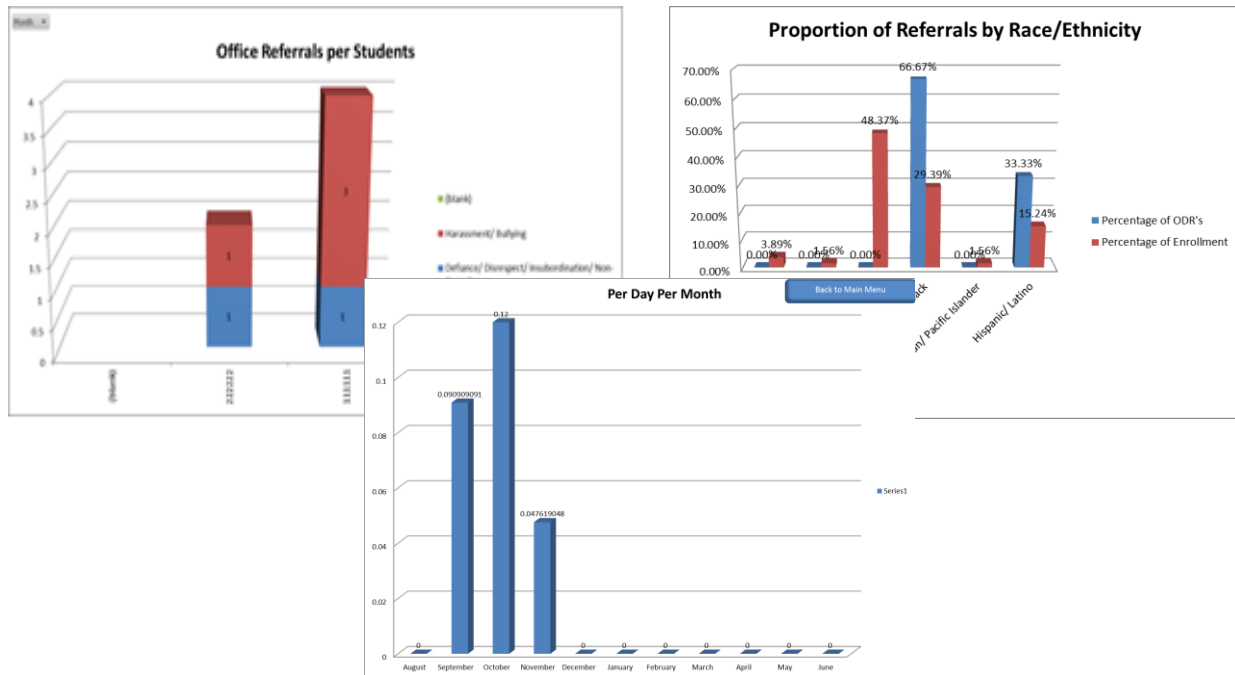


# Using the MO-SWPBS Data Collection Tool



Center for PBS  
College of Education  
University of Missouri

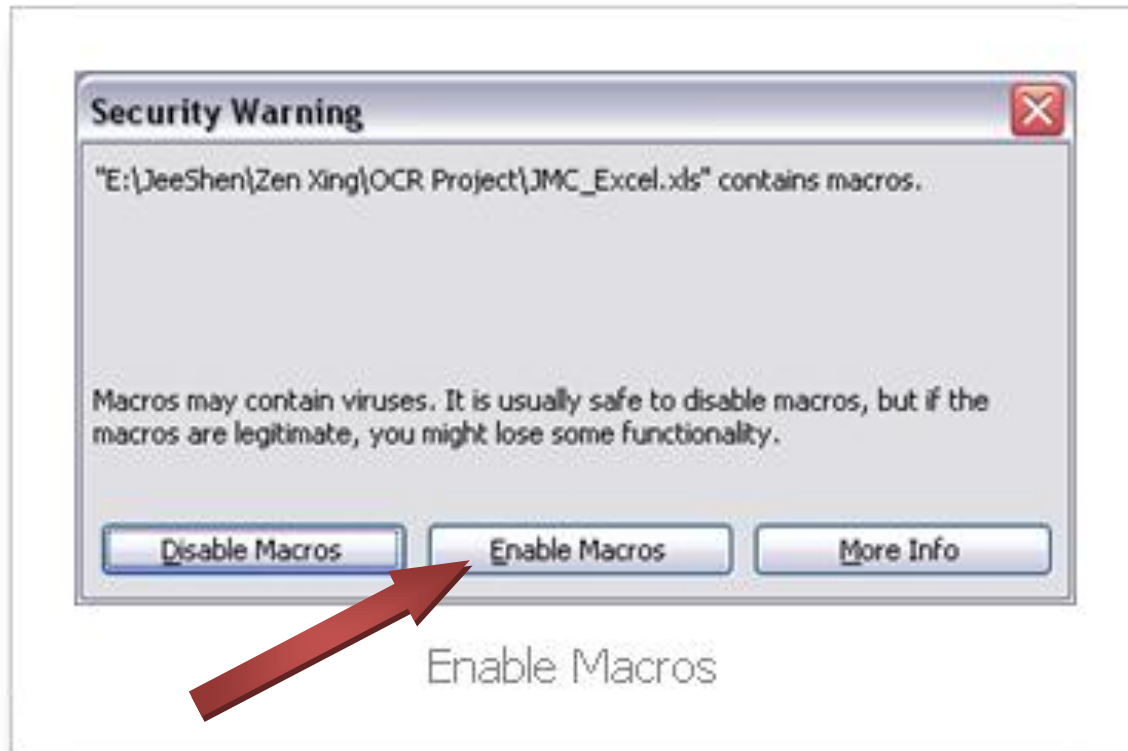


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- In Office 2007 or 2010, click on the box marked “Enable Content.” Once this has been done, the buttons can be used to navigate around the Data Collection Tool.



