ASSIGNMENT TRACKER IN GOOGLE DRIVE
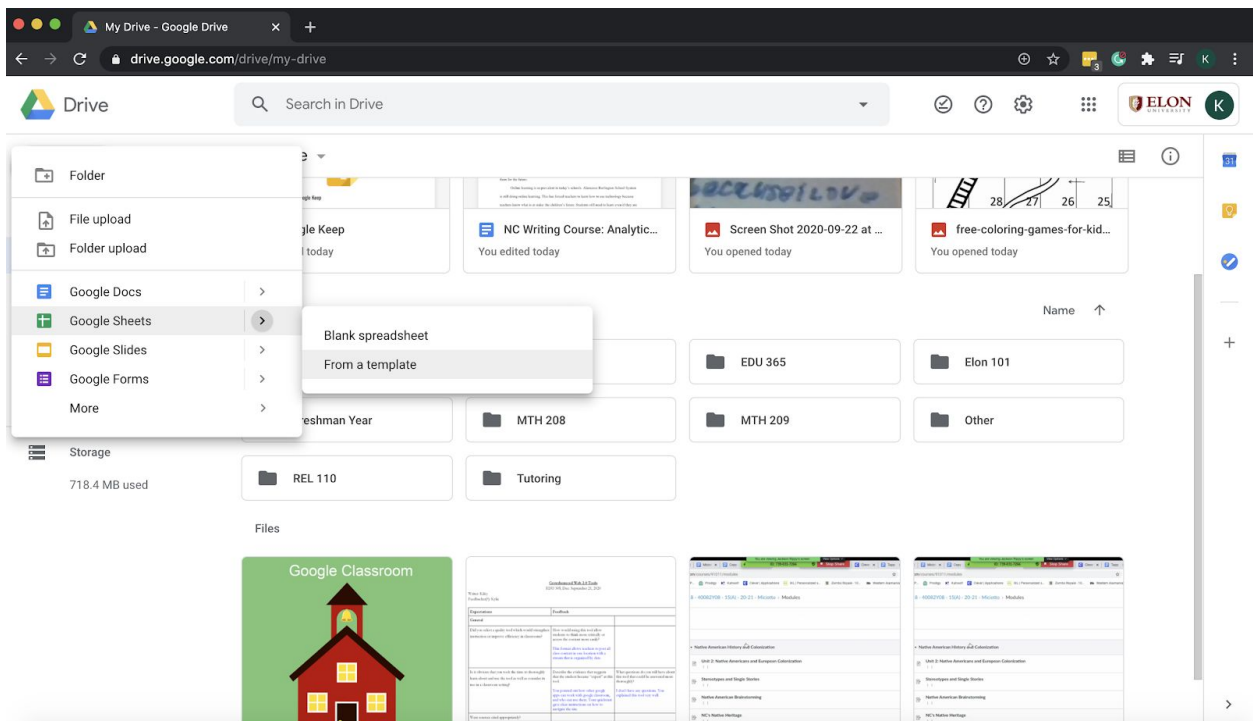

How to find the assignment tracker

Step 1: Open Google Drive.

Step 2: Click the "new" button in the left corner of Google Drive.

Step 3: Click the arrow next to Google Sheets, then click from a template.

Step 4: Look at the tabs labeled Elon University and General. Click general.

Step 5: Look for the section labeled education and under that heading, the assignment tracker will be there.

