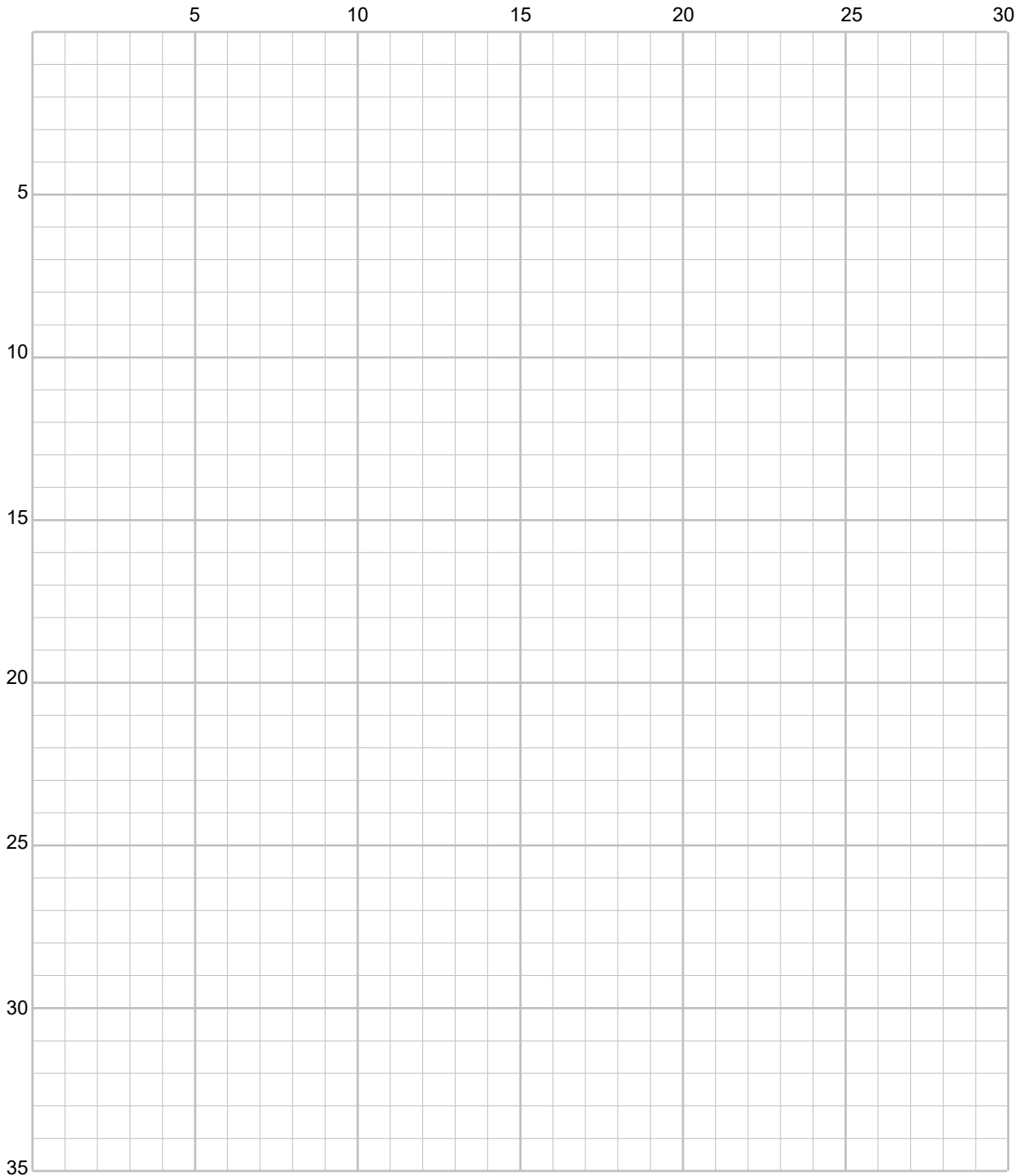


Planning First on Paper—PowerPoint Grid and Templates

Before you start arranging and rearranging a classroom, take time to plan on paper. Consider visibility, accessibility, and distractibility—and how you envision teaching and learning unfolding in the space.

