**Graphing Template Guide for Excel**

**Weekly Rate Chart**

1. Locate your rate data sheets
2. Open your Graphing Template Excel file and click tab labeled “Rate Data”
3. Enter student’s name in title of page, as well as box labeled “Student name”
4. Enter student‘s target behavior in title of page
5. Enter target behavior in white box labeled “Enter target behavior here”
6. Enter date ranges (example: 8/27-8/31) for baseline and/or intervention in boxes labeled “Enter date range”
7. List dates data was collected next to appropriate session number
8. Fill in rates under either baseline or the appropriate intervention
9. Averages will automatically be calculated at the bottom and above each column
10. Click tab labeled “Rate Graph” to review graph

**Weekly Duration Chart**

1. Locate your duration data sheets
2. Open your Graphing Template Excel file and click tab labeled “Duration Data”
3. Enter student’s name in title of page, as well as box labeled “Student name”
4. Enter student’s target behavior in title of page
5. Enter target behavior in white box labeled “Enter target behavior here”
6. Enter date ranges (example: 8/27-8/31) for baseline and/or intervention in boxes labeled “Enter data range”
7. List dates data was collected next to appropriate episode number
8. Fill in duration in minutes under either baseline or the appropriate intervention
9. Averages will automatically be calculated at the bottom and above each column
10. Click tab labeled “Duration Graph” to review graph

**Time Sampling**

1. Locate your time sampling data sheets
2. Open your Graphing Template Excel file and click tab labeled “Time Sampling Data”
3. Enter student’s name in title of page, as well as box labeled “Student name”
4. Enter student’s target behavior in title of page
5. Enter target behavior in white box labeled “Enter target behavior here”
6. Enter date ranges (example: 8/27-8/31) for baseline and/or intervention in boxes labeled “Enter data range”
7. List dates data was collected next to appropriate session number
8. Fill in number of intervals you selected “yes” and total intervals observed
9. Percent intervals “Yes” will automatically be calculated
10. Baseline and Intervention averages will automatically be calculated at the bottom and above each column
11. Click tab labeled “Time Sampling Graph” to review graph

**Direct Behavior Rating**

1. Locate your direct behavior rating data sheets
2. Open your Graphing Template Excel file and click tab labeled “DBR Data”
3. Enter student’s name in box labeled “Student name”
4. Enter target behavior in white box labeled “Enter target behavior here”
5. Enter date ranges (example: 8/27-8/31) for baseline and/or intervention in boxes labeled “Enter date range”
6. List dates data was collected next to the appropriate session number
7. Fill in target behavior ratings and replacement behavior ratings
8. Column averages will be automatically calculated at the bottom and above each column
9. Click tab labeled “DBR Graph” to review graph

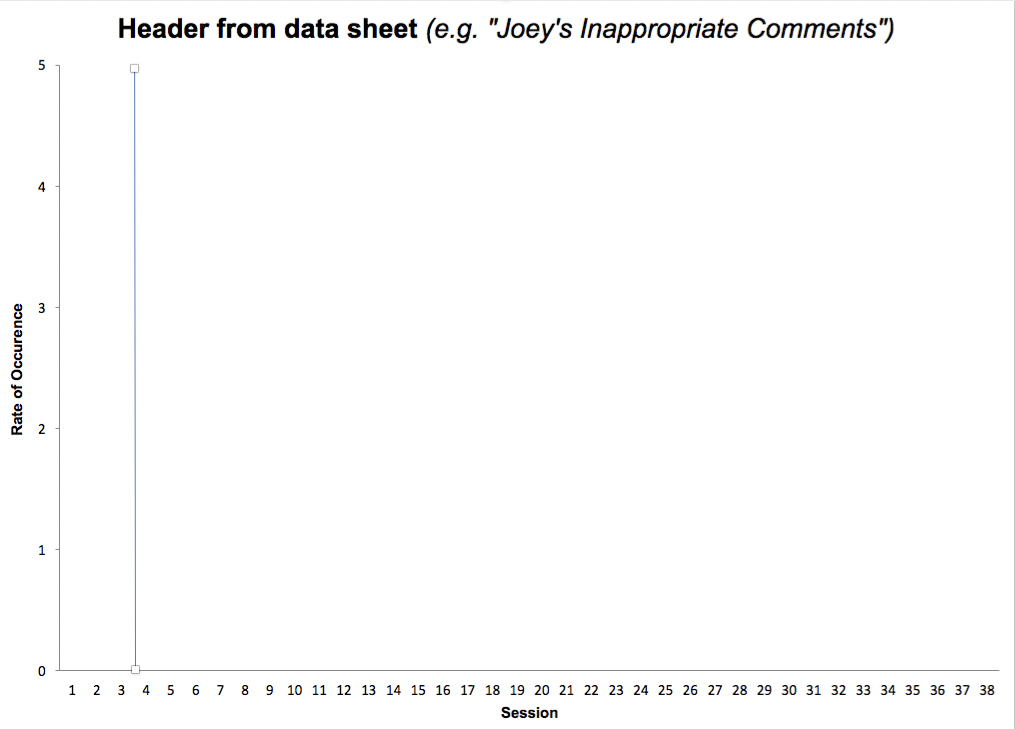
**General Tips for Graphing**

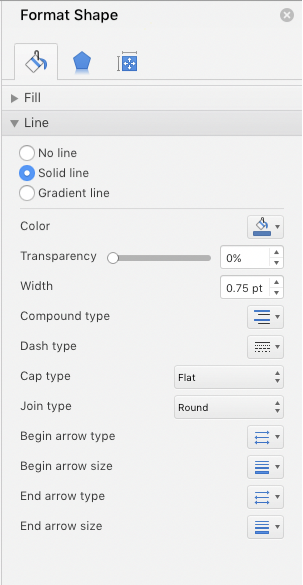
**How to add a line for a phase change**

