STUDENT OS · A NOTION TEMPLATE BY WAAR

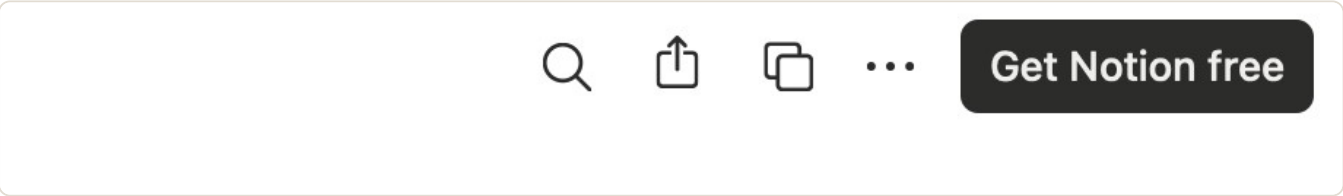
Setup Guide

Ten minutes once, then three small habits. This guide shows the ten minutes, what the tables do for you, and what to do if something looks wrong.

What you need
A free Notion account (notion.com, web or app), and the template link from your download page. Nothing in the template needs a paid plan or Notion AI.

1. Get it into your Notion (2 minutes)

1. **Sign in to Notion** in a normal browser (Safari, Chrome, Firefox) with the account you want the template in. A free account is fine.
2. **Open the template link** from your download page (it is also at the bottom of this guide's README).
3. **Press the Duplicate icon**, top right of the page (the two overlapping squares, next to the share arrow). If Notion asks which workspace, pick yours.
4. **Wait a few seconds.** "Student OS" appears in your sidebar under Private. From now on it is your copy: nothing you type goes anywhere but your own Notion.



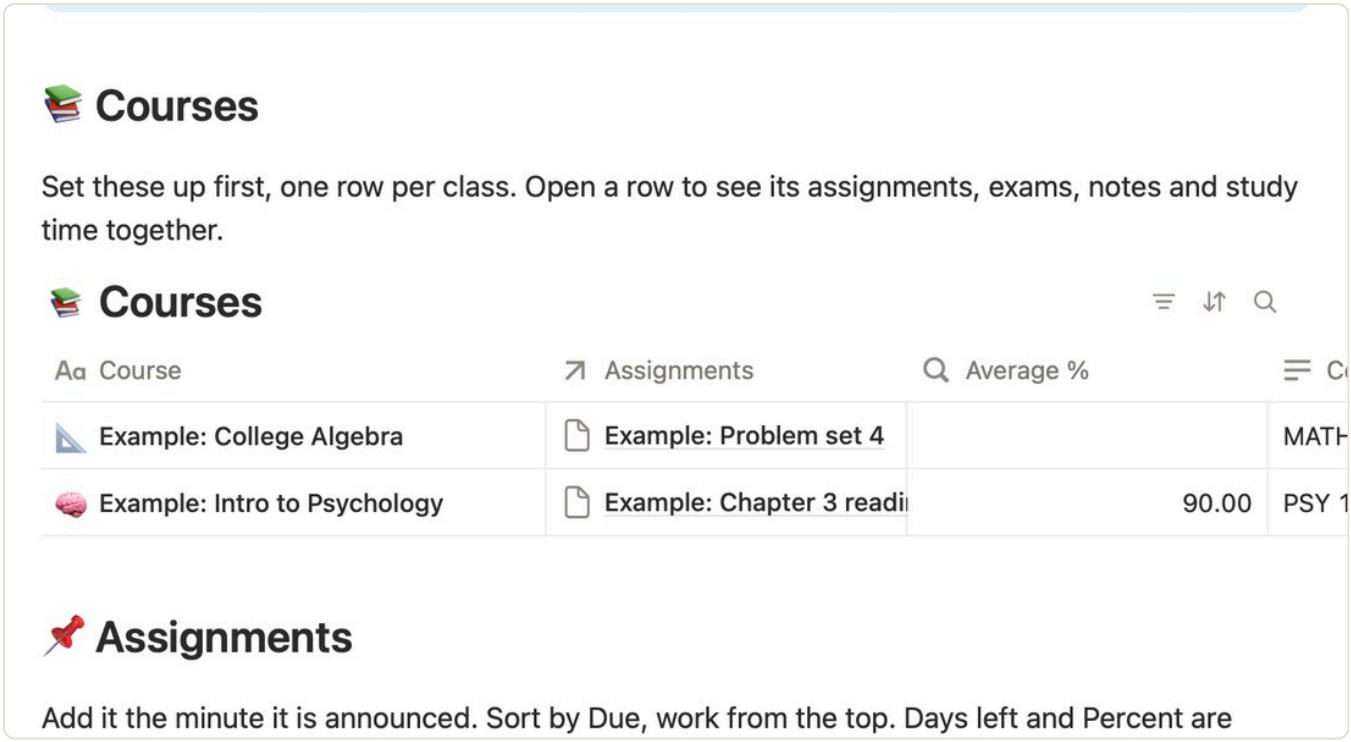
Top right of the template page. The two-squares icon is Duplicate.

