

**Strategies for Student  
Organization &  
Self-Assessment**



## Logistics Goal

- Save Time! Do Less Work! Improve Student Achievement!
  - IT IS POSSIBLE!
- Make students accountable.
- Help students monitor their progress and identify their strengths and weaknesses
- YOU need to be organized, too – not just the students!

Here's how!

# Introductions

- Jennifer Billington – Parchment H.S.  
70 min. block trimesters  
Chemistry/Physics, Anatomy, Biology
- Laura Carrion – Mattawan H.S.  
60 min. 6 hour semester schedule  
Biology, Chemistry
- Lindsey McConney – Portage Northern H.S.  
50 min. 7 hour semester schedule  
Physics, Chemistry

# UNIT PLANS

## Unit Sheet

Ch 7 Solutions

Name \_\_\_\_\_

**Study Guides-** Chapter 7 –Study **All notes**, activities, handouts, worksheets, and quizzes.

Learning Target	Answer Column	Activity- Where did I see/do this in class?	Self Reflection- 4- very confident 3- fairly confident 2- I understand it a little 1- I really don't understand anything about this
<b>Explain</b> the difference between a heterogenous and homogenous mixture. Give examples of each.			
<b>Explain</b> the difference between a suspension, colloid, emulsion, and a solution.			
<b>List examples</b> for suspensions, colloids, emulsions, and solutions.			



Student Weekly Sheet

Name:  
Dates:

Hour:



Day	What did we do today?	Questions I still have.	Homework/Things I need to do.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

# Weekly Sheet

# Original Design

Reflection: (for example: What did I learn? What are the answers to my questions? What am I still confused about? What do I need to work on? ...) You may also use the back of this sheet.



Student Weekly Sheet

Name:  
Dates:

Hour:



Day DATES:	What did we do today?	Warm-Ups: Make sure to write the questions as well as your answer.	HOMEWORK
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

# Weekly Sheet

# Revised Design

Reflection: (for example: What did I learn? What are the answers to my questions? What am I still confused about?  
What do I need to work on? ...).

# Organization - Different Methods

- Lindsey – Spiral bound notebooks and folders
- Jenny – File pocket folders
- Laura – Binder with index



## Using only a notebook and folder

- Students are required to have a dedicated *tabbed* notebook for the class
- All notes, homework, and labs are put in the notebooks instead of on handouts.
- Handouts are kept in dedicated folders. Student sheets collected every 2 weeks.
- Notebook quizzes given randomly to make sure assignments are complete.

# Students with notebooks



# Using Pocket Folders

- Paperclip/Units
- Unit sheet placed first to focus students on objectives
- Assessment → open HW quizzes
- Previous units are removed from the folder
- Students know what is on next test

# Using a Binder Index

- Handouts & notes have page numbers
- Handouts & notes are kept in order in a binder, tabbed by unit
- A chronological binder index is posted for each unit
- Checked assignments are stamped both on the index and in student binders

# Assessment of Binders

- Binder Check Quizzes: unannounced open-binder quizzes
  - Encourage completion & correction of warm-ups and work
  - Encourages organization for quick & easy location of information
- Binder Collections: binders are collected and graded more thoroughly once per unit

