

# Lesson Bagging Instructions for Smithsonian Science for the Classroom

## Introduction

Get ready to bag and brag! Let's be real—prepping materials for hands-on science lessons can feel like a juggling act. But with this step-by-step guide, you can become your school's lesson-bagging MVP.

The following steps help you organize, bag, and label everything you and your students need before a lesson begins. That means less scrambling, fewer missing pieces, and more time for the good stuff, like watching your students light up with curiosity.

### What you can expect:

- Clear steps that make prep simple.
- *Smart Tips* to save you time.
- Peace of mind knowing you're ready to launch learning.

### What you need:

- Smithsonian Science for the Classroom™ module shipment (tote, boxes)
- Needed but not supplied materials
- Plastic bags or bins (various sizes)
- Masking tape
- Labels (optional)
- Markers (black/blue permanent markers are best)
- Scissors
- Sticky notes
- Pens
- Access to a printer/copy machine
- Classroom volunteers (optional)

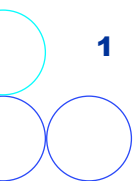
### What goes in a bag/bin?

- Print (family letter, student notebook, and activity sheets)
- Materials provided (hands-on activity materials)
- Materials needed but not supplied (NBNS)

### Smart Tips for efficient bagging:

- Print this document and check off each task as it is completed.
- Bag a whole module in one go (10 Lessons for Grades K–2 and 15 lessons for Grades 3–5).
- Color-code bags by lesson by placing colored sticky notes inside each bag.
- Re-bag all non-consumable items immediately after use so they are ready for the next lesson.
- Assign classroom helpers to restock consumable items.
- Keep a refill bin for consumables.
- Convert this PDF to a Word document to customize your preparation experience.

Now, crank up your favorite playlist and let's make science prep so smooth that you might just start bragging about your bagging.





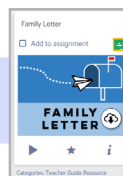
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## Step-by-Step Checklist (continued)

### Step Two: Prepare Printed Materials

1. **Make copies of the Family Letter** (Family letters are part of kindergarten and 2nd edition modules only. If you have a 1st Edition module for Grades 1–5, skip to step 2.)
  - a. Log in to [www.CarolinaScienceOnline.com](http://www.CarolinaScienceOnline.com) (CSO).
  - b. Select Module > Lesson 1 > Materials & Preparation
  - c. Locate the link to the downloadable Family Letter in the Preparation section > 'Plan Ahead' Box (English version only).
  - d. Download and print copies of the letter.

**Smart Tip:** The Family Letter is also under the Digital Resources tab for Lesson 1 (look for the download icon in the tile image).



2. **Make copies of the Notebook and Activity Sheets**
  - a. Log into [www.CarolinaScienceOnline.com](http://www.CarolinaScienceOnline.com) (CSO). Select Module > Resources > Teaching Resources > Navigate to Lesson Notebook and Activity Sheets (English or Spanish).

**-or-**

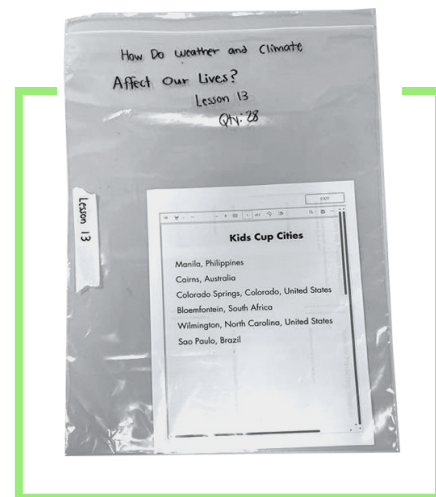
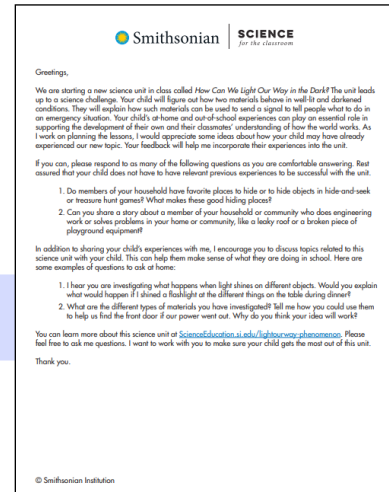
  - b. Open your Teacher Guide and use the Table of Contents to locate Blackline Masters. Flip to the Blackline Masters pages to see all notebook and activity sheets (English only).
  - c. Download and print from CSO or make copies from the Teacher Guide of all notebook and activity sheets.

