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:

   ![Login example](image1)

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:

   ![My account example](image2)

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.
4. 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.

5. Create your schedule using ASK in the normal way by entering the start and end dates for your assignment and selecting the assignment type form 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.

```
Title: 
Start Date: 30/01/2008
Due Date: 17/03/2008
Type: Essay
Receive emails?: 
```

6. 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:
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:
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)

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