

HOMESCHOOL GRADEBOOK GUIDE

5.4 - 8/31/2025

BUILT WITH MICROSOFT EXCEL

PRODUCT FEATURES & LEARNING TIME

PRODUCT FEATURES

1 STUDENT, 32 COURSES PER WORKBOOK.

MAKE COPIES AS NEEDED FOR EACH STUDENT YOU HAVE







- FULLY AUTOMATED

 GRADING CALCULATIONS
- GPA CALCULATIONS AND AUTOMATED TRANSCRIPT
- ASSIGNMENT PLAN
 SUMMARY & SNAPSHOT

- BUILT-IN PROGRESS
 REPORTS AND COURSE
 TRACKING
- SIGNATURE WORKBOOK
 SHORTCUT PANEL
- BUILT IN GUIDANCE NOTES

- DETAILED ASSIGNMENT
 LOGS WITH CURVE FEATURE
- COMPREHENSIVE STUDENT GRADE ANALYTICS



DASHBOARD LEARNING & SETUP CURVE

THIS IS OUR **BEST ESTIMATE** OF HOW MUCH TIME IT WILL TAKE THE AVERAGE PERSON TO **LEARN** AND COMPLETE THE **INITIAL SETUP** OF THEIR DASHBOARD



PRODUCT COMPATIBILITY

SOFTWARE APPLICATION



OPERATING SYSTEMS





MAC OS PRODUCT WAS BUILT WITH

MS EXCEL 365 FOR MAC







- **PRODUCT WILL FUNCTION IN MOBILE APPLICATION USES, BUT BE AWARE OF THE FOLLOWING
 - SOME FONTS MAY SHOW UP DIFFERENTLY
 - BUILT IN GUIDE NOTES
 - LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS
 - NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN
 - SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH

TABS & GUIDES

TABS & GUIDES











COURSE LIST &
PERFORMANCE TABLE



**Includes (5)
Course tabs. By
simply making a
copy of the tab, you
can add up to (32).









LEARN MORE



ETSY LIMITS PRODUCT PHOTOS. LEARN MORE ABOUT THESE ITEMS & FEATURES @ HTTPS://SPREADWISECO.COM



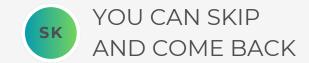
ABOUT THIS GUIDE

GUIDE POINTERS





FOR THOSE READY TO JUMP IN QUICKLY





**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.

YOUTUBE TUTORIALS

IF THERE ARE YOUTUBE TUTORIALS AVAILABLE FOR THIS PRODUCT, YOU CAN ACCESS THEM BY CLICKING ON THE YOUTUBE LOGO.



FREQUENTLY ASKED QUESTIONS

YOUTUBE TUTORIALS

CLICK THE LOGO TO WATCH OUR SHORT TUTORIALS

- Using the Provided Passcode to Unlock Tabs In Your Dashboard
- Edit Your Tab Names Without Impacting Workbook Function
- Correcting "####" & Other Text Visibility With Column Width Adjustments
- Adding Tabs That Will Link to Your Data Table & Dashboard
- Using the Signature Link Feature to Link & Unlink
 Tabs In Your Workbook

