



STUDY SKILLS WORKSHOP ORGANIZATION

TAC 2022

ENTER



01

02

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04



This study skills initiative is brought to you by Markville's Student Success Team and Transition Activities Council (TAC)



DID YOU KNOW.....



01

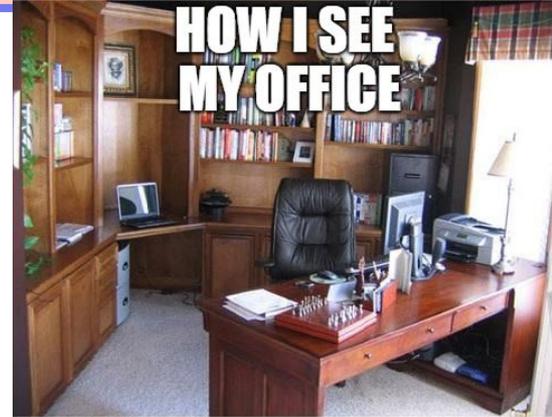
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The average American burns 55 minutes a day (roughly 12 days a year) looking for things they know they own but cannot find!



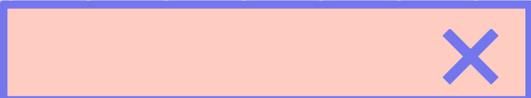


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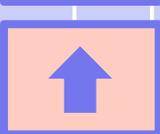
03

04



ORGANIZATION

First, a short game...



A blue square button with a white 'X' icon.

I have my google drive organized by grade, subject, and unit... it is also color coded



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A blue 'X' icon on an orange background, used for closing a window or dialog.

All my paperwork is stored in different binders/folders separated by subjects and units



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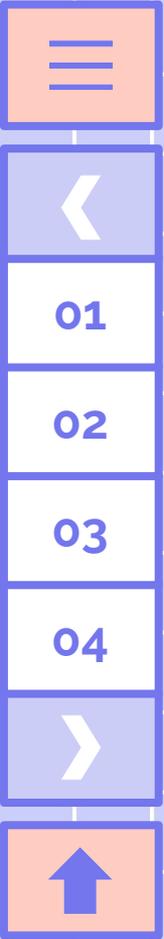
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A blue square button with a white 'X' icon.

I have kept all my previous tests so that I
can refer back to them when I study

A vertical sidebar on the left side of the slide. It contains seven buttons: a menu icon (three horizontal lines) in an orange box at the top; a back arrow in a light blue box; a button with the number '01' in a white box; a button with the number '02' in a white box; a button with the number '03' in a white box; a button with the number '04' in a white box; a forward arrow in a light blue box; and an up arrow in an orange box at the bottom.

I know how to sort google documents
(docs, slides, sheets, etc...) directly from
the doc itself



Good question.



Take out your binders and laptops!



PHYSICAL AGENDAS



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ONLINE AGENDAS



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Chrome File Edit View History Bookmarks Window Help

Beaver Country Day School x Inbox - Bell Schedule

https://www.google.com/calendar/render?tab=mc&pli=1

Search Images Mail Drive Calendar Sites Contacts Maps YouTube More

beaver apps Search Calendar

Calendar Today < > Jan 27 – Feb 9, 2013 Day Week Month 2 Weeks Agenda More

CREATE

January 2013

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My calendars

Other calendars

Add a coworker's calendar

- ASGMT - Humanities...
- Asgmt - Lang Wk6
- ASGMT - Math 6-2
- ASGMT - Theater 6-1
- ASMG T - Science 6.2
- Contacts' birthdays a...
- MS Rotation
- US Holidays

Field Notebook Entry

Work on your Parts of Speech
Read and margin note/c
Day 5

DUE: Parts of Speech C
Pg: 163-164 #33-48
Mystery Podcast In-Class
Finish Crater Research
Day 6

