

How to Use a **GRADE TRACKER** to Track Your Assignments & Grades

The *Grade Tracker* enables you take in what will be required for a class, plan how you'll budget your time, and to take snapshots of your grade status in the class throughout the semester. By transferring grade-related information from the syllabus, you will know exactly what you are being graded on and how much those grades will be weighed. Then, by keeping track of the every grade you get when you get it, you will know your current standing in the course. Here's how:



1. Complete one form for each syllabus/class.
2. Look on your syllabus to see exactly what the course grade is comprised of. Write down every assignment, paper, project, test, quiz, etc. that you will be graded on in the section for the week when it is due (Make adjustments if there's more than one in a week)
3. Write the total possible points you can receive and the percentage of the grade it accounts for (Example: Reaction Paper - 25% – 50 points). After receiving each grade, enter them on the tracker.
4. If you are graded for participation, mark that information on the bottom of the *Grade Tracker*.

The *Grade Tracker* is not only good for planning out your semester; it's also a helpful as a diagnostic tool to see how you're doing.

- If you're doing well on tests, but not on papers, check out these [writing resources](#), and schedule a meeting with a tutor in the [Writing Center](#) (go in person or call (717) 245-1620).
- If, instead, you ace every assignment but are failing your tests, you might need to change your tactics for studying. Visit the [Learning Skills](#) website for dates of [workshops](#) to help improve test scores.
- If you find you are scoring low on all your assignments, then you're probably not mastering the content information in the course. In that case, you may need a peer tutor. Let your professor know you're struggling and would like a tutor, and then pick up a [Tutor Request Form](#) in Biddle House.

Putting Your Assignments on a **SEMESTER CALENDAR**

After you've entered all your major assignments on your grade tracker, then it's essential that you transfer this information to a semester calendar that you're going to USE.

Some favorite calendars students use:



- 📅 **Dickinson's Semester Calendar** (download either the [1-page](#) or [2-page](#) version).
- 📅 **Google Calendar**
- 📅 **iCal or iStudiez Pro** (with Apple products)
- 📅 **Planner** (the Director of Learning Skills recommends a notebook-sized weekly/monthly planner which includes daily time slots for filling in tasks and assignments, such as those found [here](#)).
- 📅 **Wall calendars**—just be sure that you can see the tests and due dates for next month's assignments during this month (some get 2 calendars and hang them next to each other)