ORGANIZATION

Students will organize information in various ways to enhance its accessibility and usability. Teachers provide opportunities and reasons for students to acquire and practice organizational skills.

Entry	Developing	Approaching	Ideal/Target
Teacher organizes and presents information to students non-digitally. Teacher and students apply organization solely to locate information.	Teacher organizes work digitally. Teacher views organization as a way to display and convey information. Teacher uses available electronic resources to distribute information to students. Students submit work files electronically.	Teacher facilitates students viewing digital organization in ways that can be applied broadly. Teacher and students apply organizational techniques to locate and display information. Students are aware of and apply organization as a means to locate, display, and manage the flow of information.	Teacher stores and delivers content in ways that enhance accessibility based on audience and performance needs. Students apply various levels of organization to their documented work. Students use many aspects of organization in effective and productive ways. Students evaluate, choose, and apply a variety of organizational techniques and methodologies as appropriate.