

ESS/AAC STRATEGIES & RESOURCES FOR SUCCESS

TOP 13 LEARNING TIPS

- 1) **OTHS Wi-Fi**— Make sure you are on the OTHS Wi-Fi to have the fewest connection issues.
- 2) **Chrome Browser**— Use this to have the most ease in uploading/downloading documents/files. Use the OTHS Quick Links and/or add Google Shortcuts. Use a Chromebook/laptop to complete schoolwork. Phones are a helpful tool but not the most effective to complete assignments.
- 3) **Chromebook Update**— If you are having trouble downloading documents your Chromebook may need to be updated. For detailed instructions on how to update look on page 3.
- 4) **Log-ins**— Make sure you can log into Blackboard (Bb), Skyward, and Office 365 (Email/OneDrive) and check frequently! Use our tip sheets to organize your OneDrive and Email Inbox. For more detailed instructions look on page 2.
- 5) **Email**— If you have any questions or need clarification about directions, due dates, or concepts in any of your classes, email your teacher! Check frequently for their responses and do not forget to reply to their message to say “thank you” so they know you received the information.
- 6) **Agenda**— Using a agenda will help you keep track of important dates and deadlines for tests, assignments, projects, and quizzes. In class, keep your agenda out to write down assignments, and due dates right away. Then, LOOK AT your agenda each day and after you have completed an assignment and turned it in cross it out—this will give you a great feeling of accomplishment!
- 7) **Read Directions**— CAREFULLY! If a teacher took the time to write them down, then it is important or beneficial to you in some way.
- 8) **Use your Time Wisely**— We have a limited amount, so make it count! Set alarms, calendar events, etc. in your phone to remind you to get back to work and turn things in on time!
- 9) **Participation**— Look alive! Act alive! This is YOUR education. It is meant to benefit YOU—make sure, you get the most from it! Stay focused and engaged for the entire class period!
- 10) **Location, Location, Location**— Create a designated study space that helps you stay awake, organized, and focused.
- 11) **Split Screen**— Tired of flipping back and forth between windows?? Split your screen! For more detailed instructions look on page 3.
- 12) **20-20-20 Rule**— Getting headaches, eye fatigue, etc. from staring at a screen too long? Every 20 minutes, look 20 feet away for 20 seconds to relax and refocus your eyes.
- 13) **Ctrl-F**— If you are in a document or in a web browser, pressing the Ctrl key + the F key will bring up a search box. You can then type in a keyword or phrase to find places where that word or phrase is used in the text, often helpful for locating relevant sections.

Visit www.oths.us/aac for EVEN MORE tips and resources or sign up to come to the AAC!

Successful Student Checklist

School Services: OTHS Windows Computers; Office 365: Email, OneDrive, and OneNote; Skyward; and Blackboard (Bb). New students have their Skyward and Bb password printed on their schedules. If you have changed your Skyward password, it will not show on your schedule. If you have trouble logging in, email the OTHS Computer Department (computerdepartment@oths.us) to have your password reset.

Windows Computer:



Windows Computer Username: *FirstNameID#* (ex. Abraham225111)

Windows Default Password: *StudentID#* (ex. 225111) *(Will be prompted to change your password the first time you log in. Must be at least 6 characters long.)*

NEW Password: _____

Chromebook: Before you can sign into a Chromebook, you must first sign into a school Windows computer by using the above info.



Chromebook Username: *FirstNameID#@students.oths.us* (Abraham225111@students.oths.us)

Make sure you put the (s) at the end of "students."

Chromebook Password: *The same as your Windows password once it's been changed.*

Skyward:



Skyward Username: *FirstNameID#* (ex. Abraham225111)

Skyward Default Password: This is printed on the schedule. *(Will be prompted to change your password the first time you log in. Must be at least 6 characters long.)*

NEW Password: _____

Office 365- Email, OneDrive, OneNote:



Sign in: *FirstNameID#@students.oths.us* (ex. Abraham225111@students.oths.us)

Password: *The same as your Windows password once it's been changed.*

OneNote

Accessing/Organizing

OneDrive: Creating/Saving Documents

App Uploading Existing Photos to App

Blackboard:



Blackboard Username: *FirstNameID#* (ex. Abraham225111)

Blackboard Default Password: This is printed on your schedule.

Change Your Password - NEW Password: _____

Bb MyGrades Bb Calendar

Downloading/Uploading Files to OneDrive

Submitting Assignments to Bb from OneDrive

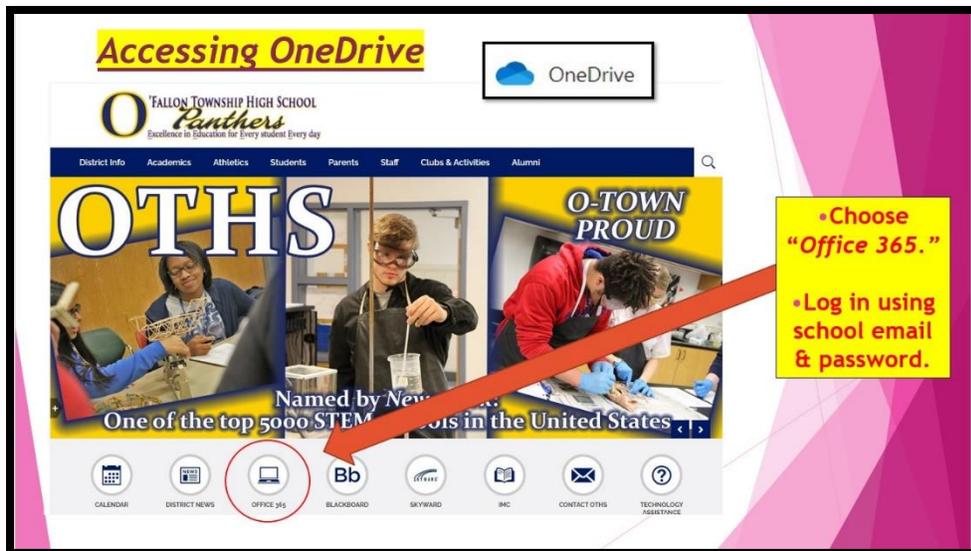
Planner/Agenda

Organization

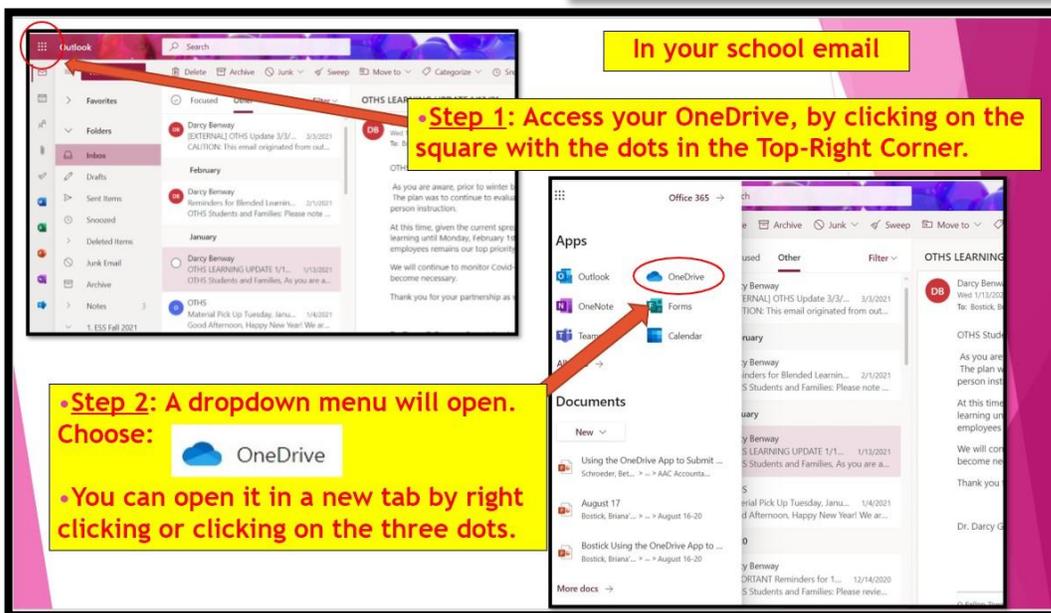
ACCESSING ONEDRIVE

Reasons to Use OneDrive

- 1) Keeps all your files in one location
- 2) Saves automatically
- 3) Easy to access from anywhere
- 4) Works the best with Bb
- 5) There is an App
- 6) Student Recommended!



- Choose "Office 365."
- Log in using school email & password.

