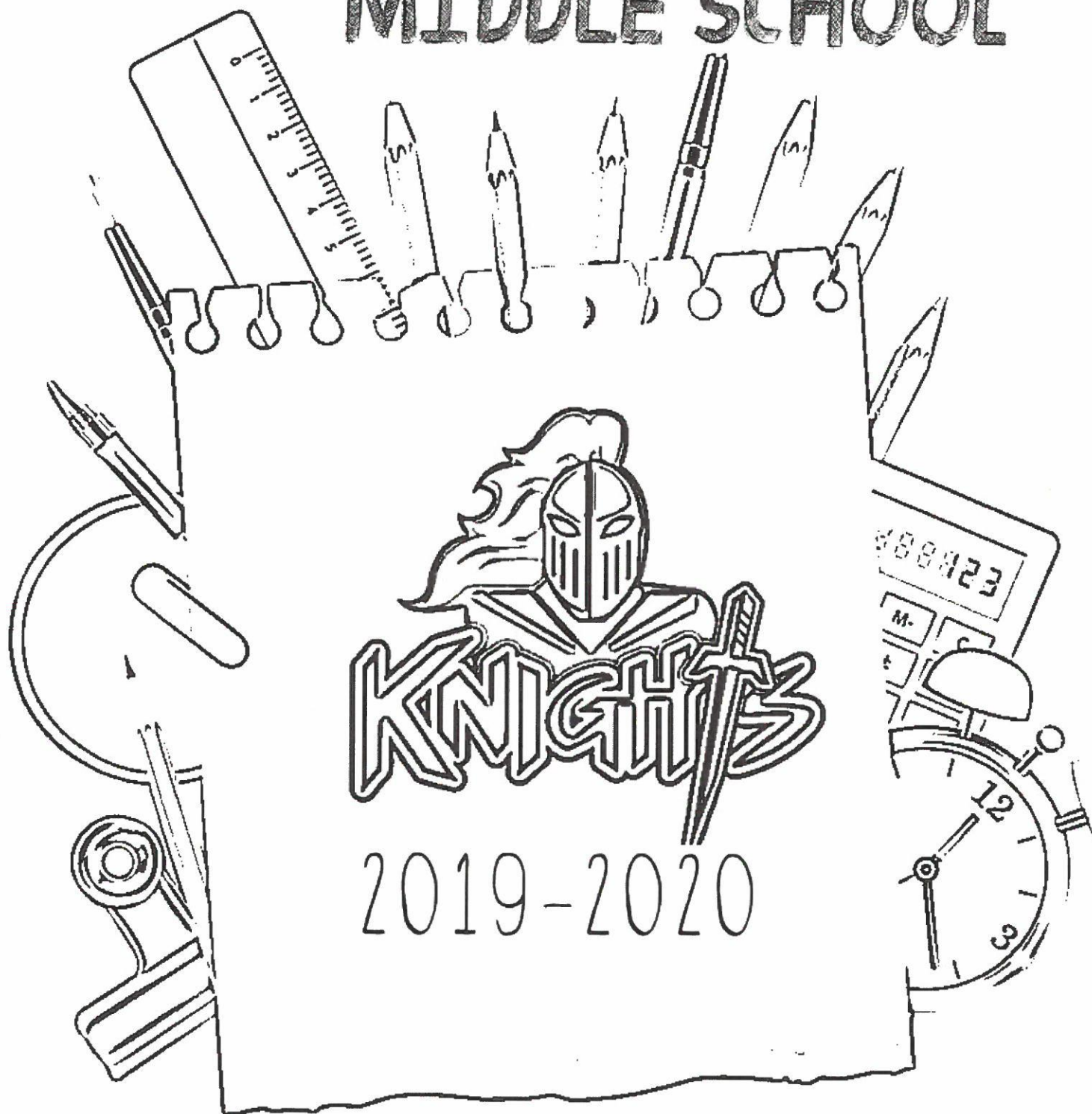


ELWOOD

MIDDLE SCHOOL



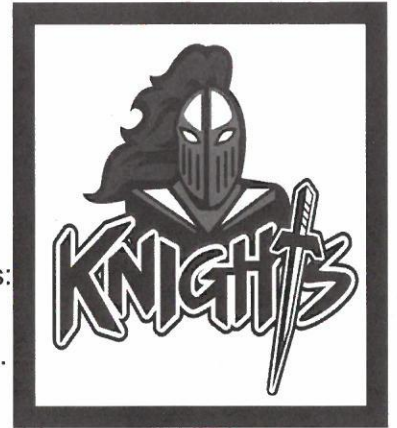
SKILLS FOR SUCCESS

Middle School Skills for Success

These skills that have been identified by the 2018-2019 Elwood Middle School Shared Decision Making Team in concert with the Curriculum Committee of the Board of Education as essential skills middle school students should acquire throughout the middle school years. The skills identified below emerged from gathering information from all stakeholders:

Parents, Teachers, Students and Administration. The skills will be available both in the student agenda book and the middle school website.

Teachers will address each skill throughout the school.



25 Things You Can Control To Create a Healthy Mindset

Organizing Google Drive

Time Management Tips

Study Skills Checklist

Super Study Strategies

Resiliency: Grow with Grit

Steps to Problem Solving

Cyber Skills

Self Advocacy

Note Taking Tips

Reading Comprehension Strategy: SQ3R

25 things you can CONTROL

To create a healthy mindset

#1 How you respond to challenges.

#2 Who you ask for help.

#3 WHEN YOU ASK FOR HELP.

#4 saying you need a break.

#5 HOW YOU ACT.

#6 How much effort you put to something.

#7 Getting enough sleep.

#8 Completing your responsibilities.

#9 Using an I-Statement.

#10 saying what you need.

#11 How much exercise you do.

#12 Setting your boundaries.

#13 Respecting the personal space of others.

#14 When and if you forgive others.

#15 HOW OFTEN YOU SMILE.

#16 owning up to your mistakes.

#17 Whether or not you accept yourself.

#18 Whether you look for the negatives or positives.

