

Materials & Procedures Checklist and Considerations

MATERIALS		
Material	Considerations	Notes/Ideas
<input type="checkbox"/> Headphones/chargers	What to do with cords	
	Where to find/store them	
	What to do if they are broken	
	How to plug them in	
<input type="checkbox"/> iPads/ Tablets/ Laptops	Where to store them	
	How are students to carry them around the room	
	How to turn on/off, adjust volume, charge	
	How to pass them between partners	
	What features are off-limits (camera, internet, etc.)	
	What are the consequences are for misuse	
	What to do if it is not working during stations	
<input type="checkbox"/> Teacher Conference Area	What device will you use?	
	Will students bring a device?	
	How will you make time for initial reading conference?	
	Will you print notes and data or store them digitally?	
	When to use Teacher Portal vs. when to use guided reading books?	
CLASSROOM PROCEDURES		
Procedure	Considerations	Notes/Ideas
<input type="checkbox"/> Station Rotations	How to know where to go (<i>rotation chart, etc.</i>)	
	Location in the room where each station meets	
	How to move to the next station (<i>signal, behavior, etc</i>)	
	How will students know the teacher wants to conference	
Procedure	Considerations	Notes/Ideas
<input type="checkbox"/> During Stations	Which stations are independent (silent) vs. collaborative (talking)	
	Who to ask if you need help (classroom jobs, managers, buddies)	
	What to do if you need the teacher (emergency vs. non-emergency)	
	What to do if you need to use the bathroom, get a tissue, etc.	
	What to do if you're having trouble with your partner	
	The importance of getting right to work and staying on task	
	How students will be introduced to each station	