

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 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*.
5. If you like to estimate your GPA, you can do so by using this [GPA Calculator](#) found on the [SOAR website](#).

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, schedule a meeting with a writing associate in the [Writing Center](#).
- If, instead, you ace every assignment but are failing your tests, you might need to change your tactics for studying. Visit www.dickinson.edu/SOAR 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. You and your professor will need to complete a [Tutor Request Form](#) and submit it to the Center for Advising 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 Dickinson students use:



- 📅 **Dickinson's Semester Calendar** Download either a 1 or 2-page version from the SOAR Time Management [website](#).
- 📅 **Google Calendar**
- 📅 **iCal or iStudiez Pro** (with Apple products)
- 📅 **Paper Planner** The Director of SOAR recommends a notebook-sized weekly/monthly planner which includes daily time slots for filling in tasks and assignments.
- 📅 **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)