#19 What you focus on in this very moment.

#20 What goals you create for yourself.

#21 THE KIND OF ATTITUDE YOU HAVE.

#22 How you relate to you feelings.

#23 Whether you help someone out or not.

#24 How you take care of and treat your body.

#25 WHEN YOU SHOW EMPATHY.

1 Organizing Google Drive

Title your Docs!
Use descriptive titles, you can even #hashtag them! (This will help you find them later) #find

NEW

+ Folder
Create Folders

Color Code Them

2

3

Right Click or
Two Finger Click

friEdTechnology.com

Move things to folders three ways...

Way 1

Drag and Drop from Google Drive OR from your Desktop

Way 2

Click the folder to the right of the file name in any open file

Smarter Calendars (Amy Mayer)

File Edit View Insert Slide Format Window

Then click the destination and the blue "Move" button

Move to

Move

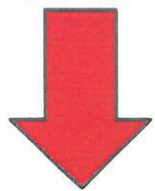
Way 3

Move to...

Right click any
file and choose
"Move to ..."

To force a folder to
the top of the list,
start the name
with a number 1 or
the letter "a"

FAQ



Q: If I move a file in "Shared with Me" to a folder I own, does that impact other users?

A: No, move away! BUT, don't move a file OUTSIDE of a folder that is shared with you.

Q: Can I create a folder INSIDE of another folder?

A: Yes! Open the parent folder first, then create the new folder.

Q: Can I delete things inside "Shared with Me"?

A: Yes, but why would you? Space is unlimited! If want to keep Drive organized, concentrate on files you own.

Click on any
file to
select it,
then hold
down Shift
and press
the letter Z

Add To

BONUS

My Drive

The Shift+Z Command lets you ADD a file to a folder instead of moving it.

