

Name: _____ ID#: _____ Date: _____

Lesson#

7

Organize Your Papers & Digital Files

Layer 1: Collect Prior Knowledge

Scorecard Preview

Directions: Rate yourself on the following scale.

Note: The ratings below do NOT have to *exactly* match to the Scorecard completed at the beginning of the course.

#	Do you..	Pre-Score				
		Always	Sometimes	Never		
16	Lose your homework before you get home to do it?	1	2	3	4	5
17	Complete your homework but then lose it before you can turn it in?	1	2	3	4	5
18	Bring the wrong folders/notebooks to class or struggle with an overly heavy bookbag?	1	2	3	4	5
19	Have difficulty keeping your digital and paper files organized and easily accessible?	1	2	3	4	5

Investigation

Directions: Follow the prompts in the course to fill in the boxes, below.

(A)	(B)
(C)	(D)
(E)	(F)

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Layer 2: Connect New Information

Key terms

The following terms and concepts are introduced in this lesson:

- **SOAR Binder** - A single binder system that consolidates **school** supplies for better organization.
- **organizational blockers** - Challenges that hinder efficient organization, like multiple daily locations and excessive supplies.
- **home paper station** - A specific place at home for storing important, non-current school papers.
- **file structure** - The organization of digital files.
- **over-organizing** - In the context of digital files, the excessive creation of subfolders, making retrieval more complex.

Sections

This lesson includes the sections below. Use this information to guide your note-taking and track your progress through the lesson.

A. Why is organization so difficult?

B. How to organize “current” school papers

C. How to organize “old” school papers

D. FAQs about organizing papers

E. How to organize digital files

Organize Your Papers & Digital Files

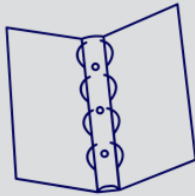
Layer 3: Confirm Understanding

Apply + Practice

Assemble your own binder & file-structure

Directions: Follow the prompts, below. If you have already assembled your binder and/or file structure, skip to step #2.

assemble a SOAR® Binder



1. Assemble your own binder, complete with folders, loose-leaf notebook paper for taking notes, and labels on all pockets and folders.
2. Collect and organize all current school papers into their corresponding folders.

create a digital file-structure



1. Create a file-structure for the current school year following the guidelines instructed in the chapter/lesson.
2. Organize all digital files from the current school year into their corresponding folders.

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Layer 3: Confirm Understanding

Scorecard Review**Directions:** What solutions have you learned to resolve each problem, below?

For each statement: rate yourself post-lesson, briefly describe a solution you learned, and calculate the difference from your pre-score.

#	Do you...	Solution	Post-Score			+/- change from pre-score
			Always	Sometimes	Never	
16	Lose your homework before you get home to do it?		1	2	3 4 5	
17	Complete your homework but then lose it before you can turn it in?		1	2	3 4 5	
18	Bring the wrong folders/notebooks to class or struggle with an overly heavy bookbag?		1	2	3 4 5	
19	Have difficulty keeping your digital and paper files organized and easily accessible?		1	2	3 4 5	

Rubric: Apply + Practice**Directions:** This rubric is to help you and your teacher evaluate your progress on the Apply + Practice activity.

CRITERIA	EXCELLENT (4)	SATISFACTORY (3)	NEEDS IMPROVEMENT (2)	POOR (1)
SOAR Binder Completion	Binder includes all components: labels, pockets, and paper, neatly assembled.	Binder includes most components with minor errors.	Binder is missing some components and has noticeable errors.	Several components missing; poorly organized.
Labeling Accuracy	All folders and pockets are accurately labeled per requirements.	Most labels are correct with minor inaccuracies.	Several mislabeled or unlabeled folders and pockets.	Many labeling errors, affecting usability.
Digital File-Structure	Digital folders are established as instructed in the lesson, with exact naming conventions.	Digital folders mostly match lesson instructions and naming conventions.	Digital folders have noticeable structure and label discrepancies.	Poor alignment and/or naming with instructions
Organization and Neatness	Binder and digital folders are well-organized and easy to navigate.	Generally organized, with minor navigation or neatness issues.	Cluttered and somewhat difficult to navigate.	Disorganized and hard to use.
Practicality and Usage	Clear understanding of the SOAR system; setup is practical and ready for immediate effective use.	Good system understanding; minor adjustments needed.	Basic system understanding; needs several changes for effective use.	Poor understanding; impractical without major changes.

Total points: _____ / _____

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Skill Demonstration Form

The purpose of this activity is to apply the information from this lesson to “real life” situations. It can be a stand-alone assessment and/or used as preparation for the end-of-course Exit Presentation.

Directions

Complete the prompts below, in writing or with multimedia tools.

NOTE: As an alternative to this form, a digital portfolio is provided throughout the curriculum

Section #: _____ Section Title: _____

Chapter #: _____ Chapter Title: _____

1. What is the skill or topic you learned?

(For example: taking notes, using a planner, communicating with teachers, etc.)

2. What is the name of the evidence and a short description?

(Examples of evidence: a page of notes, a page from a planer, an email to a teacher, a photo of your organized binder or bedroom, etc.)

3. How does this evidence illustrate what you learned about this skill or topic?

4. How/why/when do you expect to use this skill or information in the future?

Rubric

Evaluation guidelines are below.

(Your teacher will determine the total number of points possible.)

SCORE	POINTS POSSIBLE	PERFORMANCE INDICATOR
		The evidence provided demonstrates an <u>understanding of the concept/strategy</u> .
		The evidence provided demonstrates <u>appropriate application to a current setting</u> .
		The description of a future application demonstrates an understanding of the <u>potential use</u> for this concept/strategy.
		COMMENTS: