

Notebook Organization: World History 7

1. 5 Tab Dividers Labeled as:

1. Grade Sheet
2. Do Now's
3. Notes
4. Work
5. Miscellaneous

2. **Within each Standard's Divider** all papers should go from oldest at the back of each divider to the most current at the front of each divider.

- a.) Grade Sheet: students will fill this in daily from the overhead as part of their Do Now the first 5 minutes of the period.
- b.) Do Now's: write down daily agenda/homework/standard & answer question(s) or follow directive in the format provided. This format template can be copied, printed from the school website, or hand drawn. One will be needed for each day of class.
- c.) Notes: from lecture, on white board or overhead, Power Point, handouts, films, etc...
- d.) Returned Work: any graded worksheets or assignments other than workbook. Keep to verify that grade in computer is correct, if not, see me with graded paper so I can find where the problem is and fix it.
- e.) Miscellaneous:
 - Syllabus
 - Student copy of Standards
 - Notebook Organization Notes/Sample Do Now Format
 - How to use Text notes/ Abbreviations Notes
 - What Do I Do When.../ Paper Heading Format
 - Extra Credit Directions*
 - Project Directions*
 - Etc...

****Do Not Throw Away any Papers.** All go in the appropriate divider of your notebook. This is your study tool.

****Do Not** put any papers in the front/back pockets of your notebook or in pockets of dividers. **NO LOOSE PAPERS** All papers should be hooked in the 3-rings of your binder so they don't get lost or fall out.