Read and margin note/c
Pg 167 #6-18
FINISH CRATER POST
Day 7

Beaver is playing Park at
Bring in your copy of City
Read and margin note/c
News Report #4 Duo
Day 1

NCDS is playing Beaver
Due: Actively Read Chap
Math quiz
Day 2

Due: Actively Read Chap
Crafter HW Worksheet
Day 3

Beaver is playing Shady
Day 4

Beaver is playing Belmor
Due: Actively Read Chap
Day 5

Due: Actively Read Chap
Day 6

Due: Actively Read Chap
Day 7

Tasks

list

- ✓ wero-long pants
Tue, Sep 26, 2012
- ✓ Know the definitions of all of the words for the vocab quiz
Sun, Sep 23, 2012
- ✓ Know how to spell the vocab words for quiz
Thu, Sep 20, 2012
- ✓ Be done with reflection
- ✓ Re-dividers for classes
- ✓ Read a humanities di...
Tue, Sep 18, 2012
- ✓ Related email
- ✓ wero-long pants

Assignments

Events

To-Do's

Actions + -



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ATMOSPHERE

Do you study in your room? Do you have your phone nearby? Do you have a TV in your room?



GOOD VS BAD



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Where does paper go?

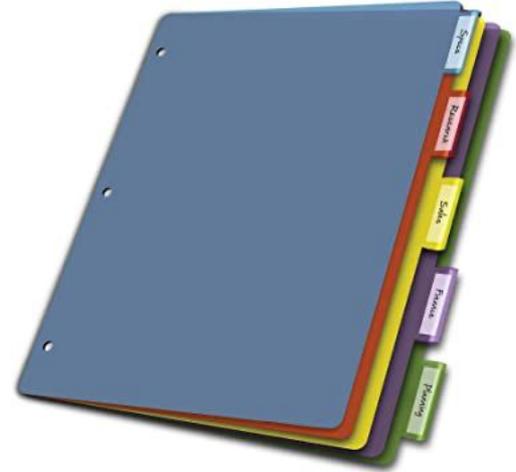


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Cont'd...



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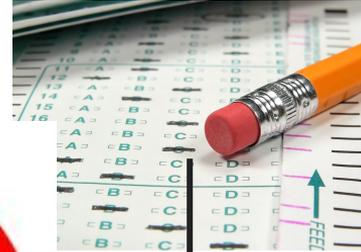
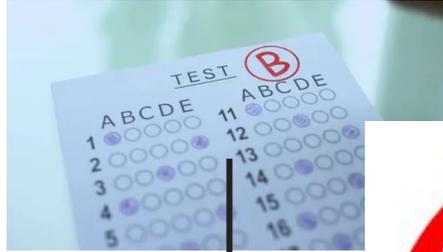
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TESTS + QUIZZES



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TEST



QUIZ



4 RULES TO BEING ORGANIZED ON GAPPS

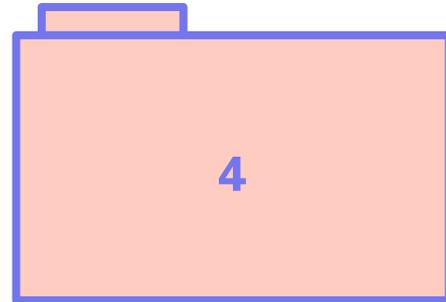
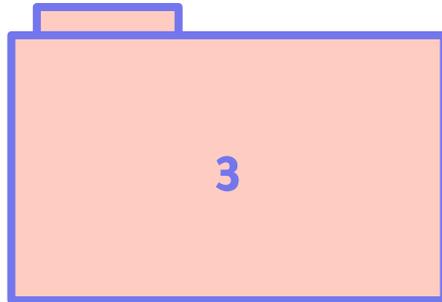
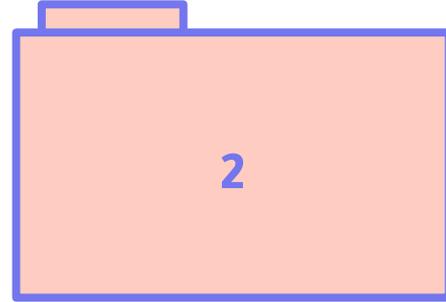
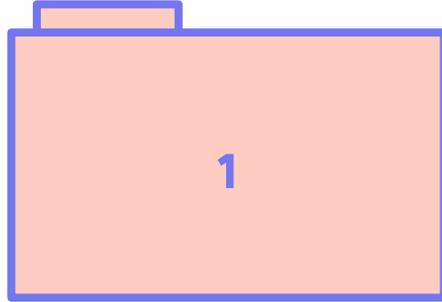