No Duplicate icon?
You are not signed in, or you opened the link inside another app's browser (Instagram, TikTok, Mail). Copy the link, open it in Safari or Chrome, sign in to Notion, and the icon is there.

2. Set it up (10 minutes, once a semester)

1. **Delete the example rows.** Every table has one to four rows starting with "Example:". Hover a row, click the ⋮⋮ handle (or right-click), Delete. Do the Courses rows last: deleting a course does not delete its assignments, so clear the others first and it stays tidy.
2. **Add your courses.** In Courses, one row per class: code, professor, days and time, room, office hours, the syllabus link, and a Grade goal.

3. **Open each syllabus and put in every date.** Assignments: name, course, type, due date, points. Exams: name, course, date, what it covers, weight. This is the step that pays for the whole semester; it is also the only boring one.
4. **Add two views** (optional, one click each): on Assignments, + Add view → Board → group by Status; on Assignments or Exams, + Add view → Calendar.



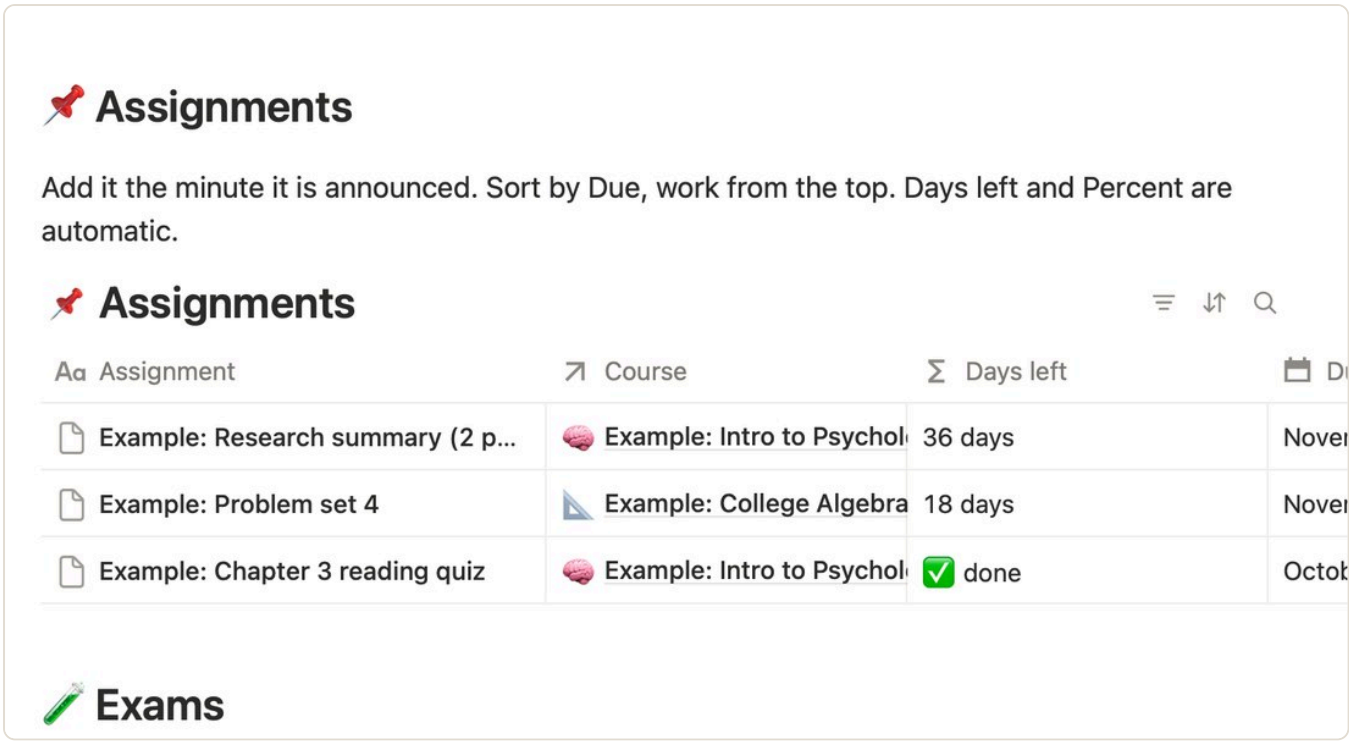
Courses after setup: Average %, Open assignments, Next exam and Study minutes fill in from the other tables.

