.edu) for further assistance.

For assistance, please contact the Learning Resource Center:

Phone: 931.372.3856 | Email: [tk20support@tntech.edu](mailto:tk20support@tntech.edu)