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Move important items into your Drive from your “Shared With Me”

- You can Make a Copy or “Add to my drive”



Create course and unit folders to organize your work



Use colours to help sort or label your folders



Name your Docs, Slides, etc.. so that you know what they are

> choose a name that you will remember so you can search it later

- (i.e. Your name_project title)

NO "Untitled" files, please!



ORGANIZING WITH GOOGLE DRIVE



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- Create one folder called **"Elementary School"** and move all your old files from Elementary in there.
- Your folders should be labeled with the grade and subject (i.e. Gr. 8 English)

Google Drive Search Drive

NEW My Drive ▾

My Drive

- ▶ @JakeMillerTech
- ▶ #GAFETip Images
- ▶ 3 DT + JMT
- ▶ 3D Printing
- ▶ 3D Printing Resourc...
- ▶ Aurasma
- ▶ DIRT System
- ▶ Expense Reporter
- ▶ Fantasy Football
- ▶ Files from st_jakemi...
- ▶ Financial
- ▶ Formative Assessm...
- ▶ GET
- ▶ Google
- ▶ Headshots

Quick Access

- Twitter Hashtags & Handles t...
You opened today
- My Tweets, Retweets & Replie...
You opened this week
- Trail You

Name ↓	Owner
Writing Ourselves 3	me
Writing Ourselves 2	me
Writing Ourselves	me
WeVideo	me
Transcripts	me
TO SORT Files from st iakemiller	me

10 GB of 15 GB used



GOOGLE FOLDERS -> COLOR CODING



01

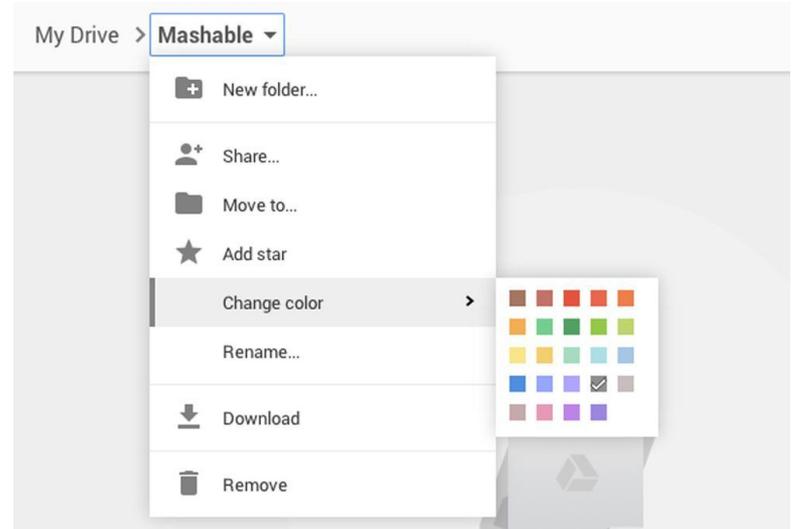
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- Right-click on a folder
- Choose **“Change Colour”** and select a colour for each folder





GOOGLE FOLDERS -> RENAMING



01

Clearly name your Docs, Slides, etc.. so that you know what they are! (i.e. Your name_project title)

