

## Individual Schedule Checklist: How to teach

Some students may require minimal teaching on how to use an individual schedule while other students may need more intense support and teaching. The students will learn best if the individual schedule is used frequently and consistently.

1. **Get the student to attend to the schedule:** this will ensure that the student is attending to the individual schedule. You may decide to use a script to gain attention. This can be done by saying, "Check the schedule", "Let's go through the morning schedule", "Look up here", "Math time"...etc.
2. **Show the schedule to the student:** make sure the student can refer to the schedule when you are using it by placing it in an accessible location that they can easily come back to and/or see.
3. **Gesture or point:** to show the student where to focus his/her attention. Point slowly to the schedule and remove the prompt when the student attends to the schedule.
4. **Prompt/guide the student (to do the activity):** Use the least amount of prompting required so the student can complete the activity as independently as possible.
5. **At the end of the activity, prompt the student back to schedule:** refer the student's attention to the schedule at the end of the activity, indicate the activity is complete (by placing the picture in an 'all done pocket', 'finished box', turning it over, placing a check mark beside it etc.)
6. **Repeat step 1**