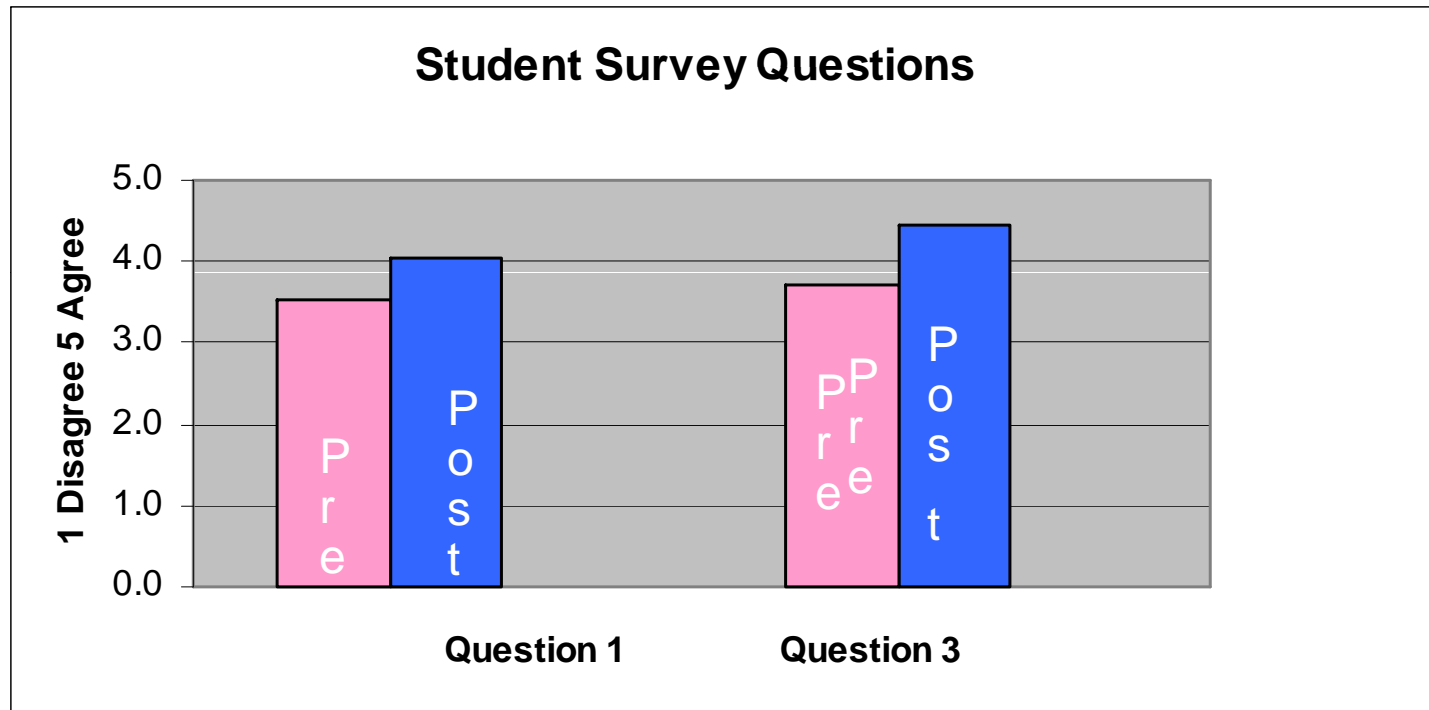
# Advantages of the Binder Index

- Students have a clear, explicit index of what will be graded during binder collections
  - Fewer lost handouts
- Absent students can easily see if they missed handouts, notes, or a homework check
- Quick referencing of handouts
- Saves time during reviews & test corrections  
quick and easy direction to reference information
- Grading is simplified – all of the pages are in the same order

# Advantages to All 3 Organization Methods

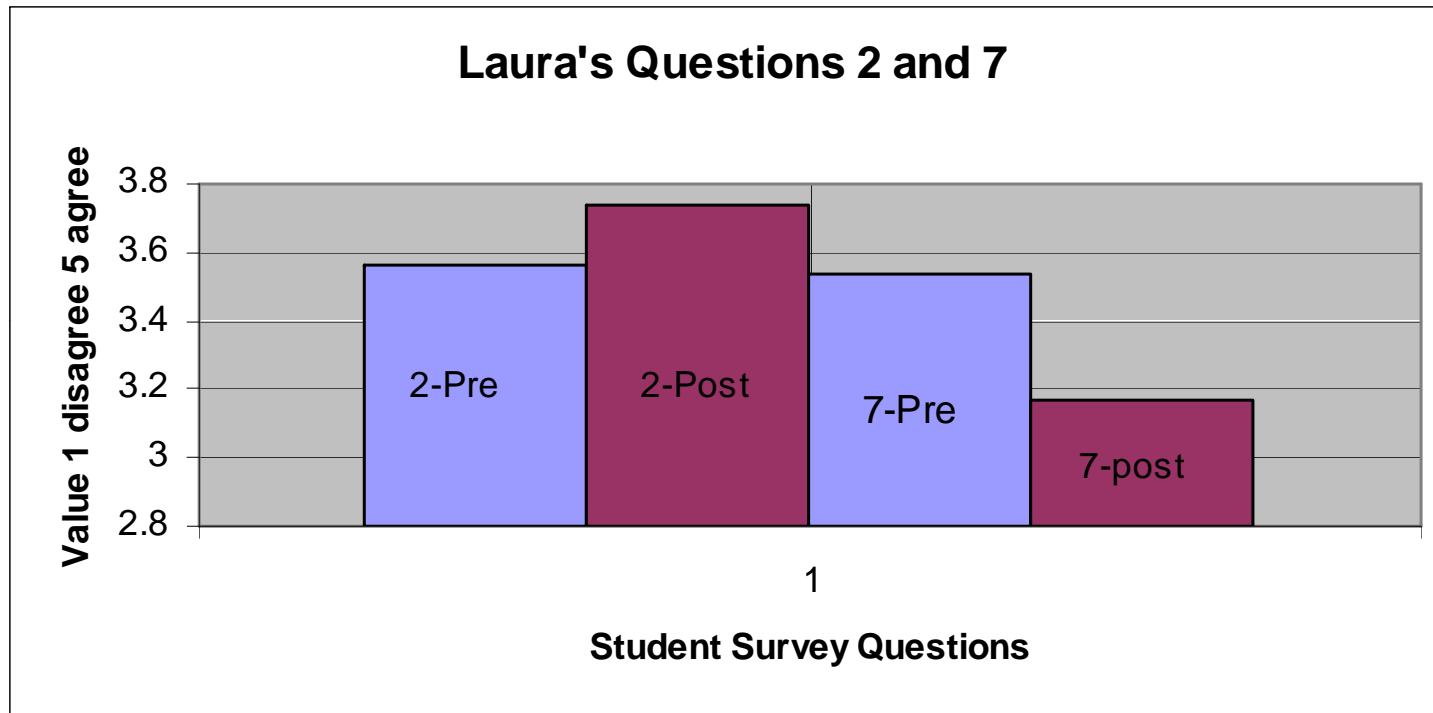
- Less grading for the teacher, better feedback for the student!
- Less wait time, so more time for better instruction.
- Less wasted time!
- Students more organized – better achievement

