Class Visual Schedule

The “Class Visual Schedule” assists children with understanding teacher expectations and the class schedule. Have a routine established for “checking in” with the schedule throughout the day. Many teachers check the schedule during circle time(s) or during another large group activity such as a large group table time.

The visuals are not numbered to allow for user flexibility. The pictures can be arranged, added to, or omitted according to the teacher’s needs. If your class calls an activity something different than what is provided on the picture, you can double click on the word to change the text label.

Developmentally younger children may need a photograph version to understand the schedule. (For additional information see “How to Make a Visual Schedule”.) Some teachers may want to use the version provided as a model to create their own personalized visual schedule by photographing pictures in their environment. Pictures can be cut out, laminated, and placed on a strip of laminated cardstock or poster board to form a horizontal sequence of steps for the child to follow. As the class completes individual activities, the teacher can turn over the picture to indicate that the activity is “all done”.

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Sample visuals created using pictures from Microsoft Clipart® and Boardmaker®

Assembly Directions

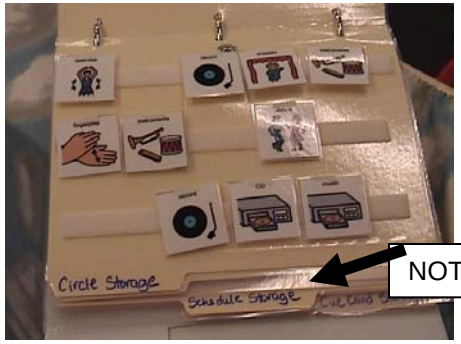
If your class calls an activity something other than what is currently available please feel free to make adaptations. You can double click on the word, located above the picture, to change the text label. Also, a blank template for 2x2 pictures or photographs has been provided on the last slide. If you would like to personalize pictures or make additional picture prompts, you can paste the pictures into the template and add text using the "text box" on the bottom tool bar.

Print the pictures on cardstock (or printer paper glued to a manila folder for increased durability), cut them, laminate them, and place a piece of Velcro (rough side) on the back of each picture and a small sliver of Velcro on the front side above the text. Velcro on both sides allows the teacher to turn a picture over to communicate when an area is full or closed and still have it stick to the board. (Printing directions on slide 3)

Attach pictures to a laminated piece of poster board or manila folder cut to size. The poster board should have strips of Velcro (the soft side) across the front (see photograph of sample). Some teachers find it useful to store the extra pictures in a "storage binder". To create a "storage binder" using tabbed file folders, see photo sample below. *To view photographs at a larger size, go to "view" on tool bar and then to "zoom".*

Sample Storage Binder for First-Then Schedules

Sample Storage Binder for extra pictures



Beginning View of Class Schedule

Turn over picture as activities are completed

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PRINT DIRECTIONS FOR CLASS SCHEDULE

Step 1:
Click on File & select Print

Step 2:
Select slides to print pictures
Type 4-9

Step 3:
Select "slides"

Step 4:
Type # of copies

Step 5:
Click OK

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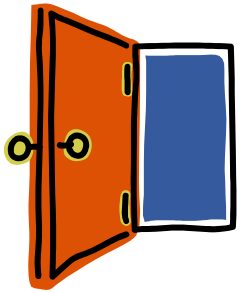
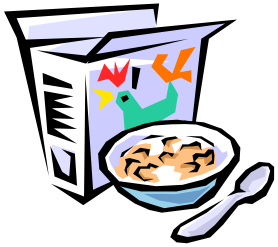
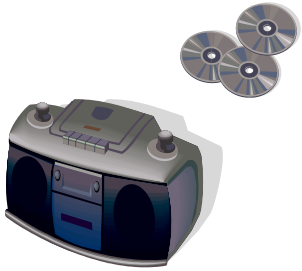
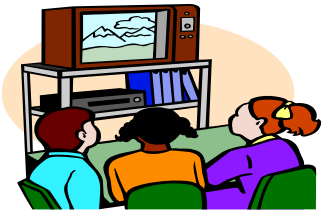
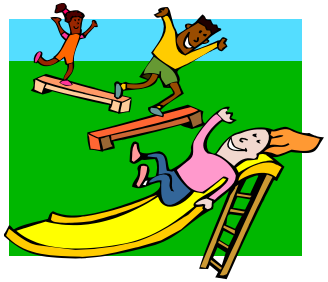
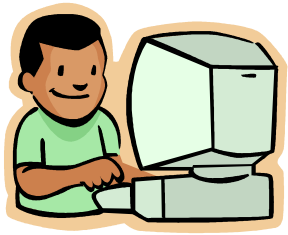
arrival 	breakfast 	story	instruments	puppets
finger play	centers	music	music 	music
video 	outside play 	P.E.	computer 	draw

NOTE: For individual “center pictures” see “Center Choices” file.