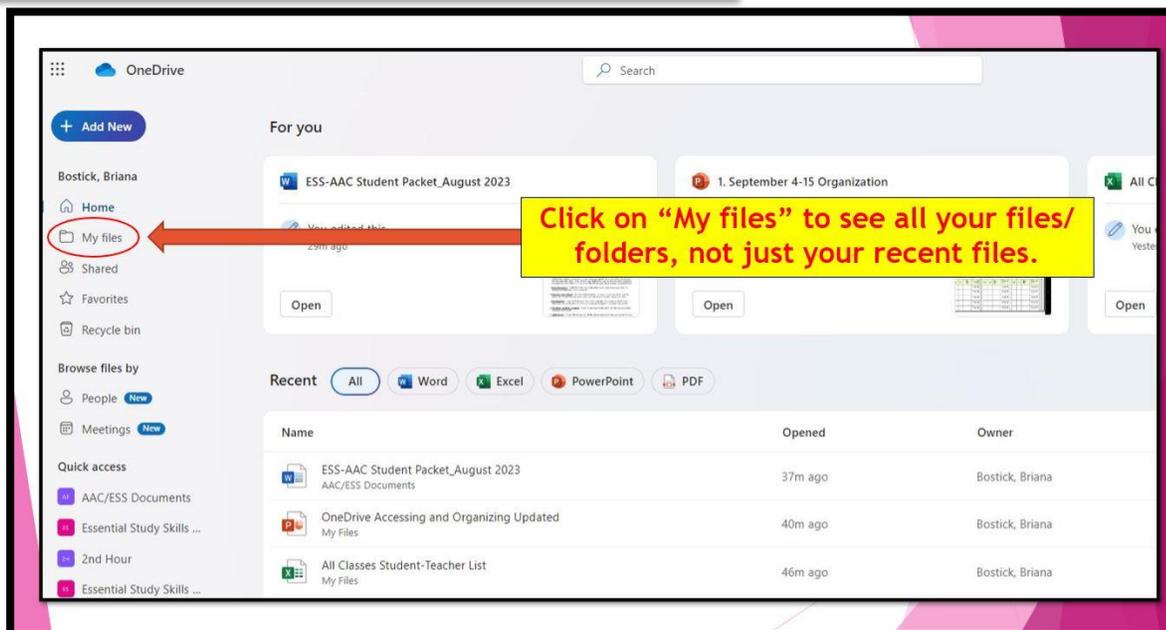


In your school email

• Step 1: Access your OneDrive, by clicking on the square with the dots in the Top-Right Corner.

• Step 2: A dropdown menu will open. Choose: OneDrive

• You can open it in a new tab by right clicking or clicking on the three dots.



Click on "My files" to see all your files/folders, not just your recent files.

ONEDRIVE ORGANIZATION TIPS

Organizing Your OneDrive:

- **STEP 1:** Clean up your OneDrive by removing unwanted folders and files from the previous year. To do that, either choose Choice 1 or 2 below. (If you are a new student, you can skip this step and go to STEP 2.)

• **Choice 1:** Create a folder and move your old files into that folder.

• **Choice 2:** Delete the old files/folders.

• You can select all the files/folders or each one individually.

• **STEP 2:** Create a New Folder for the Grade Level you are in this semester.

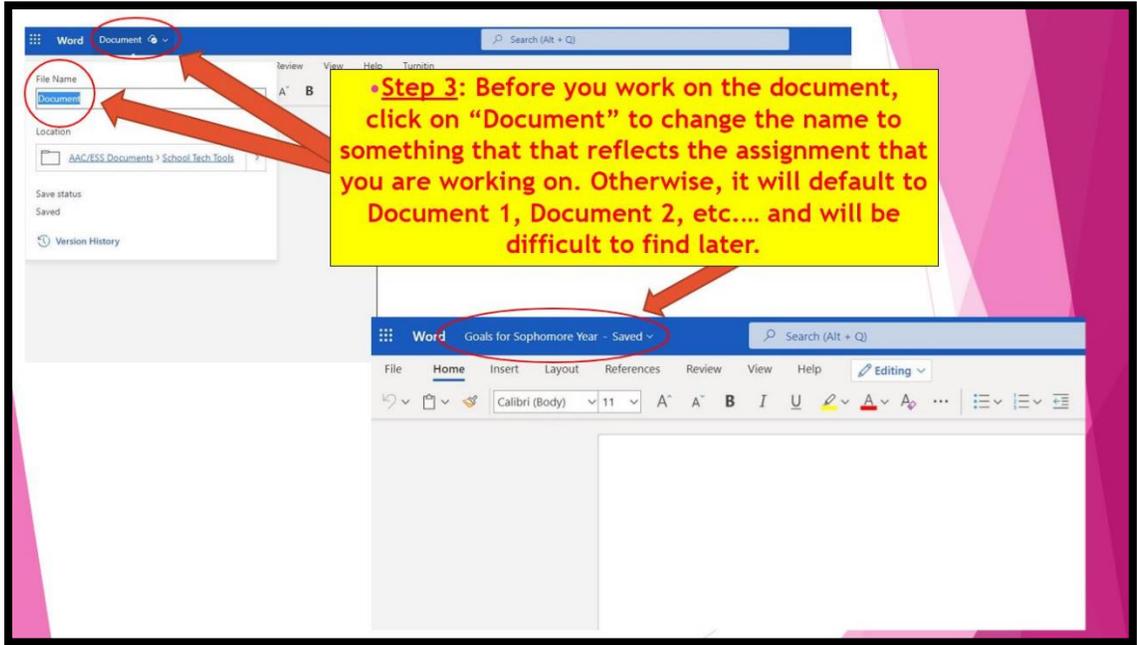
• **STEP 3:** Then under your grade level folder create folders for each of your current classes.

CREATING & SAVING DOCUMENTS IN YOUR ONEDRIVE

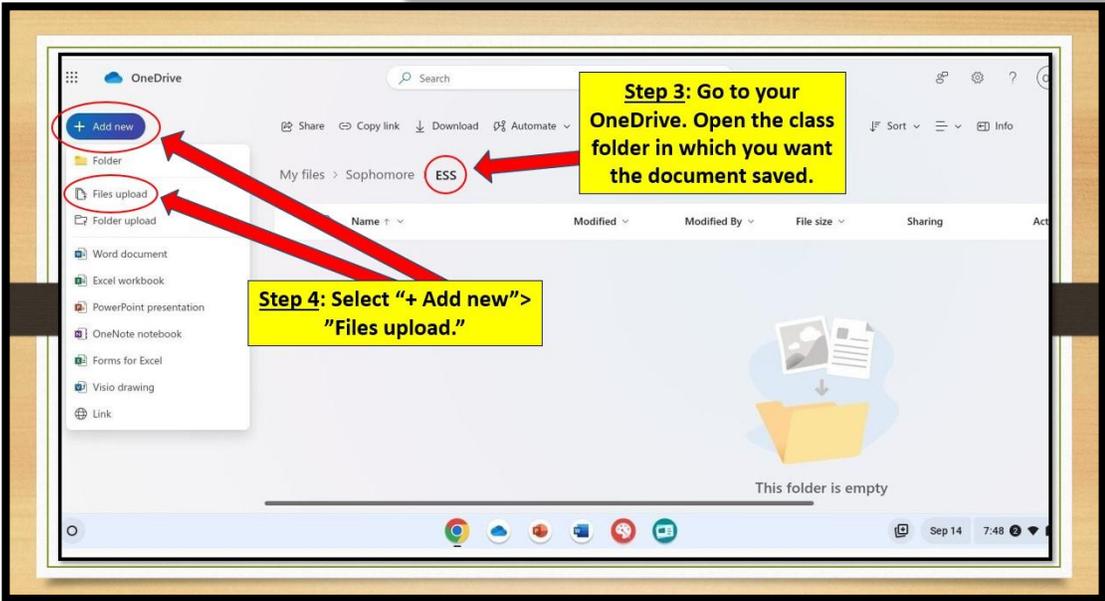
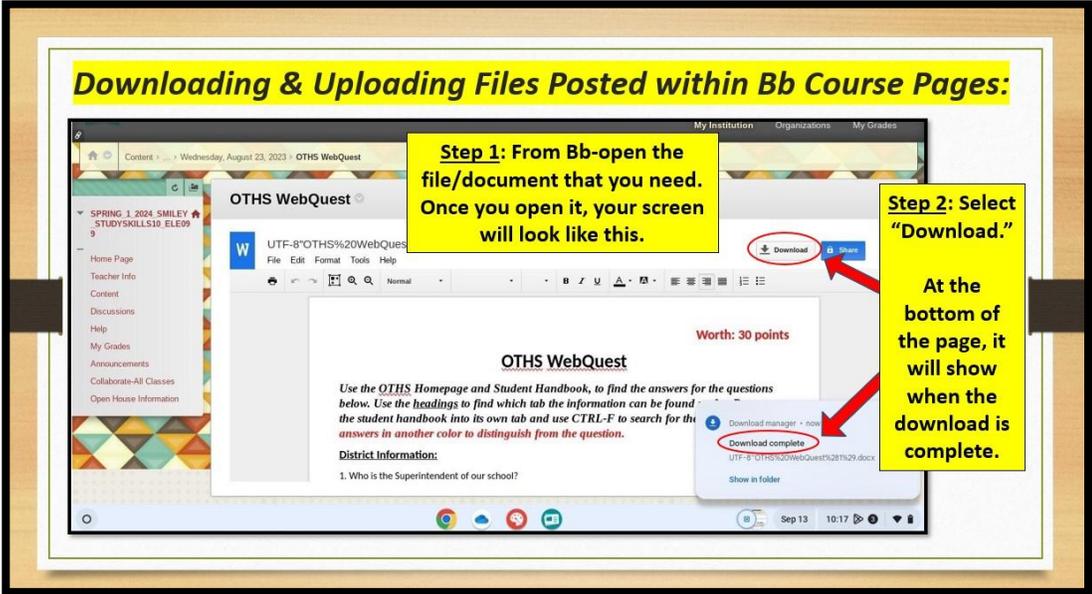
Creating/Saving Documents in your OneDrive

