



## Criteria for Grading Notebooks:

### 1) Content Page

The Notebook Content Page should be completed. All page numbers, dates, grades, and other specific information for each page should be properly recorded.

### 2) Page Numbers

Each page should be correctly numbered in the upper right corner. All page numbers should correspond to the page numbers on the Notebook Content Page. If an assignment requires more than one piece of paper, label all pieces of paper for that assignment with the same page number.

### 3) Page Titles

Each page should be labeled with a title. If the page is a worksheet, it will already have a title. For notes, a title will be given at the time the notes are taken. Write this title on the top line of the page. For classwork assignments, the title will be the page number and the numbers of the assigned problems/questions or some other description that indicates what is on that page. Refer to the Notebook Content Page if unsure about page titles.

### 4) Notes

All notes given in class should be recorded in your notebook. If you are absent from class, you should copy another student's notes.

### 5) Missing Pages

Three points will be deducted from your notebook grade for each page that is missing from your notebook.

### 6) Order of Pages

All pages should be in the order indicated on the Notebook Content Page starting with page 1. Do **NOT** divide your notebook into sections (i.e. homework, quizzes, notes, etc).

### 7) Securing Pages

All pages should be correctly hole-punched and secured in a three-ring notebook.