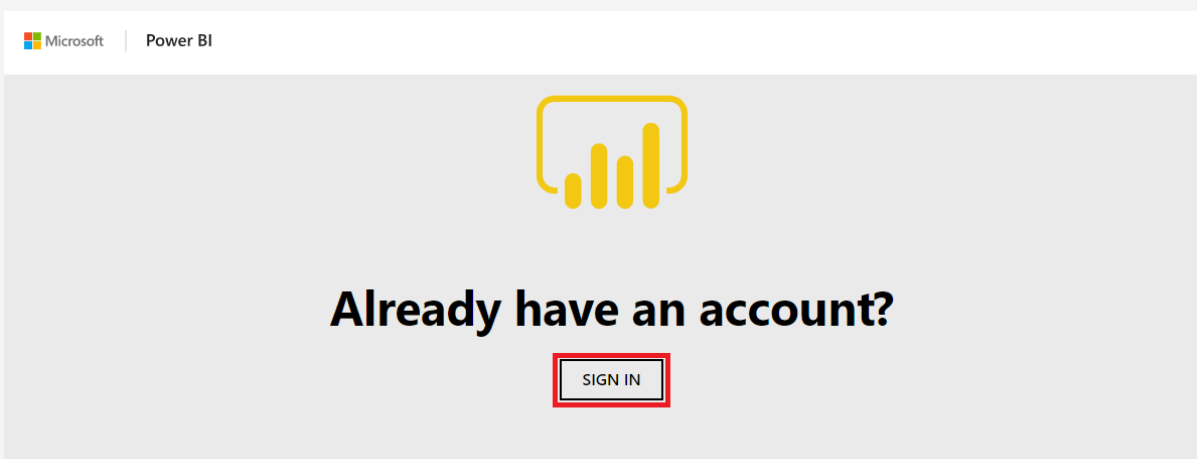


The **Assessment Timing Tracker** is a tool to improve the current process of setting and planning assessment dates by providing the user with an understanding of student assessment load throughout the semester.

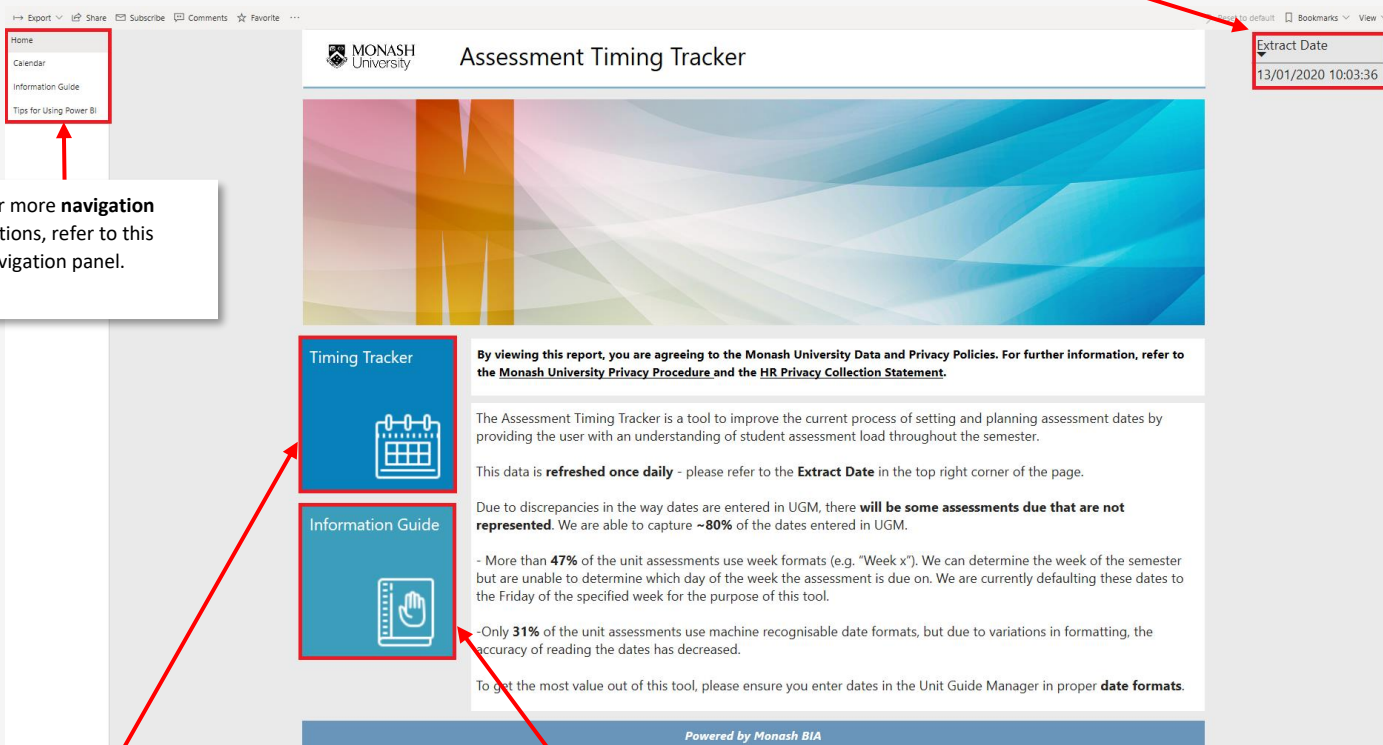
To access the Assessment Timing Tracker, follow [this link](#).

