Keep track of your progress in class, by keeping a tally of the points you earn in each class.

If your professor uses a percentage system, break the percentages down into a point system so that it's easier for you to track. Ignore the percentage associated with each class assignment/exam and pretend that each number is a point score. You would then multiply what you earned for an assignment/exam by the percentage value for that assignment.

Example
The first research paper is 15% of your total grade, so think of it as 15 points total. If you earn 95 points for the research paper, multiply .15 (15%) with your grade of 95 and you see that you have earned 14.85 out of a total 15 points possible in this area.

Example
Your oral exam is 5% of your total grade, so think of it as 5 points. You earn an 80 on your oral exam, so you multiply .05 (5%) and 80, which gives you 4 points. This means you earned 4 out of a total possible 5 points.

Example
You're at the end of the quarter and you have your class grades for everything but the final and you want to know how many points you need to keep at least a B in the class.

Class Participation:	*15%*	*(grade of 98 x 15% = 14.7 points out of 15)*
Chapter Tests:	*30%*	*(grade of 85 x 30% = 25.5 points out f 30)*
Workbook and video assignments:	*10%*	*(grade of 77 x 10% = 7.7 points out of 10)*
Oral Presentations:	*10%*	*(grade of 92 x 10% = 9.2 points out of 10)*
Oral Exam:	*5%*	*(grade of 97 x 5% = 4.85 points out of 5)*
Compositions:	*10%*	*(grade of 100 x 10% = 10 points out of 10)*
Final Exam:	*20%*	*(grade of ? x 20% = ?)*

Total points/grade: As of today (without final exam) you have 71.95 out of 80 points.

If you earn all 20 points/get 100% from the final exam, you'll have 91.95 out of 100 points (A- for the class per the grading scale below). To get a B in the class means you'd need to earn at least 83 points total (see grading scale below). With the 71.95 points so far, subtract the minimum points you need for the B grade (83 points) with the points you have as of today (71.95) and you see that you need to earn at least 11.05 points on the final exam (83 – 71.95 = 11.05). In order to convert the 11.05 to the percentage you need on the exam, take the points you need (11.05) and divide by the percentage value of the exam associated with the class (20%) and you see you need to earn 55.25% on the exam to finish the class with a B (11.05/0.2 = 55.25%). For the final score, when you add the 11.05 final exam points to the other points you earned (71.95), you see that you earned an 83% for the class, which means you earned a B grade (71.95 + 11.05 = 83).

GRADING SCALE:

93-100	A	90-92	A-				
87-89	B+	83-86	B	80-82	B-		
77-79	C+	73-76	C	70-72	C-		
67-69	D+	60-66	D	-59	F		

If you're unclear on how to keep track of your progress in class, set up a time to meet with your professor and create a system to keep track of your grade in a way that is easy for you to understand and manage.

Additional grade calculation resources:
http://www.calculatemygrade.com/   http://www.benegg.net/grade_calculator.html
http://www.wikihow.com/Calculate-Your-Grade   http://www.ocf.berkeley.edu/~immer/gradecalc.html