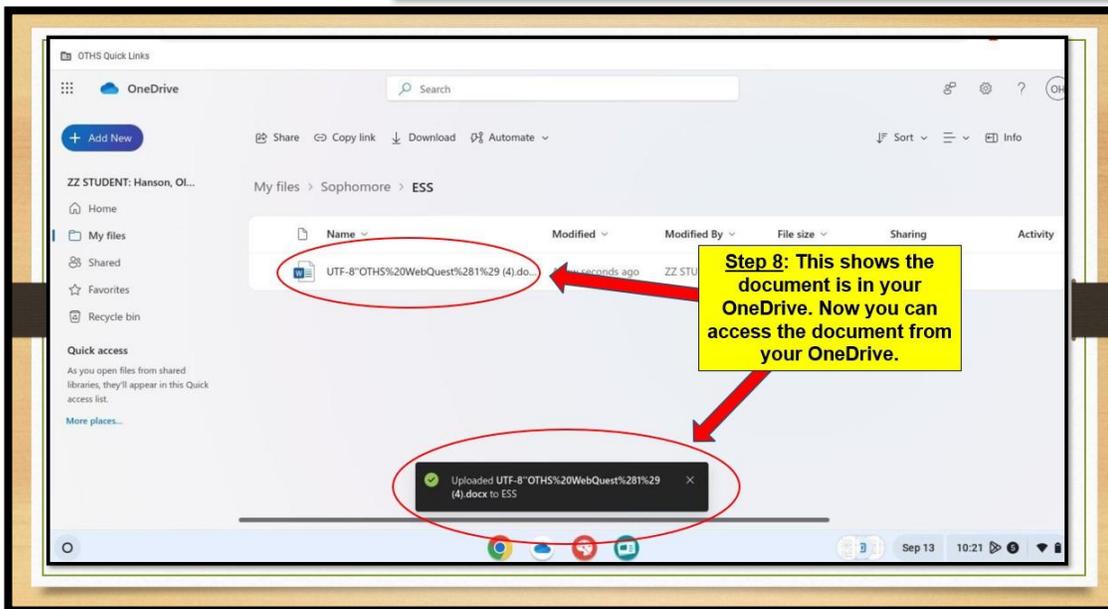
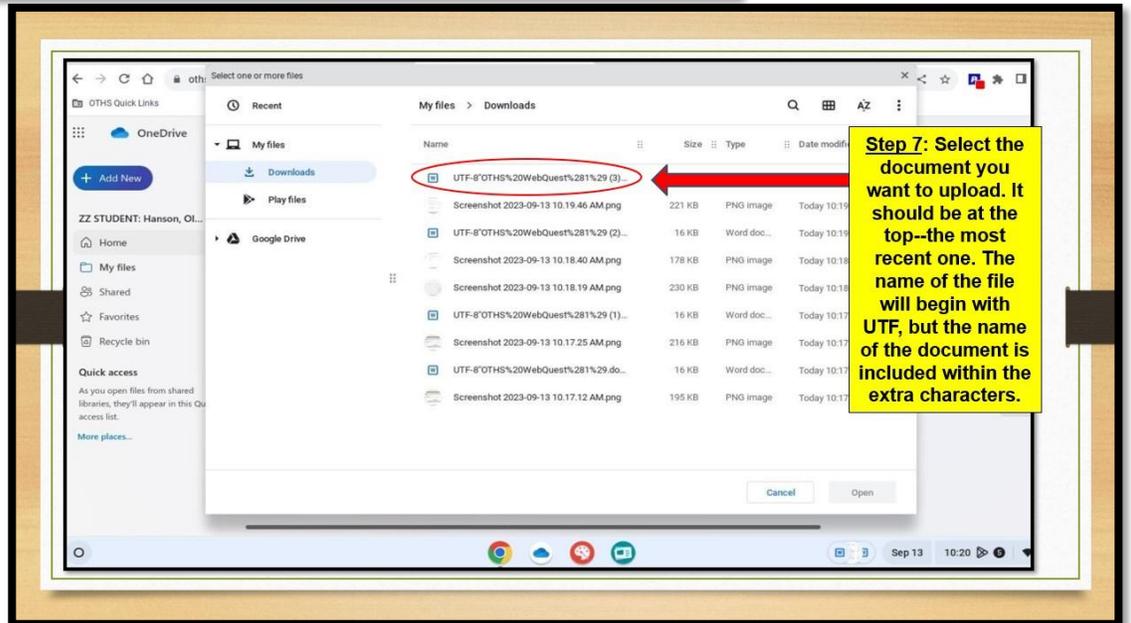
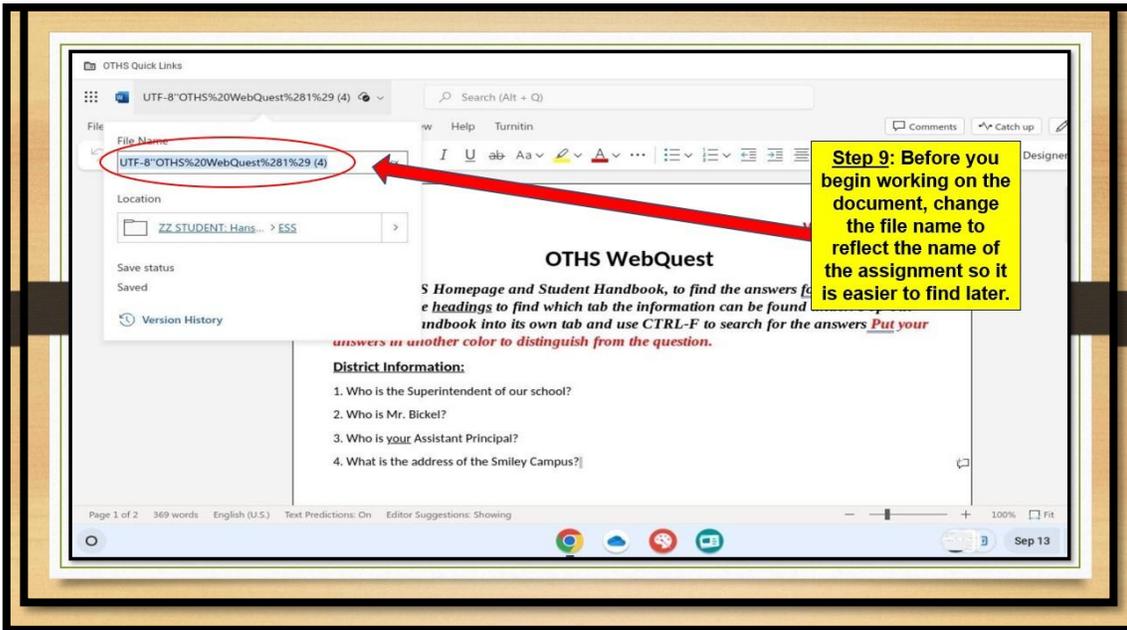
• **Step 1:** Make sure to be in the Class Folder in which you want the file to be saved. It will automatically be saved in the right folder. If you forget, move it to the correct folder later.

