

Handout 2 Organizing Your Photocopies (Kindergarten)

Toward the end of each Implementation Meeting, you and your colleagues will share responsibility for preparing the materials required for the upcoming sessions and month of Number Corner. This will involve making copies for an entire group of sessions 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.

Bridges Blacklines: Option 1

Use hanging folders to hold all of the copies for the sessions planned for a single month. Depending on how many copies there are, 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 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.)

Bridges Blacklines: Option 2

Within the hanging folders for a month, you could use individual manila file folders to hold the copies for each session. In that case, label the hanging folders with the month and then label each manila file folder with a session number. (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 sessions. 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 per month (e.g., one hanging folder would be labeled Sept: Our Month in School). Store assessments 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.

LOCATION OF BLACKLINES		
Blacklines for	Located in	Identified by
Problems & Investigations	Bridges Blackline Masters	Teachers Guide volume and order of use
Integrated Themes		
Work Place Record Sheets		
Bridges Assessments	Getting Started appendix (guidance about the timing and administration of these assessments included in Getting Started as well)	blackline number
Work Place Instructions	Math Learning Center Web site: http://www.mathlearningcenter.org/resources/materials/kindergarten.asp	Work Place number
Home Connections	Home Connections	Home Connection number
Poems & Songs Portfolio Sheets	Poems & Songs Portfolio A or B	number
Number Corner Routines	Number Corner Blackline Masters and Transparencies	blackline number