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.

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

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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.

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	ASSIC	INMENT 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	
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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.

ASSI	GNMENT TRACKER	Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, tin required, when you plan to do it and when it's due.					
Subject	Assignment	Status	Time	Start date	Due on		
STS 110 COR 110	* *	• •		,			
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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 	T			
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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.

Add subjects or course to the 'Subjects' sheet. In this **ASSIGNMENT** TRACKER sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due. Subject Status Time Assignment 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 Subjects -Assignments - \equiv

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.

Add subjects or course to the 'Subjects sheet, select your subject, add assignm required, when you plan to do it and w			assignments, sta	tus, time	
Subject	Assignment	Status	Time	Start date	Due on
STS 110	 Do homework 1 	In progress 👻	1 hour		
COR 110	 Reading 		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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