<https://app.powerbi.com/groups/me/apps/86010083-6077-4859-a7c9-836ddee93e92/reports/611af91e-0035-4f6c-b16f-785340f71124/ReportSection67fab471099adcc2b271?ctid=ef7a487a-77ca-410a-803d-e426b62a587f>

You will be prompted to sign into Power BI (see below screenshot), you can do so using your **Monash credentials**.



Refer to the 'Extract Date' to see when the data was refreshed.



The screenshot shows the Assessment Timing Tracker dashboard. At the top left, a navigation panel is highlighted with a red box and contains the following items: Home, Calendar, Information Guide, and Tips for Using Power BI. A red arrow points from a callout box to this panel. At the top right, the 'Extract Date' is displayed as '13/01/2020 10:03:36', also highlighted with a red box and pointed to by a red arrow from a callout box. The main content area features a 'Timing Tracker' button with a calendar icon and an 'Information Guide' button with a hand icon, both highlighted with red boxes and pointed to by red arrows from callout boxes. The main content area also contains a disclaimer and several informational paragraphs. At the bottom, a blue bar reads 'Powered by Monash BIA'.

For more **navigation** options, refer to this navigation panel.

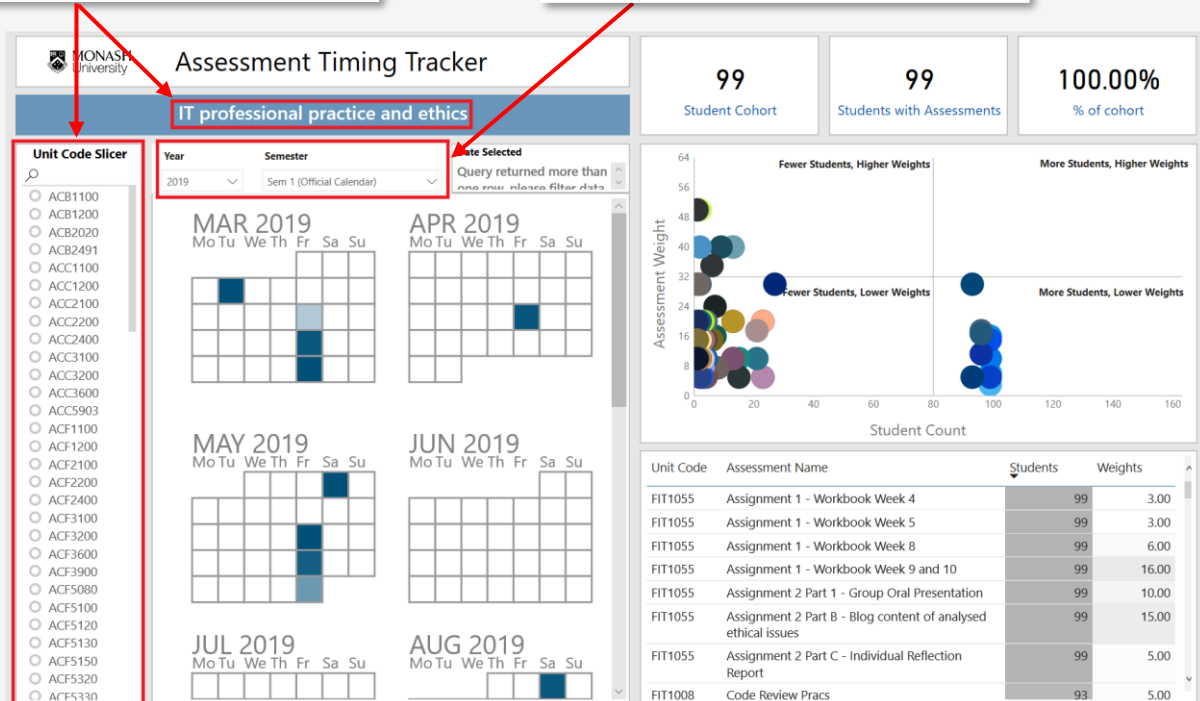
Click here to go to the **Assessment Timing Tracker**.

