

Assignment Tracker Instructions

Introduction

This assignment tracker is a highly customizable, Google Sheets-based spreadsheet that will allow you to manage assignments and due dates, build to-do lists, anticipate exams, and stay on track for a great semester. The following instructions will teach you how to set up your tracker, customize it to your liking, and even add additional features.

Update

The new header can be updated for future semesters by double-clicking to edit the drawing.

The Assignment Tracker now features charts for total assignments submitted, status, and grades! These will update automatically as you enter information in your masterlist. The status chart can be deleted for users using checkboxes in the status column.

Grade Tracker: See *Grade Tracker*

GPA Calculator: See *GPA Calculator*

Setting Up Your Assignment Tracker

Entering your classes

The first step towards a functional assignment tracker is entering your classes. The tracker is built to support up to six classes, but small edits can support more (see *Changing number of classes*). On the *My Classes* tab, enter each of your classes in cells

B2:B7. Each class will be assigned a different color based on where you place it on the chart:

- The class in B2 will be pink.
- The class in B3 will be orange.
- The class in B4 will be yellow.
- The class in B5 will be green.
- The class in B6 will be blue.
- The class in B7 will be purple.

Colors can be changed - for more info, see *Customizing Your Tracker*.

CLASS 1 XXX	CLASS 1
CLASS 2 XXX	CLASS 2
CLASS 3 XXX	CLASS 3
CLASS 4 XXX	CLASS 4
CLASS 5 XXX	CLASS 5
CLASS 6 XXX	CLASS 6

Enter the codes for your class on the left hand side, and the full title on the right hand side, like so:

BIOL 110	FUNDAMENTALS OF BIOLOGY I
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Entering the class codes will automatically update the headers on the schedule and progress boxes, also found on the *My Classes* tab. Once your classes are entered, fill in the schedule and professor information in the schedule and progress boxes:

BIOL 110		
SCHEDULE	Lecture: MW 11:30 - 12:20; Recitation: T 7:30 - 8:20, Lab: H 9:30 - 10:20	
PROFESSOR(S)	Sean Humphrey, Mark Browning	
COMPLETED ASSIGNMENTS		0
TOTAL ASSIGNMENTS		0
PERCENT COMPLETED		#DIV/0!

Entering your classes in B2:B7 will also add them to a dropdown menu on the *Masterlist* tab. More on this later.

Completed assignments, total assignments, and percent completed will be automatically filled as you add classes to your masterlist, so no need to touch these now. This will also be calculated for all assignments, across classes, at the top of the *My*

Classes tab. If this feature adds more anxiety to your life than a sense of accomplishment, you can simply delete the cells containing these features.

The assignment tracker is built to support 6 classes, but you can make adjustments for more or less classes - see *Changing number of classes*.

And just like that, your *My Classes* tab is complete.

Adjusting the calendar for a new semester

This assignment tracker auto populates up to five assignments a day onto a calendar view, featuring the status of each assignment, the class, and the assignment title. The spreadsheet is set up for the Fall 2023 semester by default, with the week starting on Monday. To change this for a different Semester, or have your calendar start on Sunday instead of Monday, open the *Month 1* tab. In cells X5:X11, you can change the year, Month, and start day of the calendars. Fill these in accordingly, and the calendar will automatically adjust on every calendar tab. You can now rename the tabs accordingly, if you prefer. For instance, for the Fall 2023 semester:

- *Month 1* becomes *August*
- *Month 2* becomes *September*
- *Month 3* becomes *October*
- *Month 4* becomes *November*
- *Month 5* becomes *December*

Double check that all the dates are correct before proceeding. If they aren't, confirm that the information you entered in the Date Formatting cells on the first Monthly spread are correct.

To update the graphic at the top of the masterlist, select the image and click the three dots in the upper right corner. Select "Edit" to pull up the drawing. Make the necessary edits and select "Save and close."

Creating Your Masterlist

Headings

	A	B	C	D	E	F	G	H	I	J	K
1		STATUS	DUE DATE	DUE TIME	CLASS	TYPE	ASSIGNMENT	POINTS	DAYS UNTIL DUE	ON TO DO LIST?	

