

HOW TO USE THE PLANNER

1. When you first scan the QR code, it'll open to a spreadsheet. Open the file tab and select "make a copy."
2. Input your courses and assignments as unique lines.
3. Click the pink square to the right, and let the spreadsheet do its work.
 - a. It'll sort by the due date and grade impact while moving completed assignments down.
4. The spreadsheet will automatically color-coordinate your assignments based on what's due next!

GET THE
PLANNER

