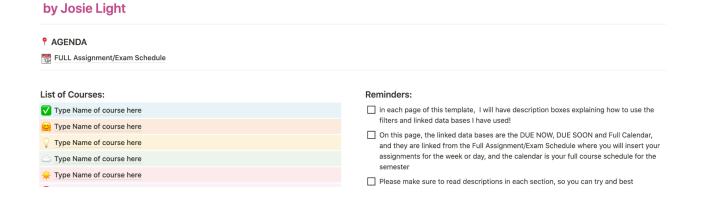# Notion How-To

Step 1: Use the School Template by Josie Light and Press "Duplicate" on the top right corner
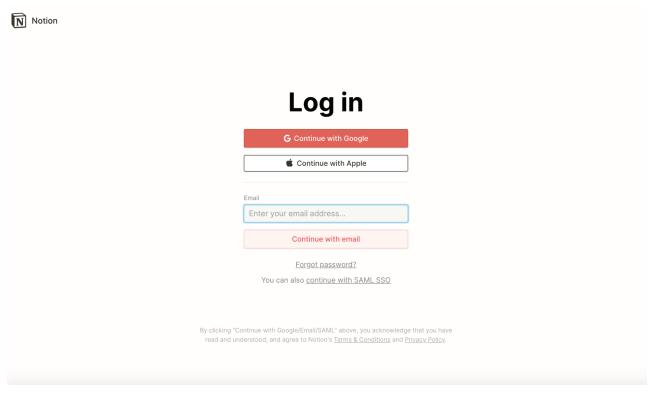
https://immediate-platinum-981.notion.site/School-Template-f517d6e0c7a64f67806771dc122f45bf

School Template   Q Search Duplicate ••• | N Open Notion

School Template 2.0
Josie Light

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

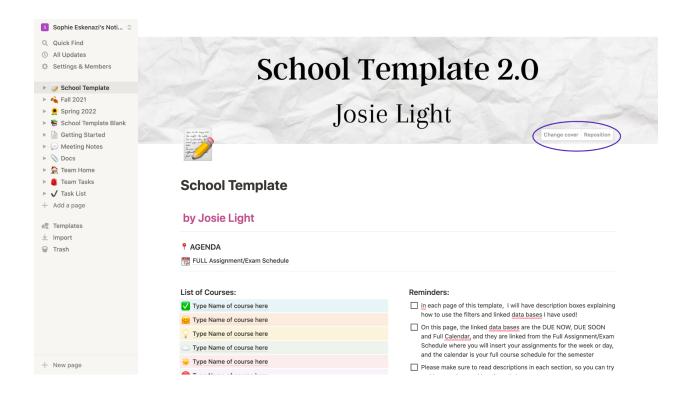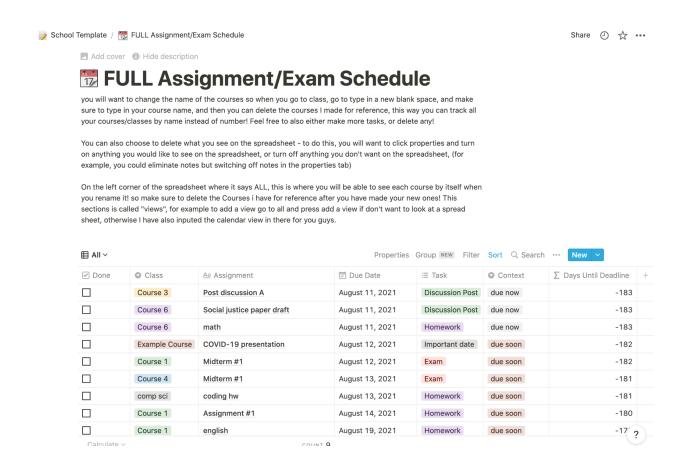☐ Please make sure to read descriptions in each section, so you can try and best

Step 2: Create a free account or sign in

You Can Customize by Changing the Cover

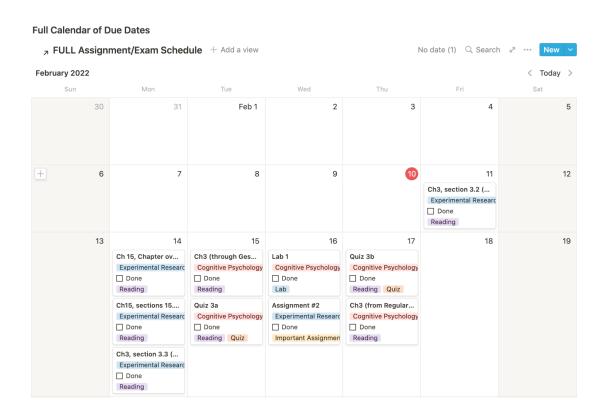**Step 3:** Use the Full Assignment/ Exam Schedule to enter in courses and deadlines

📝 School Template / 📅 FULL Assignment/Exam Schedule

Share 🕐 ☆ •••

🖼 Add cover   ⓘ Hide description

📅 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 spread sheet, otherwise I have also inputed the calendar view in there for you guys.

