



## ORGANIZING LEARNING THROUGHOUT THE DAY

When visiting classrooms, use this tool to guide your observations on the classroom staff's use of an activity matrix. Use the information from your observations to later guide feedback discussions with the classroom staff. It is recommended that you observe at least three classroom activities in order to get a good sense of how the activity matrix is being utilized. Feel free to write your feedback comments in the blank space below each question.

### Activity Matrix Format

1. Are all daily activities, including transitions, listed on the activity matrix?
2. Is the targeted child/children listed on the activity matrix?
3. Are the child's learning goals or objectives written on the activity matrix?
  - a. If the child has only one learning goal, is it distributed in a variety of activities throughout the day?
  - b. If there is more than one child, are the children's learning goals distributed throughout the day?

### Activity Matrix Usability

1. Is the activity matrix displayed in the classroom where it can easily be referenced?
  - a. What format is used?
2. Are staff members referencing the activity matrix throughout the day?
  - a. During which activities do they reference the activity matrix most and least?
3. For the supervisor: Look at the activity matrix and read one child's learning goal for a specific time of day. Are appropriate materials set-up so that the child will have an opportunity to practice the targeted objective? *For example, if a child is working on counting during meal time, are there items available for the child to count (this can simply be the plates, bowls, etc.; there isn't a need to add materials if the ones already available are appropriate).*

