

Before each drop date, students should know their academic pulse in each course. Drop dates are on each course syllabus and on the [Important Dates Website](#).

Some students access the grade book option that professors may be using in Bright Space, while others choose to build their own academic pulse sheet for each course. To build a tracking sheet in Excel, you enter each course deliverable with the corresponding assessment value, due date and your goal. You then record your earned grades for each component, so you know exactly how well you are performing in each course at any given moment.

Here is an example of a pulse sheet for an *imaginary* course:

	Value	Due Date	Goal	Mark Earned	Drop dates for class
COMM 1234					Example-Oct. 9 th /Nov. 6 th
Assignment #1	XX%	September 13	75%- 7.5/10	73%- 7/10	
Assignment #2	XX%	October 12	80%- 8.85/10	80%- 8/10	
Midterm Exam	XX%	November 28	70%- 17.5/25		
Assignment #3	XX%	Dec 2	80%- 20/25		
Final Exam	XX%	Dec 12	70%- 21/30		
Total	100%		74.5%	15/20= 75% (will change as more grades are added)	

Also, remember to make good use of the **TAs and professors** to assist you in sorting out where you are struggling with the course material, or what is taking you longer than expected. Their office hours are a great start! Bring with you an awareness of where you think you are going wrong so they can assist you with possible solutions or further instruction you on how to navigate the course/material.