

Notion How-To

Step 1: Use the School Template by Josie Light and Press “Duplicate” on the top right corner

<https://immediate-platinum-981.notion.site/School-Template-f517d6e0c7a64f67806771dc122f45bf>



School Template

by Josie Light

AGENDA

FULL Assignment/Exam Schedule

List of Courses:

- ✓ Type Name of course here
- 😊 Type Name of course here
- 💡 Type Name of course here
- ☁ Type Name of course here
- ☀ Type Name of course here

Reminders:

- in each page of this template, I will have description boxes explaining how to use the filters and linked data bases I have used!
- On this page, the linked data bases are the DUE NOW, DUE SOON and Full Calendar, and they are linked from the Full Assignment/Exam Schedule where you will insert your assignments for the week or day, and the calendar is your full course schedule for the semester
- Please make sure to read descriptions in each section, so you can try and best

Step 2: Create a free account or sign in



Log in

Continue with Google

Continue with Apple

Email

Enter your email address...

Continue with email

[Forgot password?](#)

You can also [continue with SAML SSO](#)

By clicking "Continue with Google/Email/SAML" above, you acknowledge that you have read and understood, and agree to Notion's [Terms & Conditions](#) and [Privacy Policy](#).

You Can Customize by Changing the Cover

Sophie Eskenazi's Noti... ▾

- Quick Find
- All Updates
- Settings & Members

School Template

- Fall 2021
- Spring 2022
- School Template Blank
- Getting Started
- Meeting Notes
- Docs
- Team Home
- Team Tasks
- Task List
- Add a page

Templates

- Import
- Trash

+ New page

School Template 2.0

Josie Light

Change cover Reposition

School Template

by Josie Light

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Step 3: Use the Full Assignment/ Exam Schedule to enter in courses and deadlines

School Template / FULL Assignment/Exam Schedule

Share ⓘ ☆ ...

🖼️ Add cover ⓘ Hide description

17 FULL Assignment/Exam Schedule

you will want to change the name of the courses so when you go to class, go to type in a new blank space, and make sure to type in your course name, and then you can delete the courses I made for reference, this way you can track all your courses/classes by name instead of number! Feel free to also either make more tasks, or delete any!

You can also choose to delete what you see on the spreadsheet - to do this, you will want to click properties and turn on anything you would like to see on the spreadsheet, or turn off anything you don't want on the spreadsheet, (for example, you could eliminate notes but switching off notes in the properties tab)

On the left corner of the spreadsheet where it says ALL, this is where you will be able to see each course by itself when you rename it! so make sure to delete the Courses I have for reference after you have made your new ones! This sections is called "views", for example to add a view go to all and press add a view if don't want to look at a spreadsheet, otherwise I have also inputed the calendar view in there for you guys.

All ▾ Properties Group NEW Filter Sort 🔍 Search ... New ▾

☑ Done	📍 Class	🔤 Assignment	📅 Due Date	☰ Task	📍 Context	Σ Days Until Deadline	+
<input type="checkbox"/>	Course 3	Post discussion A	August 11, 2021	Discussion Post	due now	-183	
<input type="checkbox"/>	Course 6	Social justice paper draft	August 11, 2021	Discussion Post	due now	-183	
<input type="checkbox"/>	Course 6	math	August 11, 2021	Homework	due now	-183	
<input type="checkbox"/>	Example Course	COVID-19 presentation	August 12, 2021	Important date	due soon	-182	
<input type="checkbox"/>	Course 1	Midterm #1	August 12, 2021	Exam	due soon	-182	
<input type="checkbox"/>	Course 4	Midterm #1	August 13, 2021	Exam	due soon	-181	
<input type="checkbox"/>	comp sci	coding hw	August 13, 2021	Homework	due soon	-181	
<input type="checkbox"/>	Course 1	Assignment #1	August 14, 2021	Homework	due soon	-180	
<input type="checkbox"/>	Course 1	english	August 19, 2021	Homework	due soon	-17	?

