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| *See next page for how to*  *use this.* | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **BREAK** | **Week 9** | **Week 10** | **Week 11** | **Week 12** | **Week 13** | **Week 14** | **Week 15** | **Finals Week** |
| **Course** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Course** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Course** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Start creating your semester-at-a-glance calendar even before the term begins.
2. Label your document by replacing the text in the top left corner with reference to the term. For example, Fall 2014 or Summer 2015.
3. Identify the courses you are taking in the first column.
4. Add dates to the top row. For example, Week 1: Aug 25-29, Week 2: Sept 2-6, etc.
5. Carefully go over your course syllabi and course schedules to identify assignments due, quiz, and exam dates.
6. Add these to your calendar.
7. Keep in mind that for this calendar to work, it must be accurate. Add new assignments, quizzes and exams as soon as you learn about them. Update your calendar immediately if changes are made at any point in the term!
8. Use coding, icons, and color to make your calendar appealing and, perhaps, to distinguish types of assignments.