The *Masterlist* tab will hold the bulk of the information on the Assignment tracker. It has nine headings, and you can add more if information that you find is important is missing.

The nine included headings are:

- **Status:** Displays the status of the assignment in a dropdown menu, with five options:
 - **Not Started:** For assignments that you haven't begun working on yet.
 - **In Progress:** For assignments that you're currently working on.
 - **Complete:** For assignments that you've completed, but have not yet submitted through Brightspace/Gradescope/Email/etc.
 - **Submitted:** For assignments that have been turned in. Selecting this option will automatically strike out text in this line and remove its color.
 - **N/A:** For assignments that don't have an applicable status, such as exam dates.
- You can edit these options or remove them all together, opting for a checkbox instead. For more info, see *Adding/editing dropdown menus* and *Replace status with checkboxes*. This will also auto populate on the calendar spread.
- **Due Date:** Enter the assignment's due date in column D, and the day of the week will automatically be filled in in column C:

C	D
DUE DATE	
Tue	8/23/2022

- **Due Time:** This column is formatted for times, but you can change the format to plain text and use abbreviations if you prefer:
 - SOC: Start of Class
 - EOD: End of Day

- IC: In Class
- etc.
- **Class:** This column will feature the class associated with each assignment, and auto populate on the calendar spread. Filling in this column will automatically change the color of the line to the color associated with that class according to your *My Classes* tab. This column also has a dropdown menu featuring the classes you entered on the *My Classes* tab.
- **Type:** The assignment type. Preprogrammed options are:
 - Reading
 - Homework
 - Prelab
 - Lab Report
 - Presentation
 - Paper
 - Quiz
 - Exam (This option is automatically **bold** and highlighted).
 - Final (This option is automatically **bold** and highlighted).
 - To edit these options, see *Adding/editing dropdown menus*.
- **Assignment:** Enter the assignment title here. This will auto populate on the calendar spread.
- **Points:** Here, you can choose to enter the number of points associated with each assignment. You can delete this column if you don't find it useful.
- **Days Until Due:** In this column, the days until each assignment is due will be displayed. If an assignment is due in two or less days, or overdue, the cell will be highlighted. You can change the number of days before due that will trigger the highlight - see *Changing the Days Until Due Warning*.
- **To Do List:** Checking the box in this cell will send the assignment's title, due date, and class to the *To Do List* tab.


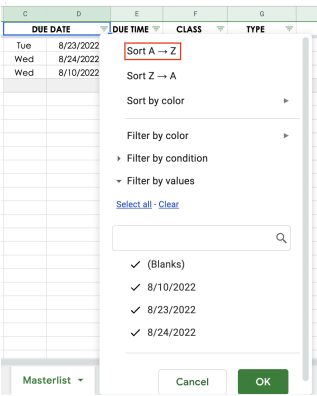
Start entering assignments

Pull together your syllabi and begin entering classes! They do not need to be in any particular order, since you can sort them using the built in filter. I find it easiest to go class by class, entering information for each and every assignment. This takes a little while, but it's worth it! For now, leave the "To Do List" column alone.

Once all your assignments are entered, congratulations! The base for your assignment tracker is complete.

Sort your assignments by due date

This is where the magic happens! To sort your assignments by date, click the upside down triangle at the end of the “Due Date” heading in Column D. This will open a dropdown menu in which you can select to sort your entries. Selecting “Sort A → Z” will sort the assignments in order by due date.

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Every column has this filter option. Play around with it to figure out what options might benefit you most!

Using The Assignment Tracker

Everyone is different, and it may take a few days or weeks to figure out how the tracker works best for you. I've used a simpler version of this assignment tracker for years, and this is what seems to work best for me:

1. Each Sunday night or Monday morning, I set aside 20 minutes to plan out my week.

2. I open the assignment tracker and evaluate what assignments I have coming up. I add each of these for the week to a to do list in order of priority. Doing this often allows me to get a few days ahead, which allows more time for studying and other activities, as well as a bit of a buffer for busier weeks.
3. As I finish assignments, I check them off the to do list and update their status in my assignment tracker. If I'm ahead, I'll evaluate what upcoming assignments I can work ahead on.
4. As I finish the semester, I watch my progress on the trackers on the *My Classes* tab. It's really gratifying!

