

HABIT DASHBOARD GUIDE

4.0 - 8/17/2024

Spreadsheets Reimagined



SpreadWiseCoTM

BUILT WITH
MICROSOFT
EXCEL

ABOUT THIS GUIDE

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us.

Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND

GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP
AND COME
BACK 😊



DON'T SKIP!

TOOL USER INPUTS

INPUT BOX

DROP DOWN
MENU

**PASSWORD

- The file password is included in the first tab of your workbook.
- Use with discretion. Formulas and setups can be extremely complex, even for the most savvy spreadsheet users.

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

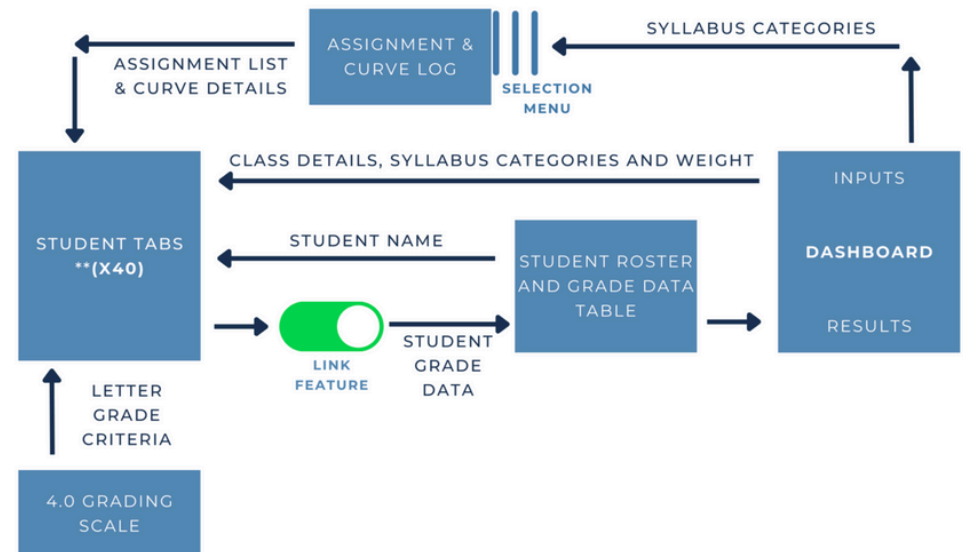
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD

REVISION: 4.5

- 1 **Password** Tabs are **locked** to prevent accidental errors to formulas:
Password Key: "swc"
- 2 **Tool Inputs** **Your Inputs** are the White Boxes With A Border!
- 3 **Tool Inputs** Peach boxes are **drop down menus**
- 4 **PDF Guide** ****Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the**
- 5 **Site Link** <https://spreadwiseco.com/>
- 6 **Google Sheets** This Dashboard is Not optimized for use with Google Sheets.
- 7 **Support** ****For support, message us on Etsy directly from your order, or send an email to Sales@SpreadWiseCo.com. Pictures are**
- 8 **Review** **LOVE IT? CLICK & LEAVE US A REVIEW!**

TOOL FLOW CHART



****DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)**

BUILT WITH



Microsoft
Excel 365

COMPATABILITY



All Microsoft
Excel Versions

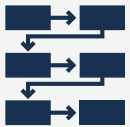


Not Compatible
with Google
Sheets

PRODUCT GUIDES



Detailed PDF
Guide



Detailed Tool
Flow Chart

VIDEO TUTORIALS



Not Yet Available

CURRENCY



Not Applicable
To This Product

TABS

- About & Tool Flow Chart
- Habit Inputs
- Habit Dashboard
- Monthly Tracking Tabs **(x12)**

LEARN MORE



***VISIT OUR WEBSITE FOR MORE
PRODUCT FEATURES AND DETAILS!!***

[HTTPS://SPREADWISECO.COM](https://spreadwise.co.com)

THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD INPUTS FOR YOUR PARTICULAR HABITS

DASHBOARD INPUTS

SET HABIT LIST NAME		OPTIONAL IDENTIFIER
Improve My Health		

HABIT CODES (USE SINGLE LETTERS)	
Completed	C
Skipped	S
Some Completion	H
Didn't Complete	D

HABIT LIST
8 Cups of water
30 min walk
Habit 3
Habit 4
Habit 5
Habit 6
Habit 7
Habit 8
Habit 9
Habit 10
Habit 11
Habit 12
Habit 13
Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

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2 - DASHBOARD SETUP

SET YOUR HABIT LIST NAME

SET YOUR LIST IDENTIFIER

- THIS IS OPTIONAL.
- COULD BE USED TO SEPARATE DIFFERENT LISTS WITH SIMILAR GOALS

- CHOOSE UP TO 5 TRACKING CODES YOU PLAN TO USE.
 - MAKE SURE THE CODE IS A SINGLE LETTER!

DASHBOARD INPUTS

SET HABIT LIST NAME		OPTIONAL IDENTIFIER
Improve My Health		

HABIT CODES (USE SINGLE LETTERS)	
Completed	C
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Habit 11
Habit 12
Habit 13
Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

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3 - HABIT LIST



SET YOUR HABIT LIST. THIS WILL SUPPORT UP TO 20.

DASHBOARD INPUTS

SET HABIT LIST NAME		OPTIONAL IDENTIFIER
Improve My Health		

HABIT CODES (USE SINGLE LETTERS)	
Completed	C
Skipped	S
Some Completion	H
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Habit 13
Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

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4 - HABIT TRACKING TABS



THE HEADER AUTO POPULATES WITH THE MONTH AND THE HABIT LIST DETAILS
 ** THIS IS GREAT IF YOU PRINT THE SHEETS AND DON'T WANT TO LOSE TRACK OF WHAT YOU'RE LOOKING AT.

- FOR EACH TAB, YOU WILL NEED TO SET THE FIRST DAY OF THE MONTH
 - WHY? WE SET IT THIS WAY SO THE FILE WORKS ACROSS DIFFERENT YEARS!

Habit Tracker - August - Improve My Health - 0																																
FIRST DAY OF MONTH	8/1/23							HABIT LIST	Improve My Health							IDENTIFIER	0.0															
<i>August</i>	Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thursday, August 3, 2023	Friday, August 4, 2023	Saturday, August 5, 2023	Sunday, August 6, 2023	Monday, August 7, 2023	Tuesday, August 8, 2023	Wednesday, August 9, 2023	Thursday, August 10, 2023	Friday, August 11, 2023	Saturday, August 12, 2023	Sunday, August 13, 2023	Monday, August 14, 2023	Tuesday, August 15, 2023	Wednesday, August 16, 2023	Thursday, August 17, 2023	Friday, August 18, 2023	Saturday, August 19, 2023	Sunday, August 20, 2023	Monday, August 21, 2023	Tuesday, August 22, 2023	Wednesday, August 23, 2023	Thursday, August 24, 2023	Friday, August 25, 2023	Saturday, August 26, 2023	Sunday, August 27, 2023	Monday, August 28, 2023	Tuesday, August 29, 2023	Wednesday, August 30, 2023	Thursday, August 31, 2023	Friday, September 1, 2023
	Habits	Habit Tracking Entries																														
	8 Cups of water	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	30 min walk	C	C	C	C	C	C	C	C	C	C	C	C	C	S	C	S	S	S													
	Habit 3																															
	Habit 4																															

5 - HABIT TRACKING TABS

ADD IN THE LETTER CODES NEEDED AS YOU GO THROUGH THE MONTH. THE DASHBOARD WILL COMPILE THIS INTO YOUR DASHBOARD TABLE.

**THE LETTER CODES USED HERE NEED TO MATCH WHAT YOU PROVIDED IN THE DASHBOARD INPUTS TAB!

Habit Tracker - August - Improve My Health - 0

FIRST DAY OF MONTH	8/1/23	HABIT LIST	Improve My Health	IDENTIFIER	0.0																							
<i>August</i>																												
Tuesday, August 1, 2023	Wednesday, August 2, 2023	Thursday, August 3, 2023	Friday, August 4, 2023	Saturday, August 5, 2023	Sunday, August 6, 2023																							
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Habits	Habit Tracking Entries																											
8 Cups of water	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
30 min walk	C	C	C	C	C	C	C	C	C	C	C	C	C	S	C	S	S	S										
Habit 3																												
Habit 4																												

6 - HABIT TRACKING TABS - SET TO PRINT!



FORMATTED FOR A LETTER SIZED SHEET!

Print

Printer:

Presets:

Copies: Black & White Two-Sided

Pages: All
 From: to:

Paper Size:

Collate pages

Print:

Margins:

Orientation:

Scale to fit:
 pages wide by pages tall

IMPORTANT

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