

## Transcript



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In this video, we're going to take a look at the assessment map tool. This resource is a document in Word and the intention is to allow you to take a big task and then break it down into smaller tasks. So, looking at this resource, it's a table, so it allows you to enter data into each of these fields. As you work your way through looking at the table, the left column is for your task. And so this has a big section here where you can put in that high-level task and then it gives you an option to break it down. So, we have five cells here so that you can break it down into smaller pieces.

The next column across is an estimate of how much time you think each of those smaller tasks is going to take you. Then we have a column here to help you plan in when you might like to work on that task and the due date column. It can be really handy because it allows you to keep your eye on that big picture. So you may choose to work on a task a little bit before it's due. But knowing that due date is going to help you with your overall planning. And then the final column is done. So this allows you to tick it off or put a little mark in this column just to denote that this has now been completed. These can be really helpful to keep track of the work that you're doing, but also to create that sense of accomplishment at the end of the task, which can be really helpful for motivation.

Okay, so let's have a look at an example. So let's say you've got a work health and safety unit and you have an assessment task number one. So you could put it in like that. You could write it out. If that's not clear enough, you know, having it written out can also be really helpful. And you can see how this is that high-level version of the task. And what you can do is look through the task section by section or piece-by-piece and break it down into more manageable pieces. So, for example, let's say this has three different parts. So we've got part a, part b and part c. Say, this can be a nice clean way to break the task down. But this is where the time estimate column is really helpful because I do recommend that you consider manageable timeframes for each of these tasks. So if it's a really big task, for example, let's say part a might take you three hours to complete. I tend to think that that's too big a subtask because it would be hard to perhaps find the time three hours in a row when you could go through and complete that. If you think that's how you would like to plan that. Totally welcome to use this tool however you like. In which case you would put three hours into that column. So that's one way that you can break this down.

Let's use another example here then. The same task, but let's say we want to break it down even further. So part a, being a really big task, what you could also do is just have part a be the higher

overarching task. Then you could break it down into sections even further. So let's say that part a is a really big question-and-answer section. So, you could break it down and say that I want to get questions one through five, questions six through ten, et cetera. So that's one way you can break it down. Again. You can have a look and say how long you think it might take you to do each of the questions. So let's say it's going to take you 20 minutes to do each of those questions. So you might want to say, okay, well, I'll do two questions at a time because, you know, that's going to be easy for me. So say 45 minutes. So even though I'm guessing 20 minutes per question, I'm going to build in that extra five-minute buffer to help me managing my time. So that's other ways that you can do that. And then if you go through and say, wow, question three is a really big question. I think that's going to take me 45 minutes just on its own. You can break it down like that. So it is really up to you how you would like to break down those tasks into smaller pieces. And it can be helpful to think about. Are you able to sit for long periods of time or do you like a break after 45 minutes? And if that's the case. Breaking it down into those smaller pieces, that can be really helpful. If you find that there's more than five sub-tasks under one of these high-level tasks. Just keep going underneath.

This is, this is a tool for you to use. So even though I've sectioned out here with the darker lines, just keep going. If you need that extra space, it's really up to you how you'd like to use that. So then once we've done an estimate of time and look it can be difficult, particularly when you're starting out to create an effective estimate. So I just encourage you to give it a go. See how you go as you're estimating that time. And if you feel that maybe you're underestimating time as you go, start to build in those little buffers, just to give you that extra time to plan it all out. So when we now have the time estimates, what I think is really important and an element that I think is often left out of planning time is the, when am I going to work on this? Because often people just have a to-do list and then they, they chip away at it. But if you can make decisions around when you're going to work on a task, then I think it makes it a more effective use of your time when you do sit down to study.

So a factor in when am I going to work on it is when is it due? So let's say that we've got the 24th of April as a due date for this task. You can copy it down for each of the parts. However you want to work it, but just at the top because it's indicative of that particular high-level task with it being due on the 24th, depending on the date. Um, if that's 23 weeks away, then something that can be really helpful when you're looking at a big assessment task. So we're saying that this one is pretty big. So we're going to allow three hours for that and maybe 2.5 hours for this one. So that's a pretty big task.

