Mathematics Notebook

1. The Notebook will be a 3-ring notebook.
   A medium size is best and if it gets full then get another notebook.

2. Obtain dividers for the notebook with labels
   Purchased dividers are the best.

3. Your name is to be clearly marked on the outside of the notebook.

4. The first set of pages is as follows:
   a. Divider marked information
   b. Overall point total sheet
   c. Graph of overall points
   d. Homework assignments calendar

4. The next set of pages is as follows:
   a. Divider marked syllabus and handouts
   b. The syllabus
   c. Additional general handouts as presented

5. The next set of pages is as follows
   a. Divider marked tests and quizzes
   b. Tests and quizzes
   c. Corrections to tests and quizzes.

6. The next set of pages is as follows
   a. Chapter one – Divider marked chapter one
      i. Chapter one homework point total sheet
      ii. Chapter one Notes
      iii. Chapter one homework
      iv. Chapter one study sheets
          After each class meeting, transfer definitions and rules to study sheets
      v. Chapter one homework practice tests questions
          After each class, transfer each example to your practice test section. (Leave room for answer to be worked later)
      vi. Chapter one homework practice tests answers

   b. Chapter two and Divider marked chapter two
      Follow the same format for chapter one
7. **Notes** – Use three different colors while taking notes. Most students like using red, blue, and black pencil.
   a. Use the red pen to write definitions
   b. Use the red pen to mark problems or items that the instructor indicates will be on a test
   c. Use the blue pen to write procedures and rules
   d. Use the pencil to write problems and explanations.

8. **Additional observations**
   a. When taking notes, do not just write the solution to the problems that the instructor works out but write the explanation as well.
   b. To the side, of problem, make notes about each step
   c. Pay attention to examples instructor emphasizes and star or highlight them as potential test questions.
   d. Include common errors that instructor points out
   e. Use a tape recorder if necessary
   f. After class, supplement notes by using text information.

9. **Homework**
   a. All sections are to be clearly marked and problems numbered
   b. All answers circled and yellow highlighted
   c. All answers checked with red pen
   d. Corrections to wrong answers need be to done
   e. Determine number of correct problems to total problems for each section.

10. **Additional notes**
    a. Use your study sheet to do homework.
    b. After completing the homework, make a practice quiz from the homework problems (do not pick the just easy questions.)
    c. Study your study sheet and then take practice quiz. If you have difficulty, practice writing material in study sheet in your own words and practice some more problems.
    d. Prepare for the next class meeting by reading the text before class. Reread the text after the class meeting.
    e. Keep your notebook organized on a daily basis.

11. **Supplies**
    a. 3 ring notebook and dividers and paper (not spiral bound)
    b. red, blue pens and pencils (at least two)
    c. yellow highlighter
    d. hole punch, straight edge (ruler)