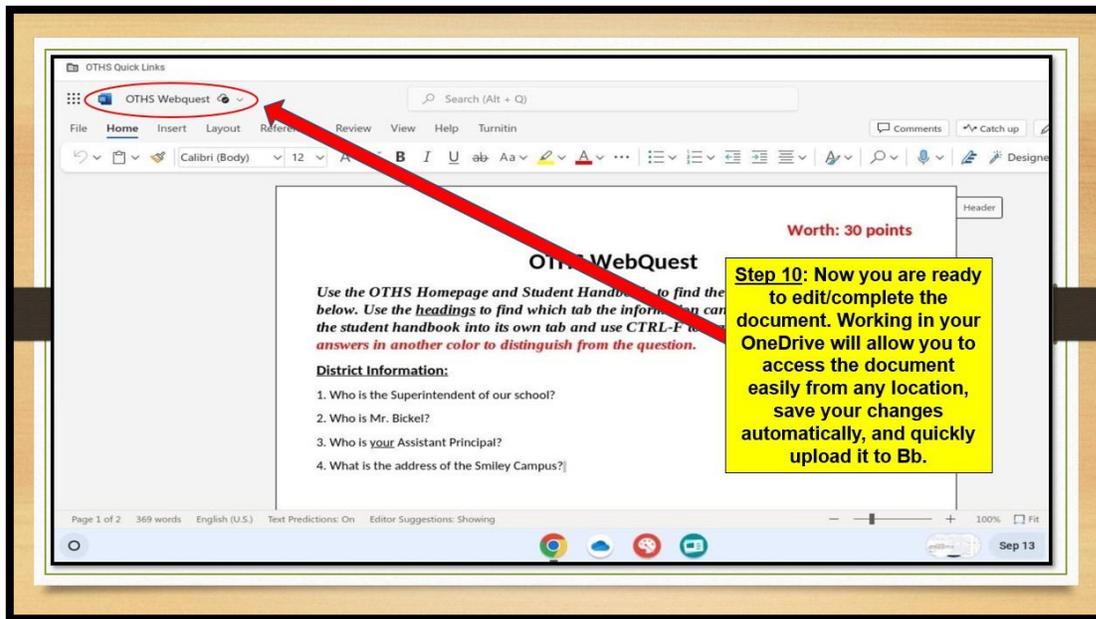
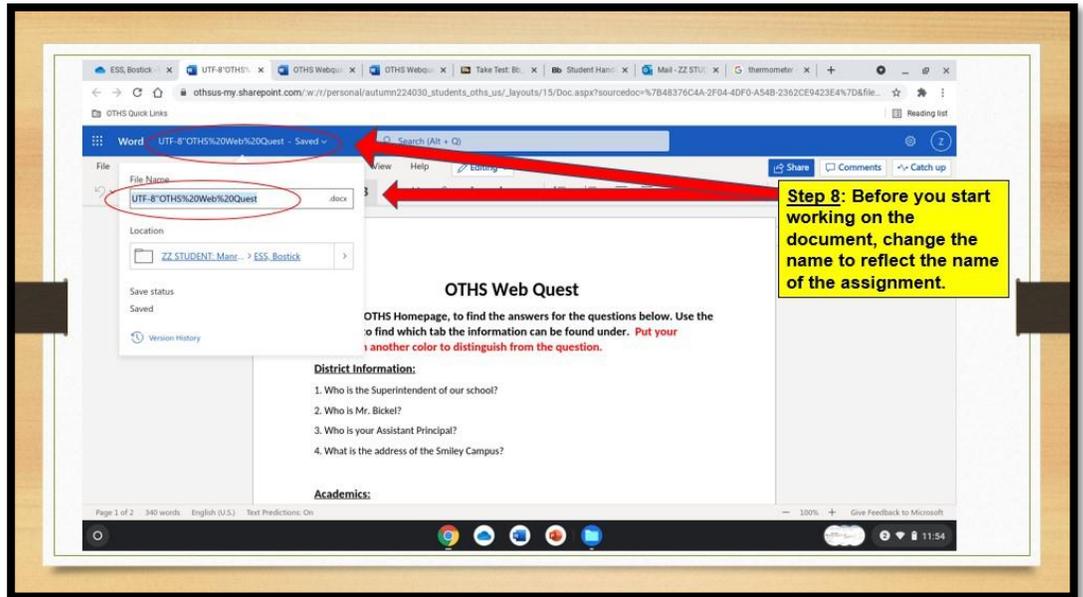
• **Step 2:** Select the type of file you want to create.



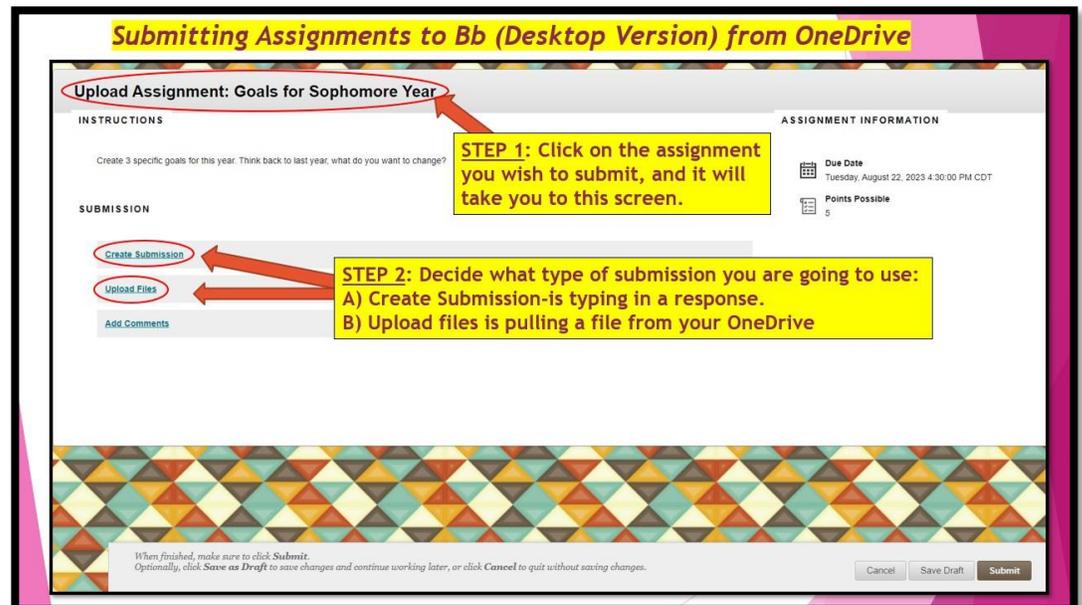
Downloading & Uploading Files From Bb







Submitting Assignments to Bb from OneDrive



Upload Assignment: Goals for Sophomore Year

INSTRUCTIONS
Create 3 specific goals for this year. Think back to last year, what do you want to change?

ASSIGNMENT INFORMATION
Due Date: Tuesday, August 22, 2023 4:30:00 PM CDT
Points Possible: 5

SUBMISSION

Create Submission

Upload Files

Attach Files Browse Local Files Browse Cloud Service

Add Comments

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save Draft Submit

STEP 3: Under "Submission" select Upload Files > Browse Cloud Service to access files in your OneDrive.

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When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Import from cloud
Log in to the cloud service and select the file you want to import

Google Drive OneDrive Dropbox Box

Step 4: Choose OneDrive. You may need to log in the first time with your school email and password.

Import from cloud
Log in to the cloud service and select the file you want to import

Back Import from OneDrive

Please authenticate with OneDrive to select files

Connect to OneDrive

Cancel

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

-Once you've logged in from your device the first time, "Browse Cloud Service" should open directly to your OneDrive without prompting for log-in.

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When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Import from cloud
Log in to the cloud service and select the file you want to import

Back Import from OneDrive

OneDrive / Sophomore **Bronx08@brx.us** Log out

Filter

Goals for Sophomore Year.docx

Step 5: Find the correct file in your OneDrive.

Step 6: Click "Select"

Select 1

Cancel

Upload Assignment: Goals for Sophomore Year

INSTRUCTIONS
Create 3 specific goals for this year. Think back to last year, what do you want to change?

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Attach Files Browse Local Files Browse Cloud Service

Add Comments

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Import from cloud
Log in to the cloud service and select the file you want to import

Back Import from OneDrive

1 file selected + Add more

Goals for Sophomore Year.docx

After you have selected the file, you will be taken to this screen. It shows that 1 file is selected.

Step 7: Click "Import" this will attach the file to the submission.

Import

Cancel Save Draft Submit

Upload Assignment: Goals for Sophomore Year

INSTRUCTIONS
Create 3 specific goals for this year. Think back to last year, what do you want to change?

SUBMISSION

Create Submission

Upload Files

Attach Files

File Name	Link Title	
Goals for Sophomore Year.docx	Goals for Sophomore Year	Do not attach

Add Comments

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

ASSIGNMENT INFORMATION

Due Date
Tuesday, August 22, 2023 4:30:00 PM CDT

Points Possible
5

Step 8: The attached file will appear. Check the file name to make sure you selected the correct file. Be sure that it loads completely before submitting.

Step 9: Submit

The "Green Success Bar" shows that your submission went through.

Success! Your submission appears on this page. The submission confirmation number is 3a732c0f85bc42029a0f08254b6159eb. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History: Goals for Sophomore Year

Assignment Instructions

Assignment Details

GRADE
LAST GRADED ATTEMPT
+15

ATTEMPT (LATE)
9/23 2:21 PM
.15

SUBMISSION
Goals for Sophomore Year.docx

OK Start New

- 1) Pass all of my classes with a C or above.
- 2) Make it to my classes on time.
- 3) Use my agenda and turn

Step 10: Look over the document. Is it correct? Does it show your answers? If so, congratulations! If not, "Start New" attempt or contact your teacher to ask for a new attempt.