Now you can share two folders with two groups and easily keep all files updated!

+

Cancel

Add

Time Management Tips

12

Time block
your day

1

Schedule
buffer time

2

Tackle one
thing at a
time

3

Set Deadlines
and follow
those given to
you

4

Set up a
routine and
stick to it

5

Prioritize what
is most
important

6

Work in short
bursts with
breaks

7

Break down
your work into
tasks

8

Always take
notes

9

Use your
agenda book
or Google
Calendar

10

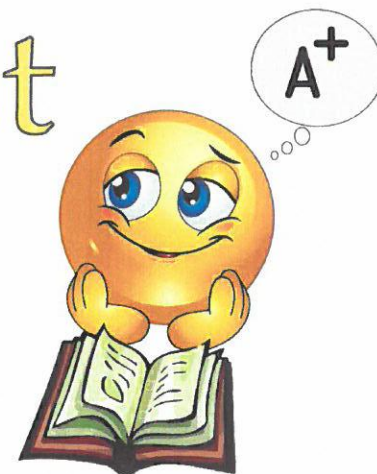
Block out
distractions

11

Plan your
week ahead



Study Skills Checklist



How are your study habits? Read the list below and check each item that applies to you *most* of the time.

- ☐ I have one place to write down my homework assignments and any books that need to go home every day.
- ☐ I have a special place to study and complete homework that's comfortable, quiet, and well-lit.
- ☐ I have all of my study materials in one place - including paper, pencil, calculator, notebooks, textbooks and Chromebook.
- ☐ I turn all of my electronic devices, besides my Chromebook, off.
- ☐ I study at about the same time every day and know that is the best time for me to study.
- ☐ When I sit down to study, I have a clear goal of what I want to accomplish in each subject.
- ☐ I usually have enough time to finish my homework.
- ☐ I have the phone number of at least one person in each class that I could call with a question about an assignment.
- ☐ Every night, I put all the things I need to take to school the next day in the same place.
- ☐ I check my teacher's websites and Google classrooms daily to make sure I have completed

Super Study Strategies

Flashcards

Use online resources such as Quizlet, StudyStack, Castle Learning and other skills games

Use lists, columns and Venn diagrams if you are a visual learner

Acronyms - an abbreviation formed from the initial letters of other words and pronounced as a word (e.g. PEMDAS)

Summarize chapter readings and classroom notes

Review old quizzes and homework assignments

Ask someone to quiz you

Re-create a worksheet and use it as a quiz to test yourself

Read your notes aloud

Create your own chapter outlines and study guides

Use post-its to mark up textbook pages

Complete practice problems

Create a study sheet with hints, pictures and quick facts

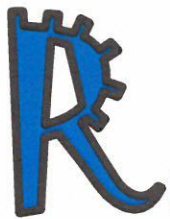
Read, re-read and highlight

GROW WITH GRIT



IS FOR GOALS

SET GOALS TO ACHIEVE YOUR DESIRED OUTCOME AND THEN BREAK DOWN YOUR LARGER GOALS INTO SMALLER, MANAGEABLE SIZES. SET DAILY, WEEKLY AND MONTHLY GOALS TO HELP KEEP ON TRACK TOWARDS THE LARGER GOAL. IN OTHER WORDS, TAKE BABY STEPS!



IS FOR RESILIENCE

SET BACKS ARE GOING TO HAPPEN BUT RESILIENCE IS BEING ABLE TO BOUNCE BACK AND CONTINUE ON YOUR PATH TO REACH YOUR GOALS. DO NOT BE AFRAID OF FAILURE, AS FAILURE IS YOUR TEACHING TOOL – DON'T LET IT BREAK YOU DOWN AND KEEP YOU FROM REACHING YOUR GOALS. KEEP TRYING!



