



Site Checklist for Middle School Course Recovery

(Coordinators use to ensure labs are set-up correctly.)

School: _____

Date: _____

Lab Set-up / Tools

- Headphones for every student
- Computer for every student w/plug-ins
- Computer for teacher w/plug-ins
- Printer for teacher in lab
- LCD projector
- Speakers for teacher station
- Textbooks for each subject and grade
- Calculators / rulers / dictionaries
- Notebook w/dividers and paper for each student
- Writing instrument
- Printer supplies (paper, ink, etc.)
- Posters / inspirational and educational
- Check chart for visual of student progress
- Daily schedule posted
- Classroom expectations and consequences posted

Lab Set-up / Physical Layout

- Computers in place for ease of monitoring
- SynchronEyes used to monitor computer sites
- Tables and chairs for direct instruction, small groups, work areas (away from computers)
- Assigned seats / tools
- System for organizing student files (folders, hanging files, file cabinet)
- Area to store notebooks / backpacks /etc.

Student Use of Tools

- Students using headphones for Odyssey lessons
- Students working on Odyssey courses
- Students engaged in learning
- Students using textbooks for resource or practice
- Student working with teacher (one-on one, direct instruction/small group)
- Student utilizing tools (calculators / rulers / dictionaries)
- Student is taking notes, or writing solutions
- Students notebook is organized, and utilized
- Student monitoring their progress

Management of Lab and Learning

- Teacher re-directing student to lesson
- Teacher assisting students with lessons
- Teacher monitoring student progress through reporting weekly
- Teacher conferencing with students
- Teacher assigning course work based on data
- Teacher providing skill-lesson
- Teacher conference w/student to review and monitor progress and pacing
- Coordinator conference with student for attendance concerns.

Comments:
