



[Review Test Scores](#)

[Set Up Notebook](#)

- Step 1**.....Gather your incorrect answers, and list all of them from either direct testing or www.Gmetrix.net (left side of notebook)
- Step 2**Make a Table of Contents and list the specific test at the top (ex. Test 1 Training Table of contents). Alphabetize the terms listed that you got incorrect after researching the correct answer.
- Step 3**.....Answer the terms you don't know alphabetically matching your table of contents in the direct alphabetized order listed in your notebook with page #s. Please number ALL your pages and Table of Contents (TOC) in the notebook to reference them in an organized fashion.

Alphabetized Letters (Assistance for Listing Terms in Notebook)
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are random notebook checks throughout all marking periods. Your notebook is an alternate **formative assessment**. Construct it well, and work to the best of your ability. This is especially important if your test scores are poor. A well-developed notebook can save your grade!

Formative Assessment Definition – An alternate way to grade someone based on effort & individual progress.

Summative Assessment Definition – A grade based on numerical data like an example is a Microsoft Test.

If you do not receive passing test scores, I can use your notebook notes you took on the answers you got incorrect as an alternate way to grade you individually as a person based on individual effort and not a test score. (Formative Assessment)

Respectfully, Mr. Riese



Notebook Set-Up / Rubric

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Notebook Requirements	25 pts.	50 pts.	75 pts.	100 pts.
List Incorrect Terms or Terms You Don't Know	No missing terms are listed in the beginning of the notebook	Some missing terms are listed in the beginning of the notebook as a reference	Most of the missing terms are listed in the beginning of the notebook	All missing terms are listed in the beginning of the notebook based on what you don't understand, or got incorrect during testing
Create a Table of Contents	No table of contents is created	Very few unfamiliar terms are listed in the table of contents	Some unfamiliar terms are listed in the notebook alphabetically as a reference	All unfamiliar terms are listed alphabetically as a reference, and all pages are numbered in the table of contents
Answer Table of Contents Terms Alphabetically Make Page #s	No missing terms are alphabetically listed and answered correctly at all	Very few missing terms are alphabetically listed and answered correctly in great detail	Some missing terms are alphabetically listed and answered correctly in great detail	All missing terms are alphabetically listed based on the table of contents and answered correctly in great detail as a reference according to a specific page #
Neatness & Organization	No terms are listed on correct page #s, alphabetically, and are clearly written	Very few terms are listed on correct page #s, alphabetically, and are clearly written	Most of the terms are listed alphabetically, and are clearly written	All terms are listed on correct page #s, alphabetically, and are clearly written

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- Microsoft Certifications (Drop Down)
 - Review Test Scores (Button)
 - Set up Notebook (Button)