

Platform: All
Ref no: ins125
Date: February 2008
Version: 1
Author: J.F.Adams

Using the log in facility on the Assignment Survival Kit (ASK)

This short guide explains how you can make use of the log in facility on the Assignment Survival Guide (ASK) to gain access to additional features to store multiple assignment schedules and to request email reminders.

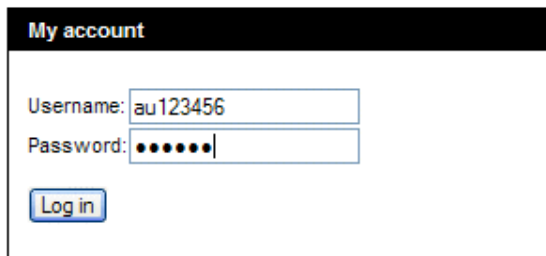
Introduction

The on-line software tool the Assignment Survival Kit (ASK) has recently been upgraded to include a number of new features. This short guide explains how you can make use of the log in facility to store multiple assignment schedules and to request email reminders. of a number of these additional features.

Logging in to ASK

Staffordshire University students and staff can log in to ASK and it will allow you to store a list of your assignment schedules which have been produced in ASK. You can also choose to be sent email reminders when you move from one stage to another within the schedule.

1. Enter your normal Staffordshire University username and password – the one you use to log in to University computers – and click on **Login**. See example below:



The screenshot shows a login form titled "My account" with a black header. Below the header, there are two input fields: "Username:" containing the text "au123456" and "Password:" containing six black dots. A blue "Log in" button is positioned below the password field.

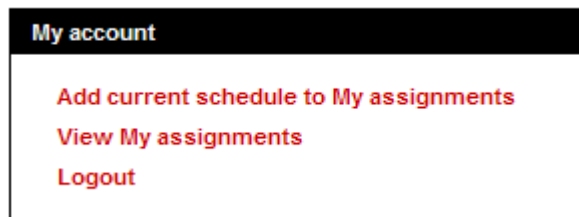
2. Once you have logged in the display changes to show a new box on the left hand side called **My account** as shown below:



The screenshot shows a box titled "My account" with a black header. Below the header, there are two red text links: "View My assignments" and "Logout".

3. As can be seen initially there will be two options available - **View my assignments** and **Logout**. View my assignments will display a list of all the assignments you have stored within ASK.

- Once you have used ASK to create an assignment schedule you then have an additional option available to add that schedule to your stored list of assignments.



- Create your schedule using ASK in the normal way by entering the start and end dates for your assignment and selecting the assignment type from the drop-down list. Click on **Add current schedule to my assignments**. This will display the form below in the main part of the ASK window.

ADD TO MY ASSIGNMENTS

Title:

Start Date: / / (dd/mm/yyyy)

Due Date: / / (dd/mm/yyyy)

Type: ▼

Receive emails?:

- Enter a suitable name for the assignment which will allow you to identify it in the assignment list. For example: **History of the Internet essay** or **Career Planning Portfolio**. The example below shows a number of assignments listed within ASK for one user:

