



CFTDC FACTSHEET – CLASSROOM SETUP

AIM

This factsheet is a familiarization on basic classroom configurations and how they support different instructional methodologies.

INTRODUCTION

Classroom setup dramatically affects learning attitudes and habits. In order to ensure learning takes place, the classroom environment must be organized so that students have a sense of belonging, are stimulated and comfortable. Classroom setup largely entails arranging tables and chairs in a manner that sets the tone for things to come. A careful setup also communicates your attention to detail and thus assisting in your positive first impression.

SET-UP ESSENTIALS

Before deciding on a particular configuration, the instructor must always:

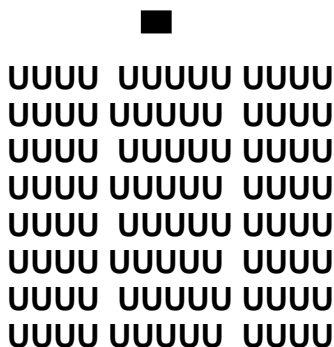
- Ensure the room is booked well in advance of the instructional period;
- Know how to obtain equipment, technical support or other requirements;
- Personally inspect the class before hand to ensure all equipment is available and operational;

CONFIGURATION OPTIONS

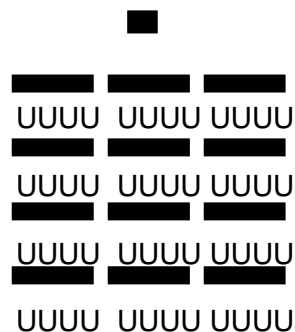
The configuration you select depends on audience size and instructional requirements.

Large groups (over 40)

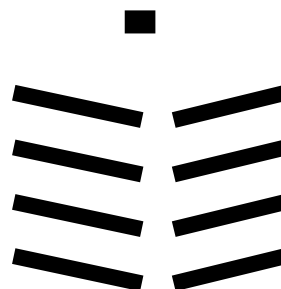
Theatre
(Very large audience)



Classroom
(Desks for note taking)



Chevron
(Max visibility with or without desks)



Small Groups (fewer than 40)

- Hollow Square or rectangle – Used in facilitation type activities where maximum participation is required but hierarchy not important. Visibility of presentation material may be an issue



- Boardroom - Very good for groups between 6-15. Layout suggests formality and hierarchy. If group is larger than 15, the people at the far end of table may feel left out and form separate group.



- Perpendicular - Seats arranged outside or inside of tables. Allow the instructor to survey students' work. Allows for an easy exchange between presenter and audience. Centre may be used for exhibits or demos.



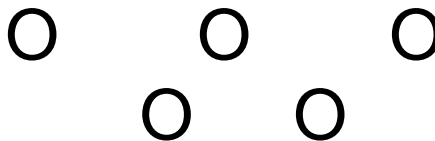
- U-Shape – Ideal for collaboration and when a presentation area is area required.



- Semi-circle – Used when the presenter's role is minimal and group dynamics is encouraged.



- Circle or Cluster – Used for presentations leading to syndicate work. Tables can be round or rectangular.



CONCLUSION

The environment in which your students learn may be the thing that stands out most in their memory. Therefore, regardless of your subject, an appropriate choice of classroom set-up is an important first step in making your lesson a success.