

### What should you expect from DocOA/ring quality?

1. The Locking Rings- The Sliplock™ element that you see on the book-ring is designed to fit snugly over the ring opening. When you receive the rings, the slip lock is in the closed position. Slide the sliplock to either side. At first it may be hard to slide but use a firm push with your finger and it will move to allow you to open and close the rings. Slide it back to keep the rings locked.

2. To open the bookrings, it is necessary to press the rings slightly apart before pulling them away to open. And, as you push them to close, it may be necessary to press the rings slightly apart. When closed, they will snap securely into place.

3. If your ring has a defect, you will discover it immediately as the rings may separate at the riveted pivot point. Replace any ring that separates with a new ring. It is not recommended that you push the rings in opposite directions to tighten their closure, as this may result in the pivot giving way.

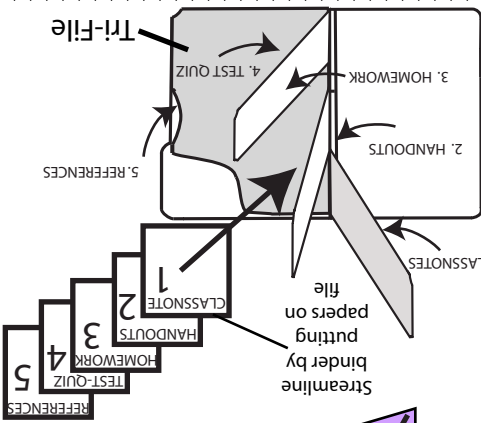
### How do you know DocOA is working?

1. DocOA has pockets for all your papers. You know it's working when you DON'T HAVE TO OPEN OR CLOSE THE RINGS to put and get your papers! In other words, you have a place for every kind of paper, and each and every kind of paper is put in it's proper place.

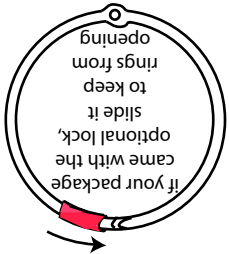
2. If you think you need to open the rings to put something away, discuss this with your work group leader or the assigned notebook doctor for your class. You may just need to relabel your pockets or, you may need to ADD ANOTHER POCKET for the papers you have in question.

3. If you are following the KnowThing™ Challenge program (see the inside of this user guide), then you will be emulating the filing and organizing of a digital computer. When you put and get your papers, it should take no more than 3 seconds to store your papers in the proper place and no more than 3 seconds to find them again! If this is happening, then DocOA is definitely working for you.

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Archive using the tri-file as a buffer or use any other means to store your papers for reference



make sure to label ALL your pockets using the preprinted sticker sheet

## Getting Started What's inside your user guide to the KnowThing™ Challenge:

### Table of Contents:

#### “Outside”

- P1: Getting Started
- P2/P3: Quick Assembly Manual
- P4: How do you know it's working

#### “Inside”

The 4 Quadrants of the KnowThingChallenge™

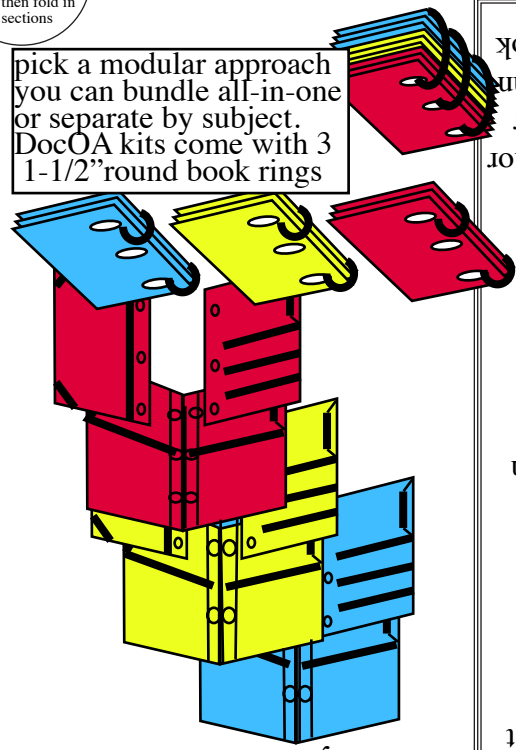
### the KnowThing™ Challenge in a nutshell:

1. Can you build a DocOA
2. Can you keep DocOA working
3. Can you use DocOA to put and get your academic papers faster than a digital computer?
4. Can you accomplish step#3 WITHOUT opening and closing the rings of your binder

..... See Inside For Details .....

print two sided or print each page separately and glue back to back then fold in 4 sections

pick a modular approach you can bundle all-in-one or separate by subject. DocOA kits come with 3 1-1/2" round book rings



Organize your DocOA pockets. Use a nested cluster (shown) or pick another configuration that fits your needs!