ONE DRIVE APP

Using the OneDrive App

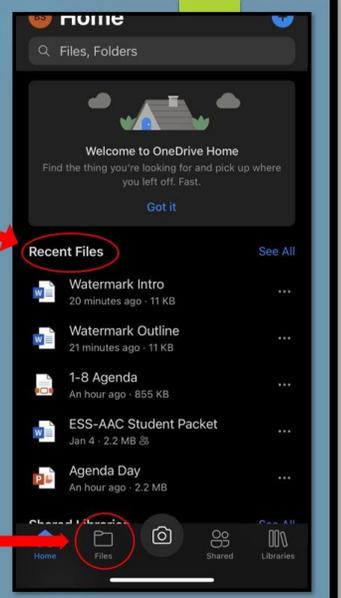
Download the Microsoft OneDrive app on your phone.



The first time you open the app, you will need to sign into OneDrive with your school email account and password.

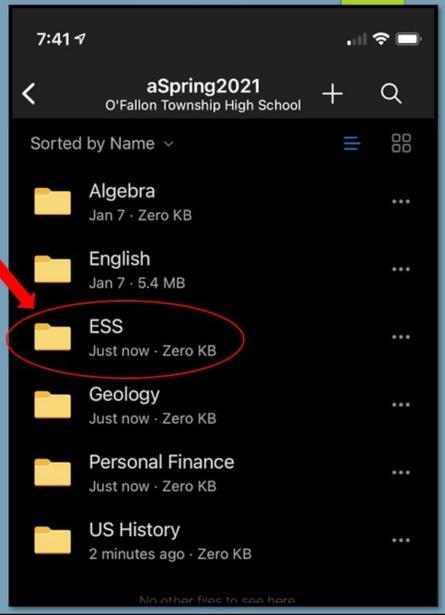
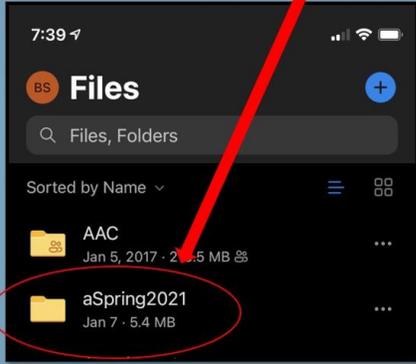
❖ After logging in or whenever you open your OneDrive app, it will default to the "**Recent Files**." This is a nice feature because you will most likely have just been working with the file that you will want to upload.

❖ To see your files, click on "**Files**." The screen will then look exactly like your desktop version.



Let's Practice Scanning a Document...

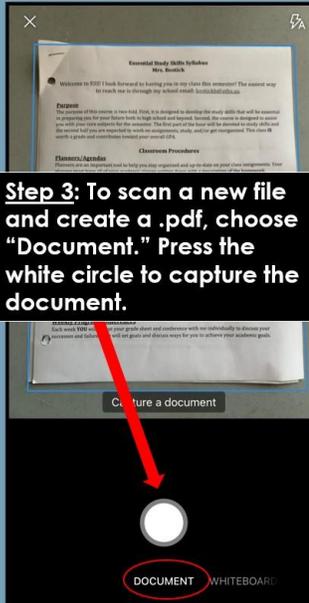
Step 1: Find the folder that matches the class for which you are submitting work. If you do this each time, the file will be saved in the correct class folder.



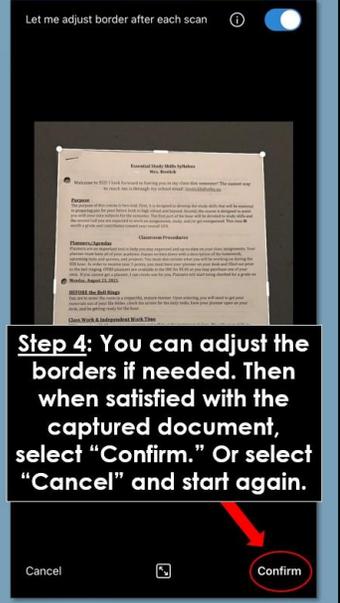
Step 2: Find the camera icon. The first time, you may need to give permission to access your camera.



Step 3: To scan a new file and create a .pdf, choose "Document." Press the white circle to capture the document.



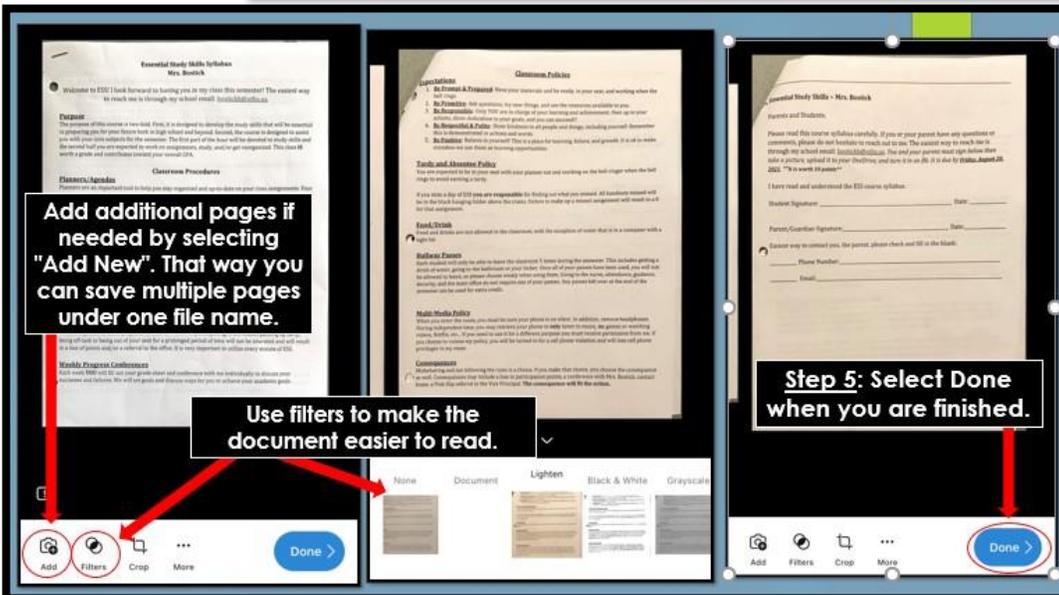
Step 4: You can adjust the borders if needed. Then when satisfied with the captured document, select "Confirm." Or select "Cancel" and start again.