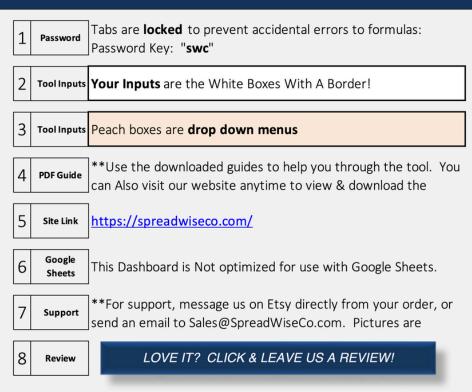
IN YOUR PRODUCT 'ABOUT' TAB

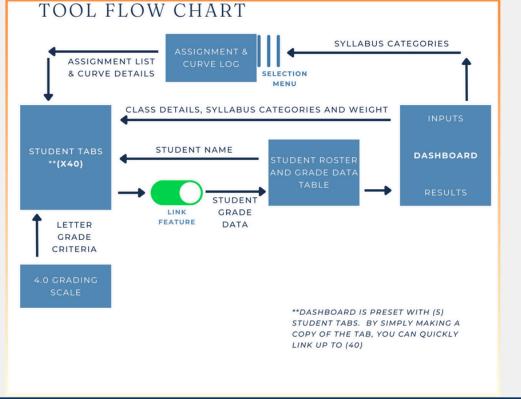


THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

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



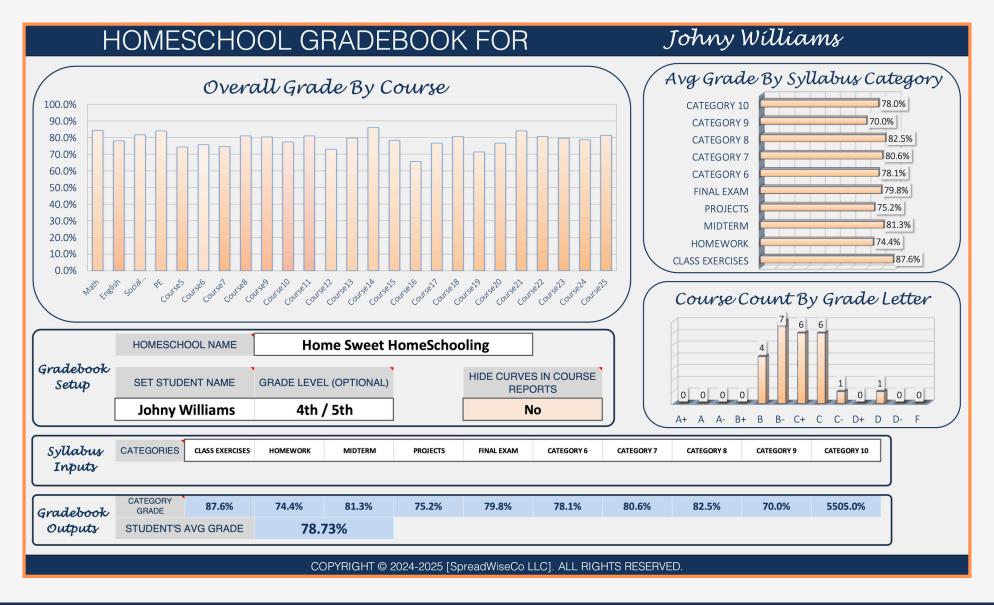


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1 - GETTING STARTED



THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD FOR YOUR PARTICULAR STUDENT



2 - STUDENT SETUP

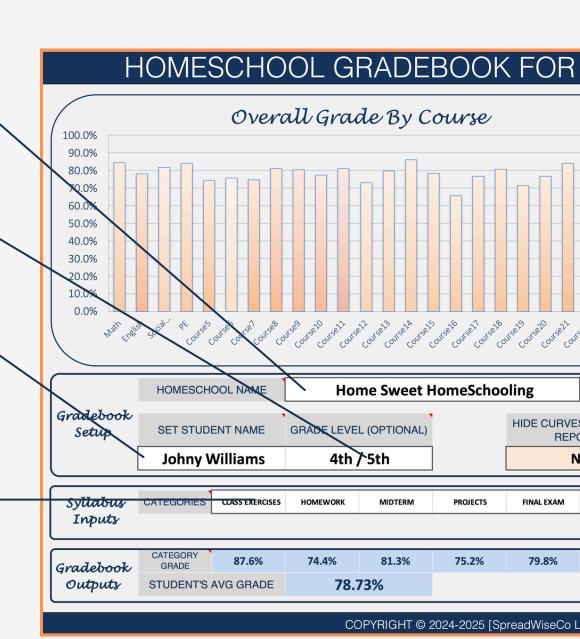


SET THE NAME OF THE HOMESCHOOL

SET THE GRADE LEVEL. THIS IS OPTIONAL.

SET THE STUDENT THAT YOU ARE TEACHING

- CHOOSE THE SYLLABUS
 CATEGORIES THAT YOUR
 STUDENT WILL HAVE
 ASSIGNMENTS IN. YOU CAN
 CHOOSE UP TO 10.
- YOU'LL BE ABLE TO SET YOUR %
 WEIGHT FOR EACH CATEGORY
 WITHIN EACH COURSE TAB



3 - COURSE LIST



SET YOUR COURSE LIST

• THE TABLE IS PRE-SET FOR UP TO 32 COURSES

TAB NAME	COURSE NAME	COURSE GRADE	LETTER GRADE	CATEGORY1	CATEGORY2	CATEGORY
Course1	Math	90.0%	A-	90.0%	90.0%	Update Course
Course2	English	90.0%	A-	90.0%	90.0%	Update Course
Course3	Social Studies	90.0%	A-	90.0%	90.0%	Update Course
Course4	PE	90.0%	A-	90.0%	90.0%	Update Course
Course5	Course5	90.0%	A-	90.0%	90.0%	Update Course
Course6	Course6	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course7	Course7	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course8	Course8	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course9	Course9	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course10	Course10	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course11	Course11	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course12	Course12	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course13	Course13	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course14	Course14	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course15	Course15	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course16	Course16	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course17	Course17	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course18	Course18	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course19	Course19	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course20	Course20	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course21	Course21	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course22	Course22	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course23	Course23	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course24	Course24	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course25	Course25	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course26	Course26	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course27	Course27	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course28	Course28	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course29	Course29	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course30	Course30	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course31	Course31	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
Course32	Course32	Add New CourseTab		Add New CourseTab	Add New CourseTab	Add New Cours
		90.0%		90.0%	90.0%	#DIV/0!

