**FBA Graphing Data Flow Charts**

**LINE GRAPH:**

* Open Excel
* Click on cell 1A
* Record date of first observation in the following format (mm/dd/yy)
* Move courser to lower right hand corner of cell 1A until it turns to a closed plus sign (insert photo)
* Right click and drag down column A , until ending date of data collection appears
* This column should be highlighted
* Click in open white cell to remove highlight
* Refer to data collection sheet and note the dates of weekends, holidays, and any other dates that may include: fieldtrips, absence, suspension, etc.
* These dates will be deleted from column 1A
* Click on the first weekend date noted and drag closed plus sign to include all dates. Dates should be outlined with a blue rectangle. Place the open plus sign in an area within blue rectangle, double click and delete.
* Shift Cells Up = ok
* Repeat until all out of normal school days have been removed
* If more than one behavior was recorded, highlight all dates in column 1A
* Double click and copy
* Leave two blank columns and past dates in column D
* Repeat as needed
* Below the dates, write the name of each different behavior that was tallied
* Go to Column B, first behavior, and record total number of tallies (from all observers). Use down arrow, to continue entering total number of behaviors observed for each dates.
* Enter a zero (0) if no behaviors were observed on a particular date
* Repeat for each defined behavior in Column D/G/J
* Double click on tab at bottom (sheet 1), click rename, should be highlighted blue, and type Raw Data
* Highlight Columns A and B, excluding title, Choose Charts tab (at top of screen), right click on line for line graph, right click on line for type of line graph
* Double click in white portion of chart that appears
* Select Move Chart, right click New Sheet and replace Chart1 with name of first behavior, OK
* At top of screen under “Chart Quick Layouts” select layout 10. This should include four highlighted boxes on all sides of graph (top, bottom, left, right)
* Place courser on line graph between data points and graph lines, double click, chose add trend line. In the format Trendline Square, choose OK for the highlighted linear line.
* Right click on series1 (right side of graph), once rectangle appears double click and delete
* Right click on Chart Title (top of graph) and type: student’s name frequency chart for name of behavior one, enter, parenthesis open, definition of behavior from frequency chart, parenthesis closed
* Right click on Axis Title (left of graph) and type: number of events
* Right click on Axis Title (bottom of graph) and type: Dates
* Right click on actual dates at bottom of graph and a faint gray outline should surround all dates
* Choose Home at top of screen, right click ABC under alignment, choose Angle Text Upward
* SAVE AS *STUDENT’S NAME* FBA GRAPH
* Return to Raw Data page and repeat beginning with highlighting of dates and total number of frequencies

Rev. 12/14

**BAR GRAPH**

* Open Excel
* Click on cell 1A
* Record date of first observation in the following format (mm/dd/yy)
* Move courser to lower right hand corner of cell 1A until it turns to a closed plus sign (insert photo)
* Right click and drag down column A , until ending date of data collection appears
* This column should be highlighted
* Click in open white cell to remove highlight
* Refer to data collection sheet and note the dates of weekends, holidays, and any other dates that may include: fieldtrips, absence, suspension, etc.
* These dates will be deleted from column 1A
* Click on the first weekend date noted and drag closed plus sign to include all dates. Dates should be outlined with a blue rectangle. Place the open plus sign in an area within blue rectangle, double click and delete.
* Shift Cells Up = ok
* Repeat until all out of normal school days have been removed
* If more than one behavior was recorded, highlight all dates in column 1A
* Double click and copy
* Leave two blank columns and past dates in column D
* Repeat as needed
* Below the dates, write the name of each different behavior that was tallied
* Go to Column B, first behavior, and record total number of tallies (from all observers). Use down arrow, to continue entering total number of behaviors observed for each dates.
* Enter a zero (0) if no behaviors were observed on a particular date
* Repeat for each defined behavior in Column D/G/J
* Double click on tab at bottom (sheet 1), click rename, should be highlighted blue, and type Raw Data
* Highlight Columns A and B, excluding title, Choose Charts tab (at top of screen), right click on column for bar graph. Choose Stacked Column.
* Double click in white portion of chart that appears
* Select Move Chart, right click New Sheet and replace Chart1 with name of first behavior, OK
* At top of screen under “Chart Quick Layouts” select layout 6. This should include three highlighted boxes on three sides of graph (top, bottom, left)
* Right click on Chart Title (top of graph) and type: student’s name frequency chart for name of behavior one, enter, parenthesis open, definition of behavior from frequency chart, parenthesis closed
* Right click on Axis Title (left of graph) and type: number of events
* Right click on Axis Title (bottom of graph) and type: Dates
* Place courser on a date at bottom of graph, right click and a faint gray outline should surround all dates
* Choose Home at top of screen, right click ABC under alignment, choose Angle Text Upward
* SAVE AS: *STUDENT’S NAME* FBA GRAPH
* Return to Raw Data page and repeat beginning with highlighting of dates and total number of frequencies

Rev. 12/14