

02

Be cool, calm, and organized



What Do You & Your Teachers Use for Organization?

Backpack

Planner

Plastic Folders

Google Drive

Canvas

Calendar



- 1-- I need A LOT of help
- 2-- I need SOME help
- 3-- I've got this!

Brainstorming!

Which Subject Uses...

1. Mostly plastic folders & paper assignments (stand up)
2. Mostly google drive (fold your arms)
3. Mostly Canvas (wave your arms in the air)

Brainstorming!

- Using scratch paper, write down one strategy you use to keep organized when using:
 - Plastic folders & paper assignments
 - Google Drive
 - Canvas



When You're Learning Multiple Forms of Organization at the Same Time...



When You're Struggling...What Do You Do?



**STILL NOT
SURE?
ASK
YOUR
TEACHER**

Organization Tips.

Google Drive

- Use digital folders!
 - Divide by subject
 - Notes, Starters, Assignments, etc
 - Put the digital paper in the correct folder to start with, don't just add it to google drive

Calendar

- Use your planner to keep track of upcoming activities & due dates
- If you have a phone, use the calendar to set reminders

Plastic Folders (2 Pocket)

- One for each subject
- Review papers from the day at home each afternoon
- Binder to contain all folders

**If you need help getting the needed organization supplies for your class, please see your counselor!*

Planner

- Write down assignments/due dates each period
- Remember after school activities

Canvas

- Check canvas daily!
- Go through modules
- Ask your teacher for support if you don't understand how to locate everything you need.

Backpack

- Clean out your backpack once a week
 - recycle papers you don't need
 - Organize school supplies
 - Throw away trash
 - Get all your school folders/notebooks in order