4 - COURSE TABS



CURRICUL	CURRICULUM CATEGORIES					
Category	Grade % Weight					
CLASS EXERCISES	10.0%					
HOMEWORK	10.0%					
MIDTERM	25.0%					
PROJECTS	20.0%					
FINAL EXAM	35.0%					
CATEGORY 6	0.0%					
CATEGORY 7	0.0%					
CATEGORY 8	0.0%					
CATEGORY 9	0.0%					
CATEGORY 10	0.0%					
	100.0%					

YOUR SYLLABUS CATEGORIES WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS.

- THE COURSE CODE AND GRADE LEVEL
 WILL BE AUTO SET FROM YOUR
 DASHBOARD INPUTS
- COURSE FOR EACH TAB IS SET AUTOMATICALLY BASED ON THE COURSE LIST SETUP
- ALL INPUTS WILL GIVE YOU A NICE HEADER, GREAT FOR PROGRESS REPORTS LATER!

Course Math
Student Johny Williams
Grade Level 4th / 5th
Course Tab Name Course1

Course Credit Value 3.0

DESKTOP - COUSRE TAB NAME WILL POPULATE AUTOMATICALLY

MOBILE - UPDATE THE COURSE TAB NAME MANUALLY

GPA CALCULATING FOR THE TRANSCRIPT - SET A CREDIT WEIGTH VALUE (GENERALLY 1,2,3 OR 4)

Mary S- Freshman English - 1 Grade: A-



5 - COURSE PROGRESS TRACKING



THE TABLE ALLOWS FOR LOGGING EACH ASSIGNMENT/TEST & GRADE.

 SYLLABUS CATEGORY IS A DROP DOWN MENU BASED ON YOUR DASHBOARD SETUP

THE ASSIGNMENT DETAILS WILL PULL INTO THE ASSIGNMENT SUMMARY AND CALENDAR BASED ON THE ASSIGNED DATE

HAVE A COURSE NOT GOING SO WELL?

THERE IS AN ACTUAL/
HYPOTHETICAL GRADE SELECTION
COLUMN TO SHARE REPORTS WITH
STUDENTS / PARENTS ABOUT WHAT
GRADES ARE NEEDED FOR THE
STUDENT TO PASS THAT COURSE.

ALL ASSIGNMENTS ARE ACCOUNTED FOR AUTOMATICALLY, AND PULLED TOGETHER TO PROVIDE A PROPERLY WEIGHTED GRADE FOR EACH COURSE.

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG						
Category	Assignment Name	Assigned Date	Actual / Hypothetical	Actual Grade		
CLASS EXERCISES	Class Exercise 1	8/1/25	Actual	90.0%		
CLASS EXERCISES	Class Exercise 2	8/5/25	Actual	90.0%		
CLASS EXERCISES	Class Exercise 3	8/6/25	Actual	90.0%		
CLASS EXERCISES	Class Exercise 4	8/7/25	Actual	90.0%		
HOMEWORK	Homework 1	8/8/25	Actual	90.0%		
HOMEWORK	Homework 2	8/9/25	Actual	90.0%		
HOMEWORK	Homework 3	8/10/25	Actual	90.0%		
HOMEWORK	Homework 4	8/11/25	Actual	90.0%		
HOMEWORK	Homework 5	8/12/25	Actual	90.0%		
			Hypothetical	75.0%		
			Hypothetical	88.0%		
PROJECTS	1st Fesay	8/14/25	Actual	90.0%		

