

INB Grading Tips

Your INB is an easy daily grade if you are keeping up with your class work and staying organized. There are four parts to grading the INB: organization, summaries on notes, warm ups, and stamps. Each section is worth 100 points and the final grade is calculated from all sections.

1. Organization

- **Every unit, including the resource section, must have a labeled tab.** I provide “tabs” that you may have, or you can purchase removable tabs that are easy to write on.
- **All work is on the correct pages.** Every handout given to you will be numbered, but you can also look at your table of contents to see where your work should go. You will not receive credit for work that is put in the pocket at the beginning of the notebook! If you turn work in late, make sure to write “turned in” at the top of the page so that you do not lose points. NOTE: I will not grade work that is glued into the notebook.
- **Notebook is neat, organized, and you made use of color.** Make sure that all your pages are neatly glued or taped into your notebook. DO NOT use a stapler. If you use tape, make sure to tape down all sides of the page and not just the top. When taking notes and/or completing processing assignments, you need to incorporate color. Research has shown that when you use at least three different colors, it will help to make learning more permanent.

2. Summaries on Notes

- When you take notes in class, I expect you to write a 3-5 sentence summary paragraph. At minimum, you should answer the essential question. I always indicate on the table of contents page how many summaries you should have by the end of the unit.

3. Warm Ups

- Most class periods we will have a warm up question at the beginning of class. I expect you to write the date, the question, and the answer. If you are absent, you can either get the question from a friend or from my website. I always indicate on the table of contents page how many warm ups you should have by the end of the unit.

4. Stamps

- Most assignments are not turned in, but are stamped in the notebook. The table of contents indicates how many stamps you should have by the end of the unit. There are a few rules to the stamps:
 - I will stamp at the beginning of class while you are working on the warm up. If you are not ready for the stamp, it is your responsibility to come to me at a later time to get the stamp.
 - Most stamps can be received without penalty after the original day that it is due. There are, however, exceptions. You will not get a late stamp for any preLabs or reviews.
 - If you are missing stamps, I will not stamp late/absent work in class on the day of the exam. You must have received all stamps, except for the review, before the class period of the exam. It is your responsibility to get all stamps before the bell rings.

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Sample Grade

- Organization _____/3= _____
 - ALL Units have CLEARLY LABELED tabs
 - All work are on the correct pages
 - Notebook is neat, organized, and students used color

- Summaries on Notes _____/3= _____
 - Must at least answer the essential question
 - Must be a paragraph (5-7 sentences)

- Warm Ups _____/6= _____
 - Include Date
 - Include Question
 - Include Complete Answer

- Stamps _____/12= _____

NOTEBOOK Grade: _____/400 = _____ (final grade)