

Project Prepare

Task Analysis: Classroom Setup

Basic Steps (Task Analysis) for classroom setup & organization	
1	<p>Gather and consider this information before you start</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of students and staff <input type="checkbox"/> Available furniture (tables, rugs, bookshelves, cabinets) <input type="checkbox"/> Special equipment <input type="checkbox"/> Storage <input type="checkbox"/> Safety concerns
2	<p>Draft a plan/layout</p> <ul style="list-style-type: none"> <input type="checkbox"/> Paper/pencil <input type="checkbox"/> Virtual design tool, such as Kaplan Floorplanner (kaplanco.com) <input type="checkbox"/> Move the furniture around/trial & error
3	<p>Potential Zones Define areas of the classroom</p> <p>Suggested:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teacher space <input type="checkbox"/> Whole group <input type="checkbox"/> 1:1 Instruction area(s) <input type="checkbox"/> Small group area(s) <input type="checkbox"/> Independent work area(s) <input type="checkbox"/> Student schedule location <input type="checkbox"/> Student space <p>Optional: (Crafts/Snack/Cooking, Functional Skills, Recreation/Leisure)</p>
4	<p>Organizing classroom materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep your systems simple & functional <input type="checkbox"/> Label everything <input type="checkbox"/> Store items near the area in which they will be used <input type="checkbox"/> Group items by subject and frequency of use <input type="checkbox"/> Model what you want students and staff to do <input type="checkbox"/> Declutter and sort: Keep, Trash, Relocate (another room/closet, etc), Donate
5	<p>Reflect & Revise</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make changes as needed <input type="checkbox"/> Brainstorm problems with your team

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TESS Alignments	High Leverage Practices
1b: Demonstrating knowledge of students 2c: Managing classroom procedures 2e: Organizing physical space	<u>Social/Emotional/Behavioral</u> <i>HLP 7</i> - Establish a consistent, organized, and respectful learning environment by establishing and explicitly teaching expectations, providing prompting and error correction.