Click here to go to the **Information Guide**

TO SELECT A UNIT IN WHICH YOU WILL SCHEDULE ASSIGNMENTS

Search for and **Select a Unit** in the 'Unit Code Slicer'. The Unit Title of the selected Unit will appear at the top of the page.

Select a **Year** and **Semester** using the drop-down filters. This will filter the Unit Student Cohort to relevant year and semester enrolments.

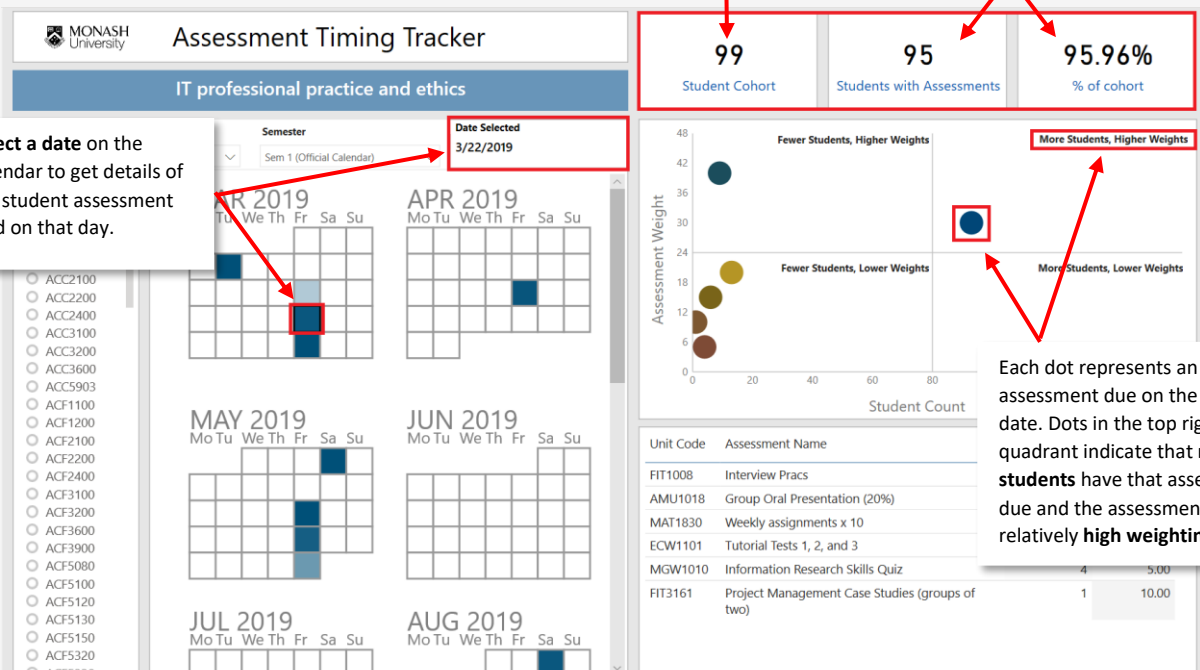


The **Calendar** will populate based on filter selections. Darker shades represent days where many students have assessments due, lighter shades represent dates where fewer students with assessments due.

TO SELECT A POTENTIAL DATE FOR AN ASSIGNMENT IN THE UNIT

The number of students **enrolled** in the selected Unit.

