Tips for Keeping Track of Students

Greetings Faculty,

I hope that your February is waning nicely, with warmth and spring just around the horizon! With all the melting and rain we've had the past few days, the grass is starting to show through the snow!

I have two little tools to share with you today.

Checksheets

One of our adjunct faculty, Penny Webster, has shared a nifty tool with me that I thought the rest of you would find helpful. It's a checksheet for tracking students - their start & end dates, grades entered for them, welcome emails sent, and more. I've added to it a column for receiving payment for that student (remember that the payment comes in the month after you have recorded a midterm or final grade).

You can download one or both of the files here:

- **Word**
- **Excel** (this one has a formula built it for calculating 180 days to the student's end date)
I have also updated the Class Roster instructions accordingly. You can review them here.

**180 Days Calculator**

I just found [this cool online calculator](#). When you don't want to login to Vault to look up a student's end date, you can calculate it from their start date listed in LearningHub under Users, Enrolled Users. Just plug in the start date, 180 days, and click calculate. There's the student's end date!

I hope you find this helpful and are able to adapt it to your own record-keeping system. We do highly recommend that you keep your own records, as it always helps when solving problems.

As always, we appreciate your hard work and support of our students!

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