

# Back on Track

## A CHECKLIST TO HELP MANAGE GRADES

- ☐ CHECK GOOGLE CLASSROOM FOR MISSING WORK
- ☐ CHECK TYLER FOR GRADE UPDATES
- ☐ IF YOU HAVE A ZERO FOR SOMETHING YOU'VE COMPLETED, EMAIL YOUR TEACHER TO LET THEM KNOW
- ☐ CREATE A LIST OF MISSING ASSIGNMENTS AND CROSS THEM OFF WHEN YOU'RE DONE
- ☐ EMAIL YOUR TEACHER ONCE YOU'VE TURNED IN A MISSING OR LATE ASSIGNMENT TO LET THEM KNOW
- ☐ EMAIL/ASK YOUR TEACHERS TO ASK WHAT YOU NEED TO MAKE UP IF YOU'RE UNSURE
- ☐ SCHEDULE TIME TO MAKE UP ANY MISSING TESTS/QUIZZES
- ☐ USE YOUR TIME WISELY TO MAKE UP WORK
  - BEFORE SCHOOL, DURING LUNCH, TERRIER TIME, ACADEMIC SUPPORT OR STUDY HALL, & TERRIER TUTORING (M/W/TH 3-4:45)

### OTHER TOOLS:

- USE A PLANNER, CALENDAR, OR NOTEBOOK TO KEEP TRACK OF DUE DATES, TEST DATES, ETC.
- USE FOLDERS TO ORGANIZE PAPERWORK BY CLASS
- TALK TO YOUR SCHOOL COUNSELOR FOR ADDITIONAL STRATEGIES