

## The Secret to New Management

Assign each student in your class a number to use for identification. That's it.

Twenty-two kindergarteners? Number them from 1 to 22. Twenty-nine fifth graders? Number them from 1 to 29. Thirty-eight seniors in your fourth period math class? You guessed it. Number 'em.

Although the number concept may seem impersonal at first glance, experience has shown that this is not the case. Teachers never think of their students as numbers. They make sure that all of their interactions are named-based. However, the use of students numbers will enable you and your students to take care of class business like never before.

*Note:* If you currently team-teach or redeploy some of your students, start by numbering just your core group. You'll be able to expand the system to include other students with just a bit of practice and experience.

*Using student numbers will prove to be the single most powerful step you can take toward effective student management and classroom organization.*

### *Simple Ways Numbers Help*

#### **Inventory Control**

- > number the books students will be given to keep track of them
- > number rulers, scissors, crayon boxes

#### **Disaster Drills/Field Trips**

- > have students line up in numerical order to verify that everyone is present and accounted for

#### **Grade Keeping**

- > recording grades will be a simpler process because your stack of assignments will match the order of your grade book

### *Numbering Your Students*

#### **Alphabetical Order**

- > based on first name (makes it easier to remember names and numbers)
- > based on last name

#### **Random Order**

- > write numbers on pieces of paper; put papers in separate film canisters; have students select a canister
- > maybe offer students an opportunity to switch numbers after selecting

#### **Student Choice**

- > allow them to choose their own

## Take Your Time

As you and your students adjust to the number system, think about making some number-based tools and toys. You'll find some suggestions on my website. You'll also find a bunch of them in the book, *Tools & Toys*.

*Bonus:* Anything you make that is based upon numbers will be good every year. That's a nice thought.

*Magnetic Tiles (website) Collating Folders (Tools & Toys) Pick-A-Student (website)*

## Student Numbers at the Secondary Level

Although it may seem a bit overwhelming to contemplate numbering five or six different groups of students, it's actually easier to do than you may think. The keys? Colors and 3-digit numbers.

		Range of Numbers	Sample Student
<b>RED</b>	Period 1	<b>100 - 136</b>	<b>1 21</b>
<b>ORANGE</b>	Period 2	<b>200 - 236</b>	<b>2 18</b>
<b>YELLOW</b>	Period 3	<b>300 - 336</b>	<b>3 20</b>
<b>GREEN</b>	Period 4	<b>400 - 436</b>	<b>4 15</b>
<b>BLUE</b>	Period 5	<b>500 - 536</b>	<b>5 19</b>
<b>VIOLET</b>	Period 6	<b>600 - 636</b>	<b>6 22</b>

You'll be able to remember the order of the colors by thinking of the name of the guy who invented the rainbow: ROY G. BIV.  
(Note: Although indigo is a rainbow color, we don't use it.)

The numeral in the hundred's column will make it easier for students—and their teachers—to remember which number goes with which period.

If it helps, think about how hotel rooms are numbered. Each room of the hotel has the floor number as a part of the room number.

This makes Room 117 unique and prevents it from being confused with Rooms 217, 317, 417, 517, and 617.

If the floor numbers were not included as part of the room number, the uncertainty would create conflict.



If you are lucky enough to be in the same room throughout the day, make computer-generated class charts on letter-sized paper. These could be posted on a single bulletin board. If you decide to color-code the periods, frame each roster with colored construction paper.

Period 1		Period 2		Period 3		Period 4		Period 5	
101 First Last	121 First Last	201 First Last	221 First Last	301 First Last	321 First Last	401 First Last	421 First Last	501 First Last	521 First Last
102 First Last	122 First Last	202 First Last	222 First Last	302 First Last	322 First Last	402 First Last	422 First Last	502 First Last	522 First Last
103 First Last	123 First Last	203 First Last	223 First Last	303 First Last	323 First Last	403 First Last	423 First Last	503 First Last	523 First Last
104 First Last	124 First Last	204 First Last	224 First Last	304 First Last	324 First Last	404 First Last	424 First Last	504 First Last	524 First Last
105 First Last	125 First Last	205 First Last	225 First Last	305 First Last	325 First Last	405 First Last	425 First Last	505 First Last	525 First Last
106 First Last	126 First Last	206 First Last	226 First Last	306 First Last	326 First Last	406 First Last	426 First Last	506 First Last	526 First Last
107 First Last	127 First Last	207 First Last	227 First Last	307 First Last	327 First Last	407 First Last	427 First Last	507 First Last	527 First Last
108 First Last	128 First Last	208 First Last	228 First Last	308 First Last	328 First Last	408 First Last	428 First Last	508 First Last	528 First Last
109 First Last	129 First Last	209 First Last	229 First Last	309 First Last	329 First Last	409 First Last	429 First Last	509 First Last	529 First Last
110 First Last	130 First Last	210 First Last	230 First Last	310 First Last	330 First Last	410 First Last	430 First Last	510 First Last	530 First Last
111 First Last	131 First Last	211 First Last	231 First Last	311 First Last	331 First Last	411 First Last	431 First Last	511 First Last	531 First Last
112 First Last	132 First Last	212 First Last	232 First Last	312 First Last	332 First Last	412 First Last	432 First Last	512 First Last	532 First Last
113 First Last	133 First Last	213 First Last	233 First Last	313 First Last	333 First Last	413 First Last	433 First Last	513 First Last	533 First Last
114 First Last	134 First Last	214 First Last	234 First Last	314 First Last	334 First Last	414 First Last	434 First Last	514 First Last	534 First Last
115 First Last	135 First Last	215 First Last	235 First Last	315 First Last	335 First Last	415 First Last	435 First Last	515 First Last	535 First Last
116 First Last	136 First Last	216 First Last	236 First Last	316 First Last	336 First Last	416 First Last	436 First Last	516 First Last	536 First Last
117 First Last	137 First Last	217 First Last	237 First Last	317 First Last	337 First Last	417 First Last	437 First Last	517 First Last	537 First Last
118 First Last	138 First Last	218 First Last	238 First Last	318 First Last	338 First Last	418 First Last	438 First Last	518 First Last	538 First Last
119 First Last	139 First Last	219 First Last	239 First Last	319 First Last	339 First Last	419 First Last	439 First Last	519 First Last	539 First Last
120 First Last	140 First Last	220 First Last	240 First Last	320 First Last	340 First Last	420 First Last	440 First Last	520 First Last	540 First Last