

Notebook Check Rubric

Category	5	4	3	2
Overall organization	Notebook is labeled and papers are in order. The correct tabs are in place.	Notebook is labeled and the correct tabs are there but they are not in order	Notebook is missing 1 or more categories and it lacks organization	Notebook is not labeled and is missing more than 2 categories and is not organized.
Neatness, Completeness and Proper Use	Neat pages, legible handwriting. Use of a writing utensil that is school appropriate.	Mostly neat, mostly legible. Contains items from other classes that should not be in this folder.	Sloppy or unorganized. Handwriting is sometimes illegible. Contains many things from another class. Inappropriate usage of writing utensils	The work appears sloppy and unorganized. It is hard to know what information goes where. Notebook is not used for just HS 101
Notes/Journals Section	All papers under this label are daily assignments and homework. Each sheet has the students name and date on the sheet visible to the teacher.	Most papers under this label are daily assignments and homework. Some papers are missing a name and date on them	Papers are not in any order and are not under the correct tab. Some papers are missing a name and date on them.	Papers are missing from the daily section. Name and date is not on most of the papers.
Handouts/Graded Work Section	All projects and handouts for projects, and study guides are in this section. Papers are neat and organized with a name and date on them.	All handouts for tests and projects are under this label. Some are missing the name and date on them	Most handouts for test and projects are under this label. Some have name and date on them	Most handouts are missing from this section. Most sheets do not have a name and a date on them.

Student Name: _____

Total Points: _____ / 20

Grade: _____

Teacher comments: _____

