**ETLP 2: Procedures and Routines Pre/Post Answer Key**

***Select the best match for each question.***

1. Procedures are methods or process for how things are done in non-classroom settings and each classroom.
   1. **True**
   2. False

**Rationale: Procedures make it clear how things operate in your classroom as opposed to other classrooms, such as where and how to turn in work, where and how to get needed materials, where and how to store personal items in the classroom, etc.**

1. \_\_\_\_\_\_\_\_\_\_ occur with habitual performance of a procedure.
   1. Injuries
   2. **Routines**
   3. Frequent mistakes

**Rationale: Routines are the regular process of enacting procedures. Once students know how things are done, they can perform them with confidence and fluency.**

1. Procedures explain the accepted process for carrying out a specific activity in the classroom.
   1. **True**
   2. False

**Rationale: There are procedures for logging on to the computer, sharpening pencils, turning in completed work, using lockers, or asking to use the restroom.**

1. Having clearly defined procedures fosters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the classroom.
   1. Hurt feelings
   2. Gossip
   3. **Shared ownership**

**Rationale: Involving students in management of the learning environment empowers them, helping them to feel a partnership for their success and that of others.**

1. When teaching a procedure, it is important to consider not only the desired outcome for the procedure, but the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before, during, and after the procedure.
   1. Dangers
   2. **Typical errors students make**
   3. Snacks to serve

**Rationale: It is necessary to identify each step in the procedure and ask, “Do they clearly create a vision of a successful student in the designated activity or task?”**