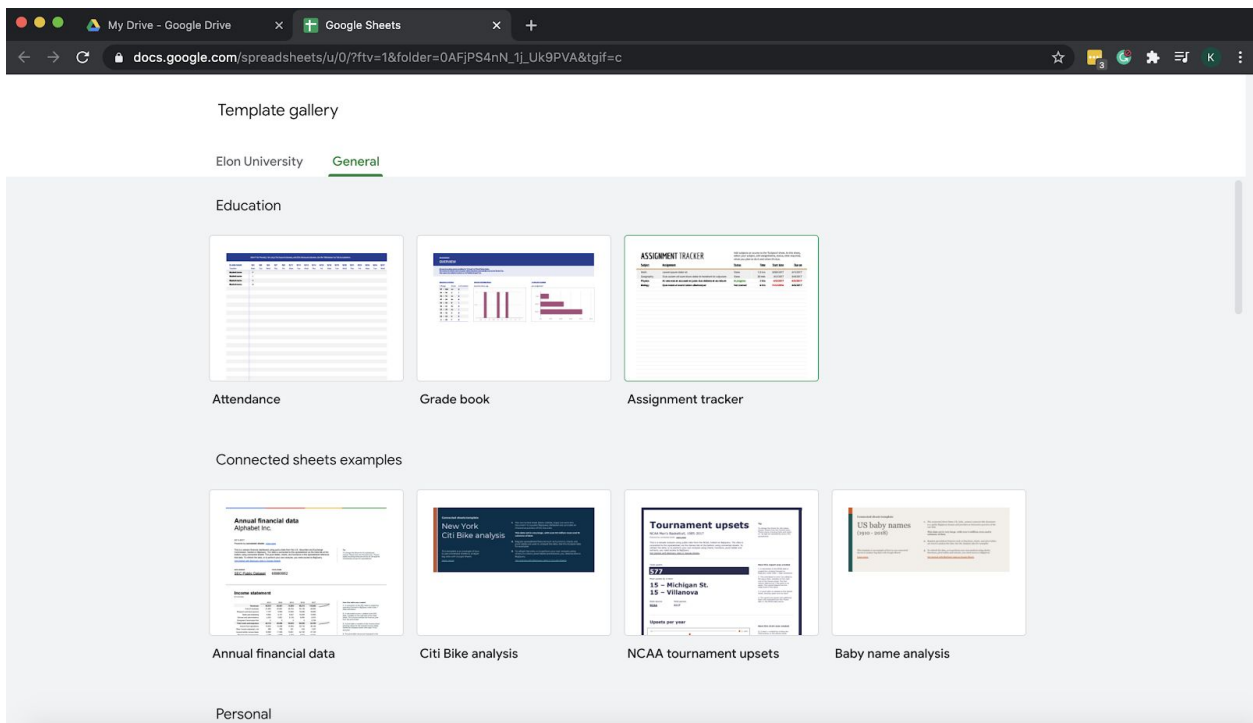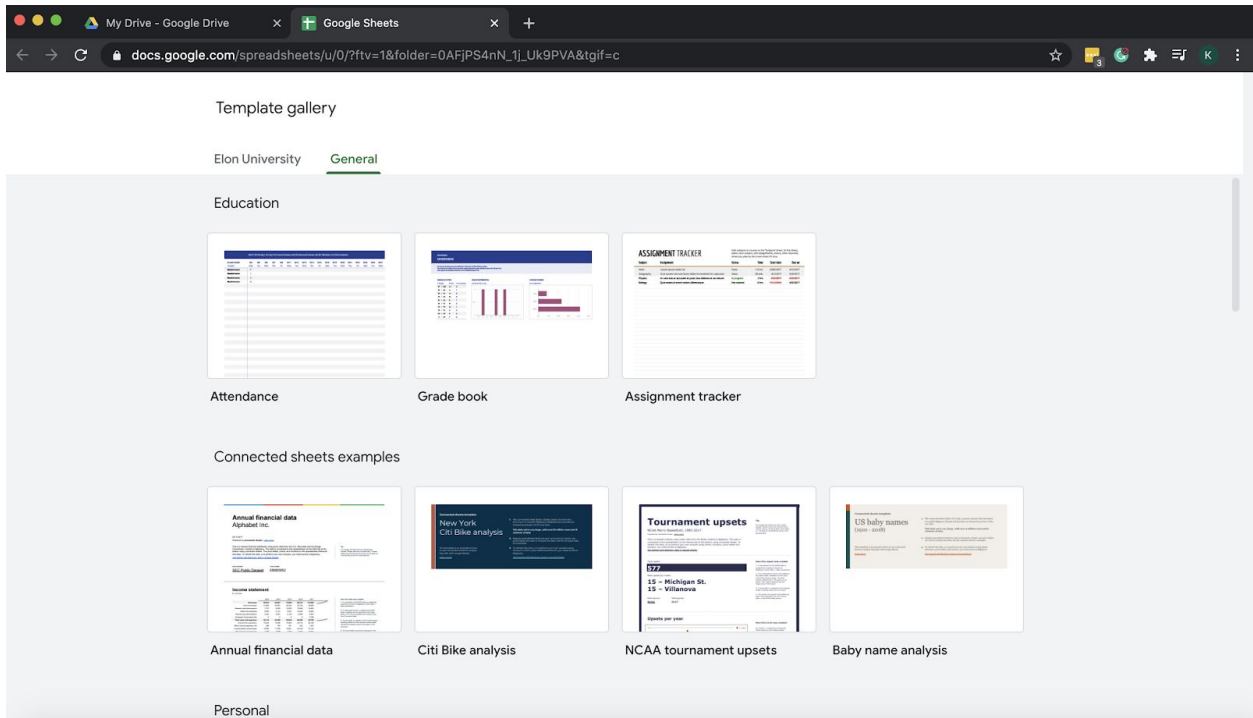# How to use the assignment tracker in Google Drive

