

# Digital Organization Checklist



- Scan in any hard copies that are not in digital files.
- Create Folders for major topics (reading)
- Create sub folders for minor topics within the major topics (figurative language files)
- Make sure all documents have a home within these folders.
- Delete anything that is not used or outdated.
- Create a Yearly Organizer (see video explanation)
- Create Unit Organizers for each unit you will teach (see video explanation)
- Create Standards Organizers for each standard you will teach (see video explanation)
- Link each Unit Organizer to its place on the Yearly Organizer (see video explanation)
- Link each Standard Organizer to the Yearly Organizer (see video explanation)
- Link each assignment to the Unit Organizer (see video explanation)
- Link each assignment to the Standards Organizer (see video explanation-if you run out of time, this would be one you could skip, if you've done your Unit Organizer and all standards are sufficiently covered.)
- Relax because you have just saved yourself a ton of time during the school year!!