⊞ All ˅   Properties Group NEW Filter Sort 🔍 Search ••• New ˅

☑ Done	◎ Class	Aa Assignment	📅 Due Date	☰ Task	◎ Context	Σ Days Until Deadline	+
☐	Course 3	Post discussion A	August 11, 2021	Discussion Post	due now	-183	
☐	Course 6	Social justice paper draft	August 11, 2021	Discussion Post	due now	-183	
☐	Course 6	math	August 11, 2021	Homework	due now	-183	
☐	Example Course	COVID-19 presentation	August 12, 2021	Important date	due soon	-182	
☐	Course 1	Midterm #1	August 12, 2021	Exam	due soon	-182	
☐	Course 4	Midterm #1	August 13, 2021	Exam	due soon	-181	
☐	comp sci	coding hw	August 13, 2021	Homework	due soon	-181	
☐	Course 1	Assignment #1	August 14, 2021	Homework	due soon	-180	
☐	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	Aa Assignment	📅 Due Date	☰ Task	◎ Context	Σ Days Until Deadline	+
☐	Elon101		August 11, 2021	Discussion Post	due now	-183	
☐	Select an option or create one		August 11, 2021	Discussion Post	due now	-183	
☐	Create Elon101		August 11, 2021	Homework	due now	-183	
☐	Example Course	COVID-19 presentation	August 12, 2021	Important date	due soon	-182	
☐	Course 1	Midterm #1	August 12, 2021	Exam	due soon	-182	
☐	Course 4	Midterm #1	August 13, 2021	Exam	due soon	-181	
☐	comp sci	coding hw	August 13, 2021	Homework	due soon	-181	
☐	Course 1	Assignment #1	August 14, 2021	Homework	due soon	-180	
☐	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 inputed the calendar view in there for you guys.

	Elon101						
	🗑 Delete		Properties Group NEW	Filter	Sort	🔍 Search ···	New ⌄
☑ Done	◎ Class	Aa A	COLORS	📅 Due Date	≣ Task	◎ Context	Σ Days Until Deadline +
☐	Elon101 ✕		☐ Light gray ✓	August 11, 2021	Discussion Post	due now	-183
☐	Select an option or create		☐ Gray	August 11, 2021	Discussion Post	due now	-183
☐	⠿ Course 6		☐ Brown	August 11, 2021	Homework	due now	-183
☐	⠿ Course 2		☐ Orange	August 12, 2021	Important date	due soon	-182
☐	⠿ Course 3		☐ Yellow	August 12, 2021	Exam	due soon	-182
☐	⠿ Course 4		☐ Green	August 13, 2021	Exam	due soon	-181
☐	⠿ Course 5		☐ Blue	August 13, 2021	Homework	due soon	-181
☐	⠿ Course 1		☐ Purple	August 14, 2021	Homework	due soon	-180
☐	⠿ Example Course		☐ Pink	August 19, 2021	Homework	due soon	-175
	⠿ comp sci		☐ Red				
+ New	⠿ Elon101	···					
Calculate ⌄					COUNT 9		

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 ›

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Feb 1	2	3	4	5
6	7	8	9	**10**	11	12
					Ch3, section 3.2 (... / Experimental Resear / ☐ Done / Reading	
13	14	15	16	17	18	19
	Ch 15, Chapter ov... / Experimental Resear / ☐ Done / Reading	Ch3 (through Ges... / Cognitive Psychology / ☐ Done / Reading	Lab 1 / Cognitive Psychology / ☐ Done / Lab	Quiz 3b / Cognitive Psychology / ☐ Done / Reading Quiz		
	Ch15, sections 15.... / Experimental Resear / ☐ Done / Reading	Quiz 3a / Cognitive Psychology / ☐ Done / Reading Quiz	Assignment #2 / Experimental Resear / ☐ Done / Important Assignmen	Ch3 (from Regular... / Cognitive Psychology / ☐ Done / Reading		
	Ch3, section 3.3 (... / Experimental Resear / ☐ Done / Reading					

Step 6: Customize your individual classes

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
🔴 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

☑ Column	☰ Week	🔤 Topic/Lesson	☰ Unit/Module	📎 Files	+
☐	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

Aa Assignment	🗓 Due	# My Grade	# Weighting	Σ 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