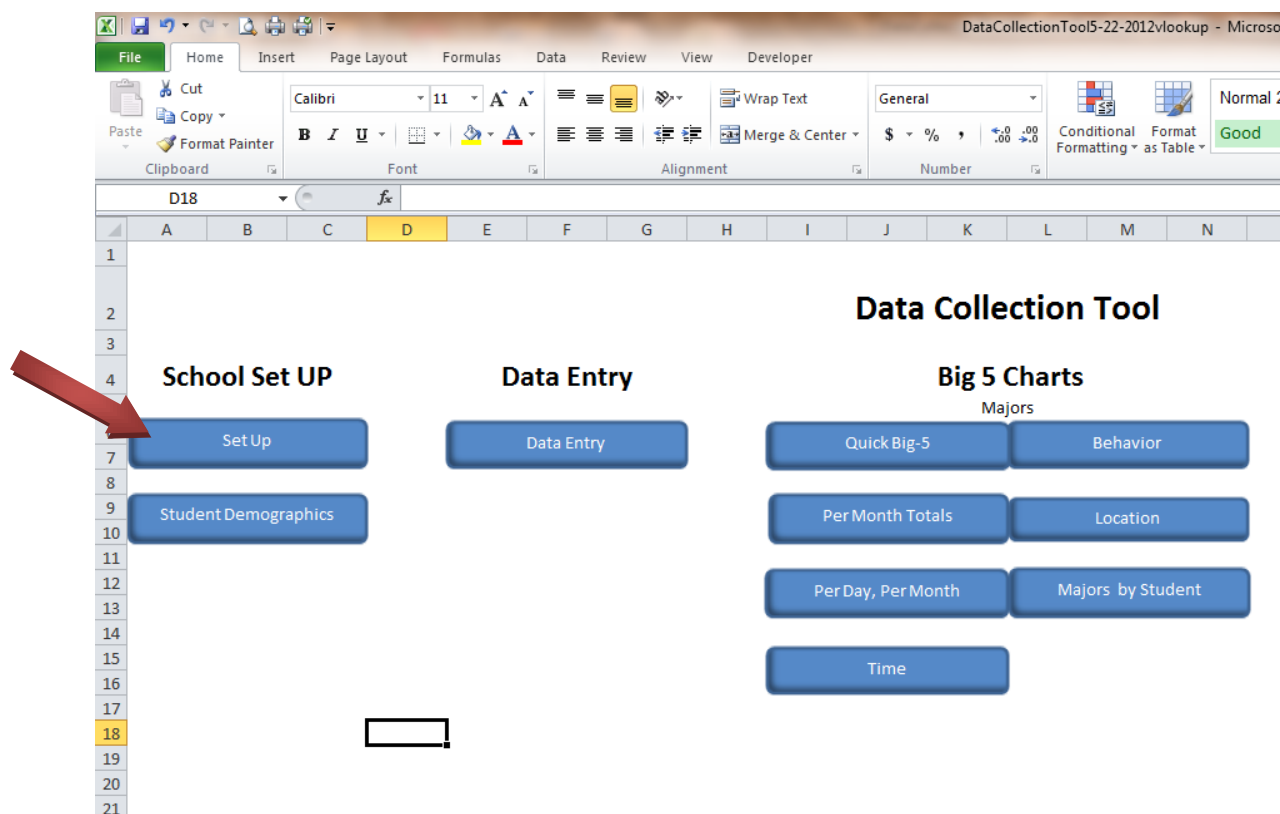
- If you are using Office 1997-2003, you may or may not receive a message stating that “Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.” If this message pops up, you will want to click “Enable Macros”
- **Important:** If you still have trouble using the navigation buttons, see the “troubleshooting guide” at the end of this document to change the security settings in excel.

