**Q: I keep hearing about the “Unfinished Work Folder” what is that and what is it used for?**

**A:** My procedure is…

When students are given assignments, they are given an amount of time to complete the assignment(s). I am aware that all students do not work at the same pace. In order to accommodate all learners and differentiate my instruction, I created the Unfinished Work folder. If a student does not complete an assignment in the allotted time, they put the assignment in their unfinished work folder in their desk. This is to ensure that when they get any extra time during the day, they will know where their work that was not completed is located, they can return to it, and complete it to turn in. If the students are given a specific place allotted for unfinished work, it would probably get lost, and/or they would never go back to it to get it complete.