The Teaching Process

Determine Needs:
- Conduct an Informal Assessment
- Determine the emerging skills (academic and functional)
- Determine targeted skills
  - Consider targeting skills that are overarching and therefore effect other skills

Establish Goals:
- Determine the best way to measure progress of the targeted skills
- Write your goals (leave your baseline blank for now)
- Develop data sheets for the goals
- Collect your baseline data using the new data sheets (no strategies put in place yet)
- Create a graph to visually represent your baseline data
  - Look for a stable line or generally uniform trend
  - At least 3 stable data points constitute a trend
- Insert your baseline data into your written goals

Establish Supports & Services:
- Make teaching materials to service the written goals
- Begin teaching with your strategy and materials
- Continue using the created data sheet to collect on-going data

Monitor/Collect Data:
- Create a data schedule to track what days you are focusing on the goals
  - Ensures that all goals are being monitored and allows for staff to know who is taking data, when they are taking data, and on what skills
- Consider data systems to have in place
  - How will staff know what data is being collected that day (data stars)?
  - Who is responsible for prepping and collecting the data forms?
  - Who is responsible for collecting the data?
  - When is data being entered into the graph?
- Take on-going data to monitor progress
- Visually represent the on-going data in the same graph created for the baseline data

Review/Revise:
- Is progress being made toward the goal?
  - If yes: continue toward mastery and generalization
  - If no: take a look at the strategy and materials being used and revise as needed