3. The three habits

Announced → in the table.
The moment a professor mentions a date, it goes into Assignments or Exams. From your phone in class is fine; the Notion app shows the same page.

Sunday night → Week Planner.
One row per block of the coming week: classes, study, work, gym, life. Point study blocks at the exact assignment they are for. Tick blocks off as you go; clear the table next Sunday.

Session ends → Study Log.
Course, minutes, what you did, how focused you were. The Courses table adds the minutes up per class, so you can see where the hours really go, and where they don't.



Assignments: Days left and Percent are formulas. You only type the date, the points and, when graded, the score.

4. What the numbers mean

Column	Where	What it does
Days left	Assignments, Exams	Counts down from today. 🟡 inside three days (seven for exams), 🟠 today, 🔴 late, ✅ done (Assignments: when Status is Done; Exams: once the date has passed).
Percent	Assignments	Score ÷ Points × 100. Empty until you type a score.
Open	Assignments	1 until Status is Done. Courses adds these up into Open assignments. You can hide this column.
Average %	Courses	The plain average of that course's graded Percents. A trend, not your official grade: your syllabus says how the real grade is weighted.
Open assignments	Courses	How many of that course's assignments are not Done.
Next exam	Courses	The earliest exam date for that course.
Study minutes	Courses	All Study Log minutes for that course added up.
Hours	Study Log	Minutes ÷ 60, one decimal.

5. Make it yours

- **Rename, add, delete columns** as you like. Only these names feed formulas: `Due`, `Status`, `Score`, `Points` (Assignments), `Date` (Exams), `Minutes` (Study Log). If

you rename one, open the formula column (click its header → Edit property) and change the name inside `prop("…")` to match.

- **Views:** Board by Status, Calendar by Due, a "This week" filter (Filter → Due → is within → next week), Week Planner as a Board grouped by Day.
- **Per course:** open any Courses row. Its Assignments, Exams, Notes and Study sessions are listed right there.
- **Phone:** add a Notion widget for Assignments to your home screen to see what is due without opening anything.
- **Next semester:** keep the page, add the new term's courses with the new Term value, and filter old ones out, or duplicate the whole page from the template link again and start clean.

6. If something looks wrong

You see	Why, and the fix
A formula column shows an error	A column it depends on was renamed. Rename it back, or edit the formula so `prop("…")` matches the new name.
Days left is empty	That row has no date yet.
Average % is empty	No graded assignment in that course yet (Percent needs a Score and Points).
Next exam is empty	No exam row points at that course, or none has a date.
An assignment doesn't show under its course	Its Course column is empty. Click the cell and pick the course.
Duplicate did nothing	Look in the sidebar under Private; it can take a few seconds. Still nothing: sign out and in, try again, or write to us.

Still stuck? Email **support@waar.com.hk** from the address you paid with, with a screenshot. We answer.

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