

Visually Structured Task Planning Form

Skill to teach:

| Key Questions: | Describe or Draw: | Restructure: |
|---|--|---------------------|
| <p>1. What is the skill you want to teach?</p> <ul style="list-style-type: none"> <input type="radio"/> IEP goal/objective <input type="radio"/> Standard/Extended Standard <input type="radio"/> Academic Skill <input type="radio"/> Vocational Skill <input type="radio"/> Life Skill <input type="radio"/> Leisure Skill | | |
| <p>2. What type of teaching activity will you visually structure to teach this skill?</p> <ul style="list-style-type: none"> <input type="radio"/> Seat work (file folder, worksheet, written assignment, hands-on task with manipulatives, etc.) <input type="radio"/> Technology (Computer or iPad activity, etc.) <input type="radio"/> Board game <input type="radio"/> Task Analysis | | |
| <p>3. What prerequisite skills does the learner need to have in order to complete the task?</p> | <ul style="list-style-type: none"> <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ | |
| <p>4. What kind of visual structure does the student need to complete the task?</p> <p>4.1 How is the student instructed to complete the task?</p> <p><u>Visual Instructions:</u></p> <ul style="list-style-type: none"> • Materials define the task | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Jigs • Dictionary (photo or picture) • Written Instructions • Product Sample <p>4.2 How is the task organized?</p> <p><u>Visual Organization:</u></p> <ul style="list-style-type: none"> • Organizing materials and space <ul style="list-style-type: none"> ○ In tub/box ○ In file folder ○ In binder/folder ○ With labeled shelves ○ With tape on floor/work area • Self-contained tasks <ul style="list-style-type: none"> ○ Materials contained within the task ○ Limit materials ○ Limit number of steps <p>4.3 How is important and relevant information clarified?</p> <p><u>Visual Clarity</u></p> <ul style="list-style-type: none"> • Emphasize basic components of visual instruction <ul style="list-style-type: none"> ○ Highlight ○ Label ○ Color-code ○ Outline • Clarification of relevant details <ul style="list-style-type: none"> ○ Highlight ○ Label ○ Color-code ○ Outline | | |
| <p>5. What materials do you need?</p> | | |

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