**CLASS OVERVIEW WORKSHEET**

Keeping track of the assignments in each class, plus the small daily tasks, can be overwhelming. Use this worksheet to organize an overview of the projects and tasks related to your semester. **Contact us at** [**HSS.StudentSuccess@unco.edu**](mailto:HSS.StudentSuccess@unco.edu) **or Call 970-351-3140 with questions, resources, and support.**

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| **What is your schedule?** | Write down the format, meeting time, and work time for each class. | | | | | | | | | | |
| **TIME** | Class 1: | | Class 2: | | | Class 3: | Class 4: | | | Class 5: | Class 6 |
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| **1** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | | | | | | |
| **Class 1** | ASSIGNMENT | | | DUE DATE | TASKS | | | GRADE | NOTES AND DAILY TASKS | | |
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| **2** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | | | | | | |
| **Class 2** | ASSIGNMENT | | | DUE DATE | TASKS | | | GRADE | NOTES AND DAILY TASKS | | |
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| **3** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | | | | | | |
| **Class 3** | ASSIGNMENT | | | DUE DATE | TASKS | | | GRADE | NOTES AND DAILY TASKS | | |
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| **4** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | |
| **Class 4** | ASSIGNMENT | | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
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| **5** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | |
| **Class 5** | ASSIGNMENT | | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
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| **6** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. | | | | | |
| **Class 6** | ASSIGNMENT | | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
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