The number and percentage of students with an **assessment due** on the selected date.



Select a **date** on the calendar to get details of the student assessment load on that day.

Each dot represents an assessment due on the selected date. Dots in the top right quadrant indicate that **many students** have that assessment due and the assessment has a relatively **high weighting**.

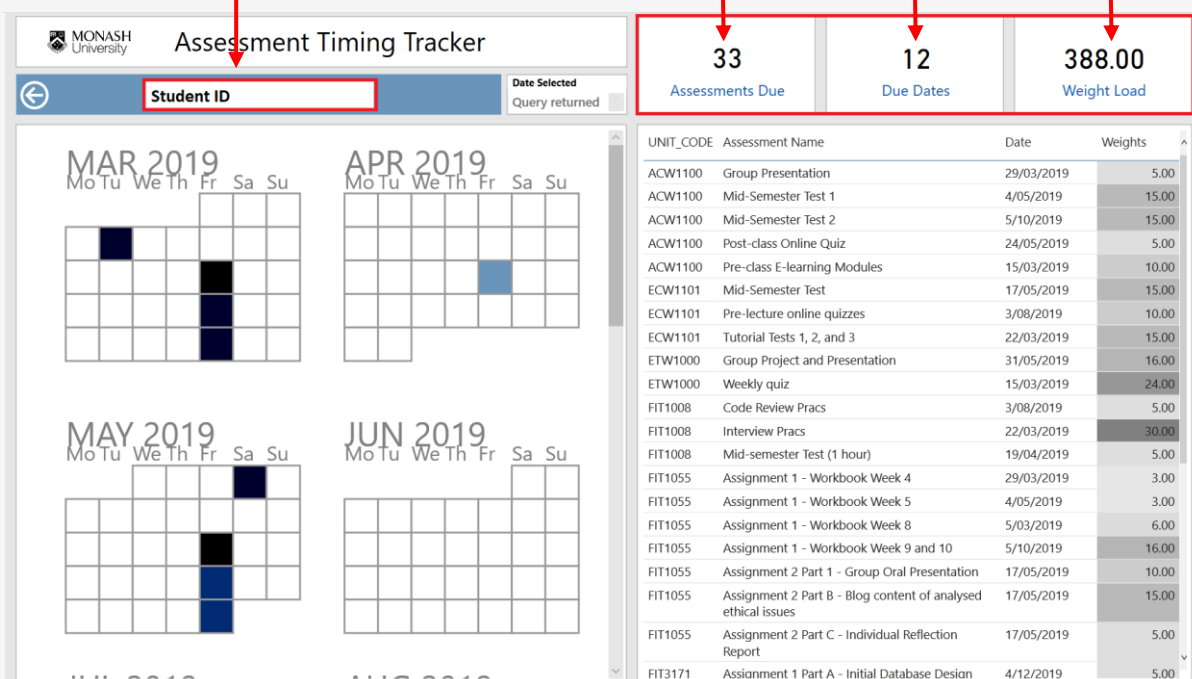
TO SEE THE ASSESSMENT DUE FOR ONE PARTICULAR STUDENT ENROLLED IN THE UNIT

The ID of the student we 'drilled-through' to is represented at the top of the page.

The number of **assessments** this student has due throughout selected semester/year

The number of **days** this student has assessments due

The **sum** of assessment **weights**



Assessment Timing Tracker

Student ID:

Date Selected: Query returned:

