

Choice Boards Protocol

Material: board or surface, visual aids, laminator (optional), markers or pens, printer (optional)

Purpose: A structured framework for using choice boards effectively, empowering individuals through autonomy, engagement, and personalized learning within a guided decision-making process

| Staff | Student/Adult | Contingency |
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| <p>Review choices (make sure you know all available choices)</p> <ul style="list-style-type: none"> -Identify purpose of choice board -Choose visual elements -Establish a format -Finalize and prepare materials -Introduce and implement -Monitor and adjust | <p>Engage individual in the process by helping come up with choices and formats</p> | |
| <p><u>Identify Purpose of Choice Board</u></p> <p>Determine the purpose of the choice board.</p> <p>Is it for education activities, therapeutic interventions, or leisure options?</p> <p>Understanding the purpose will guide the selection of</p> | <p>Help identify the choices available</p> | |

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| <p>activities and design of the choice board.</p> | | |
| <p><u>Choose Visual Elements</u></p> <p>Create or gather visual elements to represent each activity option on the choice board.</p> <p>These can include pictures, icons, symbols, or written words.</p> <p>Ensure they are clear, colorful, and easily recognizable.</p> | <p>Assist in choosing appropriate pictures or symbols</p> | <p>Use pictures, words, or a combination of both based on the person’s reading level</p> <p>For someone with visual impairment, ensure that the pictures and font are large enough for the person to see.</p> |
| <p><u>Establish a Format</u></p> <p>Choose a layout for the choice board that is visually appealing and easy to understand.</p> <p>You can use a grid format, a tic-tac-toe layout, or a thematic design, depending on your preferences and the number of activities.</p> <p>Establish guidelines or instructions for using the choice board.</p> <p>Clearly outline any parameters, such as the number of activities to choose, time limits, or specific requirements for completing tasks</p> | <p>Give feedback on layout and ease of understanding.</p> | <p>Plan for unexpected changes or certain events not to be available. Prepare the person as necessary.</p> |
| <p><u>Finalize and Prepare Materials</u></p> <p>Once the choice board is finalized, prepare the materials for use.</p> | <p>Help place choice boards across settings to ensure consistency.</p> | <p>Based on need, the choice board can stay in one location or move with the individual across settings.</p> |

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| <p>This may involve printing and laminating visuals, assembling the choice board components, and gathering any additional materials needs for the activities.</p> | | <p>Create backup boards in case of damage or it being misplaced.</p> |
| <p><u>Introduce and Implement</u></p> <p>Introduce the choice board to the individuals who will be using it.</p> <p>Provide clear instructions on how to use the choice board and encourage them to explore the activity options independently or with guidance.</p> | <p>Review and utilize choice board throughout each day or setting.</p> | <p>Uses gestures and physical prompts to help the learner identify what choice they are making.</p> <p>Initially, it is okay to model!</p> <p>The goal is for the individual to utilize the board independently, but assistance is okay if needed!</p> |
| <p><u>Monitor and Adjust</u></p> <p>Monitor the use of the choice board and gather feedback from individuals regularly.</p> <p>Be prepared to adjust the choice board based on their experiences and suggestions to ensure its effectiveness and relevance over time.</p> <p>By following these steps, you can create a choice board that effectively engages individuals and provides them with meaningful options for learning, exploration, and decision-making.</p> | | |