



### ROTATIONS CHECKLIST

When introducing and practicing blended learning rotations at the beginning of every school year, it is helpful for students, teachers and school leaders to be aligned on all aspects of rotations to be mastered before students begin computer learning AND where the class is on their progression to mastery.

One of the checklists below is designed and formatted to aid teachers in tracking the essential rotation procedures they plan, introduce and practice with their students. The Leader Checklist is designed for administrators and coaches to track their observations of specific rotations procedures and when mastery is achieved. A common use of this tool is for it to be posted on a classroom door or external bulletin board and quickly marked during walkthroughs.

#### Leader checklist

Principals, school leaders and/or coaches may use this checklist to track and confirm classrooms have mastered all essential rotation steps and procedures before beginning computer learning.

Classroom: \_\_\_\_\_

Rotation element	Observed?		Mastered?		Notes:
All desks are numbered/labeled including computer learning stations	YES	NO	YES	NO	
Student Groups and Stations are visibly displayed before and throughout rotations	YES	NO	YES	NO	
Teacher states MVP expectations before rotations	YES	NO	YES	NO	
Teacher uses a nonverbal signal to start rotations	YES	NO	YES	NO	
Students rotate silently and in one direction.	YES	NO	YES	NO	
Students rotate in less than 30 seconds	YES	NO	YES	NO	
Students log on and off computers independently	YES	NO	YES	NO	
Students non-verbally signal for assistance at computer stations	YES	NO	YES	NO	
Students follow MVP expectations at computers	YES	NO	YES	NO	
Teacher responds to a rotation mistake or breach of expectations	YES	NO	YES	NO	
Teacher provides praise and reinforces positive rotation behaviors	YES	NO	YES	NO	



**Teacher checklist**

To plan/do		To introduce/practice	
All desks are numbered/labeled including computer and small group learning stations		Students are given their computer and small group learning station numbers verbally and or in writing.	
Decide where to visibly display student groups and stations.		Notify students where and when small groups and station assignments will be displayed each day.	
Plan expectations and mini-lesson for student movement, voice and participation during each part of rotations		Execute mini-lesson, introducing students to expectations for movement, voice and participation during rotations	
Plan and post directions for rotating: <ul style="list-style-type: none"> <li>- nonverbal signal to start rotation</li> <li>- floor signs for path/direction to move</li> <li>- Length of time to rotate</li> </ul>		Instruct students on rotation details, and practice: <ul style="list-style-type: none"> <li>- the nonverbal signal that will start rotations</li> <li>- the path/direction they are expected to move in</li> <li>- timing the length of the entire rotation</li> </ul>	
Signs posted at computer learning stations: <ul style="list-style-type: none"> <li>- Directions to log on and off</li> <li>- How to signal for assistance</li> <li>- MVP expectations</li> </ul>		Model for the whole class how to appropriately log on and off computers and monitor small groups of students practicing.	
		Model for whole class hand signals for computer assistance or personals needs and practice as a whole group and cold calling individual students.	
		Prompt students to demonstrate appropriate movement, voice and participation at computers during rotation practice.	
Plan for redirecting and re-practicing rotations after a mistake or breach of expectations.		Pause rotation practice and reset expectations when students do not meet expectations, and then have students try again	
Plan for positive praise, incentivizing and reinforcing exemplar rotations.		Positively narrate individual students, small groups and the whole class when rotating correctly.	
Dates scheduled to model each part of rotations.		Introduce incentives or competitions to achieve perfect rotations.	
		Let students know you will practice rotation procedures in stages and each stage must be mastered before the next.	