

From Behavior Doctor Seminars

In Excel, the data should automatically tally/total itself. You'll have to change the top section with the expectations, and if it is more than 4 expectations, I'm not sure if it will change the formula automatically or not to include the additional column before the total.

Teachers will need to change the names of "george, fred, and wilma" to their class lists, but I left them in the spreadsheet so you would see where the student's names are to be recorded. :-) To sort the data with the lowest to the highest rankings, select the first total box for George (13), hold down the shift key and then click on the last number in the Total Column box (51 on the sample). This will highlight all the numbers in this column. (Or you can click on the 13 and then drag your mouse to the last number 51, highlighting those cells.) Once those are highlighted, under the "home" tab, on the far right top corner is an editing tool called "sort & filter". Select it and select the smallest to largest. You will get a window that opens saying "sort warning". Make sure the "expand selection" is selected (it's defaulted) and then click on sort. It will automatically reorder each of the rows.

To get a graph of the data, select the cell with the words "Behavioral Expectations" by right clicking on it and dragging to the bottom of the table (line 34 column G). Once these are highlighted, select the "insert" tab along the top. There in the chart section, there are a number of graphs available, but I used the "column" option. The graph automatically pops onto your screen, but looks very small. You can grab the edge of it to make it larger, or even copy and paste it into a word or power point document.