## Using the Data Collection Tool

The Data Collection Tool can be used to collect, aggregate and summarize office referral data to aid in problem solving. A variety of information is collected from individual disciplinary incidents. The Data Collection Tool pools the data, provides aggregate graphs, as well as graphs disaggregated to provide useful information for schools to use as they make decisions that will impact student behaviors and school climate.

### Step 1: School Set Up

The first step in using the Data Collection Tool is to complete the “School Set-Up” page. The information on this page is critical for the graphs to function properly.



- To go to the “School Set-Up” page, click on the “School Set-Up” button

DataCollectionTool5-22-2012vlookup - Microsoft Ex

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Conditional Formatting Format as Table

Calibri 11 A A B I U Merge & Center \$ % .00 .00

Normal 2 Good

G7

Back to Main Menu

Staff Number	Staff Member: Last Name, First Name	Month	Days in session/ Month
1	Mann, Horace	August	11
2	Montessori, Maria	September	22
3	Dewey, John	October	25
4	Harris, William T	November	21
5		December	
6		January	
7		February	
8		March	
9		April	
10		May	
11		June	
12		July	
13			
14			
15			
16			
17			
18			
19			
20			

Student Enrollment	
2012/2013	501
2011/2012	498
2010/2012	
2009/2010	

Enrollment by Ethnicity	
Hispanic/ Latino	98
Non-Hispanic/ Latino	305

Enrollment by Race	
Asian	
Native American	
White	311
African	189
Native Hawaiian/ Pacific Islander	