# Jenny's Survey Data: Question 1: "I am an organized person"



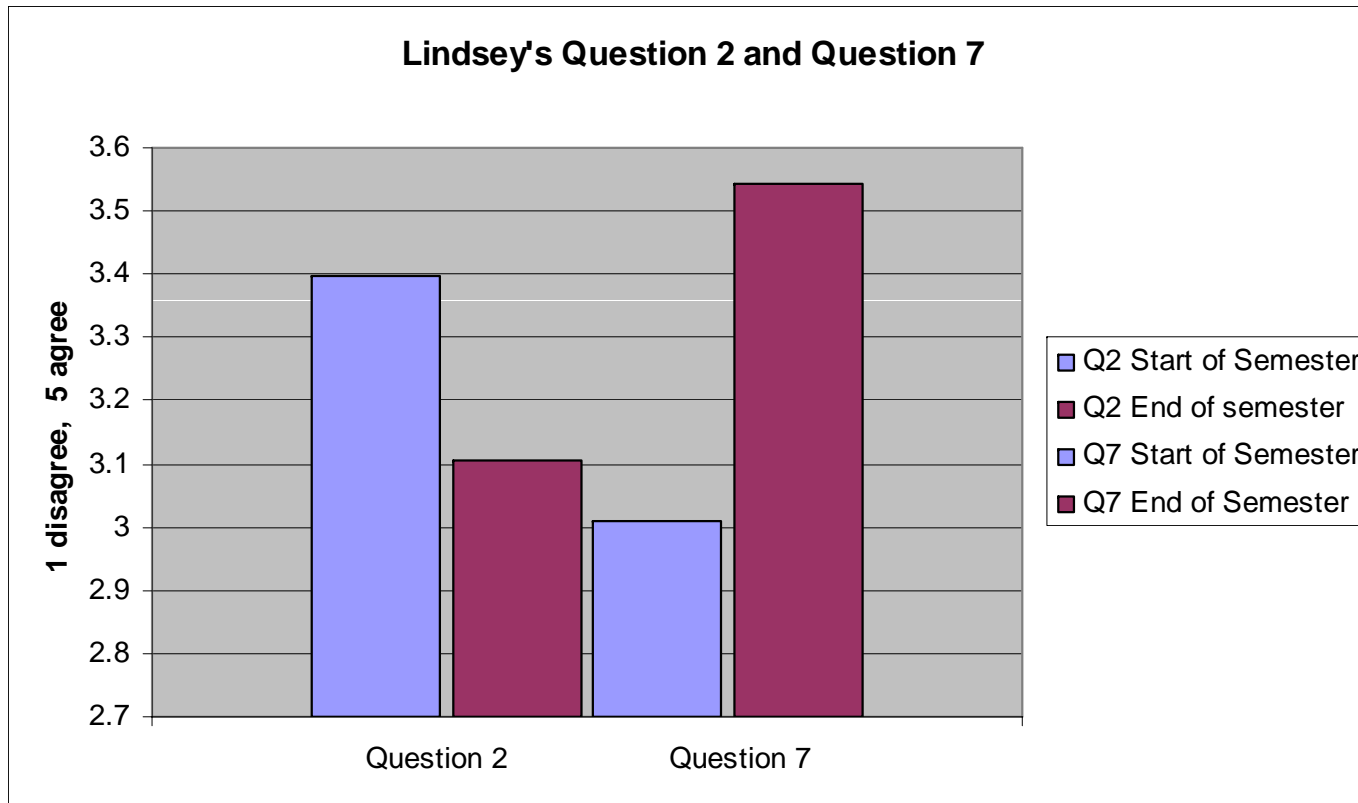
Question 3: I believe organization is important to succeed (passing this class).

