Words Their Way
Organication Tips

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Words Their Way - Organization Tips

Student Word Study Folder:
I think of this folder as a portfolio. It’s a place where students can see and track their own progress in spelling. In order to keep the word study folder simple, students will receive a new folder for each grading period. This will eliminate the problem of lost work or a folder that is too big for my students to manage. I also added a homework section to the folder. It’s a good way for students to have everything they need all organized and ready to go.
The Student Word Study folder consists of the following sections:

1. **Independent Work** - the cover sheet for this section lists all the activities for each day. Seven days of activities are listed since I found that I might extend the amount of days a group studies a “sort” or I might test them sooner. I prefer to not limit my students. After five days, students get to decide when they want to be tested, promoting the “by in” effect. This section also has a back-to-back sheet with all the activities sectioned off which makes it user friendly, and keeps the students more organized.

2. **Homework** - this cover sheet lists all the activities on a day-by-day basis. Lined loose-leaf paper instead of copied sheets is sufficient for this section.
3. **Self Reflection** - This section had to look more formal. It needed to look important, so there is a separate form that could be copied for their folders. Students should think about what they have learned. If they write it down and keep it in their portfolios, they are more likely to give it value. Hopefully, they will carry this learning into their reading!

4. **Graded Work** - I prefer to test my groups at the end of each sort. Students keep their graded test in this section so they can keep track of their own progress.

5. **Rubric** - this is kept glued on the inside of the back cover of the student’s folder. Students can use it to guide their own performance, and use as a final grade of their work.
Teacher’s Word Study Binder:

- This was confusing when I first started. I had no idea how to organize everything. There were post-its everywhere! I would be working with a group at my back table and have to run to the front of my classroom to check my lesson plan book. It was hard to remember which group was working on which sort. Tracking of past lessons was difficult and I had to frequently flip through my lesson plan book to see what. When it came to making copies I found myself flipping through two books as post-its fell to the copy room floor. Keeping all the sorts straight was not an easy chore. That’s when I realized that I needed a folder like my students had. So, this is what I developed and what I found to work.
The Teacher’s Word Study Binder
consists of the following sections:

1. Monthly Lesson Plans- This is a record sheet of lessons taught. I found that I needed to keep track of past and future lessons for each group. My lesson plan book is a weekly snapshot and not enough for a quick glance during a lesson with one of my groups.

2. Chart of Group Sorts- Each teacher would have to make his or her own chart. It might take a half hour to make, but it will be worthwhile. I can find word sorts easier and faster and it keeps me more organized. With a quick glance, I know what sorts each group has had and what sort they will have.
3. **Dividers with pocket** - each group had a divider with a pocket where I keep future sorts, and spelling tests for grading or to be returned to students. On the divider, I keep a student list for those that I need to keep a closer watch on.

4. **Clear Pencil Pouch** - This is where the sort for each group is kept.

Hopefully, sharing these ideas have been helpful, as we all work toward being more organized.

Good luck with your groups, and happy teaching!
Student Work Study Folder
“Click to View”

Word Study Folder