Batching 101 Checklist

Getting Organized

❑ Labeled folders - one for each subject or class you teach.

❑ Put the labeled grading rubrics or answer keys for each assignment for the week into the proper folders. OR…

❑ Put a sticky note with the name of the teacher's manual and page # of the answer key into the folder.

❑ Paperclip finished papers in groups by assignment.

❑ Attach the grading tool [rubric, answer key, etc.].

❑ Place grouped assignments into the proper folders.

❑ Choose your schedule, arrange time and childcare [if needed].

❑ Make it an appointment on your calendar [a promise to yourself].

Ready to Grade

❑ Get your folders.

❑ Decide if you will grade a group and then record grades or grade everything and then record it all.

❑ Grab a timer and any supplies [pens, grade book, computer…]

❑ Group assignments by type - subject, topic or class.

❑ Choose one group of papers to start with.

❑ Do all of one group before moving on.

❑ Get busy!