33 Assessments Due

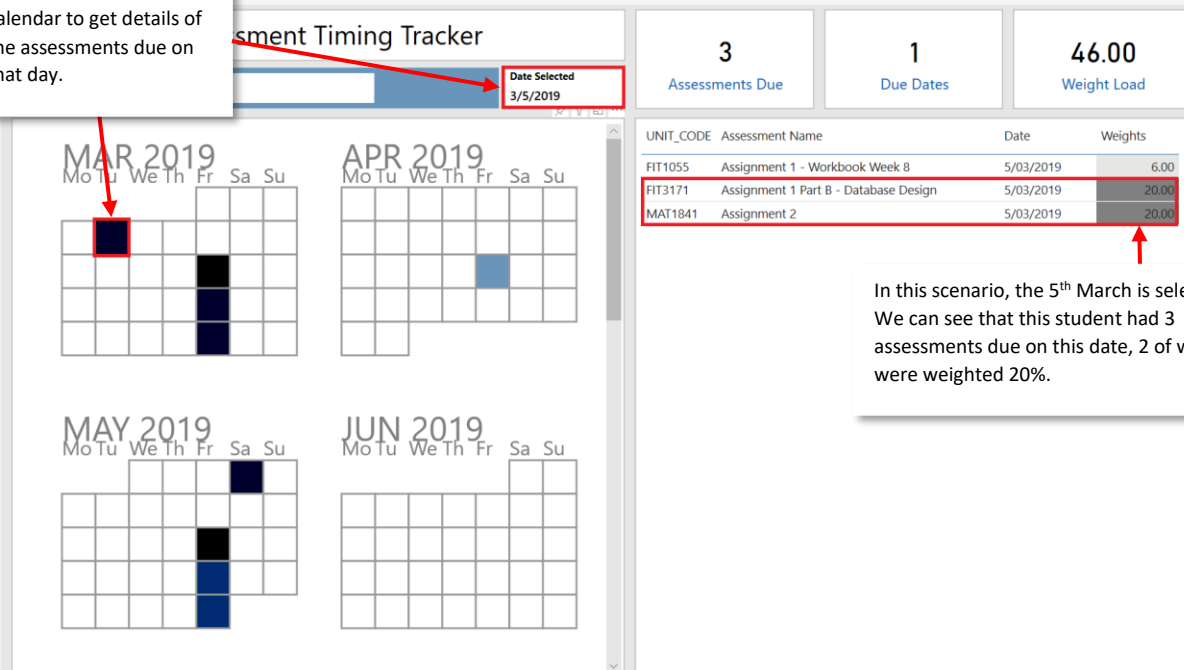
12 Due Dates

388.00 Weight Load

UNIT_CODE	Assessment Name	Date	Weights
ACW1100	Group Presentation	29/03/2019	5.00
ACW1100	Mid-Semester Test 1	4/05/2019	15.00
ACW1100	Mid-Semester Test 2	5/10/2019	15.00
ACW1100	Post-class Online Quiz	24/05/2019	5.00
ACW1100	Pre-class E-learning Modules	15/03/2019	10.00
ECW1101	Mid-Semester Test	17/05/2019	15.00
ECW1101	Pre-lecture online quizzes	3/08/2019	10.00
ECW1101	Tutorial Tests 1, 2, and 3	22/03/2019	15.00
ETW1000	Group Project and Presentation	31/05/2019	16.00
ETW1000	Weekly quiz	15/03/2019	24.00
FIT1008	Code Review Pracs	3/08/2019	5.00
FIT1008	Interview Pracs	22/03/2019	30.00
FIT1008	Mid-semester Test (1 hour)	19/04/2019	5.00
FIT1055	Assignment 1 - Workbook Week 4	29/03/2019	3.00
FIT1055	Assignment 1 - Workbook Week 5	4/05/2019	3.00
FIT1055	Assignment 1 - Workbook Week 8	5/03/2019	6.00
FIT1055	Assignment 1 - Workbook Week 9 and 10	5/10/2019	16.00
FIT1055	Assignment 2 Part 1 - Group Oral Presentation	17/05/2019	10.00
FIT1055	Assignment 2 Part B - Blog content of analysed ethical issues	17/05/2019	15.00
FIT1055	Assignment 2 Part C - Individual Reflection Report	17/05/2019	5.00
FIT3171	Assignment 1 Part A - Initial Database Design	4/12/2019	5.00

The calendar highlights assessment due dates for this student. Darker shades represent dates where the student has many assessments due, lighter shades represent dates where the student has just one or fewer assessments due.

Select a date on the calendar to get details of the assessments due on that day.



Assessment Timing Tracker

Date Selected: **3/5/2019**

3 Assessments Due

1 Due Dates

46.00 Weight Load

UNIT_CODE	Assessment Name	Date	Weights
FIT1055	Assignment 1 - Workbook Week 8	5/03/2019	6.00
FIT3171	Assignment 1 Part B - Database Design	5/03/2019	20.00
MAT1841	Assignment 2	5/03/2019	20.00

In this scenario, the 5th March is selected. We can see that this student had 3 assessments due on this date, 2 of which were weighted 20%.