

## Classroom Organization

Taking time at the beginning of the year to develop a material management plan will save a brick-load of time later!

- Designate a cabinet, wheeled cart, or other space for storing sets and creations between lessons.
- Designate a certain place where all the Hubs are placed at the end of each lesson/day to be charged. (For LEGO® Education SPIKE™ Essential and LEGO® Education SPIKE™ Prime)
- Keep a box of often-used tools on hand (e.g., tape, yardsticks, cardboard, scissors).
  - Press and Seal* wrap is great to use on sets with small pieces. Secure the wrap over the set before attaching the lid.
- Designate a place to store printed copies of the building instructions.
  - All building instructions are also available online for each product at <https://education.lego.com/en-us/product-resources/library>.
- Have student seating and desks/tables set up to allow for partner work, enough space on the tables for working, and on the floor for testing or running models.
  - Students work best shoulder-to-shoulder rather than sitting across from their partner.
  - Consider using colored tablecloths for designated floor workspace.
- Designate a small cup or box for any elements found. If an element is missing from a set during a lesson, the team can look for it in the "Found Pieces" box.
- Some teachers designate one or two "LEGO Specialists" to search for stray pieces after everyone has put away their materials
- Some sets, such as SPIKE Prime, come with a bag or box of spare parts. We recommend removing and storing for later use.
- For classrooms using multiple sets, label the sets and assign specific students to the sets to support consistency and accountability.
- Establish systems for set inventory and maintenance:
  - How often?
  - Who orders parts?

For additional classroom organization ideas or to share what's worked for you and your students, visit our online community: [LEGOeducation.com/Community](https://LEGOeducation.com/Community)