

Handout 2 Organizing Your Photocopies (Grade 2)

Toward the end of each Implementation Meeting, you and your colleagues will share responsibility for preparing the materials required for the upcoming unit and month of Number Corner. This will involve making copies for an entire unit or month of Number Corner at once. Establish an organizational system ahead of time to store and locate all of these materials when you need them. You might want to start with one of the systems described here and adapt it to suit your needs and organizational style.

No matter what system you choose, you'll probably need the following supplies: hanging folders, hanging folder labels, manila file folders, paperclips, and binder clips. You'll also need to take care to keep your masters separate from the copies you'll distribute to students. Consider establishing a system for storing any leftover copies so you can use them next year.

Unit Blacklines: Option 1

Use hanging folders, each labeled with the unit number, to hold all of the copies for a single unit. Depending on how many copies there are for the unit, you'll probably need a few hanging folders to hold them all. Use binder clips or paperclips to group each set of like copies. Arrange the groups of copies in order so you can retrieve them easily when you need them. You could have a separate folder for the assessments in that unit, or you could insert the assessment copies where they belong in the overall order of copies, according to the sessions in which they are administered. (You might want to store copies used in Work Places with the other Work Place materials in the big storage box that came with your Bridges kit.)

Unit Blacklines: Option 2

Within the hanging folders for a unit, you could use individual manila file folders to hold the copies for each session. In that case, label the hanging folders with the unit number and then label each manila file folder with a session number. You can reuse the folders for other units, and you'll probably want to make two sets of folders, since you will likely still be teaching one unit while preparing and organizing materials for the next. (You might want to store copies used in Work Places with the other Work Place materials in the big storage box that came with your Bridges kit.)

Home Connections

Keep a class set of each assignment in the set of copies for the unit. Insert each class set of Home Connection copies in order according to when the assignment is sent home.

Number Corner Blacklines

Devote a hanging folder to the copies for each routine. Store assessments and miscellaneous copies in their own hanging folders.

Number Corner Student Books: Option 1

If students do not have their own copies of the book, run a class set of the book and either comb-bind a book for each student or store each student's book in a three-ring binder.

Number Corner Student Books: Option 2

If you plan to copy and distribute student book pages as handouts, you could insert the copies into the sequence of blacklines for the month in order of use. You might also choose to devote a hanging folder or manila file folder to Student Book pages for each Number Corner month.

Locating Your Blacklines

The chart below will help you locate the different categories of blackline masters you'll need in order to run all your copies.

LOCATION OF BLACKLINES		
Blacklines for	Located in	Identified by
Problems & Investigations	Bridges Blackline Masters	Unit and order of use (Blackline number)
Unit Assessments		
Work Place Planners		
Work Place Record Sheets		
Work Place Instructions (Optional blackline form of the instructions.)	MLC Web site http://www.mathlearningcenter.org/resources/materials/grade-two.asp	Work Place number
Home Connections	Home Connections	Home Connection number
Number Corner Routines	Number Corner Teachers Guide (in the back of the book)	Blackline number
Number Corner Assessments	Number Corner Student Book Blacklines	Page number
Number Corner Record Sheets and Sheets for Independent Practice		