

YCAP Scholarship Recipient Assignment Log Directions

Directions-

Below you will find an assignment log to monitor the assignments you have submitted for grading. This will give you an electronic method to monitor the work you have submitted. The example below shows how to fill the document out based on the first day of class with GAPT 123.

To ensure you know what assignments you are expected to complete you must do the following...

- Create an assignment log for each of your classes.
- You should use the example provided and add rows as new/more assignments are given.
- You must always note the grade you received on the assignments. When you do so, you will always know your academic standing.
- The column labeled "Class Folder on Server" refers to the location the instructor has requested students place finished assignments. Change the title of the column if your instructor expects another format of submitting assignments.
- **ALWAYS ask YCAP staff if you have any questions pertaining to the assignment log.**

nabdullah@dunwoody.edu 612.381.3353

jmoore@dunwoody.edu 612.381.3325

ataylor@dunwoody.edu 612.381.3351

EXAMPLE

Class: GAPT 123

Notes: Make extra time for first assignment

Week 1 Assignments	Date assigned	Date Due	Class Folder on Server	Grade
1. Read chapters 1 and 2	9/15	9/21		
2. Wednesday Chapter 2 project	9/18	9/25		
3.				
4.				
5.				

YCAP Scholarship Recipient Assignment Log

Class:

Notes:

Week	Assignments	Date assigned	Date Due	Class Folder on Server	Grade
1.					
2.					
3.					
4.					
5.					

Class:

Notes:

Week	Assignments	Date assigned	Date Due	Class Folder on Server	Grade
1.					
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Class:

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