What to do 1st: Find out what the color coding is for the subject folders in your School! Put the name of each subject on the front of the colored twin pocket used for each subject. Use the color coded tabs to mark resources in each subject: for ex- put a color tab on the cover of your 2 column Cornell notebook

## Challenge 1-First Order of the Ring Completely assemble and demo your DocOA

Your KnowThing™ is the DocOA you build to store and find all academic papers

- Make a complete assembly of your DocOA. Follow your instruction sheet or the guide provided by your teacher or your notebook doctor. Put on your name.
- Check to ensure ALL your pockets are properly labeled, that your pencil case is in place at the front of your binder. You should have a 2-Column Cornell Notebook in each twin pocket subject folder. Your homework pad should be in the back pocket of the back cover or on a speed pad secured to your rings.
- Figure out what the sticky-loops do and use them to secure any loose paper to your notebook or your notebook pages. Use the color coded tabs on the notebooks.
- If your instructions include making a calendar from a tri-file kit use the downloaded calendar pages to make a complete working calendar. Use 2 small rings.
- Get your binder & calendar checked by an expert that knows where everything goes- find your teacher or one of your peers who has experience. A notebook doctor is a sure bet. Demonstrate DocOA to this person.
- Ask to have your binder checked after you first archive your papers. Get recognized for effective filing.

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## Challenge 3-Third Order of the Ring Dynamic Use-Measure and Innovate

Your KnowThing™ is the DocOA you build to store and find all academic papers

- When you get started, do you have initial papers you need to move into the DocOA or archive and start with an EMPTY set.
- Weigh your DocOA when it is EMPTY. Use the DocOA for a long enough period that you have archived at least once or twice. THEN MEASURE THE WEIGHT AGAIN. The DocOA wont be empty at this point but it will be at what is known as it's steady state weight! See if you can establish that weight and keep the binder at that traveling weight holding ONLY YOUR MISSION CRITICAL PAPERS.
- Take some initial measurements of how long it takes you to put your academic papers into the right pockets. Then take measurements of the time it takes to find them. Make a series of measurements. Take the ratio for EACH set of measurements. Is the ratio more or less than "1". Is the ratio getting larger or smaller over time. Think this through and explain the meaning of this ratio to someone in your work group and get recognized for understanding this dynamic systems property.
- Innovate and change your DocOA to improve your steady state weight and your ratio of time in/time out. What changes did you make. Can you articulate them? If the changes were physical, can you record them and write about it? Does anyone else want to use your improvements?
- If your innovation is in modular separation, how does this look?

**goto: [www.sayhellotodocoa.com](http://www.sayhellotodocoa.com)  
click on your lounge tab (student, teacher, parent)  
enter your access codes, and get going**

## Challenge 2-Second Order of the Ring Keep your KnowThing working at top quality

Your KnowThing™ is the DocOA you build to store and find all academic papers

- Tape down the inside edges of the Name Window on your DocOA so that the edges don't catch on anything. This will also keep your name page securely in place.
- Consider ADDING the optional HANDLES to the front and back covers. The handles will keep your binder together and make it easy to push and pull it in and out of your locker or your bookbag. Try any kind of book band around your DocOA to keep it securely closed when you are carrying it from place to place.
- If you have a defective ring, fix your DocOA immediately. Get a replacement ring.
- If a pocket tears, repair it immediately. Use DuckTape. DocOA uses durable paper board to stay as GREEN as possible. Take care to keep your rings in good repair and ARCHIVE regularly to keep your pockets trimmed out and as streamlined as possible.
- Record your homeworks-Double Entry procedure. To do this you will need a planner page for your first entry & a homework by subject form for each homework entry you start and complete.
- Are all your papers fitting into the right pockets and after a quiz, have you archived correctly? Have your homework by subject list checked against your actual homeworks archived and signed off.

## How to Run the KnowThing™ Challenge

- Decorate your DocOA with the THREE RING SYMBOL. For each order of the rings that you accomplish, COLOR one of the rings in! See if you can get your school to agree on this approach to recognizing your achievement. Try to use the same colors.



- Complete your Before and After assessments. These questions have no right or wrong answers. Write your essay about becoming a self-organizing engineer and submit it for review and discussion. After completing this step, put another circle around your three rings.



- Play the PaperChase Video Game and get your best score. Compare your level of play and score to other game players and find ways to improve your performance. When you have completed this step, color in your last ring.



**other key ideas:** find out what the school replacement policy is for components and for lost DocOA's! Designate a location to keep a scale and stop watch so you can run your dynamic tests. Make sure to download your forms for your calendar and homework tracking and get enough printed so you have them when you need them. Find out who your notebook doctor is and how to best work with that person to ensure you get the most from your DocOA kit. Maybe you will be the next notebook doctor in your class. Agree on a set of appropriate tasks for the notebook doctor.