



Optimism is the best  
Way to see life

# Binder Organization

**Instructions on how to set up  
your binder for  
Ms. Averett's class.**

# Binder Organization

- **Table of Contents**
  - **Everything we put into our binders will be listed on a table of contents**
  - **You will need to make the table of contents for your binder on a piece of notebook paper.**

- **BINs**
  - **Binder Item Numbers**
  - **Everything we put in our binder will be given a number**
  - **These are not page numbers but item numbers**
    - **Example: your syllabus is BIN 1. The whole syllabus has the BIN 1, each page does not get its own BIN**

- **Place the BIN for each item in the upper right hand corner of the item.**
  - **Every item in your binder should have a bin in the upper right hand corner.**
- **List the BINs on your table of contents with the title of the item**

- **Let's practice**
- **The first thing to go in your binder is your syllabus**
- **Write the number 1 in the upper right hand corner of the first page of your syllabus**
  - **This is the BIN for your syllabus**
- **Write the number 1 and the word syllabus on your table of contents**
  - **1. Syllabus**

- **Let's add more things to our binder**
  - **1. Syllabus**
  - **2. Late Assignment Passes**
  - **3. Hall Passes**

- **Make sure you label each item with the BIN in the upper right hand corner**
- **Enter each item in the Table of Contents**
- **Put each item, in correct order, in your binder**

- **Let's add one more thing to our Table of Contents**
  - **4. Instructions for Course work, Assignments and Corrections**

- **Now lets add today's materials**
  - **6. Binder Organization**  
**PowerPoint**
  - **6. Binder Rubric**

- **I have listed the class table of contents on boards in this classroom.**
- **Take a look 😊**
- **Everything that is listed on that board needs to be listed the same way in your binder**

- **We will have at least one Pop Binder Assess most units (50pts)**
- **You will need to have your binder in order, with everything labeled correctly, and with all of the listed materials, in order to do well on this .**
- **You will also need to have made corrections to all graded work**

- **Binder Grade Rubric**
  - **BIN 8 is a rubric that tells how I will be grading your binders.**
  - **Lets go over the rubric...**
  - **In addition to binder assessments I will periodically collect your binders and give you a grade.**

- **Example Student Binders**
- **If you are ever confused about what should be in your binder, what it looks like or where it goes you can always look at the student example binder that is kept in the classroom.**
- **Take a look 😊**

- **Web Page**

- **You can also look on my web page for the table of contents for your binder**
- **You can find copies of many items that belong in your binder here also**