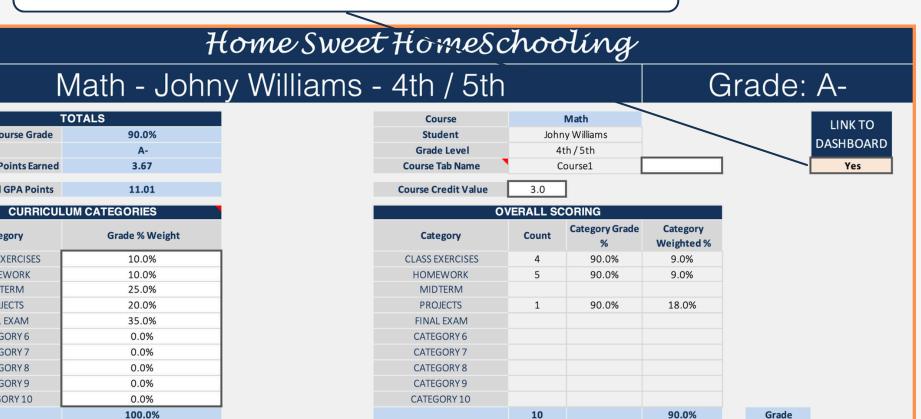
OVERALL SCORING							
Category	Count	Category Grade %	Category Weighted %				
CLASS EXERCISES	4	90.0%	9.0%				
HOMEWORK	5	90.0%	9.0%				
MIDTERM							
PROJECTS	1	90.0%	18.0%				
FINAL EXAM							
CATEGORY 6							
CATEGORY 7							
CATEGORY 8							
CATEGORY 9							
CATEGORY 10							
	10		90.0%				



6 - COURSE TAB LINK



ONCE YOU HAVE THE COURSE TAB SET UP, TURN ON THE LINK SO THE DATA PULLS INTO THE COURSE LIST TABLE AND STUDENT'S DASHBOARD



WHY A LINK FFATURF?

egory

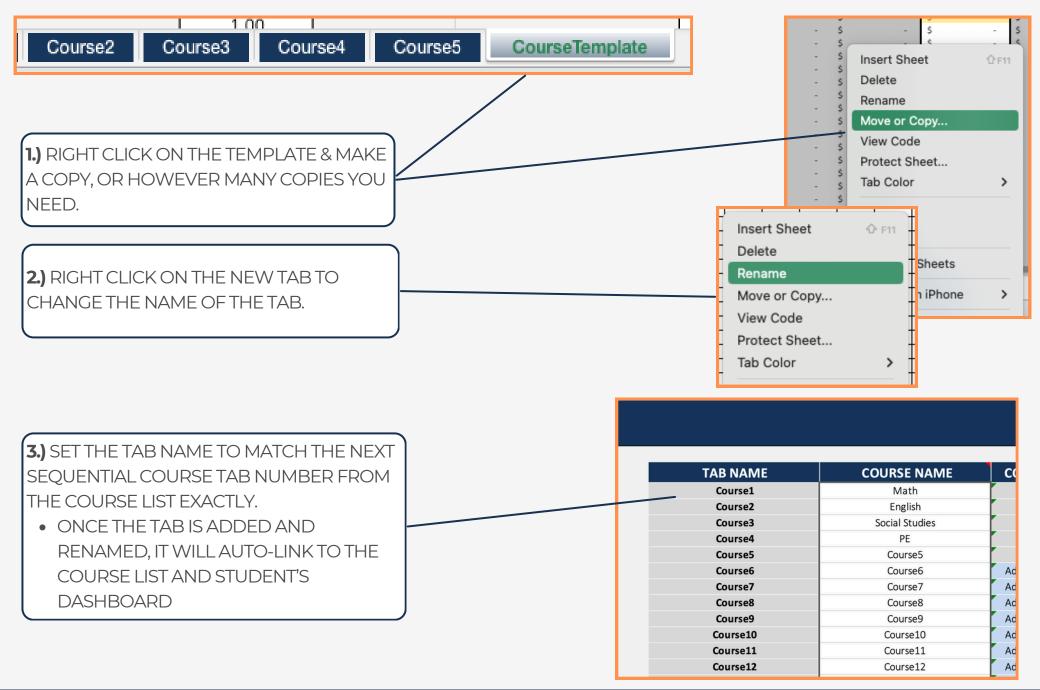
TERM

JECTS

- THIS ALLOWS YOU TO FASILY ADD OR REMOVE COURSES FROM THE STUDENT'S WORKBOOK AS NEEDED
- ADDS FLEXIBILITY AS YOU MOVE THROUGH TEACHING MULTIPLE CURRICULUMS.

7 - ADDING COURSE TABS





8 - ASSIGNMENT CURVE FEATURE



EACH COURSE TAB HAS AN ASSIGNMENT CURVE COLUMN, WHICH WE'LL GET TO.

THAT CURVE COLUMN CAN BE HIDDEN ANYTIME USING THE SELECTION BOX LOCATED IN THE DASHBOARD.