Some people prefer to work day-by-day rather than week-by-week. See what works best for you!

To Do List Feature

Every assignment on the masterlist has an associated checkbox in the "To Do List" column. Checking this box will automatically send the assignment's date, class, and title to the *To Do List* tab of the assignment tracker. Once all relevant assignments are added to the to-do list, you can add priority levels for each task.

One thing to note, checking the "completed" check box on the to do list *will not* update the status of an assignment on the masterlist. However, similar to the masterlist, checking the "completed" checkbox will strike out the task.

To remove items from the to-do list, go back to the Masterlist and uncheck the "To Do List" column. I use this feature on a week-by-week basis - at the beginning of every week, I check each assignment I want to add to the to-do list, then uncheck when everything is complete.

Grade Tracker

The Grade Tracker helps you track grades throughout the semester. Do not edit any part of this sheet, all the information auto-populates from the *Masterlist* tab.

The Grade Tracker is not accurate for classes that do not utilize a total points grading system, and is only set up for a maximum of six classes.

GPA Calculator

You can utilize the GPA Calculator tab to keep track of your GPA throughout your college career. To set it up properly, complete the following steps:

1. Enter the corresponding number of GPA Points for each letter grade in cells C9:O9. The default values are based on Purdue University's grading system.
2. For each semester, enter the classes you took and corresponding number of credits & grades. If a class' grade counts towards your GPA, check the corresponding checkbox. Generally speaking, pass/fail classes, classes that have been repeated, and classes taken at other institutions will not count towards your GPA. Check your university's guidelines to be sure what classes do and do not count.
3. Do not alter the cells that are grayed out, or the total credit hour/GPA cells at the top of the page.

gpa
calculator

TOTAL CREDIT HOURS
27

TOTAL GPA HOURS
24

TOTAL GPA
3.80

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	4	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0

SEMESTER 1					
Class	Credits	Grade		Points	Quality Points
BIOL 110	4	A+ ▼	✓	4	16.00
ECON 210	3	B+ ▼	✓	3.3	9.90
MA 155	3	A+ ▼	✓	4	12.00
NUTR 105	1	A+ ▼	✓	4	4.00
NUTR 106	1	A+ ▼	✓	4	4.00
PSY 272	3	A- ▼	✓	3.7	11.10
		▼	☐		0.00
TOTAL CREDITS HOURS				15.00	
GPA CREDIT HOURS				15.00	
SEMESTER GPA				3.80	

SEMESTER 2					
Class	Credits	Grade		Points	Quality Points
BIOL 111	4	A+ ▼	✓	4	16.00
CHM 112	3	A- ▼	✓	3.7	11.10
NUTR 125	1	A ▼	✓	4	4.00
NUTR 315	1	B ▼	✓	3	3.00
SOC 100	3	P ▼	☐		0.00
		▼	☐		0.00
		▼	☐		0.00
TOTAL CREDITS HOURS				12.00	
GPA CREDIT HOURS				9.00	
SEMESTER GPA				3.79	

Customizing Your Tracker

Changing class colors

The pastel colors that come preprogrammed can be changed to better fit your style.

1. First, choose the colors you would like to use.

- i. For a colorblind-friendly palette, suggested colors are: FFAABB, EE8866, EEDD88, 43BB99, 99DDFE, and 77AADD.
 - ii. For a brights palette, suggested colors are: FF131A, FDA215, FDFA15, 76D443, 00ACF2, and C57CFC.
 - iii. For a palette that matches Google Drive folder color options, suggested colors are: F83A21, FFAE45, FBE983, B3DC6B, 9FC6E7, and B99AFF.
2. On the *My Classes* tab, simply change the fill color of the applicable cells.
3. On the *Masterlist* tab:
 - i. Select columns C through H.
 - ii. Go to Format → Conditional Formatting.
 - iii. Select the rule you would like to change. DO NOT change the formula. Under "Formatting Style" change the fill and text color as needed to match the colors you used on the *My Classes* tab.
 - iv. Repeat as necessary until all rules reflect your new colors.
4. On the *Month 1* tab:
 - i. select columns B through V.
 - ii. Repeat steps 3ii through 3iv.
5. On all other monthly spread tabs:
 - i. Highlight columns B through V on the *Month 1* tab.
 - ii. Go to Edit → Copy to copy the selected columns.
 - iii. Go to the *Month 2* tab.
 - iv. Go to Edit → Paste special → Conditional formatting only. DO NOT use the normal paste option.
 - v. Repeat on *Month 3*, *Month 4*, and *Month 5*.
6. On the *To Do List* tab:
 - i. Select column E.
 - ii. Repeat steps 3ii through 3iv.