1 School Name  
My School

2

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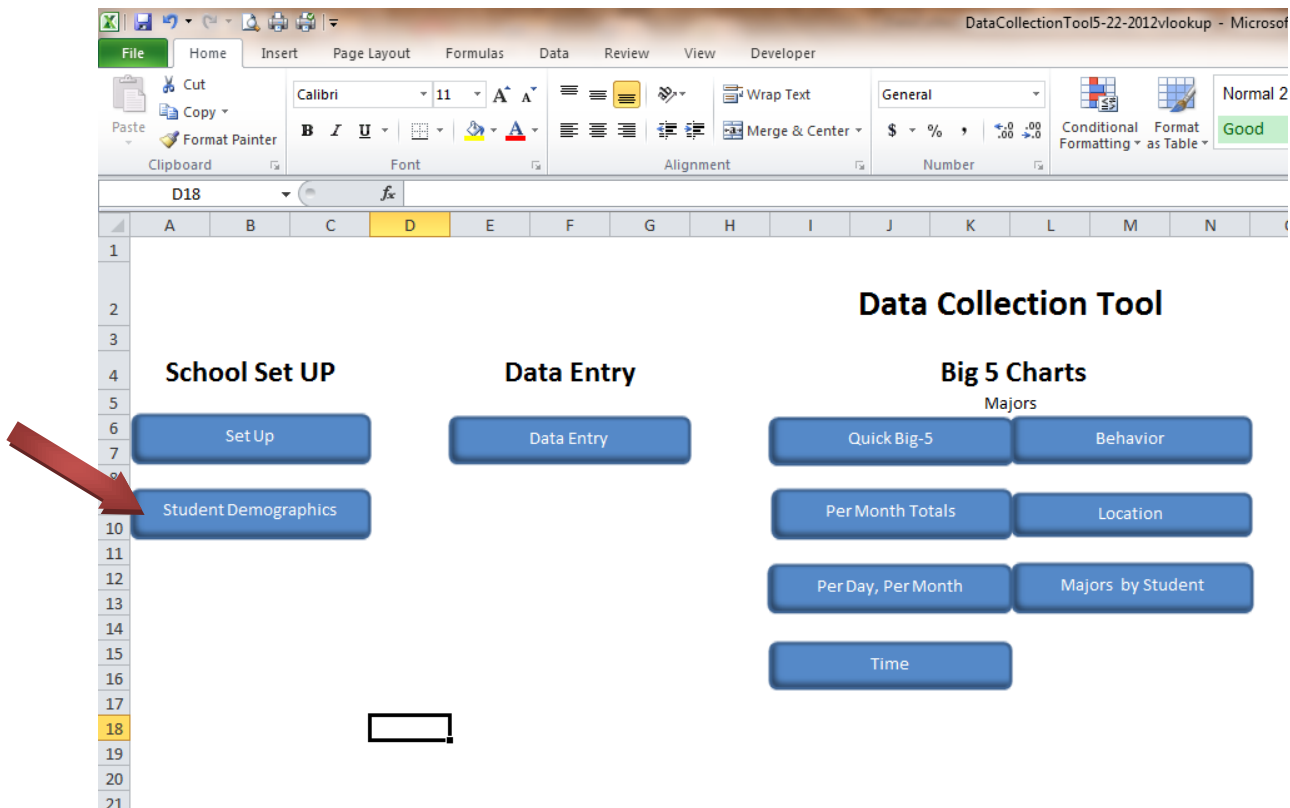
22

- Enter school name; this will cause your school's name to appear on the graphs (in the example, the school is named "My School").
- Enter School September enrollment information for the current school year. It is optional to enter enrollment for years going back to the 2009/2010 school year.
- Enter the number of students enrolled by race and ethnicity. This is needed for the graphs that chart discipline data by race and ethnicity, and can help you to spot possible problems of disproportionality in discipline referrals.
- The Data Collection Tool uses Federal Race and Ethnicity designations. When the Data Collection Tool counts office referrals by race and ethnicity, it does not count students who are marked as Hispanic as under the racial categories, (i.e. a student marked as African American/ Black and Hispanic will only be counted as Hispanic when charted by race and ethnicity.
- Enter teacher names. These will be added to the drop down menu on the data entry page.

- Enter the number of days that school is in session for students for each month. This information is used to chart the number of office referrals per day/ per month.
- “Save”
- Click the “Back to Main Menu” button

## Step 2: Student Demographics

The student demographics page acts as a data base that “remembers” information on student demographics so that when you are entering ODR information on the “Data Entry” page you do not have to repeatedly enter demographics information for students who are already in the system, and who have multiple ODR’s. This also helps to establish consistency in the demographic data (i.e. misspelling a student’s name)



- This will take you to the student demographics page.