# Laura's Question 2- "I wish I were more organized"



Question 7 "My Back Pack is my organization tool."

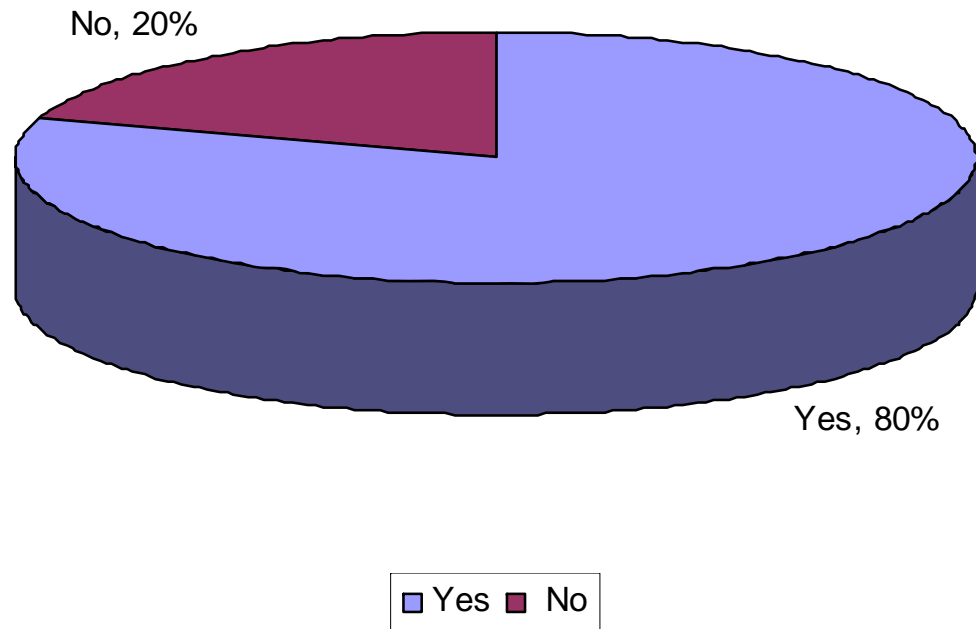
# Lindseys Question 2 “I wish I was more organized”



Question 7 “My Back Pack is my organization tool.”

# Survey Data – Organization Skills

**Will you use the organization skills you've learned in this class in other classes?**



# Survey Data – Student Comments

- Student comment: “This is the only teacher’s organization style I’ve been required to do that I’ve ever liked.”
- “I want to apply binder organization in other classes, but I don't know what I have to keep or throw away in English and geometry”
- In response to “How could your teacher help you become more organized?” a student responded, “Binder check” quizzes and explained that they add motivation for keeping organized
- In response to “How do you study for tests and quizzes,” many students responded that they use the unit plan

# Survey Data – Student Comments

- “I organize my folders by graded items on one side and with homework, notes, and study sheets on the right.”
- “I study by re-reading the unit sheet”
- I will apply this technique in the future because “I learned how to keep units together so I know what to study”
- “I will apply organizational skills from this class to other classes, to stay on track.”

# Outcomes

- Less wait time
- Fewer sheets of paper
- Students completing warm-ups more thoroughly
- Students better organized for reviewing
- Less wasted time in class (Unit Sheet)
- Helps students see connection between assignments/review and the test
- Students reflect on areas of strength and weakness

Any Questions?