- THIS DOES NOT TURN THE CURVE OFF.
- THIS ONLY HIDES THE COLUMN IN THE EVENT YOU WOULD LIKE TO USE EACH COURSE TAB FOR A PROGRESS REPORT, AND DON'T WANT TO SHARE THE CURVE INFORMATION.

HIDE CURVES IN STUDENT REPORTS

No

9 - ASSIGNMENT CURVE FEATURE



A CURVE VALUE CAN GE ADDED TO ANY GIVE ASSIGNMENT/TEST/ETC.

- GREAT FOR SITUATIONS WHERE AN ASSIGNMENT ENDED UP BEING A LITTLE MORE CHALLENGING THAN ANTICIPATED.
- BEST PART IS, YOU DON'T HAVE TO SHARE THOSE ADJUSTMENT DETAILS IF YOU CHOOSE NOT TO.

	ACTUAL ASSIGNMEN	T / CATEGORY S	CORE LOG		CURVE	DETAILS	ASSIGNME	NT DATE SHIFT
Category	Assignment Name	Assigned Date	Actual / Hypothetical	Actual Grade	Assignment Curve	Adjusted Grade	Shif by # of Days	Actual Assigned Date
CLASS EXERCISES	Class Exercise 1	8/1/25	Actual	90.0%	1.00	90.0%	0	8/1/25
CLASS EXERCISES	Class Exercise 2	8/5/25	Actual	90.0%	1.00	90.0%	0	8/5/25
CLASS EXERCISES	Class Exercise 3	8/6/25	Actual	90.0%	1.00	90.0%	0	8/6/25
CLASS EXERCISES	Class Exercise 4	8/7/25	Actual	90.0%	1.00	90.0%	0	8/7/25
HOMEWORK	Homework 1	8/8/25	Actual	90.0%	1.00	90.0%	0	8/8/25
HOMEWORK	Homework 2	8/9/25	Actual	90.0%	1.00	90.0%	0	8/9/25
HOMEWORK	Homework 3	8/10/25	Actual	90.0%	1.00	90.0%	0	8/10/25
HOMEWORK	Homework 4	8/11/25	Actual	90.0%	1.00	90.0%	0	8/11/25
HOMEWORK	Homework 5	8/12/25	Actual	90.0%	1.00	90.0%	0	8/12/25
			Hypothetical	75.0%	1.00	75.0%	0	
			Hypothetical	88.0%	1.00	88.0%	0	
PROJECTS	1st Essay	8/14/25	Actual	90.0%	1.00	90.0%	0	8/14/25
					1.00		0	
					1.00		0	
					1.00		0	

10 - ASSIGNMENT CURVE FEATURE



IMPORTANT!!

THE OVERALL SCORING IS BASED
ON THE ADJUSTED GRADE
COLUMN, NOT THE ACTUAL GRADE
COLUMN. MAKE SURE THE
ASSIGNMENT CURVE VALUES ARE
SET PROPERLY (1.0 = NO CURVE)

OVERALL SCORING							
Category	Count	Category Grade %	Category Weighted %				
CLASS EXERCISES	4	90.0%	9.0%				
HOMEWORK	5	90.0%	9.0%				
MIDTERM							
PROJECTS	1	90.0%	18.0%				
FINAL EXAM							
CATEGORY 6							
CATEGORY 7							
CATEGORY 8							
CATEGORY 9							
CATEGORY 10							
	10		/ 90.0%				

	ACTUAL ASSIGNMEN	IT / CATEGORY S	CORE LOG	
Category	Assignment Name	Assigned Date	Actual / Hypothetical	Actual Grade
CLASS EXERCISES	Class Exercise 1	8/1/25	Actual	90.0%
CLASS EXERCISES	Class Exercise 2	8/5/25	Actual	90.0%
CLASS EXERCISES	Class Exercise 3	8/6/25	Actual	90.0%
CLASS EXERCISES	Class Exercise 4	8/7/25	Actual	90.0%
HOMEWORK	Homework 1	8/8/25	Actual	90.0%
HOMEWORK	Homework 2	8/9/25	Actual	90.0%
HOMEWORK	Homework 3	8/10/25	Actual	90.0%
HOMEWORK	Homework 4	8/11/25	Actual	90.0%
HOMEWORK	Homework 5	8/12/25	Actual	90.0%
			Hypothetical	75.0%
			Hypothetical	88.0%
PROJECTS	1st Essay	8/14/25	Actual	90.0%

