Preparing your first assignment

In case you missed it, here's all the information about from our first assignment week. Even if you have finished your first assignment, you can use this for any future assignments.



Understanding your assignment

Before you start researching or writing, it's important to make sure you understand exactly what your assignment is asking you to do.

Take a look at our "**What is my assignment (really) asking me to do?**" infographic to learn more about common assignment task words such as *analyse*, *discuss*, *evaluate*, and *compare*. Understanding these words can help you focus on what the question is asking and make sure you stay on track in your assignment.

Find your materials

Aberystwyth University has two libraries and access to thousands of online resources, giving you plenty of high-quality material for your assignment. There's lots available, but knowing where to start can be the challenge. We can help you find the right information for your assignment.

A great place to start is your **module reading list**. These books, articles, and resources have been recommended by your lecturers to support your studies.

Not sure how to find a book, journal article, or online resource? Our online guide will show you how to search for and access materials through the library. You can also visit

the Level F helpdesk in Hugh Owen library between 11:00 and 15:00. Our subject librarians there can help you search the library catalogue, find resources for your topic, and locate books on the shelves.

Set up the technology

Having your technology set up early can make assignment writing much easier. It means you can focus on your work instead of worrying about where your files are saved or whether you're using the latest version of a document.

As an Aberystwyth University student, you can use **Microsoft 365** for free, including programmes such as **Word, PowerPoint, and Excel**. You'll also have access to university-managed file storage, so your work is backed up and accessible wherever you study.

Don't have your own computer, or having problems with your laptop? There are plenty of computers available across campus, including facilities in **The Workstation** in town.

We've got lots of tools that help to make our resources more accessible. And if you are working in Welsh, why not try using Cysgliad – which includes grammar and spell checking.

Writing Your Assignment

You've done the research, gathered your ideas, and you're ready to start writing.

Whether you're wondering how to structure your assignment, develop your argument, or write a strong introduction and conclusion, you'll find plenty of guidance on the **AberSkills Writing Assignments** pages.

And don't forget to reference the books and articles you have used. Remember: there are often marks available in your assignments for good referencing and citation.

Need a place to focus? The library has a range of study spaces to suit different ways of working. You can collaborate with friends in the **Iris de Freitas Room** or find a quiet spot on **Level F** if you prefer to work without distractions.

If you're finding it difficult to start writing, you can book an appointment with **Samantha**, published author and Royal Literary Fund Fellow, who can help you organise your thoughts and turn your ideas into writing.

Submitting Your Assignment

You've done the hard work. Now it's time to submit your assignment.

Try not to leave submission until the last minute. Giving yourself plenty of time before the deadline means you can deal with any unexpected technical issues and make sure everything is uploaded correctly.

You may also want to do a submission in advance of the deadline so you can have a look at the similarity report in Turnitin – it might just help you spot some missing citations before your final submission. Find out more in our Libguide.

We have guides to help you submit your work. Once you've submitted, remember to check your submission receipt and confirmation email to make sure everything has gone through successfully.

Top Tip: use Chrome or Firefox to submit your work and download and save your submission receipt.

Congratulations!

Take a moment to celebrate. Completing your first university assignment is a big achievement.

Whether you reward yourself with a sweet treat from the **Food Hall**, a workout in the **Sports Centre**, or by watching the sunset from **Iris de Freitas**, you've earned it.

Well done. You've just completed your first assignment. And you've gained skills that will help you in your future assignments.

Did you know that the library has a collection of books dedicated to helping you develop your study skills?

The **Effective Study Collection** on **Level F of the Hugh Owen Library and in the Physical Sciences Library**, is packed with practical advice on topics such as academic writing, revision, critical thinking, time management, and research skills. Whether you're preparing your very first university assignment or working towards a PhD, there's something to support you.

And don't forget that we'll be providing information on how to use your feedback during November. Keep an eye on Ffrwd for more details.