**Recommended Order & Contents of 3-Ring Binder/ Notebook**

Print out the following from the course website **lanoue.webstarts.com**. Buy some dividers and place in a 3-ring binder in this order:

1. **Syllabus** (print out the course syllabus and place in this section)
2. **Grade Record** (hand write your grades on this sheet and keep a record of them! As assignments, quizzes and exams are returned to you)
3. Completed lecture **PowerPoints** (\*you watch the lecture videos on the website and fill in the blanks on the PowerPoint templates; you can find the PowerPoint template notes under the link “Get Class Notes” on the course home page). Complete chapters 1, 3 – 10.
4. **Quizzes** (place returned scantrons in this section)
5. **Exams** (place returned exams in this section)
6. **Assignments** (other returned papers like your current event and your written essay)
7. **Handouts/Practice** – (place any class handouts/ additional non-graded practice activities, etc. here)