**Smart Tip:** Keep one set of all family letters, notebook sheets, and activity sheets so it's easier to make copies next time.

3. **Sort printed materials by lesson**
  - a. Each Notebook Sheet and Activity Sheet has the lesson number at the top. Family Letters are distributed at the start of Lesson 1 (Kindergarten and 2nd Edition modules only).
  - b. Label one bag for each lesson with the module title, lesson number, and number of copies you printed of each sheet. *Example: How Do Weather & Climate Affect Our Lives? Lesson 13, 28 copies each*
  - c. Place the printed copies inside the bags for their corresponding lesson.

**Smart Tip:** Label bags by writing on them with permanent marker, writing on a sticky note and placing it inside the bag, writing on masking tape and attaching it to the bag, or all three. These options work for bins, too!

**Smart Tip:** Place sticky notes with additional information or reminders in bags as desired. For example, you may want a reminder to order living materials on a particular date or after a specific lesson.



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## Step-by-Step Checklist (continued)

### Step Three: Prepare Hands-on Materials Bags

- Open your Teacher Guide to the beginning of the lesson you are preparing for. The Materials section lists all the materials that are needed. The materials are organized into four subgroups:
  - For the **teacher**
  - For each **student**
  - For a **group of students**
  - For the **class**
- Put all the kit items for the lesson together. (These items do not have an \* after them.)
- Divide the kit items for each lesson into subgroups: teacher, student, groups, and class.
- Place the items for each subgroup into a separate bag.
- Label each bag with the module title, lesson number, and subgroup name. *Example: How Do Weather & Climate Affect Our Lives? Lesson 13, Teacher*

**Smart Tip:** If an item is too large to fit into a bag or bin, simply label it using masking tape and a marker.

**Smart Tip: What if an item is used in multiple lessons?** Place these items in the bag for the lesson in which they will be used first. Put a sticky note in the bag or attach a piece of masking tape to the item to remind you which lesson(s) it will be reused in. Transfer the item to the next bag upon completion of the first lesson it is used in.

- Gather the **Needed but Not Supplied (NBNS)** items and put them all together in a single bag. They will be used repeatedly during the module. Label the bag with the module title and “Needed but Not Supplied Items.”
- Make a copy of the Needed but Not Supplied Materials list from your Teacher Guide and place it in the bag so you know when to use each item. Additionally, you can place a sticky note into each lesson bag to remind you of the NBNS supplies you need for that lesson.

Materials	
<b>For the teacher</b>	<b>For each student</b>
• Computer or tablet with Internet access*	• STEM notebook*
• Projector for digital media*	<b>For each group of two students</b>
• Chart paper*	• 1 Computer or tablet with Internet access*
• Tape*	<b>For the class</b>
• Glue stick*	

Lists are also online in each lesson's Materials and Preparation tab!



Needed but Not Supplied Materials List	Lesson									
	1	2	3	4	5	6	7	8	9	10
Chart paper	X	X	X	X	X	X	X		X	
Computer or tablet with Internet access	X	X	X	X	X	X	X		X	
Drawing materials							X	X		
Glue stick	X			X			X	X		
Highlighters				X						
Meter stick		X	X	X						
Metric ruler		X		X						X
Pencil				X						
Projector for digital media	X	X	X	X	X	X	X		X	
Scissors		X	X	X			X	X	X	X
STEM notebook	X	X	X	X	X	X	X	X	X	X
Tape	X	X	X				X	X	X	

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## Step-by-Step Checklist (continued)

### Step Four: Sequence and Store Your Lesson Bags

1. Place all the prepared bags back in the blue tote. You can also use a cart or cabinet:
2. Keep the bags grouped by lesson numbers for easy access. Use rubber bands, binder clips, or colored sticky notes to help with this.



## Congratulations!

Your prep work is complete, and your Smithsonian Science for the Classroom materials are ready to go. Here's to smooth lessons, curious minds, and joyful teaching ahead!

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UNLEASH LEARNING™



# Lesson-Bagging MVP

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