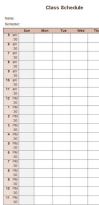


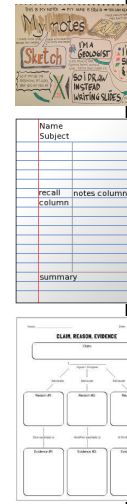
Non-Technology Tools and Options for Organization & Study Skills

Tool / Option	Photo	Subjects Supported	Suggested Grade Levels	Purpose	How Does the Tool Support Accessibility?	Estimated Cost (if Purchased)	Possible Inexpensive Alternatives
Lists		All	All	• Checklists • Checkpoints within assignments • To-do lists • Expectations for activities posted (group work, independent work, etc.)	Assists with • Working memory • Flexible thinking • Self control • Increasing Time on Task	• No cost-teacher created materials	• Print outs • Flip chart paper posters • Include within assignment handout
Binder Pockets and Tabs		All	K-8	It will help individuals organize important papers for storage in three-ring binders	In General: Tabs or Pockets can be used to separate different subjects or topics stored within a single binder. Pockets can be used to store materials that are used multiple times (ie: hundreds chart)	Estimate cost : \$5.00 per pack of 5 folders Sheet Protectors: \$10 for 25 sheets	Check sites for sheet protectors and binder tab dividers • Use colored paper that is three hole punched in place of divider tabs
Color coding		All	All	• Subject folders/note books • 2 folder system (take	• Organizes physical materials in folders, notebooks, desks, backpacks, bins, etc. • Color overlay	• Costs vary depending on needed materials	• Request from school office • Back-to-School supply sales

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 (click for video)				home, not finished, etc.) • Different colors for types of work or subject area (pink=class work, green=test, yellow=graded, etc.) • Do-A-Dot Art markers • highlighters	• Visual cues		
Schedules  (click for video)		All	All	• Personal schedules • Posted class schedule • Visual schedule (pictures instead of words)	• Lessen student anxiety • Time management • Working memory • Increases Time on Task	• No cost, teacher created materials	• Flip chart paper • Post on Whiteboard • Print out copies for students • Clipboards for personal schedules

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Graphic Organizers		All	All	• Thinking maps • Daily note sheets (vocab, key concepts/big ideas, page #s) • Picture notetaking/S ketchnotes • Cornell notes • Annotating	• Summary tool • Helps students with a memory barrier • Helps organize thinking	• No cost, teacher created materials	• Teacher created materials
Environment and Routines		All	All	• Labels with words or visuals (turn in trays, signout sheets, passes, material locations) • Posted procedures and expectations • “What does finished look like?” • Classroom jobs	• Helps students turn in completed work • Cues for following procedures • Working memory • Classroom management	• Label maker \$25-\$50 • Stackable document trays; cost varies, \$15+	• Print out labels and post • Flip chart paper • 2nd hand and discount stores

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				• Desk neatness checks • Hanging file folders			
Student Organization strategies		All	All	• 3 ring binder • Notebook dividers • 3 hole punch all copies • Pencil box • Desk hook magnets • App log in sheet, passwords and QR codes printed in one place	Assists with • Working memory • Flexible thinking • Self control Increases time on task	• Magnetic hooks 20-pack \$12 • Binders 4-pack \$12 • Pencil box \$1	• School Front Office • Discount stores • Teacher created doc for each student's tech info and log ins • 3 hole punch printouts when making copies • Tape logins/QR codes onto student name tags.
Agenda		All	All	• Student Planner • Assignment notebook • Assignment Calendar posted	Assists with • Working memory • Flexible thinking • Self control Increases time on task and time management	• Desk calendar \$11 • Student yearly planner \$15	• Check with sites for student agendas. • Print copies of weekly calendar • Use whiteboard
Note taking Strategies		All	All	• Highlighters • Flashcards • Index Cards	Assists with • Working memory • Flexible thinking • Summarizing	• School Front Office • 12 pack highlighters	• Teacher created materials and printouts • Cutting blank printer or notebook paper to 3x5.

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				- Notes in margins - Include abbreviations and symbols	- Comprehension - Organization - Memory Retention	\$8 100 ct. Index cards \$4	- Cutting color construction paper to 3x5, etc. - Using Sticky notes
Adaptive Scissors  (click for video)		All	All	Help students with fine motor issues related to cutting tasks	Assists with - Paper cutting accuracy - Building muscle & grip strength - Fine motor stamina		
Timers  (click for video)		All	All	- Sand timers - Liquid timers - Digital timers - Visual timer	- Time management - Flexible thinking - Increases time on Task	- Accessible Loan Library (ADLL) - Digital timer 6 pack \$16 - Sand timer 6-pack \$8 - Visual Timer \$19	Use built in timers on iPads or websites, YouTube videos
Highlighters  		All	K-8	Highlighters provide visual support to highlight important details in text/writing work.	Highlighting makes developing and editing written work easier for many who struggle with drafting and editing written work.	Check with sites, may be found in supply closets. Around \$2 (markers)	- Highlighter markers - Highlighter tapes - Color pencils - Colored markers - Crayons - Colored mini-sticky

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(click for video)					In General: Using highlighters draws a reader's: • visual attention to key points • Redundancies • the structure of an outline, paragraph, poem, or rough draft. • Remember key details in Math problems	Around \$10 (tape 4-pack) Around \$4 (color pencils) Around \$2 (crayons) Around \$10 (mini stickies)	notes
Visual Cues		All	PreK-8	Presents tasks and information in a visual manner	In General: Enables students to access information in picture forms. auditorily	Free or inexpensive	Poster board, flip charts, post-it charts, construction paper
Flip Charts & Whiteboards		All	K-8	When presenting information the teacher can use larger writing and different colors of markers to display smaller chunks of information as visual cues.	In Writing: Adaptive paper for beginning writers. In General: Can be used for any assignment.	Typically found on site in the inventory	Information can be placed on clipboards for individual use