



BAYLOR
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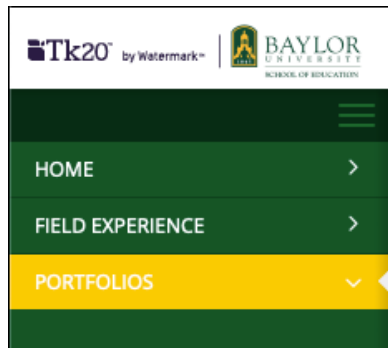
Unsubmit Your EBSA

Remember, your EBSA may span an entire academic year, so you don't submit it before all of the benchmarks have been completed. For example, in the first term of the year you may only complete five benchmarks. Leave the remaining five benchmarks empty so you may complete them the following semester. While submitting your binder forms in Tk20 is common, the EBSA is handled a bit differently since it spans more than a single semester.

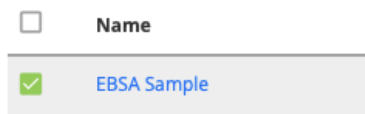
If you have submitted your EBSA in Tk20 Portfolios before you were finished with all of the benchmarks, you will need to "unsubmit" so that you can edit benchmarks in the future. The instructions in this article (below) show you to do that.

Unsubmitting an EBSA

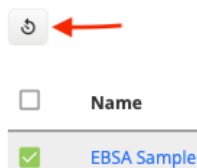
1. Log in to Tk20. (Please refer to the Logging In section of the page at www.baylor.edu/soe/tk20students for help with logging in.)
2. Click “PORTFOLIOS” in the side menu.



3. Click the checkbox next to the EBSA you would like to unsubmit.



4. Click the “Recall” button.



5. Your EBSA is now unsubmitted and is “Open for Editing,” as shown in the Status column.

<input type="checkbox"/>	Name	Status
<input type="checkbox"/>	 EBSA Sample	Open For Editing