CURVE	DETA	ASSIGNMEN	NT DATE SHIFT
Assignment Curve	Adjusted Grade	Shif by # of Days	Actual Assigned Date
1.00	90.0%	0	8/1/25
1.00	90.0%	0	8/5/25
1.00	90.0%	0	8/6/25
1.00	90.0%	0	8/7/25
1.00	90.0%	0	8/8/25
1.00	90.0%	0	8/9/25
1.00	90.0%	0	8/10/25
1.00	90.0%	0	8/11/25
1.00	90.0%	0	8/12/25
1.00	75.0%	0	
1.00	88.0%	0	
1.00	90.0%	0	8/14/25
1.00		0	
1.00		0	
1.00		0	

11 - ASSIGNMENT LOG - GRADING



USE THE ASSIGNMENT LOG TO INPUT EACH ASSIGNMENT AS YOU GO THROUGH THE COURSE WITH YOUR STUDENT

- SELECT THE CATEGORY USING THE DROP DOWN MENU
- NOTATE DETAILS OF THE ASSIGNMENT
- LOG THE GRADE
- SET THE CURVE VALUE IF NEEDED

	ACTUAL ASSIGNMEN	IT / CATEGORY S	CORE LOG		CURVE	DETAILS	ASSIGNME	NT DATE SHIFT
Category	Assignment Name	Assigned Date	Actual / Hypothetical	Actual Grade	Assignment Curve	Adjusted Grade	Shif by # of Days	Actual Assigned Date
CLASS EXERCISES	Class Exercise 1	8/1/25	Actual	90.0%	1.00	90.0%	0	8/1/25
CLASS EXERCISES	Class Exercise 2	8/5/25	Actual	90.0%	1.00	90.0%	0	8/5/25
CLASS EXERCISES	Class Exercise 3	8/6/25	Actual	90.0%	1.00	90.0%	0	8/6/25
CLASS EXERCISES	Class Exercise 4	8/7/25	Actual	90.0%	1.00	90.0%	0	8/7/25
HOMEWORK	Homework 1	8/8/25	Actual	90.0%	1.00	90.0%	0	8/8/25
HOMEWORK	Homework 2	8/9/25	Actual	90.0%	1.00	90.0%	0	8/9/25
HOMEWORK	Homework 3	8/10/25	Actual	90.0%	1.00	90.0%	0	8/10/25
HOMEWORK	Homework 4	8/11/25	Actual	90.0%	1.00	90.0%	0	8/11/25
HOMEWORK	Homework 5	8/12/25	Actual	90.0%	1.00	90.0%	0	8/12/25
			Hypothetical	75.0%	1.00	75.0%	0	
			Hypothetical	88.0%	1.00	88.0%	0	
PROJECTS	1st Essay	8/14/25	Actual	90.0%	1.00	90.0%	0	8/14/25
					1.00		0	
					1.00		0	
					1.00		0	

12 - GRADING SCALE



THIS SIMPLE TABLE ALLOWS YOU TO SET THE LETTER GRADE SCALE, WHICH IS WHAT EACH COURSE LETTER GRADE IS BASED ON.

	4.0 GRADE SCALE	
Grade	Grade Min	Grade Max
A+	97.0%	100.0%
Α	93.0%	97.0%
A-	90.0%	93.0%
B+	87.0%	90.0%
В	83.0%	87.0%
B-	80.0%	83.0%
C+	77.0%	80.0%
С	73.0%	77.0%
C-	70.0%	73.0%
D+	67.0%	70.0%
D	63.0%	67.0%
D-	60.0%	63.0%
F	0.0%	60.0%

13 - GPA TRACKING



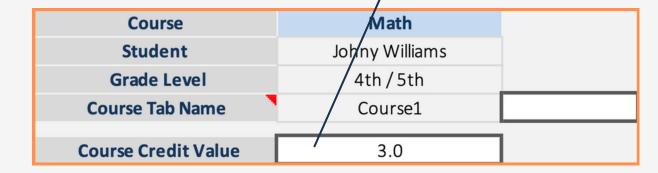
IF YOU'RE HOMESCHOOLING HIGH SCHOOLERS, YOU CAN USE THE GPA SETUP TO AUTO GENERATE A TRANSCRIPT FOR EACH YEAR

THE GPA POINTS TABLE IS PRE-SET
BASED ON THE STANDARD MOST USE
TO MEASURE & WEIGHT GPA.