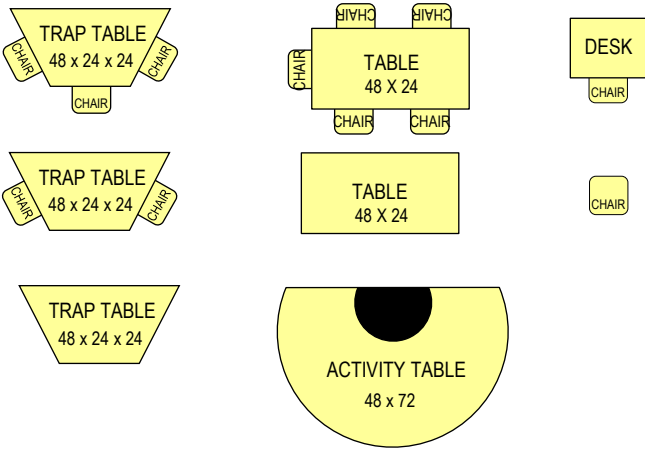
Step 1: Measure the dimensions of your room and move the dark bars to block out the actual space you have. (Note: An average classroom size is about 24' x 32'.)



The furniture templates are sized to scale for the floor grid in the previous slide.

Step 2. Now put in windows, doors, electrical outlets, and any stationary items (e.g., built-in bookcases, mounted pencil sharpener, etc.); including class computer desks. (To copy an item, click the item, control-C, go back to floor grid, control-V; to duplicate to make more, control-D.)

Class furniture sized for K–lower elementary

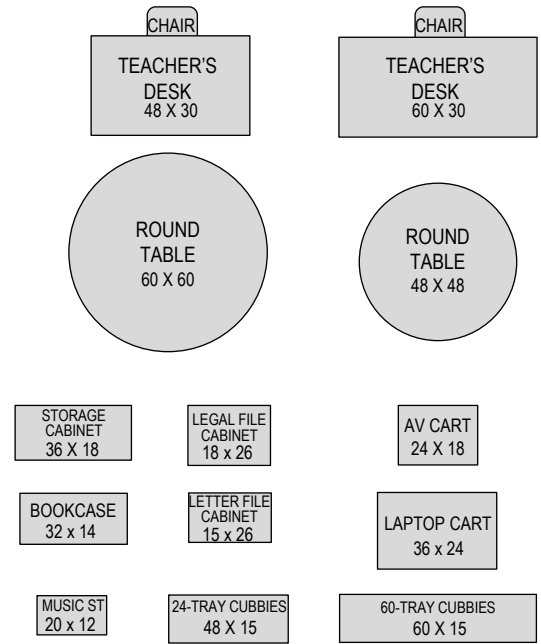


Step 3. Choose which size furniture approximates your own and identify the furniture pieces you will use. Copy one of each of those pieces onto the grid.

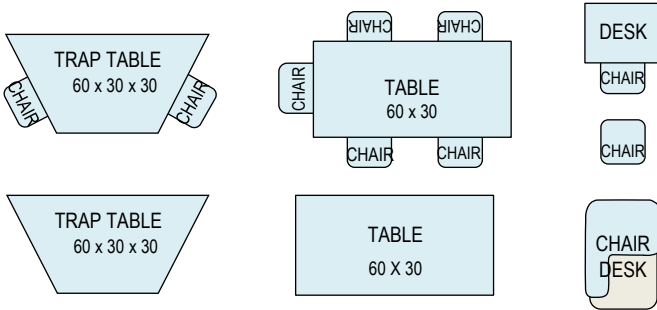
Step 4. Duplicate each piece as many times as needed. Drag the pieces into arrangement.

Step 5. Analyze the arrangement.

Class furniture for multiple levels



Class furniture sized for middle/upper elementary



Class furniture sized for middle/high school