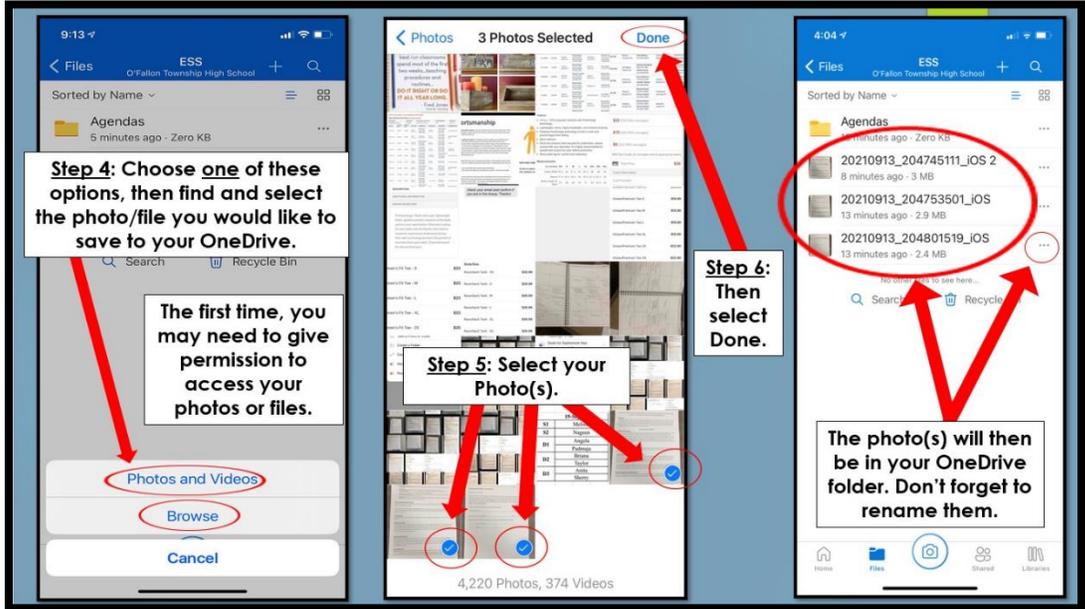
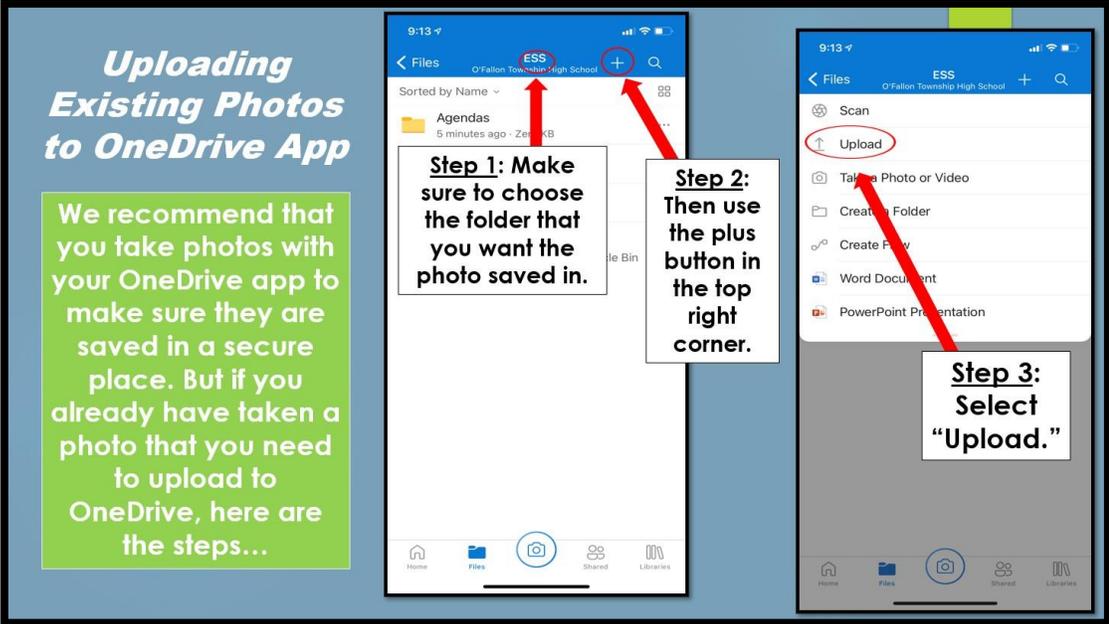
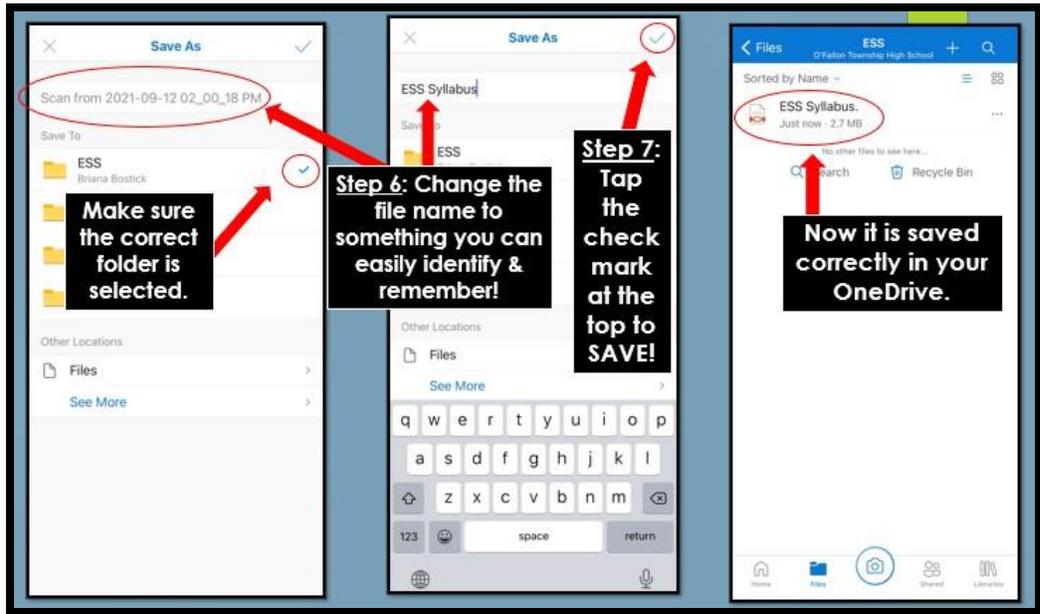


Add additional pages if needed by selecting "Add New". That way you can save multiple pages under one file name.

Use filters to make the document easier to read.

Step 5: Select Done when you are finished.





SKYWARD

Skyward is used by OTHS to house student information:

- Class schedule
- Locker #
- Number of absences and tardies
- Fees owed
- But most importantly, it is used to track grades.

Class Grades

Display Options | GPA

Grades posted to the report card are in bold
Current grades are highlighted

Class	ATH	Q1	Q2	SE1	SM1	Q3	Q4	SE2	SM2
World Literature Period 1 (8:00 AM - 8:55 AM) Jodie Seipp									
PE 10-12M Period 1 (8:00 AM - 8:55 AM) Travis Koster									
United States History A Period 2 (9:00 AM - 9:55 AM) Preston Foehrkalb		C-			C-				
Essential Study Skills 10 Period 2 (9:00 AM - 9:55 AM) Briana Bostick									
United States History B Period 3 (10:00 AM - 10:55 AM) Preston Foehrkalb									
CR Health Period 3B (10:30 AM - 10:55 AM) Aaron Lands		A+			A+				
Biology 1 Period 4 (11:00 AM - 11:55 AM) Catie Weinman	B-	B-			B-				
Written Communication Period 4 (11:00 AM - 11:55 AM) Madison Johnson									
CR Civics Period 5A (12:00 PM - 12:25 PM) Preston Foehrkalb									
CR Physical Science Period 5B (12:30 PM - 12:55 PM) Steven Sewell		A			A				
Geometry with Algebra Period 6 (1:00 PM - 1:55 PM) Ryan Cozad	A+	A+			A+				
Biology 1 Period 6 (1:00 PM - 1:55 PM) Randi Herrera									
Essential Study Skills 10 Period 7 (2:00 PM - 2:55 PM) Briana Bostick	A+	A+			A+				
Geometry with Algebra Period 7 (2:00 PM - 2:55 PM) Ryan Cozad									

Grading Scale for OTHS

Grade	% Percentage
A	93-100
A-	90-92
B+	87-89
B+	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and Below

There are no Missing Assignments.

Class Grades

Display Options | GPA

Grades posted to the report card are in bold
Current grades are highlighted

Class	SE1	SM1	Q3	Q4	SE2	SM2
World Literature Period 1 (8:00 AM - 8:55 AM) Jodie Seipp						
PE 10-12M Period 1 (8:00 AM - 8:55 AM) Travis Koster						
United States History A Period 2 (9:00 AM - 9:55 AM) Preston Foehrkalb				C-		
Essential Study Skills 10 Period 2 (9:00 AM - 9:55 AM) Briana Bostick						
United States History B Period 3 (10:00 AM - 10:55 AM) Preston Foehrkalb						
CR Health Period 3B (10:30 AM - 10:55 AM) Aaron Lands				A+		
Biology 1 Period 4 (11:00 AM - 11:55 AM) Catie Weinman	B-			B-		
Written Communication Period 4 (11:00 AM - 11:55 AM) Madison Johnson						
CR Civics Period 5A (12:00 PM - 12:25 PM) Preston Foehrkalb						

Display Options menu:

- Show Assignments
- Grade Options (Select One)
 - View All Grades
 - Show Current Grades Only
 - Show Previous and Current Grades Only

We recommend changing your "Display Options" to "Show Current Grades Only"

Once you change your display, you will only see the grades for the classes you are currently enrolled in.

Class Grades

Display Options | GPA

Grades posted to the report card are in bold
Current grades are highlighted

Class	Q1	SE1	SM1
Technology Essentials (1) Period 1 (8:00 AM - 8:55 AM) Julie Knutson			SM1
Essential Study Skills 10 Period 2 (9:00 AM - 9:55 AM) Briana Bostick	A+		A+
Ceramics I Period 3 (10:00 AM - 10:55 AM) Elizabeth Raimondi	A+		A+
Geometry with Algebra Period 5 (12:00 PM - 12:55 PM) Michele Clement	A+		A+
Integrated Life Science Period 6 (1:00 PM - 1:55 PM) Catie Weinman	B		B
Written Communication Period 7 (2:00 PM - 2:55 PM) Tricia Popejoy	A-		A-

Always use the SM1/SM2 column. That is your official grade that you will receive at the end of the semester. It includes both quarters that fall under that semester and determines your GPA and if you earn credit for the class.

Now click on the letter grade. This opens another window that shows you all the assignments and points for that class.

