Student Progress Tracking Sheet

Instructor Directions: The following is a sample template that you might use to help your students to track their own progress throughout your course. Our goal is to help our students to be as successful as they can and providing them with an assignment tracking sheet such as this is considered best practice according to current course development rubrics (click here to see a comparison table of some standard rubrics). In essence, you will list all of the required assignment that students will need to complete in order to successfully finish your course. Listing these assignments out can also help us to evaluate the assignments that we are requiring. For more guidance on choosing assignments for your class, click here to see the pedagogies, strategies, and activities checklist.

While the sample format below might not fit with your needs, try to include at least the following elements:

☐ List of required assignments for the course – preferably organized by module/unit

☐ Due dates for each assignment

☐ Checkbox or a way for students to mark off that they have completed the assignments

☐ Wherever possible, provide direct links to the assignments

Sample Instructions for Students: Below is a table that lists all of the assignments that are required in order for you to successfully complete this course. The assignments are organized by the units and the due dates for each assignment are provided. Use this table to track your progress across the course and mark off each assignment as you complete them to ensure that you are not missing any of them.

	Assignment	Due Date
	Getting Started Unit	
☐	Watch the LMS Orientation Video	Sept. 6th
☐	Read the Syllabus	Sept. 6th
☐	Take the Syllabus Quiz	Sept. 6th
☐	Visit the Instructor Introduction Page	Sept. 8th
☐	Complete the Self-Introduction Discussion Board	Sept. 8th
☐	Read and Reply to Two Peer Introductions	Sept. 12th
	Unit #1 – Topic to be Addressed	
☐	Assignment #1	[due date]
☐	Assignment #2	[due date]

For more information and to see the references used to develop this template, click here to view the Course Design & Development Guidelines.