



How To Handle Handout Overload

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History

- Looking for new way to organize student material
- Looking for cost effective solution
- Wanted to make less copies
- Establish routine
- Liked idea of interactive notebook, but...
- Chance meeting with ideal notebook

Objective

- Discover alternative methods for organizing student work
- Consider making fewer copies next year
- If you like the idea of the notebook, make the notebook your own

Presentation

- Create a small sample notebook during presentation
- Use the materials provided
 - Booklet
 - Large sticky notes
- Present “my” method for creating notebook
- Modification and creative ideas
- Student and teacher samples

Creating The Notebook

- Gather supplies
- Prior planning – rough sketch of the year
- Numbered pages
- Break traditional view of notebook
- Create sections
- Planning Handouts
- Establish routine

Gather Supplies

- Notebook
 - Type - Spiral vs. composition
 - Quantity – grading period / organization of class
 - Liquid glue
 - Scissors
 - Initial handouts
 - Sticky notes
 - Teaching plan for year

Prior Planning

- Routine teaching
 - Medical terminology
- Order of beginning lessons
- Routine handouts
 - Syllabus
 - Assignments

Number Pages

- Begin with first page of paper
- Place 1 in top right hand corner
- Place 2 in the top left hand corner on the back of the same page
- Odd pages on the right, even pages on the left

Breaking Tradition

- Tradition view
 - Front and back of page
- New view
 - Pages only have front side
 - Two pages to work with

Create Sections

- Use sticky notes
- Have copies of handouts
- Yearly material
 - Syllabus
 - Policies and procedures
 - Medical terminology
- Opening lesson
 - Infection control

Additional Sections

- Table of contents
- Author page
- Grades

Planning Handouts

- Goal – less copier dependency
- What can I make smaller?
 - booklets
- What can the students copy in notebook?
 - Draw diagram for homework
- How can I get more information on a page?
 - Fold outs / flip tabs
- How can I utilize all the space on the page?

Establish Routine

- Bring notebook to class
- Begin section on left page
- Outline section of book on first page
- Test on last page of section
- Class time to cut and paste

Make The Notebook

- Create a master copy
 - New students
 - Absent students
 - Have a sample
- Create a master with the students

Modifications

- Create pockets to hold large packets

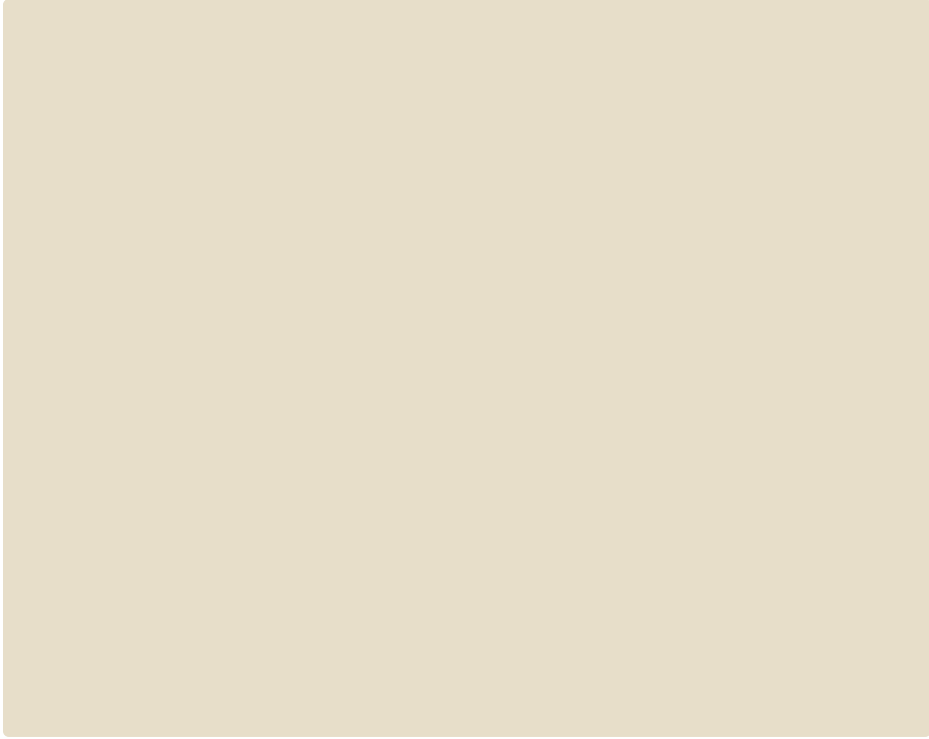
Grading

- One time each grading period
- Rubric
 - Neatness
 - 2 Homework assignments
 - Class work
 - Test
- Gave class time to organize
- Did not give rubric ahead to time

Task	10	8	6	0
Organization	All pages numbered, glued, and neat	Missing page numbers, fairly neat	Missing most pages numbers, not neat and not organized	No page numbers, not organized
Class work Green 3 fold	Chart is complete, glued in correctly, notes accurate	Chart is not accurate or complete, glued in on correct page	Chart not complete and not complete, no in correct area	Chart no in notebook
Homework Draw chain	Chain is drawn and labeled, on correct page	Chain is drawn and labeled but not complete, on correct page	Chain is drawn and labeled but not complete, not in correct area	No chart in book
Tests Chapter 2	Glued in correct area		Test not glued in correct area	Test not in book
Homework Article 10/20	Chart is complete, glued in correctly, answers accurate	Chart is complete, glued in correctly, answers not accurate	Chart is not complete, not glued in correctly,	Homework not in book
Total				



Questions???



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**Thank you for
attending**