GPA POINTS FOR TRANSCRIPT

Points Earned
4.00
4.00
3.67
3.33
3.00
2.67
2.33
2.00
1.67
1.33
1.00
0.67
0.00

SET THE COURSE WEIGHT WITHIN EACH GPA TAB (GENERALLY 1,2,3, OR 4)



14 - GPA TRACKING - TRANSCRIPT





THE TRANSCRIPT IS FULLY
AUTOMATED, AND WILL POPULATE AS
YOU USE THE GPA INPUTS WITHIN
EACH COURSE TAB

15 - ASSIGNMENT SUMMARY



YOU CAN **PRE-FILL** ALL OF THE **ASSIGNMENTS** AND **DATES** WITHIN EACH COURSE. THEN, YOU CAN GET A FULL ASSIGNMENT SUMMARY AND SNAPSHOT WITHIN THE COURSE ASSIGNMENT SUMMARY TAB.

	ACTUAL ASSIGNMEN	ii / Giti Ed Giti G		_	
Category	Assignment Name	Assigned Date	Actual / Hypothetical		Actual Grade
CLASS EXERCISES	Class Exercise 1	8/1/25	Actual		90.0%
CLASS EXERCISES	Class Exercise 2	8/5/25	Actual		90.0%
CLASS EXERCISES	Class Exercise 3	8/6/25	Actual		90.0%
CLASS EXERCISES	Class Exercise 4	8/7/25	Actual	Actual	
HOMEWORK	Homework 1	8/8/25	Actual	Actual 90	
HOMEWORK	Homework 2	8/9/25			COL
HOMEWORK	Homework 3	8/10/25	CALENDAR S	ELECTION	
HOMEWORK	Homework 4	8/11/25	Course	21	Cou
HOMEWORK	Homework 5	8/12/25	ASSIGNMENT 1 1 Class Exercise 1	DUE DATE 1 8/1/25	ASSIGNMENT 2 Class Exercise 1
			2 Class Exercise 2	8/5/25	Class Exercise 2
			3 Class Exercise 3	8/6/25	Class Exercise 3
			4 Class Exercise 4	8/7/25	Class Exercise 4
			5 Homework 1 6 Homework 2	8/8/25 8/9/25	Homework 1
PROJECTS	1st Essay	8/14/25	7 Homework 3	8/10/25	Homework 3

	CALENDAR SELECTION Course1			COURSE SELECTION									
			Course2 English		Course3 Social Studies		Course4 PE		Course5 Course5				
	ASSIGNMENT 1	DUE DATE 1	ASSIGNMENT 2	DUE DATE 2	ASSIGNMENT 3	DUE DATE 3	ASSIGNMENT 4	DUE DATE 4	ASSIGNMENT 5	DUE DATE 5			
	Class Exercise 1	8/1/25	Class Exercise 1	8/1/25	Class Exercise 1	8/1/25	Class Exercise 1	8/1/25	Class Exercise 1	8/1/25			
	Class Exercise 2	8/5/25	Class Exercise 2	8/5/25	Class Exercise 2	8/5/25	Class Exercise 2	8/5/25	Class Exercise 2	8/5/25			
	Class Exercise 3	8/6/25	Class Exercise 3	8/5/25	Class Exercise 3	8/6/25	Class Exercise 3	8/6/25	Class Exercise 3	8/6/25			
	Class Exercise 4	8/7/25	Class Exercise 4	8/7/25	Class Exercise 4	8/7/25	Class Exercise 4	8/7/25	Class Exercise 4	8/7/25			
	Homework 1	8/8/25	Homework 1	8/8/25	Homework 1	8/8/25	Homework 1	8/8/25	Homework 1	8/8/25			
	Homework 2	8/9/25	Homework 2	8/9/25	Homework 2	8/9/25	Homework 2	8/9/25	Homework 2	8/9/25			
	Homework 3	8/10/25	Homework 3	8/10/25	Homework 3	8/10/25	Homework 3	8/10/25	Homework 3	8/10/25			
	Homework 4	8/11/25	Homework 4	8/11/25	Homework 4	8/11/25	Homework 4	8/11/25	Homework 4	8/11/25			
	Homework 5	8/12/25	Homework 5	8/12/25	Homework 5	8/12/25	Homework 5	8/12/25	Homework 5	8/12/25			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	1st Essay	8/14/25	1st Essay	8/14/25	1st Essay	8/14/25	1st Essay	8/14/25	1st Essay	8/14/25			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course T			
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16 - ASSIGNMENT CALENDAR



YOU CAN **PRE-FILL** ALL OF THE **ASSIGNMENTS** AND **DATES** WITHIN EACH COURSE. THEN, SELECT THE COURSE WITHIN THE CALENDAR FROM THE DROP DOWN MENU, THEN PRINT FOR ON-THE-GO TRACKING!

