

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

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