* Click “Insert”
* Then “Shapes”
* Select the line shape



* Click and drag where you would like to place the phase change line



**How to format a phase change line**

* The color and width of the line can be changed by

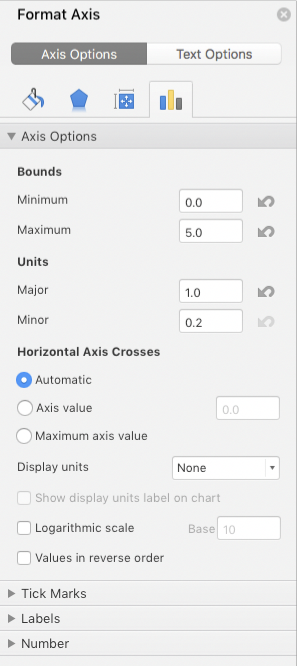
right clicking the line and selecting “format shape”

* Under “Line”, select “Solid line”
* To change the color, click the paint can and select a color
* To change the width, type in the number and press

enter or use the arrows

* To change the dash type of the line, click the down arrow

and select a dash type you would like

**How to format the graph axis**

* Right click the axis that needs to be formulated

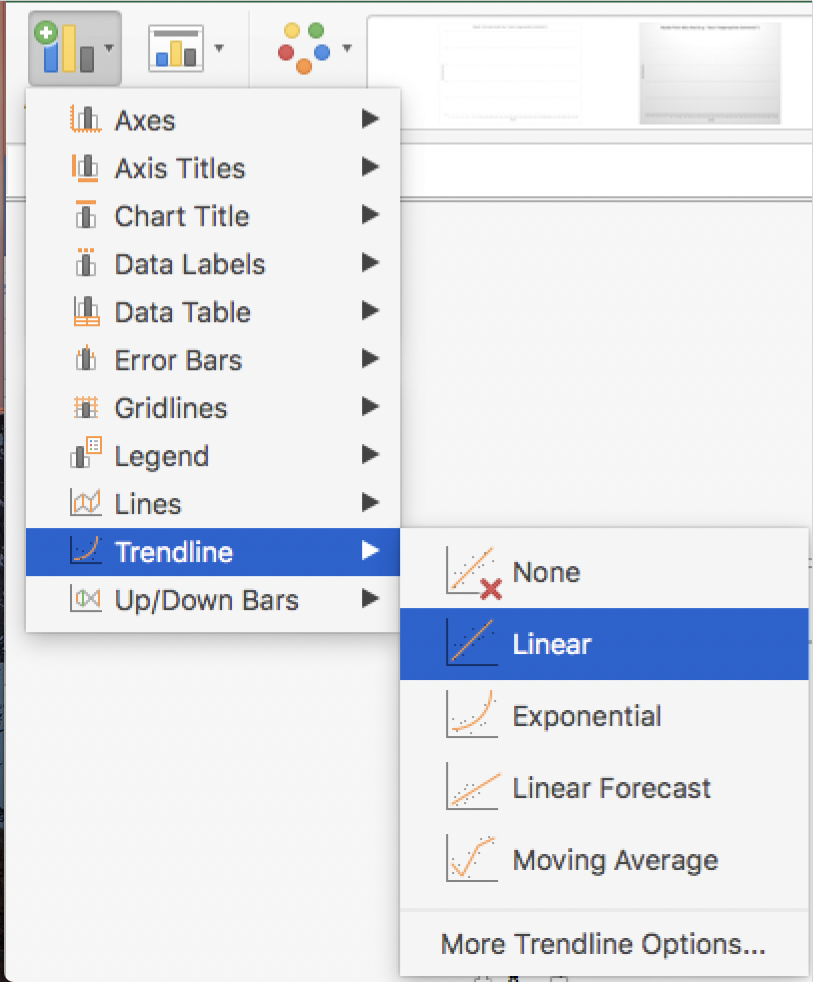
and select “Format axis”

* Use the menu to adjust units, display values, add

tick marks, position labels, and format the numbers

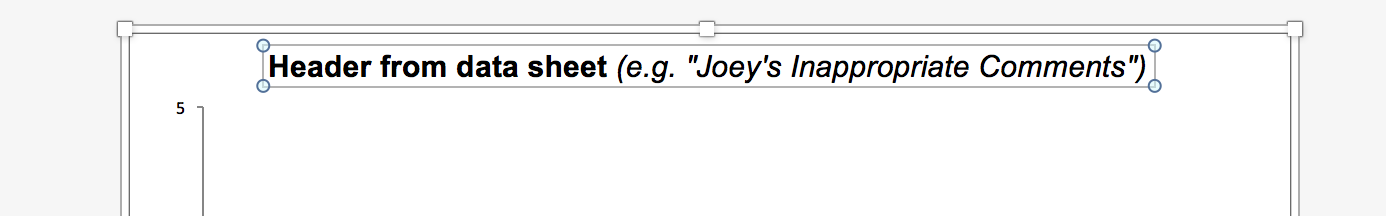
**How to add a trend line**

* Click “Chart Design” from the top green menu
* Click “Add Chart Element”
* Select “Trendline”, then “Linear”

**How to edit title of graph title or axis labels**

* Click on text box
* Backspace and type preferred graph title/axis labels



**How to adjust number ranges on graph**

* Right-click on axis
* Select “Format Axis”
* “Axis Options” column should appear on right-hand side of document
* Adjust minimum/maximum or minor/major by entering them

