

**Checklist for Classroom Organization**

Can all students see the board?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you separate active areas and quiet areas?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your room have clear and safe traffic paths?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have areas devoted to enrichment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you considered where you will put your desk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you arranged the desks to enable quick and easy monitoring?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are the pencil sharpener and trash can accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are student materials stored visibly and accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you determined a seating chart?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do students have a place they can call their own?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a display area for student work?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**MANAGING CLASSROOM SPACE**

<b>Method</b>	<b>Description</b>	<b>Benefits</b>	<b>Drawbacks</b>
<b>Random Assignment</b>	Before the first day of school, tape a number on every desk (make sure all four sides are completely covered by tape). The numbers correspond to the number of seats in your class. Create a seating chart that labels the desks in the same fashion. Randomly hand students a number, written on a 3x5 card, as they enter class on the first day of school. Instruct students to sit in the seat that matches their card.	<ul style="list-style-type: none"> <li>Highly organized beginning to the school year.</li> <li>Accommodates all students easily (whether on a master roster or not).</li> <li>Encourages student mixing, but avoids student frustration at “engineering” on the part of the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>It may be necessary to monitor student trading of numbers.</li> <li>Does not allow you to avoid what you think might be potentially problematic combinations of students.</li> <li>Will not help you learn their names more quickly.</li> </ul>

<p><b>Alphabetical Assignment</b></p>	<p>Create a seating chart that places students in alphabetical order, and place nametags on student desks. If you have several different classes of students, tape onto the desks an index card that lists each class period and the assigned student's name next to the class period.</p>	<ul style="list-style-type: none"> <li>• Alphabetical placement makes it easier for some teachers to learn students' names.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may be more social because it is likely that they have been seated alphabetically in the past.</li> </ul>
<p><b>Student Choice</b></p>	<p>Students are free to choose their seats as they enter class. (Freedom to choose one's seat can also be a reward for positive behavior).</p>	<ul style="list-style-type: none"> <li>• Enables student choice, which may encourage a level of comfort in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may be more social because it is likely that they will sit with their friends.</li> <li>• It may be difficult to learn students' names quickly if they constantly choose new seats.</li> <li>• There will be no set chart for substitute teachers.</li> </ul>
<p><b>Teacher Assigned</b></p>	<p>Once you get to know students, you should create a seating chart that thoughtfully places individual students. Create and place nametags on the desks, according to your seating chart. If you have several different classes of students, tape an index card onto the desk that lists each class period and the assigned student's name next to the class period. Ask students to find their seats as they enter class.</p>	<ul style="list-style-type: none"> <li>• Allows teacher to be strategic about placement.</li> <li>• If you do this at the beginning of the year, it may help you learn their names more quickly, as you can note their names as you walk around the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Doing this at the beginning of the year does not consider students entering class without being on the master list (to address this situation, ask new students to create their own name card and sit at an open desk).</li> <li>• Students may interpret teacher's seating decisions as unfair.</li> </ul>