

Organising Materials

Help your students establish a system for keeping their maths materials organised. Students can use a two-pocket folder to store current work, completed work and scan cards. Here are a few ideas on how to use the folder system:

- Have students store their scan cards in an envelope glued inside their folders (or stapled to a noticeboard, if you prefer). Each student should have four different scan cards (for practices, regular tests, diagnostic tests and exercises). To help students quickly find the correct scan card, have students mark the top edge of each scan card with a different color highlighter pen. For example, use blue for practice, yellow for exercise, etc.
- At the end of each maths period, have students leave their folders in a file box or other designated area in the classroom. (You may want them to leave their folders in the file at all times and take out only their current work each day.) By leaving the folders in class, students can lose only their current assignment, which you can easily reprint. Also, you will have access to your students' work if needed.
- When you print tests or exercises for students, put them inside or clip them to the outside of students' folders. This way, the assignments are ready for students at the beginning of class and you will not use valuable class time handing them out.
- Using a maths notebook is another efficient way for students to keep their materials organised. In their notebooks, students can show their work for problems on practice assignments and make their corrections on problems they missed. Have students bring their notebooks to TOPS Report discussions.