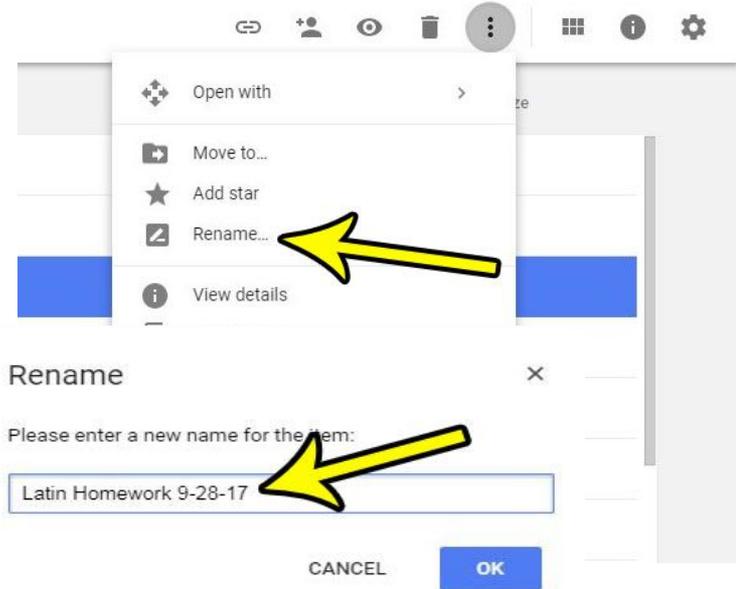
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- > Right click on your doc/slide/sheet
- > Choose "Rename"
- > Name your doc something that you will remember so you can search it later





OR...



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Library Orientation - Master List

File Edit View Insert Format Tools Add to My Drive Help Last edit was made 9 hours ago

100% Normal text Arial 11 B I U A

Library Orientation - Areas to Cover

#	Trigger	Overlay/Description	Name	
1		Video of slides - explaining how to find books in the <u>Non-Fiction</u> collection	Non-Fiction	1. W of th call DIC'

Unity Examples

File Edit View Insert Move to... Tools Table Add-ons Help Last

100% Normal text Arial 11

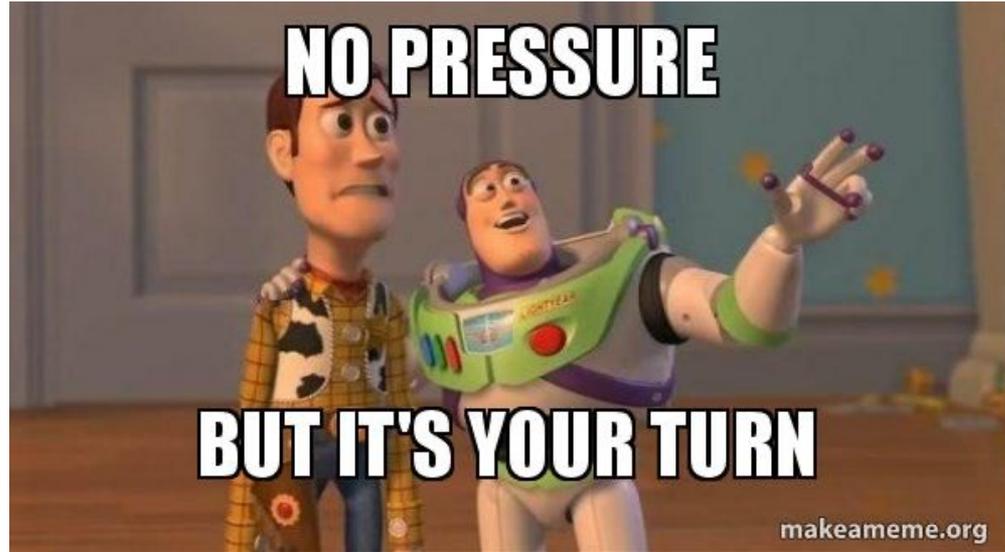


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YOUR TURN!



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QUESTIONS?

