

**Handout 2 Organizing Your Photocopies (Grade 3)**

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.

**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.

**Home Connections Books: Option 1**

Even if each student has his or her own Home Connections Book, you probably won't want to have students taking the books back and forth between home and school. Instead, simply have students tear out each assignment when they have to take it home. If you're uneasy about students tearing out the pages from their books, ask an assistant, volunteer, or reliable student helpers to do this for you.

**Home Connections Books: Option 2**

If you're running copies of the Home Connections, you might want to keep a class set of each assignment in the set of copies for each unit. Insert each class set of Home Connection copies in order according to when it is sent home in the unit.

**Student Book Blacklines: Option 1**

***Work Place Student Books, Student Journals, and Number Corner Student Books***

If students do not have their own copies of the books, you can run a class set of each book and either comb-bind them separately or place all the books for each student in a three-ring binder with dividers between each book.

**Student Book Blacklines: Option 2**

***Work Place Student Books, Student Journals, and Number Corner Student Books***

If you plan to copy and distribute student book pages as handouts, you could insert the copies into the sequence of blacklines for a unit or month of Number Corner in order of use. You might also choose to devote a few manila file folders to pages from these student books for each unit or Number Corner month.

**Number Corner Blacklines**

Devote a hanging folder to the copies for each workout. Store assessments, support materials, and miscellaneous copies in their own hanging folders.

**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. This chart also appears in your Bridges Getting Started Guide.

LOCATION OF BLACKLINES		
Blacklines for	Located in	Organized by
Problems & Investigations	Bridges Blacklines	Unit and order of use
Unit Assessments		
Work Place Instructions		
Work Place Logs	Work Place Student Book Blacklines	Page number
Work Place Record Sheets		
Home Connections	Home Connections Book Blacklines	Page number
Number Corner Workouts	Number Corner Blacklines	Month and order of use
Number Corner Assessments		
Support Activities		Support activity number and order of use
Instructional Considerations for Support Activities		
Number Corner Record Sheets and Sheets for Independent Practice	Number Corner Student Book Blacklines	Page number