Essential Study Skills 10 (Period 2) Briana Bostick

Summary

Q1 Grade (08/12/2021 - 10/13/2021)

Grade Mark Letter: A+ Score (%): 96.54 Points Earned: 251 out of 260

Due	Assignment	Grade	Score(%)	Points Earned	Missing	No Count	Absent
10/01/21	Binder Check	A+	98.18	108 out of 110			
10/01/21	Agenda 9/27-10/1			* out of 25			
09/24/21	21F Friday 24 Agenda Photo (46483.0.1_115793_1)	A+	100.00	5 out of 5			
09/23/21	Agenda 9/20-23	A+	100.00	20 out of 20			
09/17/21	Agendas 9/13-17	A+	100.00	25 out of 25			
09/10/21	Agenda 9/7-10	A+	100.00	20 out of 20			
09/03/21	Agenda: 8/30-9/3		92.00	23 out of 25			
08/27/21	8/27 Planner Check		100.00	5 out of 5			
08/26/21	8/26 Planner Check		100.00	* out of 5			Excused - Illn
08/25/21	8/25 Planner Check		100.00	5 out of 5			
08/24/21	8/24 Planner Check		100.00	* out of 5			Excused - Illn
08/24/21	8/24 Planner Check		100.00	* out of 5			Excused - Illn
Class Work			95.00	133 out of 140			
10/01/21	Organization Day		100.00	10 out of 10			
09/24/21	STAR Math		100.00	5 out of 5			
09/23/21	STAR Reading		100.00	5 out of 5			

Annotations:

- It shows you the letter grade and the % you currently have in the class.
- An * is an indication that the teacher has not put in the grade. There could be several reasons for this:
 - The due date for the assignment is later.
 - The teacher may not have graded the assignment.
 - You have not turned in the assignment.
 - You may be excused from the assignment due to a special circumstance. Teachers may choose to select "No Count" which will put a checkmark in that column.
- After clicking on the grade, you will be taken to this screen. It gives you all the grade details for the selected class. It shows your grade %, lists each assignment, how much each is worth, the score that you received, etc.

Essential Study Skills 10 (Period 2) Briana Bostick

Summary

Q1 Grade (08/12/2021 - 10/13/2021)

Grade Mark Letter: A Score (%): 92.69 Points Earned: 241 out of 260

Due	Assignment	Grade	Score(%)	Points Earned	Missing	No Count	Absent
10/01/21	Binder Check	A+	98.18	108 out of 110			
10/01/21	Agenda 9/27-10/1			* out of 25			
09/24/21	21F Friday 24 Agenda Photo (46483.0.1_115793_1)	A+	100.00	5 out of 5			
09/23/21	Agenda 9/20-23	A+	100.00	20 out of 20			
09/17/21	Agendas 9/13-17	A+	100.00	25 out of 25			
09/10/21	Agenda 9/7-10						
09/03/21	Agenda: 8/30-9/3						
08/27/21	8/27 Planner Check						
08/26/21	8/26 Planner Check						Excused - Illn
08/25/21	8/25 Planner Check						
08/24/21	8/23 Planner Check	A+	100.00	5 out of 5			Excused - Illn
08/24/21	8/24 Planner Check			* out of 5			
Class Work		B+	87.86	123 out of 140			
10/01/21	Organization Day	F	0.00	0 out of 10			
09/24/21	STAR Math	A+	100.00	5 out of 5			
09/23/21	STAR Reading	A+	100.00	5 out of 5			

Annotations:

- More information from this screen if you were absent the day the assignment was due.
- If you have an excused absence from school, that will be indicated in Skyward. This DOES NOT mean you are excused from the assignment. You must ask for any work that you missed during your absence. Then you have the number of days that you missed, plus one, to make up the work.
- A zero means that the teacher never received the assignment. They may also choose to select "Missing" which will put a checkmark in that column.

In Bb, Check the "My Grades" Tab
 Compare this to Skyward for missing work and make sure your assignments are submitting properly.

My Grades

All Passed Upcoming Submitted

Make sure "All" is selected so you don't miss any assignments and can see all the info!

ITEM	LAST ACTIVITY	GRADE
Weighted Total	View Description Grading Criteria	
Weighted Total	View Description Grading Criteria	
Weighted Total	View Description Grading Criteria	
Weighted Total	View Description Grading Criteria	
Secret Stress Busters of the Stars Article Assignment	Dec 17, 2020 11:07 PM SUBMITTED	
xMonday Daily Agenda Photo	Sep 29, 2020 11:29 AM GRADED	0.00
OneDrive Organization and App	Aug 28, 2020 2:32 PM GRADED	10.00

Annotations:

- Submitted and waiting for teacher to grade!
- In progress—you must finish or re-upload and resubmit!
- Teacher has left feedback—click here to read it!

How to Navigate the Paper Platform

1 Students can access Paper at app.paper.co and login with their school credentials.



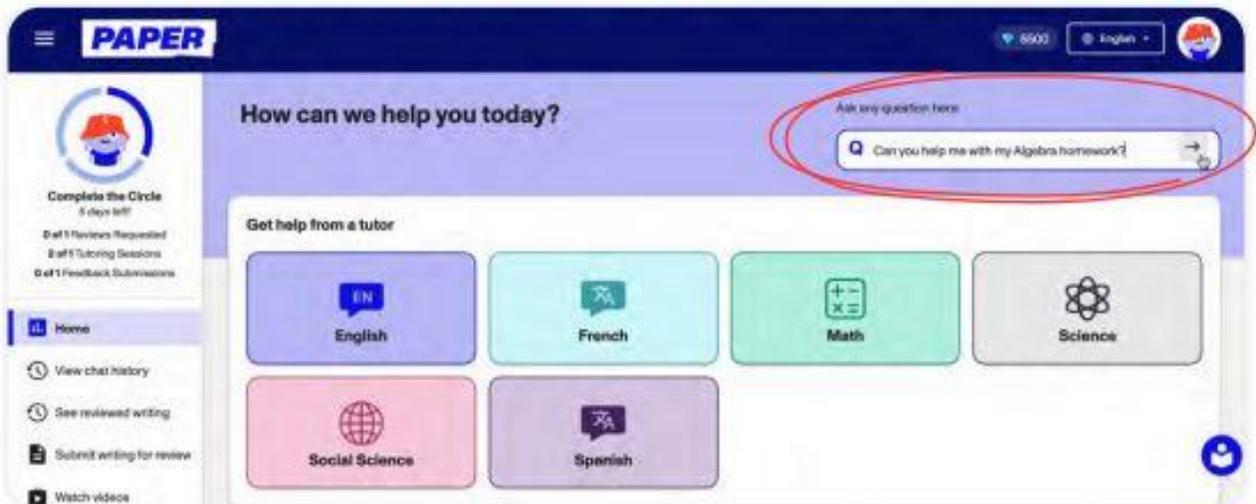
2 The first time students login, they will:

- Sign the student code of conduct
- Setup their learner profile by answering a few questions

3 Students can set their **language preference** in the top right of their screen.



4 Students can start a Live Chat session with a tutor by selecting a **subject tile** or by entering their question in the **question matcher** at the top.



TIP: Students can also start a chat by clicking the "P" Chrome extension button

Once in a live help session, students can:

- 1 Share files and images by selecting **Send File**.



- 2 Collaborate with a tutor on a shared whiteboard by clicking **Draw** in the lower right corner of the chat session.

- 3 Send voice messages to a tutor by clicking the **microphone icon** in the chat bar.



- 4 Hit the **soundwave icon** and start speaking out loud to turn your words into text.

- 5 Hover over any message and hit the **play button** that appears to hear it read aloud.



Students can end the session at any time by clicking **End Session** in the top right.

Submit Written Work to a Paper Tutor

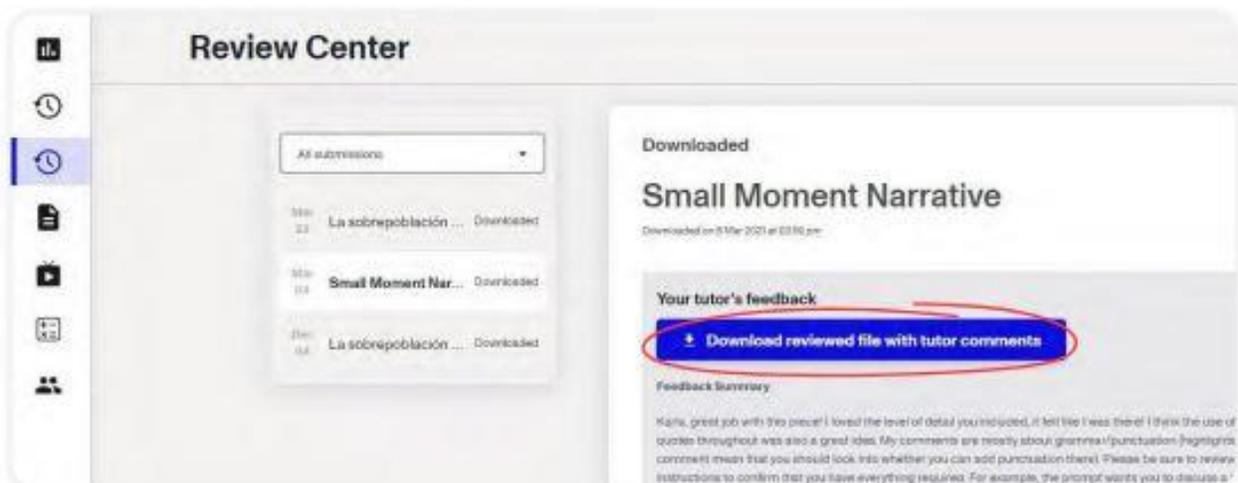
- 1 Students can upload their work as a Google Drive file or a file from their computer.



