

Assignment Navigator



Understanding the Task Checklist

Interpret the assignment task by searching for key words

- Identify the topic
- Find the instruction words
- Find any limiting words
- Brainstorm everything you already know about the topic
- Identify any underlying concepts, theories or ideas

Revisit the unit material and search for information related to the task

- Know the due date, word limit and weighting of the task
- Know the expected format
- Read the marking criteria for the task in the UIG
- Search the required and recommended readings
- Read related topics/modules in the Study Guide
- Check MySCU for assignment updates, discussions and resources

Manage the task using checklists and a semester and weekly planner

- Check workload for all units on your Session Planner to estimate a starting date
- Write a checklist of all smaller tasks
- Slot smaller tasks into your Weekly Planner or diary
- Seek assistance early