Assignment Survival Kit

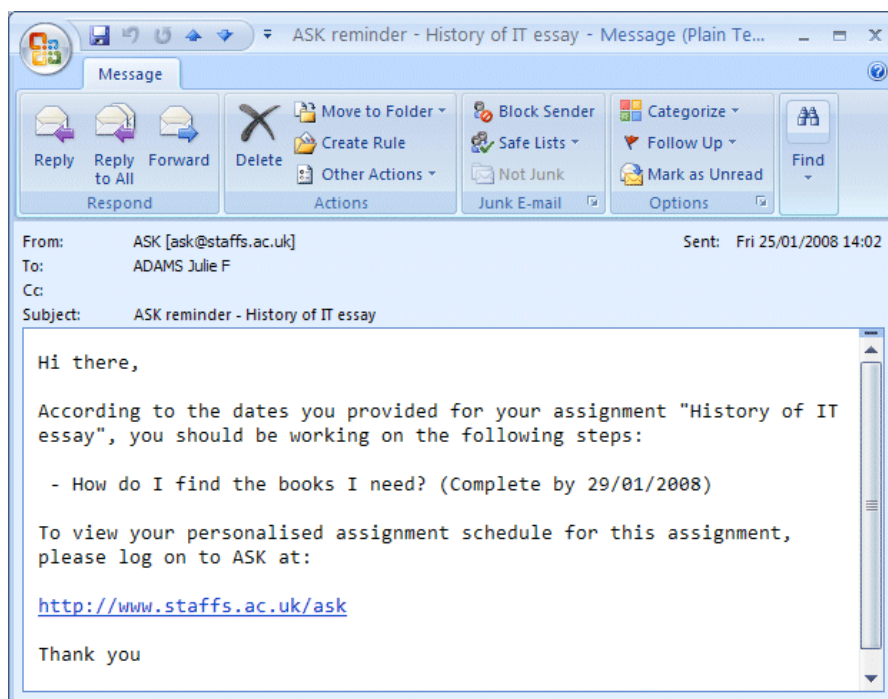
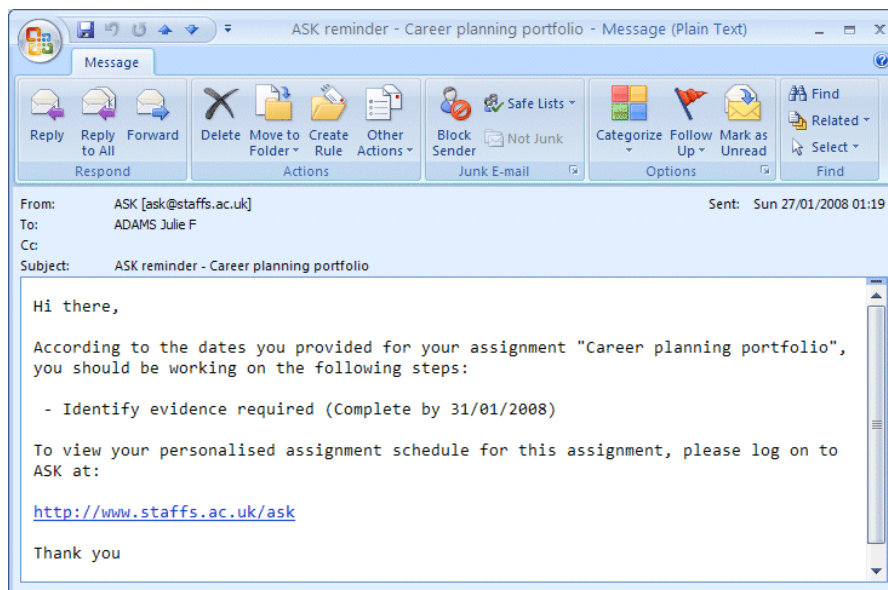
Essay steps

- 1: Where do I start?
Complete by 16/02/2008
- 2: How do I approach my assignment?
Complete by 18/02/2008
- 3: How do I plan my assignment?
Complete by 19/02/2008
- 4: How do I start my research?
Complete by 22/02/2008
- 5: How do I find the books I need?
Complete by 25/02/2008

MY ASSIGNMENTS

	Assignment title	Type	Start date	Due date	Email alerts?
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Internet and e-commerce essay	Essay	15/02/2008	19/03/2008	Yes
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Psychology Lab report	Report	01/02/2008	01/03/2008	No
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Career planning portfolio	Portfolio	23/01/2008	01/03/2008	Yes
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	IT Project Presentation	Presentation	23/01/2008	24/02/2008	No
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	History of IT essay	Essay	18/01/2008	21/02/2008	Yes

7. If you would like to receive email reminders when you need to start work on the next stage within the ASK schedule you should tick the **Receive emails?** box.
8. If you select this option you will receive an email to your University email address on the day that you should start work on the next stage (assuming that your University email account is not over quota!). It is not possible at the moment to choose to have these come to another email accounts. Some sample emails are shown below:



Retrieving and editing saved assignments

Once you have saved an assignment schedule within ASK you can retrieve this to view the steps and the associated dates again. This means that you do not need to run the calculation again or print off the whole schedule at the beginning.

To retrieve a previously saved assignment schedule:

1. Log in to ASK and select **View My Assignments**
2. Click on the name of the assignment you require in the list.
3. The detailed schedule will be displayed.
4. Use the navigation in the left hand column to locate the section you require and click on the item to display the details for that step.

It is also possible to make changes to assignment schedules you have saved within ASK. This would allow you to make changes to the dates for the assignment or you may decide that you no longer want to receive email reminders.

To make changes to a saved assignment schedule:

1. Log in to ASK and select **View My Assignments**
2. Locate the assignment you require in the list and click on the **Edit** button.
3. A form like that shown below is displayed:

▶ **EDIT ASSIGNMENT**

Title:

Start Date: / / (dd/mm/yyyy)

Due Date: / / (dd/mm/yyyy)

Type: ▼

Receive emails?:

4. Make the changes required to the options then click **Update assignment**.
5. You will be returned to the list of assignments and the amended details will be shown.

If you have changed the dates associated with your assignment then you can view the new schedule by clicking on the name of the assignment in the list to display the ASK steps.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

All Microsoft® product screenshots and references are used by permission of the Microsoft® Corporation. Windows® operating system