

Organization: 3-Ring Binder

You need a 3-ring Binder, minimum 1 ½ inch thick.

Directions: Put a check mark next to each section once you have clearly labeled, organized, and understand each section.

The binder must contain the following labeled dividers:

Syllabus

Keep your syllabus in this section and refer back to it often for your instructor's contact information and the course requirements.

Progress Reports

You may print out reports from iLearn and you will also receive progress reports from your instructor periodically. Keep all reports in this section of your binder organized by the date.

Time Management

Keep your tracking form and proof of tutoring form in this section. Remember to fill your tracking form out each time you work on iLearn. You must also write your goals for the week and additional comments. You are also responsible for getting signatures on your proof of tutoring or SI form (your tutor or instructor will forget).

iLearn Units

Organize your notes, practice problems, and tests in this section. Make sure all your work is neat, titled and dated. It is also very helpful to use little post-it tabs to separate and label each unit within this section.

Each Lesson, Chapter and Unit should be clearly titled as Unit.Chapter.Lesson. For Example if you are in Unit C working on the 1st Chapter and the 3rd Lesson you will title the Lesson practice as: ***Lesson Practice C.1.3***

And the Lesson Mastery Test as: ***Lesson Mastery Test C.1.3***

And when you finish the chapter and challenge the next chapter, label the Chapter Challenge test as: ***Chapter Challenge Test C.2***

Study Material

Keep any worksheets or print-outs and study materials in this section.