ASSIGNI	MENT CA	LENDAR		AUG	UST 2025			
calendar year 2025				Math				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
- 1 2 3 4	-		-	-	O1 Class Exercise 1	02		
03	04	05	06	07	08	09		
1 2 3 4		Class Exercise 2	Class Exercise 3	Class Exercise 4	Homework 1	Homework 2		
10 1 Homework 3	11 Homework 4	12 Homework 5	13	14 1st Essay	15	16		
2 3 4								
17 1 2 3 4	18	19	20	21	22	23		
24 1 2 3 4	25	26	27	28	29	30		
31 1 2 3 4	•	-	-	•	•	•		
	COPYRI	GHT © 2024 [Spre	eadWiseCo LLC1.	ALL RIGHTS RE	SERVED.			

17 - ASSIGNMENT CALENDAR - DATE SHIFTS



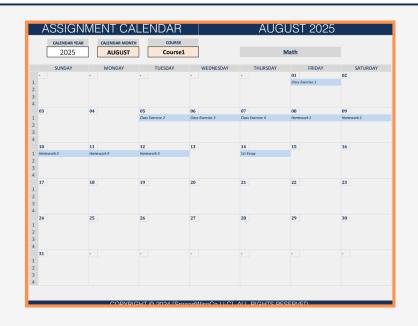
IMAGINE YOU **PRE-FILL** ALL OF THE **ASSIGNMENTS** AND **DATES** WITHIN EACH COURSE. THEN, RUN INTO WHERE SOMETHING CAME UP AND YOU NEED TO SHIFT ALL OF THE DATES FOR ALL COURSES... WHAT DO YOU DO?

USE THE DATE SHIFT COLUMN WITHIN EACH COURSE.

LET'S SAY SOMETHING CAME UP ON 8/15 & 8/16, AND YOU NEED TO PUSH EVERYTHING BACK BY TWO DAYS.

FIND THE 1ST ASSIGNMENT FOR 8/15, ADD IN A "2" WITHIN THE DATE SHIFT COLUMN FOR THAT ROW, THEN DRAG THE 2 DOWN FOR ALL OTHER DATES. DONE! THE NEW DATES WILL NOW BE REFLECTED IN THE CALENDAR:)

ASSIGNMENT DATE SHIFT				
Shif by # of	Actual Assigned			
Days	Date			
0	8/1/25			
0	8/5/25			
0	8/6/25			
0	8/7/25			

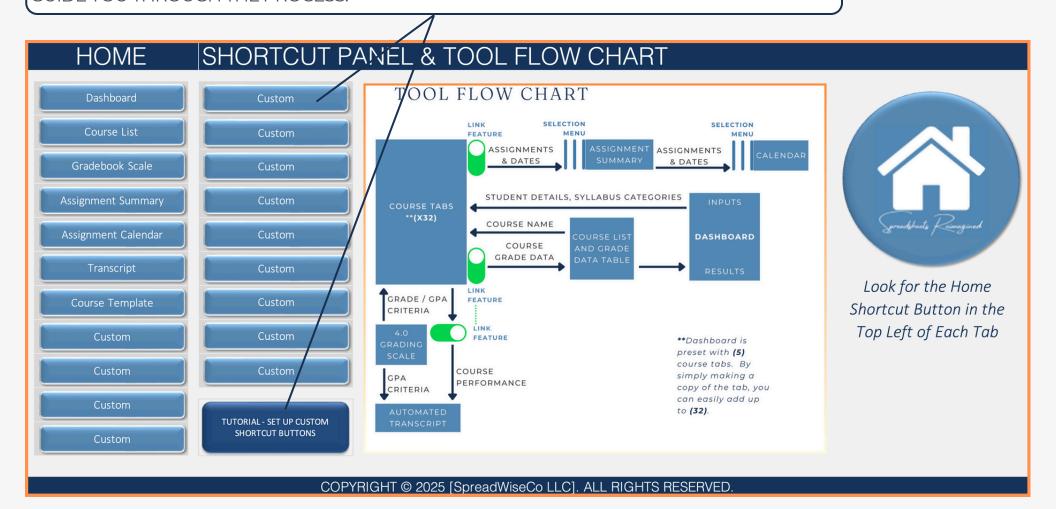


18 - HOME TAB - SHORTCUT PANEL



USE THE INCLUDED SHORTCUT PANEL TO QUICKLY NAVIGATE THE ENTIRE WORKBOOK. EVEN BETTER, YOU CAN CUSTOMIZE SOME BUTTONS AS NEEDED FOR ANY COURSES YOU ARE ACTIVELY TEACHING.

** YOU WILL NEED TO UNLOCK THE TAB TO LINK A NEW BUTTON. USE THE TUTORIAL TO HELP GUIDE YOU THROUGH THE PROCESS!





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