Once you open the assignment tracker. There will be two tabs at the bottom of the screen. Click on Subjects.
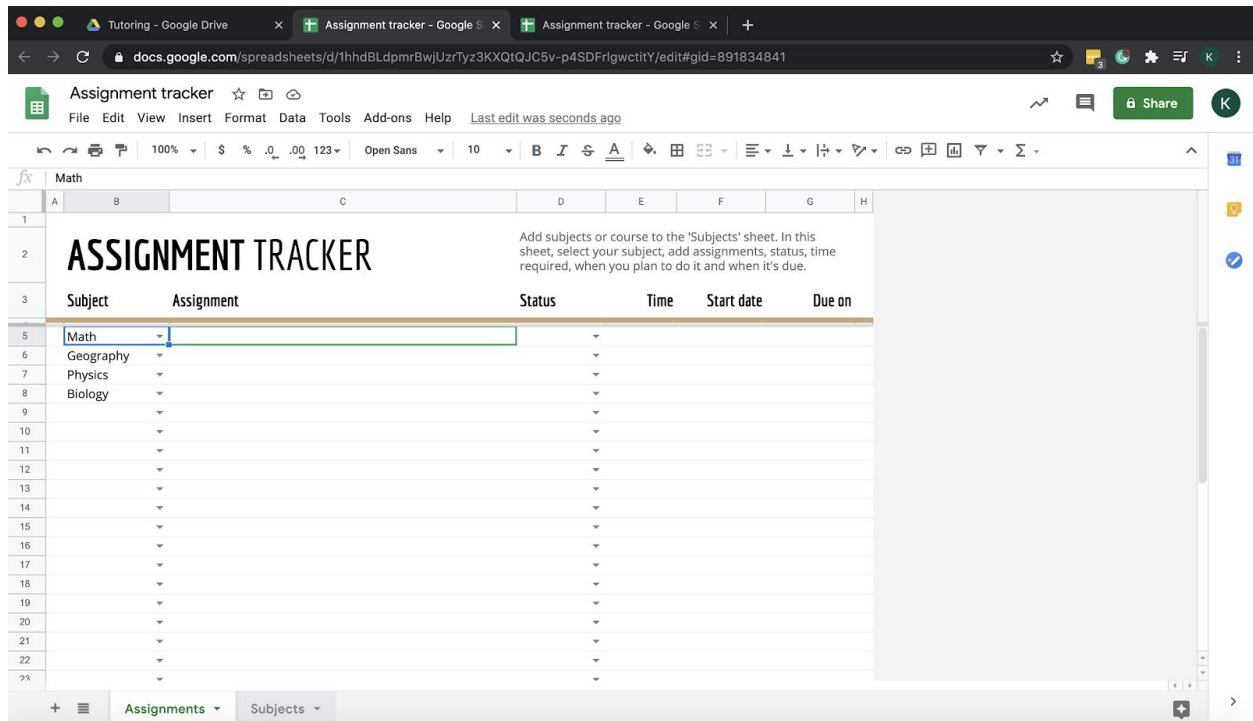
Once you have clicked on Subjects. You will see that there are already subjects in the column. Delete the subjects there and type in your subjects.

Subjects

Add subjects or courses for the semester

STS 110
COR 110
ENG 110
REL 110

Once you type in your subjects. Go back to the main page. Click the drop down menu under the Subjects column to chose what subject you want to write an assignment down.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110					
COR 110					
ENG 110					
REL 110					
REL 110					
STS 110					
COR 110					
ENG 110					

Next, go to the Assignments column and type in your assignment(s).

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110	Do homework 1				
COR 110	Reading				
ENG 110	Paper 1				
REL 110	Quiz 1				

After you write down your assignments, go to the next column. There a drop down menu where you can click if your assignment is not started, in progress, done, or skipped.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110	Do homework 1	In progress			
COR 110	Reading	Done			
ENG 110	Paper 1	Not started			
REL 110	Quiz 1	Not started			

+ ≡ | Assignments ▾ | Subjects ▾

After you fill out the status of the assignment, you can fill out the time column. This column allows you to plan out how much time you will need for each assignment.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110 ▾	Do homework 1	In progress ▾	1 hour		
COR 110 ▾	Reading	Done ▾	30 minutes		
ENG 110 ▾	Paper 1	Not started ▾	2 hours		
REL 110 ▾	Quiz 1	Not started ▾	45 minutes		
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After the time column, you can put a start date and a due date.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110 ▾	Do homework 1	In progress ▾	1 hour	10/13/2020	10/20/2020
COR 110 ▾	Reading	Done ▾	30 minutes	10/8/2020	10/12/2020
ENG 110 ▾	Paper 1	Not started ▾	2 hours	10/15/2020	10/16/2020
REL 110 ▾	Quiz 1	In progress ▾	45 minutes	10/13/2020	**10/14/2020**
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