Assignment Tracker

Organizing your classwork for each course helps you stay on top of assignments, manage your time effectively, and avoid feeling overwhelmed as the semester progresses. When you know what to expect in each class, it becomes easier to plan ahead and prioritize your workload. Use the table below to organize the work for each class.

Make or print enough copies of the these pages for each class you have.

Course	Instructor(s)	Class Location and Time

Office Hours	Email of Professor(s) and TA(s)	Class Days

Assignment	Due Date	Done?	Grade	Comments

BALL STATE UNIVERSITY
Office of Student Success Coaching

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