

## CHECKLIST FOR EVALUATING THE PHYSICAL ORGANIZATION OF THE CLASSROOM

**Directions:** Use the guidelines listed in the following table to evaluate the organization of your classroom.

1. Have you designated areas for specific activities (e.g., whole-group instruction, small-group instruction, class gatherings on rug, free-choice area, quiet reading area, computer lab)?	Yes	No
2. In instructional areas, are students in close proximity to you?	Yes	No
3. In instructional areas, are students facing you and are you able to monitor responses of all students?	Yes	No
4. Are students seated in rows in order to maximize on-task behavior?	Yes	No
5. Have you created seating charts and assigned seats?	Yes	No
6. Have students been taught how to transition their desks from rows to clusters or groups for partner or group activities?	Yes	No
7. During Instruction, can students easily share answers with partners or group members?	Yes	No
8. Have you arranged your instructional materials for easy retrieval?	Yes	No
9. Are the student materials needed during instruction or independent work easily retrievable?	Yes	No
10. Have students been taught organization skills (e.g., binders, folders assignment calendar)?	Yes	No
11. Can you move quickly and easily around the room, monitoring students without interference of physical barriers?	Yes	No
12. Can you see all parts of the room and all students?	Yes	No
13. Have you displayed material on the classroom walls that supports instruction (e.g., class calendar, vocabulary words, strategy posters, rubrics, reference material, rule/expectations poster, notices)?	Yes	No
14. Have you displayed student work that demonstrates effort and achievement?	Yes	No
15. Is your classroom orderly?	Yes	No

Adapted From: *Explicit Instruction*, Archer & Hughes (2011)