

60-MINUTE BREAKOUT • AUGUST 21, 2026 • MS 117

The Hidden Classroom Quick-Start

Use these four pages during the session, then keep them as a practical starter kit for one small system you can build right away.

THE ONE THING TO REMEMBER

The systems behind instruction are part of the classroom—simple tools can save time, reduce stress, and improve student support.

BY THE END OF THIS SESSION, YOU WILL...

- ✓ Identify one hidden-classroom friction point in your work.
- ✓ Explore practical uses for physical organization, QR codes, shared sheets, and AI.
- ✓ Choose one improvement you can test in your department.

1 FRICTION AUDIT

Check the pattern you see most often.

☐ ASKED AGAIN	The same question keeps returning.
☐ LOOKING FOR IT	A supply, resource, link, or current version is hard to find.
☐ WAITING ON IT	The next step or owner is unclear.
☐ REBUILDING IT	A process lives in one person's head or gets recreated.

THE REPEATED FRICTION I WANT TO MAKE EASIER:

PARTICIPANT ACTIVITY

Design one micro-system

Choose one repeated friction point. Build the smallest system that could make the next step obvious.

1 AUDIT

What keeps happening? Who is affected?

2 WHO

Who needs support at the moment of friction?

3 WHAT

What should that person be able to see or do next?

4 CHOOSE

☐ Physical cue ☐ Checklist ☐ QR code ☐ Shared sheet ☐ AI-assisted draft

5 WHERE

Where will the answer live so people can find it?

6 OWNERSHIP

Who keeps it current—and what date or event triggers a review?

PARTNER STRESS-TEST

☐ FINDABLE Can someone locate it at the moment they need it?	☐ OBVIOUS Does it lead to one clear next action?
☐ OWNED Is one person or role responsible for keeping it current?	☐ RECOVERABLE What happens when information, staffing, or supplies change?

TOOL 1

QR codes: one scan, one clear next step

A QR code is only the doorway. The system includes the label, destination, owner, backup access, and review routine.

QR QUICK CHECK

- ☐ The label says what will open.
- ☐ The destination works well on a phone.
- ☐ The page supports one task or next step.
- ☐ A readable backup route is available.
- ☐ An owner and review date keep it current.
- ☐ The code was tested after printing.

TRY THE DEMO



Scan the code. Then circle one system idea below.

Backup message: You found the Hidden Classroom! A good QR code gives one clear next step.

PRACTICAL QR IDEAS ACROSS DEPARTMENTS

☐ SETUP GUIDE Photo or short instructions at the point of use.	☐ FREQUENT QUESTION One maintained answer instead of repeated explanations.
☐ FORM OR PROCESS The correct form plus what happens next.	☐ EQUIPMENT GUIDE Name, basic use, storage, and support contact.
☐ OFFICE / SERVICE INFO Hours, location, contacts, and alternatives.	☐ RESOURCE DIRECTORY A mobile-friendly starting point for a specific need.

SHARED-SHEET STARTER

Use one row per system: System • Link or location • Owner • Status • Last reviewed

My best QR or shared-sheet idea: _____

TOOL 2

AI: turn your knowledge into a usable first draft

Use AI to draft, transform, or think with you—then verify, revise, and take responsibility for the final result.

A REUSABLE PROMPT FORMULA

Help me [task] for [audience]. Use [inputs]. Create [format]. Keep [tone/length]. Ask questions if information is missing. Flag anything that needs verification.

COPY, ADAPT, AND TEST

1 CHECKLIST

Turn these rough notes into a clear step-by-step checklist for [audience]. Use plain language. Do not invent policies or safety steps. Mark missing details [VERIFY].

2 STUDENT DIRECTIONS

Rewrite these directions in plain language. Keep every required step. Use headings and short sentences. Flag wording that could be interpreted more than one way.

3 FAQ

Turn these repeated questions and approved answers into a short FAQ. Group similar questions. Keep the original facts. Add [SOURCE NEEDED] where support is missing.

4 WORKFLOW REVIEW

Compare these two versions of a workflow. Identify unclear ownership, duplicated steps, missing handoffs, and questions a first-time user may ask.

**KEEP HUMAN
OWNERSHIP**

Use approved tools • Protect confidential and student-identifiable information • Verify facts, policy, and safety • A human owns the final version

YOUR 30-DAY ACTION PLAN

TODAY	THIS WEEK	WITHIN 30 DAYS
Name one friction point. _____	Build and test one small system. _____	Review, improve, and assign ownership. _____
EXIT RESPONSE • One tool or system I will try: _____		