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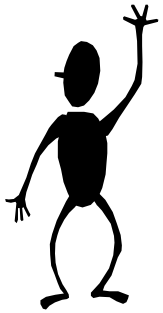
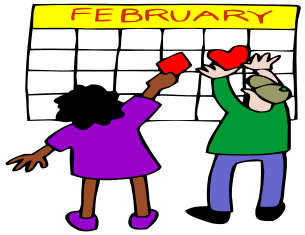
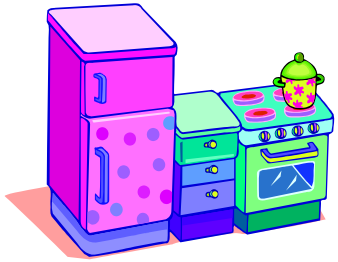
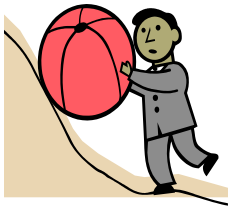
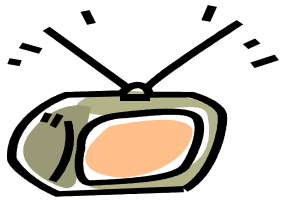
good-bye 	lunch	snack	snack	special day 
special activity	dance	doll house	cooking	housekeeping
housekeeping 	speech therapy	physical therapy 	dress-up	movie 

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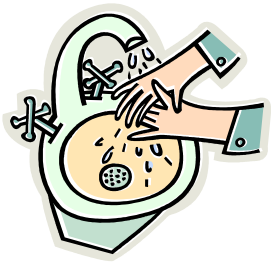
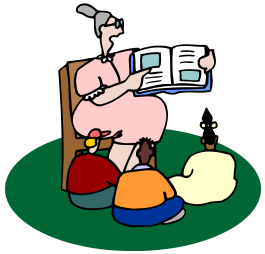
bathroom	bathroom	bathroom	bathroom	bathroom
wash hands 	wash hands	wash hands	wash hands	wash hands
special activity	read	get book	story time 	library

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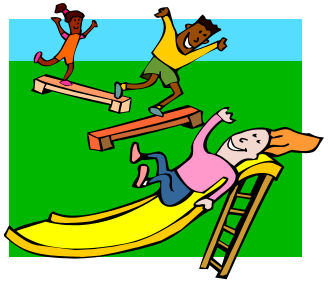
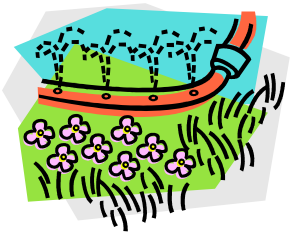
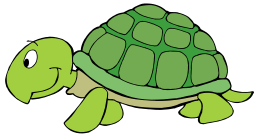
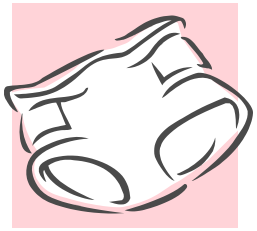
circle	circle	circle	rest	playground 
show and tell	garden 	water plants	take care of pet	take care of pet
take care of pet 	take care of pet	rock	change diaper 	fire drill

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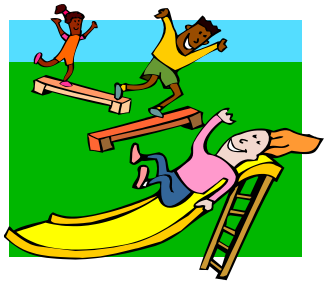
art	paints	easel	trikes	
blocks	occupational therapy	friends	outside play 	

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