Calculate ▾ COUNT 9

Step 4: Type in your classes in the "classes" section to add your courses

☑ Done	📍 Class	🔤 Assignment	📅 Due Date	☰ Task	📍 Context	Σ Days Until Deadline	+
<input type="checkbox"/>	Elon101		August 11, 2021	Discussion Post	due now	-183	
<input type="checkbox"/>	Select an option or create one		August 11, 2021	Discussion Post	due now	-183	
<input type="checkbox"/>	Create Elon101		August 11, 2021	Homework	due now	-183	
<input type="checkbox"/>	Example Course	COVID-19 presentation	August 12, 2021	Important date	due soon	-182	
<input type="checkbox"/>	Course 1	Midterm #1	August 12, 2021	Exam	due soon	-182	
<input type="checkbox"/>	Course 4	Midterm #1	August 13, 2021	Exam	due soon	-181	
<input type="checkbox"/>	comp sci	coding hw	August 13, 2021	Homework	due soon	-181	
<input type="checkbox"/>	Course 1	Assignment #1	August 14, 2021	Homework	due soon	-180	
<input type="checkbox"/>	Course 1	english	August 19, 2021	Homework	due soon	-175	

Step 5: Customize the color or delete by pressing the three dots

sheet, otherwise I have also inputted the calendar view in there for you guys.

The screenshot shows a task management interface. On the left, a list of tasks is visible, with 'Elon101' selected. A color selection menu is open over 'Elon101', showing various color options: Light gray, Gray, Brown, Orange, Yellow, Green, Blue, Purple, Pink, and Red. The 'Elon101' task is currently colored light gray. Below the color menu, there is a table of tasks with columns for Due Date, Task, Context, and Days Until Deadline.

Due Date	Task	Context	Days Until Deadline
August 11, 2021	Discussion Post	due now	-183
August 11, 2021	Discussion Post	due now	-183
August 11, 2021	Homework	due now	-183
August 12, 2021	Important date	due soon	-182
August 12, 2021	Exam	due soon	-182
August 13, 2021	Exam	due soon	-181
August 13, 2021	Homework	due soon	-181
August 14, 2021	Homework	due soon	-180
August 19, 2021	Homework	due soon	-175

Assignments will appear in the Calendar at the bottom of the page

Full Calendar of Due Dates

➔ FULL Assignment/Exam Schedule + Add a view

No date (1) 🔍 Search ⌵ ... New

February 2022

< Today >

The screenshot shows a calendar view for February 2022. The calendar is organized by days of the week (Sun to Sat). Various assignments and exams are scheduled across the month, with some tasks appearing as cards on specific dates. For example, on February 10th, there is a task 'Ch3, section 3.2 (...)' with 'Experimental Research' and 'Reading' contexts. On February 13th, 14th, 15th, 16th, and 17th, multiple tasks are visible, including 'Ch 15, Chapter ov...', 'Ch3 (through Ges...', 'Lab 1', 'Quiz 3b', 'Ch15, sections 15...', 'Quiz 3a', 'Assignment #2', and 'Ch3 (from Regular...'. Each task card includes a 'Done' checkbox and a color-coded context label.

Step 6: Customize your individual classes

My JUST Light

AGENDA

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- ☀ Type Name of course here
- 🔴 Type Name of course here

Reminders:

To-do

Step 7: Upload Class Notes

School Template / ✓ Type Name of course here

Share



Type Name of course here

Instructor: INSTRUCTOR NAME

Email: INSTRUCTOR EMAIL

Zoom Link: LINK

▶ Course Syllabus

⚙ Grade Calculator



Lecture Notes					
<input checked="" type="checkbox"/> Column	<input checked="" type="checkbox"/> Week	<input checked="" type="checkbox"/> Topic/Lesson	<input checked="" type="checkbox"/> Unit/Module	<input checked="" type="checkbox"/> Files	+
<input type="checkbox"/>	Week 1	Class 1	Unit 1		
+ New					
Calculate					
COUNT 1					

Step 8: Use the Grade Calculator to calculate your current grade in the class



Grade Calculator

Course 1

Assignment	Due	My Grade	Weighting	Weight...	Column	
Assignment	September 30, 2020	85	20%	17		
Midterm	October 16, 2020	90	30%	27		
Quiz	October 25, 2020	90	10%	9		
Final Exam	December 6, 2020	90	35%	31.5		
Participation		100	5%	5		
+ New						
COUNT 5		AVERAGE 91	SUM 100%	SUM 89.5		

The Notion Mobile App is also available for IOS and Andriod

< Search



Notion - notes, docs, tasks

The all-in-one workspace

OPEN



1.9K RATINGS

4.1



AWARDS



Apps

AGE

4+

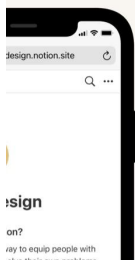
Years Old

C

#

Proc

the web
age into a
just two taps.



**Sync with browser, Mac,
and Windows apps**

Pick up on desktop
where you left off on
mobile.