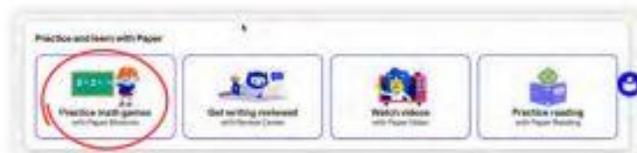
- 2 Students can add the following information:
 - Teacher's instructions
 - Any questions or specifics they need help with



- 3 Students will receive a notification when their written work has been reviewed by a tutor.
 - View feedback by clicking the [Review Center](#) tab and selecting [Download Reviewed File](#)



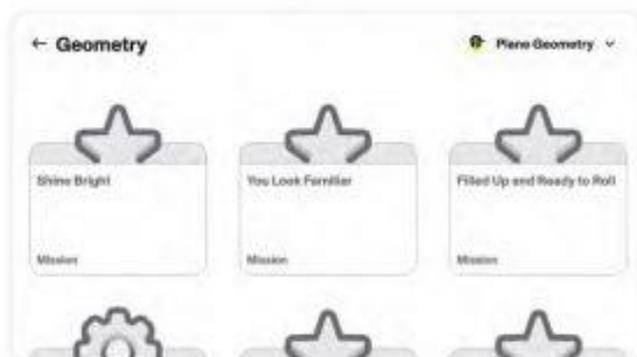
- 1 From the dashboard, click the "Paper Missions" tile.



- 2 Select the category you'd like to practice.



- 3 Choose your topic.



- 4 Start solving missions, which include multiple choice, fill-in-the-blank, drag-and-drop problems, and more!

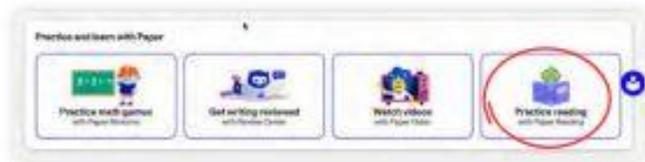
Point to Point

The vertices of a quadrilateral drawn in a coordinate plane are $(-6, 6)$, $(4, 6)$, $(2, -5)$, and $(-6, -9)$. What is the length of the side joining the vertex in Quadrant I to the vertex in Quadrant II?

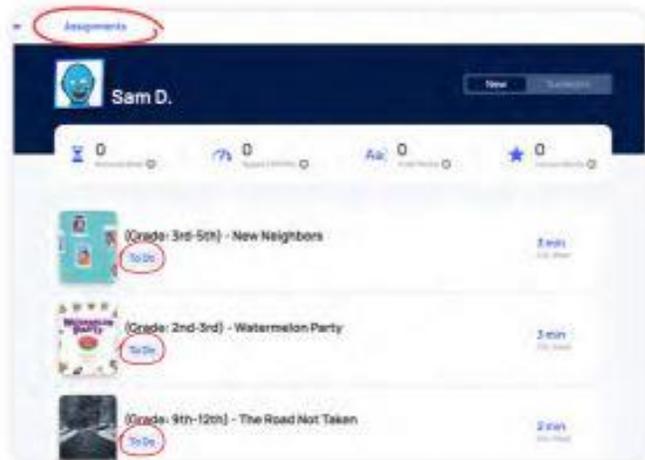
A	2	B	8
C	10	D	12

Check for assignments

- 1 From the dashboard, click the "Paper Reading" tile.



- 2 Click the "Assignments" button in the top-left corner of the screen.

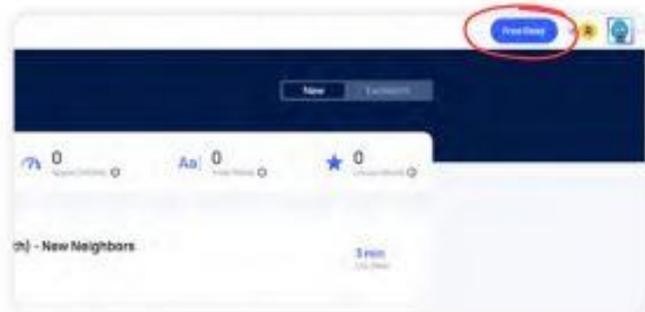


- 3 If a reading has been assigned, it will appear in the list and be marked as "To do."

- 4 Click the assignment to get started.

Start a free read

- 1 Find an enjoyable physical book or digital text.



- 2 Click the "Free Read" button at the top-right corner of the screen.

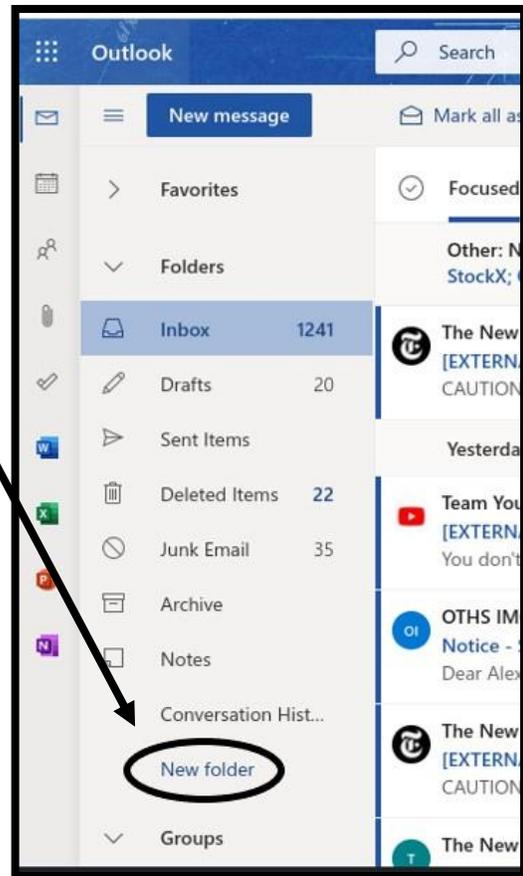
- 3 Click "Record" and begin reading the text aloud.



EMAIL TIPS

Setting Up Your Email:

- **Create New Folders:**
 - One for every class
 - One for Blackboard
 - One for Announcements
 - One for Clubs/Activities



Writing an Email:

- **Always include a Subject Line.**
- **Include a proper greeting.**
- **Be Polite – If you are upset about something, don't email right away.**
- **Only type things that you would say to someone in person.**
- **Be clear with what you are asking. If you are asking for a late assignment to be accepted, make sure to attach the assignment.**
- **Include a complimentary closing and signature.**
- **Proofread – Use correct capitalization, punctuation, and spelling.**

A Few More Email Tips:

- **Check frequently for new messages or responses to a message you sent. (At least twice each day—start and end of school day)**
- **Reply promptly to a message. It lets the sender know that you received the information.**
- **Do/do not reply to all. Decide by reading the email to choose if everyone needs the information or just the sender.**
- **Remember that email is not private.**

ORGANIZATION TIPS

Organization may be different for everyone, so you need to find a system that works for you to keep track of your materials. Once you develop and stick with a system, staying organized can help reduce stress and anxiety in your life.

Here are some of our trusted tips on organizing:

- To get started, you may need a separate folder, notebook, and/or binder for each class. (If you need one, come to the AAC, and we can get you one.) Label each one.**
- If you really struggle with staying organized, it might be best to opt for one large binder with separate dividers. Also, you should have a homework folder or section to store current homework assignments.**
- Take 10 minutes once a week to make sure you are keeping up with your system.**

Organization Checklist:

- _____ Take out all school materials from your bag.**
- _____ Separate all loose papers and make a pile for each class.**
- _____ Go through each class's pile and remove anything that you will no longer need this semester or move it to a finals binder (AAC can provide you with one if needed.)**

Things to Remove:

- a. Recycle homework that has already been graded.**
 - b. Move past tests, quizzes, study guides, notes, etc. to your finals binder.**
 - c. Recycle anything else that will not be useful to you this semester or was an extra activity.**
 - d. *If you don't know if you should keep it to study for the final, hold on to it and ask your teacher.***
- _____ Put the materials you are keeping in the appropriate folder or binder for each class.**
 - _____ Hole punch and place in 3 rings anything not actively being used.**
 - _____ Label/Color Code folders, binders, dividers, etc.**
 - _____ Organize within each class's section so you know exactly where your study guides, notes, etc. are for each class.**
 - _____ Make sure all unfinished work is in your designated homework folder or pocket.**
 - _____ Make sure there are no loose papers or trash in your backpack.**