Changing Fonts

To change the font or font size, you can simply select the cells you want to change and change as normal!

Changing number of classes

If you're not in six classes, you may have to make small changes to the tracker so that it best fits your needs.

Adding extra classes

1. Fixing the *My Classes* tab

- i. Add a row beneath row 7 on the *My Classes* tab. Change the color to whichever color you want associated with your 7th class.

CLASS 1 XXX	CLASS 1
CLASS 2 XXX	CLASS 2
CLASS 3 XXX	CLASS 3
CLASS 4 XXX	CLASS 4
CLASS 5 XXX	CLASS 5
CLASS 6 XXX	CLASS 6
CLASS 7 XXX	CLASS 7

- ii. Copy and paste a schedule and progress box, inserting it beneath the existing six (should be in row 46). Change the fill color to match your new class. In the header portion (cell B42), enter =B8. The header should now match your class code.
- iii. In cell D46, you'll have to enter a new function so that it calculates for your new class. Delete the existing function and enter this:
`=COUNTIFS(Masterlist!F11:F1000,B8,Masterlist!B11:B1000,"Submitted")`
`=COUNTIFS(Masterlist!F11:F1000,B8,Masterlist!B11:B1000,"Submitted")`
- iv. You'll have to do the same for cell D47. Delete the existing function and enter this new one:

`=COUNTIF(Masterlist!F11:F250,B8)`

2. Fixing the *Masterlist* tab:

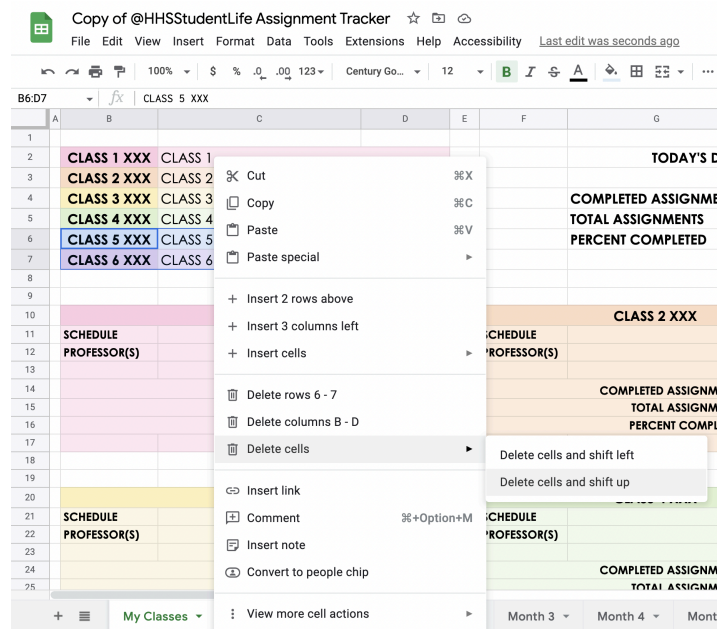
- i. Change the conditional formatting:
 - a. Highlight columns C through I.
 - b. Go to Format → Conditional formatting.
 - c. Click "Add another rule."
 - d. Change Format cells if... to "Custom formula is" and enter
`=$F1=INDIRECT("My Classes!B8")`
 - e. Change the formatting style to match the color associated with this class.
- ii. Make the "Class" dropdown include your new class.
 - a. Go to Data → Data validation.