So if you are able to chip away at the task over a few weeks, than what can be helpful is to make that decision upfront. So let's say that you've got some time Wednesday morning this week, so let's say Wednesday am. And then this could be something that you want to work on the next week. So again, let's say Wednesday am, but then you're going to put a date on it. So that might be, for example, I'm just gonna make up a date when you work on it. And then you might say Friday that same week in the afternoon, I'm going to work on the third part, so you can see how you can chip away at those tasks over a different time period, but having that due date in mind allows you to make that decision. In this other example, let's say it's due on the 24th again, but it's the 20th of April today, for example. So this is where it might need a lot more details. So those sections, I might even put the times in, let's say so that's the 20th of April. So that's like Wednesday, April. And I'm I'm

just going to say the time like I'm putting that in at ten o'clock because that's when I want to get that done. That's 45 minutes, that'll take me up to 10.45. But if I need to have a break, then what I'll do is I'll just put that in for 11 o'clock. You can see how you can start to plan out when you're going to work on this, these tasks.

With the high-level tasks, it doesn't just have to be things like an assessment task. It can be revision for exam, it can be re-submit. You might have a few resubmits to do. So. It's just like alright, 82, questions 2, 6 and 8 And then for another unit, so let's say, alright, this is the work health safety unit, 82, questions 2, 6 and 8. Then for this other unit, X, Y Z, you've got 81. And you just had question 1 and 2 to redo it so you can batch those tasks together like that. And then also going back through notes, or revision and reread lecture from the 15th of April. I'm going through and just thinking about all the work that you need to do. And what you'll start to see is a picture of how many hours you need to get that work done and how that can fit in with the rest of your week.

So something that can be really helpful to do is to set this up for the assessment tasks that you have coming up. Well, the other tasks that you have coming up. And then when you get new tasks using this then as a maintenance tool. So you can, for every new assessment task, go through it question by question or section by section, and just filling in here to get that estimate of how long you think it'll take and roughly when you might work on it. And if it's too quite a way in the future, you don't necessarily need to get really detailed about when you'll work on it. I could just be saying week beginning 10th of May, whatever that looks like for you.

The assessment map is also available as an Excel spreadsheet. And this can be a really useful tool if you need a little bit more flexibility with how you use this tool. So with Excel, you can add in rows and columns more easily because you're not constricted to the size of a page where you are in a Word document. For example, if you did want to add in some extra rows here so that you had more than five. What you do is just click on this numbered column here and you can insert with a right-click Insert. And so that adds that extra one.

If you want to add in more than one, you actually can drag down the number of extra columns that you want. So let's say we want to add in 4 extra columns. We just highlight four, right-click, go to Insert. And you can see now we have all those extra, extra cells. Another thing that you can do easily here is add in another column. So an example column that could be helpful is to, we've taken a look at how long something might take. Why don't we put in an actual how long it did take? In which case what we would do is click on the column that's next to the where we want it. So what I want to do here is just add it in-between C and D. So I'm going to highlight D, right-click Insert, and that just inserts it to the left. And this is where we can type in. How long did it take? You can put in that time. And by adding a column like this, for example, it can help you really hone your estimates, especially when you're starting out. Those estimates can be a little tricky. But as you go through, we say, okay, well, that question, I thought it was going to take me 20 minutes. It actually took me 30, so, when I'm estimating in the future, I have a better idea of how long these things might take. In Excel, you can also adjust the widths of the columns. So what you can do here is just hovering up the top between A and B, for example, you can see how I now have that double headed arrow. If I just hold that with my mouse left-click, I can drag that column. So I can change the size of the column. So that can be really helpful thing as well.

Again, you're not constricted by the size of the page, so you can make them really big so that you've got that room for detail. If you want to add in another series of these, the blank column and then the five. What you do is you just highlight the whole thing. You can right-click and go copy. And then you just click the mouse where you would like it to start. So we're just going to go through that cell below. And then you click Control V or Command V on a Mac. And that just copies that in. And if you want to do a couple, you can highlight a couple, do a couple of them at a time. And then just go in below again, that just allows you to paste that in.

There is a tab here for usage tips as well. So if there's any, if you don't remember these tips, then you can click on here and it will show you how you can do that as well.

This resource demonstration has been presented to you by the Student Success Coach team. To learn more about this service and support provided by the team. Please visit our web page at [swi.nu/ssc](http://swi.nu/ssc) You can also find the name and contact details for your coach, as well as access other helpful resources to help you succeed in your studies.

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