

# Planning Checklist

Firstly, make sure you know where to find:

1. **University Assignment Guidelines** - <https://my.cumbria.ac.uk/Student-Life/Your-Studies/Your-Course/Assignments/>
2. **Blackboard – via the Student Hub**

Activity	Hints and Tips	Additional Help	Tick when done !!
<b>Find and print off assignment briefs. Make a note of all deadlines.</b>	<ul style="list-style-type: none"> <li>• Find module guides on Blackboard.</li> <li>• Print off the Learning Outcomes too</li> </ul>	Via the StudentHub	
<b>Note down any additional instructions given by tutors including marking criteria</b>	In lectures or from Blackboard		
<b>Digest brief</b>	<ul style="list-style-type: none"> <li>• Do you understand it?</li> <li>• Read it a few times</li> <li>• Any queries check with tutor</li> <li>• Find the Learning Outcomes</li> </ul>	<a href="https://my.cumbria.ac.uk/media/MyCumbria/Documents/UnderstandtheEssayQuestion.pdf">https://my.cumbria.ac.uk/media/MyCumbria/Documents/UnderstandtheEssayQuestion.pdf</a>	
<b>Start a plan</b>	<ul style="list-style-type: none"> <li>• Use Learning Outcomes as headings</li> <li>• Use Mindmaps or lists – whatever works best for you</li> </ul>	Mindmapping software on University computers  Use ASK (Assignment Survival Kit) to work out how long it will take <a href="http://www.staffs.ac.uk/ask/">http://www.staffs.ac.uk/ask/</a>	
<b>Start your research</b>	<ul style="list-style-type: none"> <li>• Use reading list link from Blackboard modules</li> </ul>		

	<ul style="list-style-type: none"> <li>• Onesearch to look for other material</li> <li>• Try our subject pages for to find the most relevant eresources for your course</li> <li>• Use the Internet but evaluate carefully</li> </ul>	<p>Onesearch from Student Hub</p> <p>Subject Resources page  <a href="https://my.cumbria.ac.uk/subjects">https://my.cumbria.ac.uk/subjects</a></p> <p>Try Google Scholar -  <a href="https://my.cumbria.ac.uk/Student-Life/Learning/Resources/Eresources/Google-Scholar/">https://my.cumbria.ac.uk/Student-Life/Learning/Resources/Eresources/Google-Scholar/</a></p>	
<b>Add ideas and topics to your plan</b>	Active reading – think about how relevant the ideas you find are to your plan	<a href="https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Academic-Reading/">https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Academic-Reading/</a>	
<b>Evaluate the ideas found</b>	<ul style="list-style-type: none"> <li>• Choose the best ones to answer the brief.</li> <li>• Work out <i>why</i>.</li> </ul>		
<b>Start writing</b>	Read our hints and tips about how to structure your assignments	<a href="https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Academic-Writing/">https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Academic-Writing/</a>	
<b>Draft, redraft, proofread</b>	<ul style="list-style-type: none"> <li>• Ask a family member or friend (but not a student on your programme) to proofread it.</li> <li>• Read it aloud to see if it makes sense</li> </ul>	Are you using the right format - <a href="https://my.cumbria.ac.uk/Student-Life/Your-Studies/Your-Course/Assignments/">https://my.cumbria.ac.uk/Student-Life/Your-Studies/Your-Course/Assignments/</a>	
<b>Submit via your Blackboard module site</b>	Ideally a few days before the deadline so you can edit if need be	Try it out in the <b>Turnitin Text Area</b> on <b>Blackboard</b> to check for plagiarism. In Blackboard click on 'Students'.	

### Future Planning – think about:

1. How long did your essay take? Do you need to change your approach?
2. Use formative assessments to help develop your skills
3. Apply tutor feedback from your summative assessments
4. Seek help from your tutor or go to the [skills@cumbria](mailto:skills@cumbria) website  
<https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/>