

Course Progress Chart

Use this chart to help you keep track of your progress and grades in each of your classes, and to predict your final course grade. Use one form for each class.

Course name: _____

Instructions: Print (or store electronically) one of these form for each class. Save a clean one in your files for future use. In each area, list the name/date of each assignment you get back (quiz, paper, etc.) and the grade you received on it.

Assignments (short papers, homework, etc.)	Grade received	____% of grade (from syllabus)
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_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Major Papers:		____% of grade
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_____	_____	
_____	_____	
_____	_____	

Quizzes:		____% of grade
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_____	_____	
_____	_____	
_____	_____	
_____	_____	

Unit Tests (<u>not</u> the midterm or final):		____% of grade
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_____	_____	
_____	_____	
_____	_____	

Mid-term exam: _____		____% of grade
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Final exam: _____		____% of grade
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How to calculate your grade in a class when percentage values are provided:

Using the following chart, convert your alphanumeric grade (B, C+, etc.) into quality points:

A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D+	1.3
B-	2.7	D	1.0

Next, if there are multiple grades in one category (e.g. three quizzes), add their quality point values together then divide by the number of scores in that category (find the average, in other words).

Now, multiply the quality points by the percentage value of that category to find the total value for that category (e.g. 3.3 quality points for a category worth 20% of your grade would be $3.3 \times .20 = .66$)

Do this for each category then add together the values in each category for a total quality point score and convert back to an alphanumeric grade.

Sample:	Bio homework, (15%)	B-, or $2.7 \times .15 = .41$
	Attendance & participation, (15%)	A, or $4.0 \times .15 = .60$
	Lab reports (2), (20%)	B, or $3.0 \times .20 = .60$
	Mid-term exam, (25%)	A-, or $3.7 \times .25 = .93$
	Final Exam, (25%)	B, or $3.0 \times .25 = .75$
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		TOTAL pts. = 3.29 = B+ Grade