**Instructor Comments (instructor by alphabetical order)**

**Baranowski, Becky**

Folders are put on the table at the beginning of class. The left sleeve of the folder has the daily warm up or quiz. The right sleeve has any graded homework/quizzes that need to be turned back to students. If students have homework to turn in, they put in the right sleeve. As they work on the warm up or quiz with their table mates, I collect the folder. Any homework not put in the folder by the time I collect the folder is considered late.

What I like about the folders is that I am more organized. Every warm up is based off of the previous class period activities. It takes a lot my time and requires me to be very flexible with each class. I’ve learned to not be so strict on what HAS to be covered each class period and to go with the flow of my students.

Another item I have noticed is that students start to talk more to each other at the beginning of the semester instead of waiting until week 4 or 5 to talk. Like Teri said, it also helps students remember what to turn in; they hold each other accountable.

**Breaux, Michelle**

As a team activity at the beginning of the semester, I have each team list the effective behaviors that students who work well collaboratively demonstrate. I then go through the information for all of my classes and create a master list summarizing their lists. I paste a copy of this list inside each team folder to remind them of these behaviors. Before class begins each day, I write a Question of the Day on the whiteboard and hand out the team folders. Inside each folder is a sheet for them to record their answer to the question of the day along with a modified checklist that we learned about from the Cooperative Learning workshop. Each team is responsible for completing both of these items when they first come in and before class starts. I also have students create name tents using the guidelines from the cooperative learning workshop and these are kept in the folders.

I like the sense of team that using the folders builds at the beginning of the semester and the start of each new team formation. They sometimes struggle to come up with a team name, but I love encouraging their creativity. The discussions that students have based on the questions I use for question of the day are fascinating. In the fall, I discovered that using “Would you rather…” type questions often leads to deeper thinking about the questions. I also use the questions to ask about school related topics. For example, I ask them “What classes are you planning to take next semester?” the week before priority registration starts. I also ask questions about what keeps them motivated and how they handle stress. I began searching for questions online and have now created a document with a large list of questions to pull from.

In the spring semester, I also started adding a Team Exit ticket in the team folders. The last 5 minutes of class, students confer with their team and write down at least 2 things they learned that day along with any questions they have based on the content for that class period. Because I started this practice midway through the semester, both I and my students sometimes forget about the exit ticket. I plan to use these from the beginning of the semester in the future.

Making sure that students always have the forms they need takes a lot of time. Sometimes I forget that they have used all of the spaces on their forms and need new ones. I also think that I am not using the folders to their full potential.

I don’t tend to use them to collect or return work. Most assignments I have are either due at 11:59 PM or in rare cases due at the beginning of class. Because they keep their folders all class period, this wouldn’t help me with assignments due at the beginning of class. Some students do turn in work in at the end of class, though. I would like to start having them put their work in the folders.

I am still not comfortable using the folders to return work because it is too easy for them to see grades of another student. Most of the work I collect is done individually. While passing back work this way would save time, I haven’t done so because of FERPA concerns. There have been a few times that I used the folders to pass out handouts, but what I usually hand out, I want them to have when they need it and not at the beginning class because it could become a distraction.

Overall, I like using the folders and plan to keep using them in my classes.

**Graham, Teri**

I use the name tags and folders in all of my courses.  The folders enable the students and I to transfer materials very efficiently and encourages the students to jump right in to their team work.  I return team papers and place in warmups etc and they return any team activities from the scribe for the team for the days' points.  I have found that it helps the students remember to turn in documents, the team works together to make sure the scribes paper is turned in because they receive group points and the team collects documents/notes for anyone in their team that is absent.

**Lockhart, Sarah**

I like the folders for keeping the group check in sheet and handing in/passing back work.  For the exams I've started putting the grade on the second sheet, instead of on the front.  I was in a workshop where they suggested not putting the grade at all because students just focus on that (but I figure students would freak out if I didn't : )) so this causes them to at least look at what they did right and wrong for a minute (maybe I should put it on the last page even... ) so I don't have an issue of students seeing each other's grades on exams when I do this.

I like the folders as well because I think it gives the group some sort of community, if that makes sense.  They have a 'home' in the class, that space is theirs.  They can decorate it however they want, they can write notes on it, they make it their own.  And this helps bond them a little bit.

I like them as well because if I give students a handout and someone is absent, the extra just goes in their folder and they can get it when they come back.  This sometimes doesn't happen since they need it that day and I generally send it via email, but still, in theory it is good and works if they didn't ask me through email for any handouts.

**Rivera, Luvia**

I use the folders in all my classes and my students really like them because if they miss any handouts for the day they are absent, they are all stored in the folder.  I also use the folder to store the “Getting to know each other” handout.  Students put all their names down on one side and the question of the day on the other side and they collect/discuss the question of the day.  I stopped doing the question of the day after the groups got to know each other.  If a student is absent and papers are passed back, it goes directly in the folder and they know where to find their papers.  Although students really like them, I still have a difficult time because I have to carry these piles of folders to class with me.  Still not convinced as their usefulness for me.