# HINTS GUIDE SHEET( FAQs)

## What is the real benefit of using these new tools?

What's new?: The Document Organizing System™ is designed to work like a "computer file system" in a notebook. The system teaches valuable categorization and filing skills that prepare students for computers.

## Should I use the system exactly as is or should I customize it?

Standardization vs customization: The document organizing system is designed to be used "as is". It works in it's basic format for both children and teachers. The pocket system is universal for all subjects. The cocoons work flawlessly for students moving into multiple classrooms, typically for grade 6. We encourage teaching the basic system, unmodified, by no later than grade 5. The system uses modular building blocks. It is easily customized by student and teacher alike. Customizing is encouraged by experienced or older students, especially if the older student had a previous system with features they want to preserve.

## What if we already use a planner or calendar in our class room activities?

Planner/Calendar use and assignments: "Taking assignments" involves recording a homework assignment, its due date, and work requirements. Recording homework is integral to the successful use of any organizing system. The Document Organizing System™ handles the "paper work side" of organizing. It is compatible with any method of assignment taking you may already use. If you use a calendar or planner, keep it with your work center binder. Use the homework by subject "Copymaster™ form" as a powerful adjunct to the assignment book. Keep a (colored) copy of this sheet for each subject and transfer the homework for the unit to this sheet when you start your assignment. At the end of the unit, this sheet maybe tabbed, labeled, and used as the separator in the archive for this subject(see archiving below).

## How Can I best get started if the term is already under way?

Getting going for the term: If you are just starting the term, the pockets will start empty. If the term is already in progress, the papers you have for each subject can be immediately sorted and stored in the prelabeled pockets. The secret to the document organizing system is that it provides a place for holding every kind of paper the student processes, day in and day out. Whether it is day one of a new term or you are starting mid-stream, get familiar with putting papers away in a single subject. Since the workcenter pocket design is universal, the next step is to organize the rest of your subjects using the other cocoons.

## Should I keep a single binder or should I use multiple binders?

All-in-one Daily Binder or Multiple Daily Binders: There is no one "right answer" to this question. Younger children can benefit from keeping all of the pockets in a single binder. This is beneficial in grades 3-6. A sensible alternative is to use two 1" binders and keep three workcenters in each binder.Using one subject per binder is more appealing to students grades 9 through college. Using one "project" in a binder is also effective in lower grades (1-4) where the notion of separate subjects may be blurred. In this case, a single project would be organized in a cocoon and archived on completion. Reuse the pockets for the next project.

## How, when, and where should I archive?

Archiving: During a unit, you have gathered papers in the pockets of the daily binder by their category (class notes, homework, tests & quizzes etc.). When the unit is over, keep the papers separated by document type and store them in an archive by subject. An archive is the physical place you use for storing completed papers for each unit in a subject. The teachpak provides a sectioned file folder for practicing the step of archiving. You may use any one of a number of effective archiving tools, but be sure to choose one and stick with it! You can use color coded hanging folders or binders for each subject. Since archiving binders can be economy binders, you can even use a snap ring with a color coded cover.Regular archiving ensures that a unit's work is safely stored for later reference...no more out of place or lost papers when you study at test time! Unit based archiving is one of the most important design features of the Document Organizing System™. The method gently encourages the step by step creation of a work portfolio throughout the term. The approach is an easy, repeatable method that is transferable to and can be owned by the student. If possible, teachers or parents should tie an effort grade to archiving. Archiving in the classroom is encouraged for younger children. Ideally, the daily portfolio and the unit archives will be created and stored by the student and kept at home or in the student's room for later reference.

## What School Supplies will I need to work with the Document Organizing System™?

Supplies: You will need a daily binder. The pockets are designed to fit ALL three ring binders. Pick a durable one. For your archiving system, use hanging files or a set of color coded economy binders. A 1 1/2" ring is suggested.

## Can I use these tools as an individual or should we use them school wide?

Individual or school wide use: Individual initiative is encouraged in the face of all the challenges the student has, not only to master study skills, but also to become an effective learner. If a school has not taken steps to implement the system, the individual student can take these tools and make them fit any teacher's requirements. (note, there are wirebound versions of this system available from many fine retailers). The notebook pockets can be matched to the regular flow of work in any classroom. The system is designed to be used on both an individual and a school wide basis without any change in curriculum. When a complete grade or the entire school chooses to adopt the system, the benefits will be greatly multiplied. Color coding across subjects within a grade is often practical. The Document Organizing System™ works with any planner or calendar and can be used as a complement to any study skills program.

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