FBA Data Collection Tool Directions: (For the Old Version of FBA Data Tool) From Behavior Doctor Seminars

1. **You must have Microsoft Excel to run this program.**

2. **We have also recently discovered that Macintosh sometimes has no problem with this program and other times it will not work. If you have a MAC and it's not working- try to find someone with a PC that will let you enter the data and print it off.**

3. **You might have to save this at home and take it to your school on a disk if your school has fire wall protection.**

4. **Click link for FBA Data Tool and click Save Target As and load on your desktop or laptop.**

5. **Open FBA Data Collection Tool from your desktop or laptop**
   a. Click Enable Macros (you may have to change your security settings) **** (SEE LAST PAGE FOR CHANGING MACROS INFORMATION)*****
   b. If you still have trouble or don't get a pop-up that says "enable macros" try these two tricks depending on which version of Excel you have:

   - **Excel 2000**
     o Start Microsoft Excel.
     o Click on **Tools**, highlight **Macro** and click on **Security**.
     o Click on either **Medium** or **High** to select it.
     o Click on **OK**.
     o Click on **OK** again to close out of the options menu.
   - **Excel 2002 (XP) / 2003**
     o Start Excel.
     o Click on **Tools** and select **Options**.
     o Select the **Security** tab and click on the **Macro Security** button.
     o Click on either **Medium** or **High** to select it.
     o Click on **OK**.
     o Click on **OK** again to close out of the options menu.

6. **To save this for a particular student:**
   a. Type in student name
   b. Click view edit options- you can type in the personalized context, antecedent, behaviors, student reaction etc. on this section….or
   c. Click arrows in Context, antecedent, consequence, and student reaction to choose those you selected for your student. If your choice is not there you can type it in.

    d. The white boxes in antecedents, consequences, and student reaction can not be changed. These are standards that must be used each time.

    e. Type in up to three behaviors that are being measured for this child.

    f. Save file as the student's name and date so you don't overwrite your blank file.

    g. You can print off your observation sheets from this section

7. Once you have begun collecting data you can enter it daily on the student's file:

    a. Go to Window at the top bar and click on it
        i. Click- unfreeze panes (if it won't scroll down)
        ii. This lets you scroll down and enter the rest of the information

    b. Look at your data collection sheets

    c. Type in the first observation date in this format: 06/03/05

    d. The computer will automatically configure the day of the week so it's very important to make sure the date is correct.

    e. In the yellow boxes for each day type in the total observation time you had for each day.
        i. This will help the computer calculate your baseline.

    f. Click the pink box beside attendance and click the down arrow to select whether the student was there: full day, partial day, or absent

    g. Enter beginning and ending time of behavior in this format:
        i. 8:32 am in the top box (time the behavior began) **(THERE MUST BE A SPACE BETWEEN THE TIME AND THE AM OR PM) 8:23AM WILL NOT WORK BUT 8:23 AM WILL.**
        ii. Do not put the periods after am or pm
        iii. 8:34 am in the bottom box (time the behavior ended)
        iv. The computer automatically defaults to a.m.
            1. If this is p.m. you must type 1:17 pm or it will tell you that the time is incorrect.

    h. In the white boxes type the letter from your data collection sheets that match for context, antecedent, behavior, consequence, student reaction, and staff initials.

    i. If more than one antecedent or consequence occurred put the second one in the gray box (make sure the first one that occurred in the white box)

    j. If more than one behavior occurred at once- code it as two separate events.
        i. If this happens more than once you possibly should reconsider your definition of behaviors and code tantrum as a combination of two or more behaviors.
        ii. Go to the next line for each behavior that occurred for that day.

        k. Go to the next page for each new day that you add and finish typing in all the data that you have collected.
8. When you have entered all your data, click on the tab at the bottom that says "graphs and reports."
        a. Your data are now in a graphed report that you can cut and paste into any Word Document report.
        b. This information will now be able to be printed out so the team can fill out a competing pathways chart.
        c. You can change the type of graph by double clicking which will take you straight to Excel.

When the macro security level in Excel is set to **Low** (not recommended), macros can be run without prompting. When macro security is set to **Medium**, Excel displays a dialog box asking if you want to enable macros. When macro security is set to **High** (the recommended macro security setting for all users), Excel allows you to run only those macros that are digitally signed or stored in the Excel startup (XLStart) folder.

To learn more about digital signatures and how to acquire them, see the Help topic About digital signatures.

What do you want to do?

Use the XLStart folder

Enable an unsigned macro to run

Use the XLStart folder

When you place a workbook that contains an unsigned macro in the XLStart folder and macro security is set to **High**, the workbook is automatically opened when you first start Excel, and you'll be able to run the macro. The macro cannot be run, however, when you open the workbook in Excel by clicking **Open** on the **File** menu.

The XLStart folder was created when you installed Excel and is typically located in one of the following places:

> C:\Documents and Settings*user name*\Application Data\Microsoft\Excel
> C:\Program Files\Microsoft Office\Office11

Enable an unsigned macro to run

To allow unsigned macros to run, the **Trust all installed add-ins and templates** check box must be selected on the **Trusted Publishers** tab of the **Security** dialog box. This option is selected by default. If it is not selected (recommended), Excel allows you to run only macros that have trusted digital signatures.

1. On the **Tools** menu, point to **Macro**, and then click **Security**.
2. On the **Trusted Publishers** tab, select the **Trust all installed add-ins and templates** check box.