

Visual Schedule Tools & Templates:

Purpose:

To provide structure for arranging schedule and task symbols to reflect the activities of the day. An effective visual schedule is manipulable, allows for flexibility, and is easy for students and staff to use. Templates in this packet include positions for between activity tasks, and within activity tasks (task analysis checklist).

Tools:

Scissors

Laminator

Binding Tools
(hole punch,
binding machine)

Materials:

Schedule Board Templates:

<https://rebrand.ly/FullPageScheduleTemplates>

<https://rebrand.ly/HalfPageScheduleTemplates>

<https://rebrand.ly/DailySchedule>

1-3 lamination pouches (depending on which template is selected)

loop (soft velcro) strips (length will vary depending on template selected)

binding options:

zip ties, binder rings, coil binding, 3-ring binder (full or half size), packaging tape

Assembly Instructions:

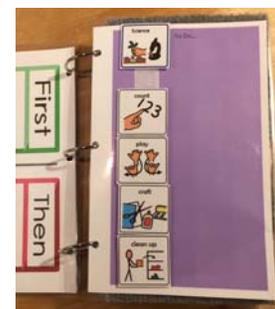
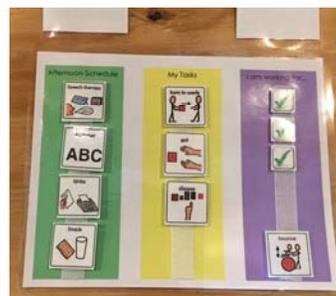
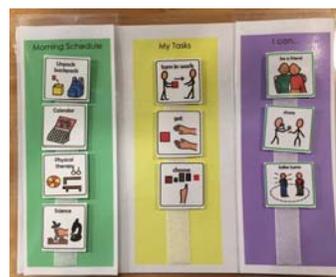
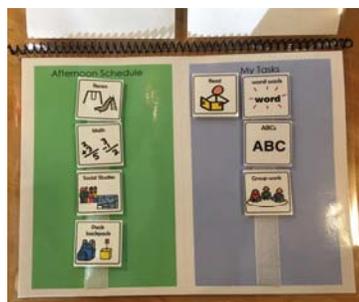
1. Print desired template. Follow instructions included with each board to assemble.
2. Bind with other visual tools as appropriate. Consider the following components:

Visual Symbols—determine if it is *convenient* or *distracting* to store symbols with the board

First / Then Board—it may be useful to transition use a first/then board to introduce or transition a student to a task analysis checklist

Token Board / Puzzle—if needed

Visual Closure System—this may be attached (“discard” page, pocket, etc) or external (bucket, basket, etc)



Visual Closure Tools:

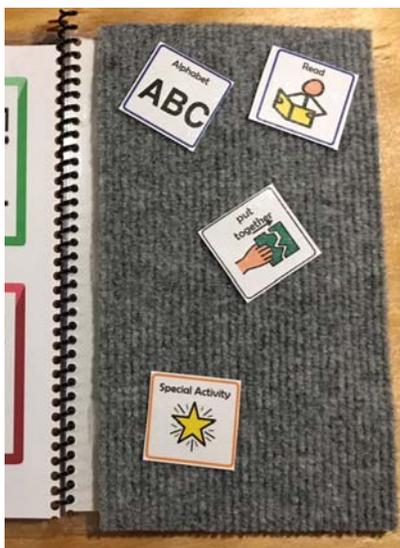
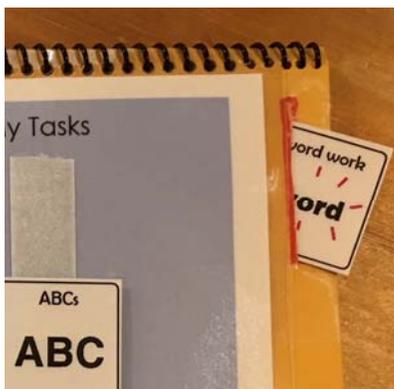
Purpose:

Commonly known as a “finished” position, a visual closure tool provides a system for removing finished tasks from view, allowing the process of completion to be visually and tangibly experienced. Visual closure tools may be as simple as erasing words or pictures written with dry erase marker or crumpling post-it notes of completed tasks.

Materials:

Consider the following visual closure options for removable symbols: a cup, bucket, basket, envelope, empty gum container, or “discard” page (velcro page or carpet square).

Visual closure tools are also beneficial for moving tasks from to-do, to in progress, to completion.



Half-page Visual Schedule

Page 1: Morning & Afternoon Schedule

Cut to 1/2 page size. Laminate.

Page 2: Task Analysis & First/Then

Fold in half & laminate.

To-Do goes on top.

Assemble:

Use coil binding or packaging tape to attach schedule page to to-do page along the top edge so it flips up.

Place strips of soft Velcro down the center of each solid color block to attach symbols. Add also to the center of the First/Then boxes.

Place a small piece of Velcro on the back of the first page, along the bottom aligned with the velcro strip on the "to-do" box to secure the pages together.

Morning Schedule...

Afternoon Schedule...

First	
-------	--

Then	
------	--

To-Do...

Half-page Visual Schedule

Page 1: Morning Schedule

Cut to 1/4 page size. Laminate.

Page 2: Afternoon Schedule w/ To-Do & First/Then

Fold in half & laminate.

Afternoon Schedule with To-Do goes on top.

Assemble:

Use coil binding or packaging tape to attach morning schedule on top of afternoon schedule along the top edge so it flips up.

Place strips of soft Velcro down the center of each solid color block to attach symbols.

Add also to the center of the First/Then boxes.

Place a small piece of Velcro on the back of the morning schedule, along the bottom, aligned with the Velcro strip on the afternoon schedule box to secure the pages together. You may also wish to place a small piece of Velcro on the back of the afternoon schedule, aligned with the Velcro strip on the morning schedule box to secure the pages together when the morning schedule is flipped to the back.

Afternoon Schedule...

To-Do...

First

Then