IS FOR INTENTION

GRIT WON'T HAPPEN BY ACCIDENT. YOU WILL NEED TO MENTALLY DECIDE THAT YOU ARE GOING TO PERSEVERE AND WORK THROUGH HARD TIMES AND SET YOUR "INTENTION" TO DO WHAT IT TAKES TO MEET YOUR GOALS.



IS FOR TIME

GRIT IS NOT ABOUT "ONE AND DONE." GRIT IS THE DAY IN AND DAY OUT WORK THAT IT TAKES TO GROW. PERSIST AND DON'T GIVE UP!

Steps to Problem Solving

Stop & Think

- Identify the problem
- How does this problem make you feel?

Options

- What choices could you make? (good or bad)

Decide

- Which choice will you make?
- What materials do you need? Who is involved?

Act

- Follow through with your choice
- Make sure the problem was solved



Cyber Skills & Cyber Safety



Internet skills are very important for using devices effectively, with ease, and while being safe.

Credible Resource Skills:

What are some clues you can look for that prove a source is reliable?



- **Listed author.** Check to see if the article (or site) has listed authors.
- **Date of the Published Article.** Doing this can help you determine if the information is recent or not.
- **Source.** Make sure your site has sources from where their information is from. **Site your own sources!**
- **Good design and writing style.** Does the source seem professional?
- ***Clue*** .com and .org as well as .edu are usually reliable.

Internet Research Skills:

What skills should you be using when searching for information online?



- **Know your sources and web browser.**
- **Organize your bookmarks and folders.** Create folders and bookmarks and favorite important sites/frequently used sites.
- **Find specific trusting sites for specific purposes.** Don't just Google questions! Make sure your sites are good for what you're looking for.
- **Narrow down your research.** Cite your sources and make sure you can gain the information you need from the source.

Internet Safety Skills:

What can you do to stay safe on the internet?

- **Think before you post.** Know that what you say and do can affect you and other people.
- **Do not play games during school.** Know the appropriate time for leisure activities.
- **Do not search for things you know are wrong.** Using the internet is something that you need to respect.
- **Be aware of faulty sources/sites.** Beware warnings and dangerous sites.
- **Choose strong passwords and don't share them.** Keep your information private!
- **Be careful what you download.** Be cautious and careful.
- **Click smart.** Not everything is as good as it seems!
- **Treat others how you want to be treated.** Kindness matters!
- **Know that what you post never goes away.** Even if you delete it, future colleges and jobs will be able to find what you did in the past on the internet.



I TOOK A PHOTO OF MY FRIEND THAT I WANT TO SHARE...NOW WHAT?



What is Self-Advocacy?

Self-advocacy is the ability to articulate one's needs and make informed decisions about the support necessary to meet those needs.

Learn how to get information

Know your rights and responsibilities

Speaking up for yourself

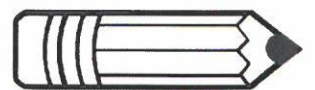
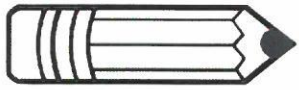
Find out who will support you

Reaching out to others when you need help

Having the ability to problem solve

Learning about self determination

TAKE NOTE STUDENTS ARE ALWAYS TOLD...



"TAKE NOTES ON THIS." **OR** "STUDY YOUR NOTES."



REMEMBER: YOUR NOTES ARE FOR YOU!
YOU NEED TO UNDERSTAND YOUR NOTES!

SQ3R METHOD

Survey

- Spend 3-5 minutes skimming the opening/closing paragraphs, headings, graphics, etc.

Question

- Form questions about what you have skimmed
- Ask *who, what, when, where, and why*

Read

- Attempt to answer your questions by actively seeking answers
- Take notes as you read

Recite

- Answer your questions out loud to commit the info to memory
- Summarize the author's arguments in your own words

Review

- Attempt to answer the questions once more without reading your notes
- Skim the text and your notes again -- this is best saved for a day or two after your first reading