

Practical Classroom Management Tips

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Prezi for this session available at: <http://tinyurl.com/bcg2k2k>

- ❖ Plan no more than 2 or 3 learning objectives for the session (2 for 50 minute classes).
- ❖ Plan an activity in the first 10 minutes to grab their attention. Save introducing the website, library resources, and goals of the session until after this activity.
- ❖ When doing a live demo on a computer, **narrate every single thing you do**, including where to click, what to type, what you are looking for on the screen...everything!
- ❖ Give specific goals for the students to accomplish for each activity. Let them know what they need to do to “complete” the activity you gave them.
- ❖ Use lots of verbal directions to tell students where their attention should be: “Look at my screen;” “Type this into the search box;” “Write this down as I write it on the board.”
- ❖ Design group work so that each student in the group has a role: notetaker, presenter, timekeeper, summarizer, etc.
- ❖ Verbally give time frames for each activity. Give a one-minute warning before you plan on having them wrap up an activity so they start to re-focus.
- ❖ Rehearse or prepare how you will transition between activities. Transitions are where you can feel the most loss of control so be prepared for how you will transition.
- ❖ Practice wait-time when asking questions. Give students at least 3 seconds to respond before rephrasing, and allow a few seconds after they respond before talking again to give them a chance to elaborate.
- ❖ Focus on the needs of the majority. Solicit the classroom instructor to help keep slower students on task. Don't fret if advanced students are moving ahead; let them explore and ask them if they have questions when students are working independently. Don't stress over the one or two Facebookers. If they are not disrupting you or others, let them go and focus on the ones who are willing to learn.

Lesson Planning Template

Although more detailed than an actual lesson plan, this template can help you plan your instruction sessions so you are prepared to successfully manage your classroom.

Objectives

By the end of the session, students will be able to (SWBAT):

- 1.
- 2.
- 3.

Introductory Activity

(No more than 10 minutes, to set the tone and pace for the session)

Some ideas:

Have students work in pairs to compare/contrast sources

Give students a search to perform using a library tool they should already know, to trigger their prior knowledge of searching before an advanced instruction session

Have groups of students brainstorm a list of everything they already know about a topic you will be covering

Use a Think-Pair-Share activity (students think about a question/problem individually first, then pair with someone to discuss their response, then share with the class – aids participation)

Activities

First activity (lecture, hands-on, group, etc)

Teaches Learning Objective #___

Time allotted:

Steps/Process:

Second/Third activity

Teaches Learning Objective #___

Time allotted:

Steps/Process:

Wrap up/Assessment

Time allotted:

Steps/Process: