**Directions on how to graph**

**BLAKE**

*Graph 1: Creating a bar graph to show frequency of behavior*

1. See bottom of Excel spreadsheet – label one tab “Data” and another “Graphs”
2. In cell A1, type “Total Curses by Setting” to label the data
3. Cell A2: type “Setting”; Cell B2: type “# of Curses”
	1. Under “Setting” type each setting from the data handout in a separate cell
	2. Under “# of Curses” type the numbers from the data handout next to corresponding settings
4. Select the “Setting” cell in the upper left corner, hold and drag to the “6” in the lower right corner
5. Click Insert in the tool bar
	1. Choose the column graph (a good choice for frequency) – choose whichever column option you prefer
6. Click Design in the tool bar
	1. Chart Layouts – your preference! Lots of different options.
	2. Change chart and axis titles

*Graph 2: Creating a pie chart to show percentage of behavior*

1. Type “Percentage of Curses by Antecedent” to label data
	1. In column A, type “# of Curses”; In column B, type “Antecedent”; In column C, type “Percentage”
	2. Underneath “# of Curses”, list the numbers from the data handout
		1. Below the final number, two options:
			1. Manually find sum of numbers
			2. Use SUM function in Excel: select and drag the first through final numbers, click auto sum (in Edit section of toolbar - ∑)
	3. Underneath Antecedents, list antecedents from data handout
	4. Underneath “Percentage” select first cell. Excel will calculate percentage for us!
		1. =(number of curses/total), enter
		2. EX: for first percentage, =14/44, enter
		3. Repeat for remaining percentages
	5. If these are displaying as decimals instead of percentages:
		1. Select all cells under “Percentage” (select and drag), right click, select Format Cells, select Percentage
	6. To ensure correct calculations, use auto sum again (∑) - should be 100%
2. Select “# of Curses” in upper left corner, drag down through 9.09 in lower right corner
3. Select Insert in tool bar, Pie
4. Select Design in tool bar, choose whichever Chart Layout you prefer

**JAMIE**

*Graph 1: Progress monitoring for frequency of behavior*

1. Type “Frequency of Crying” to label data
2. Under label (in column A), type “Week”; In column B, type “Frequency of Crying”
3. Under “Week”, type 1-4 each in separate cells
4. Under “Number of Times”, type the numbers from the data handout corresponding with the week
5. Select “Frequency of Crying”, hold and drag down to the “3” in that column
6. Select Insert in tool bar, choose Line (good for showing progress over time)
	1. Select Design in tool bar, choose Chart Layout, label chart title and axes
7. To show trend over time:
	1. Select Layout in tool bar, Trendline, Linear Trendline

*Graph 2: Progress monitoring for duration of behavior*

1. Type “Crying by Duration” to label data
2. Under label (in column A), type “Crying Occurrence”; in column B, type “Duration”
	1. Under “Crying Occurrence” label 1-15
	2. Under “Duration” type corresponding data from handout
3. Select and drag “Duration” through “3”
4. Repeat steps 6-7a to show graph with trendline

*\*The same steps and graphs can be used for progress monitoring of academic data as well ☺*