

Daily Classroom Checklist

Date: _____

Before Class

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Prepare materials and equipment

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Arrange student desks/seating

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Write lesson agenda on the board

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Attendance sheet ready

During Class

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Take attendance

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Review previous lesson

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Conduct lesson and activities

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Monitor student participation

After Class

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Collect assignments/materials

☐

Clean and organize classroom

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Summarize lesson for tomorrow

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Update records as needed

Notes / Observations

Write your notes here...