

## Setting up your Binder

A quick guide for what goes where

Inside Pocket:

- Assignments to turn in
- Unpunched papers to punch and file when you get home

Tab 1: To Do

(Anything you have not yet done or that needs to be completed)

- Unfinished homework assignments
- Homework calendars
- Readings or worksheets you start in class but need to finish later
- Directions for upcoming projects or papers
- Test Study Sheets

Tab 2: Current Unit

(Any materials related to the current unit or chapter that you are studying in class)

- Class notes
- Notes on reading you've done outside of class
- Textbook notes
- Articles or printouts related to unit
- Completed worksheets
- Returned homework assignments, quizzes, papers

Tab 3: Reference

(Any papers that explain how to do something that you will need for the semester)

- Course Syllabus
- Participation Rubrics
- Information sheets (how-to)
- Reading lists
- Reference sheets (like a periodic table)

Tab 4: Past Units

(Papers related to topics you have already studied)

When you complete your unit or chapter, transfer papers from "Current Unit" to Past Units. This is your storage section of your binder.

Tab 5: Paper