- b. Select the Rule titled "Value contains one from range." The range the rule covers should be F11:F251.
 - c. Edit the formula to ='My Classes'!\$B\$2:\$B\$8.
3. On the monthly spread tabs, highlight columns B through V and repeat steps 2ia to 2ie.
4. On the *To Do List* tab, highlight columns C through F and repeat steps 2ia to 2ie.

Removing extra classes

Please note that removing extra classes is completely optional. You may choose to leave the extra classes as is and not use them.

1. Highlight the cells in the class list you want to delete. Right click and go to Delete cells → delete cells and shift up.



2. Delete the corresponding schedule and progress boxes in the same way.
3. On the *Masterlist*, monthly spread, *To Do List* and *Grade Calculator* tabs, delete the corresponding conditional formatting rules.
 - i. Go to Format → Conditional formatting.
 - ii. Hover over the rules that correspond with the extra classes and click the trash can icon.
 - iii. Update the remaining rules so that the reference cell matches that of the corresponding new cell on the *My Classes* tab.
 - iv. Repeat steps on each monthly spread, the *To Do List* tab, and the *Grade Calculator* tab.

Adding/editing dropdown menus

You may find that you want different options under the drop down menus for "Status" and "Type," or you may want to add a drop down elsewhere to make data entry easier.

Adding

1. Select the column you want to add a drop down menu to.
2. Go to Data → Data validation.
3. Select "Add rule".
4. Under Criteria, ensure "Dropdown" is selected.
5. Add each option you need. You can edit the color by clicking the color circle to the left of each option.
6. Under "advanced options":
 - a. You can then choose whether you want invalid data to be rejected or if you just want a warning. I usually leave it on "Show warning." Rejected data will not appear in the cell.
 - b. Under display style, you can choose how you want your options to appear in each cell.
7. Click Done, and check that your drop down menu appears.

Editing

1. Follow steps 1 - 2 for Adding dropdown menus.
2. Select the rule you would like to edit based on the range of cells you want to edit.
3. Delete or add options to the list.
4. Click Save.

Replace status with checkboxes

If you prefer, you can change the status column on the Masterlist from the text options to simple checkboxes. This will result in the status auto populating in the monthly spreads as "FALSE" (not completed) or "TRUE" (completed).

1. Select column B on the *Masterlist* tab.

2. Go to Data → Data validation and select "Remove validation."
3. With Column B still highlighted, go to Insert → Checkbox.
4. Highlight columns C through J. Go to Format → Conditional formatting.
5. Select "Custom formula is =\$B1="Submitted"
 - i. Under Formal Rules, ensure that Format cells if "Custom formula is" is selected.
 - ii. In the Value or Formula box, enter:

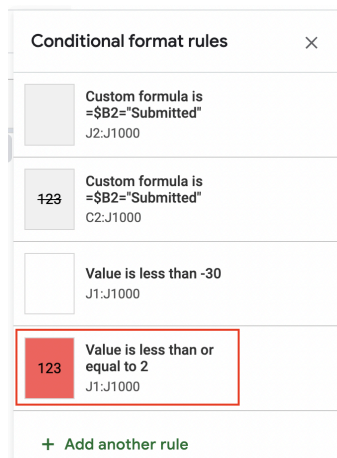
$$= \$B1=TRUE$$
 - iii. Change formatting style if desired. The default will strike the row out and remove its color.
 - iv. Click Done.
6. Change the formula in cell H4 on the *My Classes* tab to:

$$=COUNTIF(Masterlist!B8:B1007,"True")$$

Changing the Days Until Due Warning

The assignment tracker defaults to warning you assignments are due in two days or less with a **highlight**. You can change the number of days left that will trigger this warning:

1. Highlight column J on the *Masterlist* tab.
2. Go to Format → Conditional formatting.
3. Click the rule titled "Value is less than or equal to 2" to edit.



4. Change the number in the "Value or formula" box to your preferred number of days for a warning. You can also change the formatting style here.

Conditional format rules ×

Single color Color scale

Apply to range

J1:J1000 ⌵

Format rules

Format cells if...

Less than or equal to ▾

2

Formatting style

Custom

B *I* U ⌵ **A** ▾ ⌵

Cancel Done

5. Click Done to save the rule.