

I included a sample of what the lesson plans look like once the cells are completed. It works out very well for me. I hope it helps some of you as well. I do not know if Speaking of Speech will be able to include this as a Microsoft Word document. The document was created in Microsoft Word because I use it as an interactive form. Next to Assessment is a drop down menu which includes the options of "observation" or "data collection". There are also other interactive features, such as a check box for the type of therapy. If they are unable to post it as a Word Document and you would like it in that format, you can e-mail me at autygers@mchsi.com and I will send you a copy via e-mail.

Here are instructions and hints if they post it as a Word Document:

- The first column is where I input the time (Bold Face) and the student names in the group under it (Regular Font).
- To make this a form where you can use the check box features and the drop down menus, do the following:
 - Input all of the speech times and students FIRST
 - Click on "View"
 - Click on "Toolbars)
 - Click on "Forms"
 - When the "Forms" toolbar appears, click on the last button in the toolbar (the lock). This will lock the form and the only places you can type is within a gray box. You can then place "X" 's next to the type of therapy and utilize the drop down menu next to "Assessment"
 - If you have changes in your schedule, simple open up the "Forms" toolbar again, click the lock again and this will allow you to change your original form. Then lock it again to make it interactive

Adobe PDF

- If it has to be posted as a .pdf file, you will have to print it out and hand write it...unless you know how to make it a form in Adobe (I don't ☺).

I hope all of the instructions for the Word Document make sense. I use Microsoft Office Professional 2003. The instructions included are the ones that I use to access and create forms. I do not know if it works the same in other versions.

Good Luck!!!! I hope this helps some of you!!!! ☺