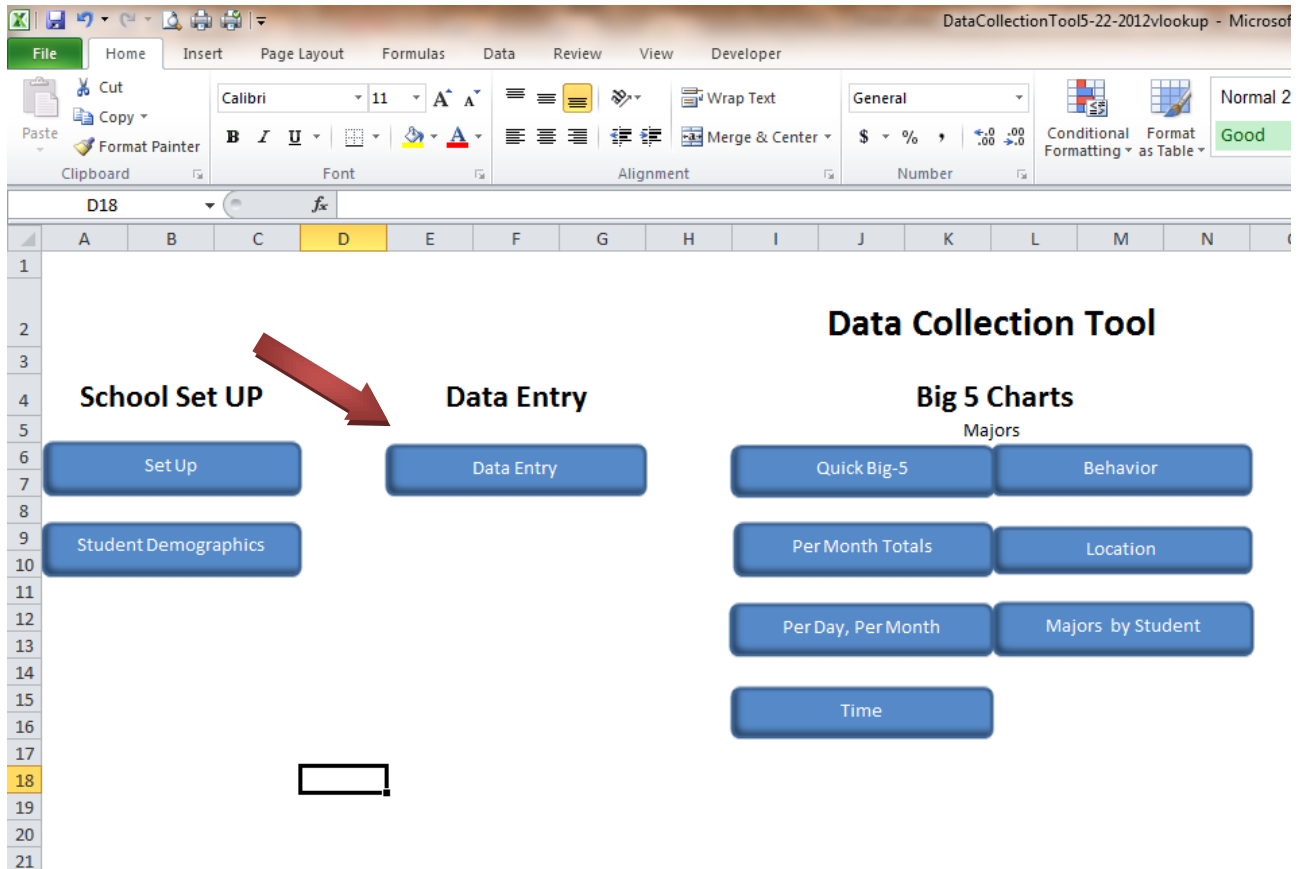
Microsoft Excel interface showing the "DataCollectionTool5-22-2012vlookup" spreadsheet. The spreadsheet is titled "Student Demographics" and contains columns for Student Number, Last Name, First Name, Grade, Gender, Ethnicity, and Race. The data entry area is highlighted in yellow. A red arrow points to the dropdown menu for the "Race" column, which is currently set to "White". A text box next to the arrow states: "Use the drop down boxes to enter demographic information".

Student Number	Last Name	First Name	Grade	Gender	Ethnicity	Race
111111	Doe	John	1	male	Hispanic/ Latino	White
222222	Doe	Jane	3	Female	Hispanic/ Latino	White
						Asian
						Native American/ Alaskan
						White
						African American/ Black
						Native Hawaiian/ Pacific

- Assign a student number for each student, or enter the number assigned to the student by the district, and enter it in the first column.
- The Data Collection Tool will not allow you to enter the same number twice.
- Enter the student's last name, then first name.
- Choose the demographic information that best fits the student from the drop down menu in each cell
- "Save"
- Click either "Back to Main" or "Data Entry"

### Step 3: Data Entry

The data entry page is where individual ODR's are entered into the system. This becomes the data base which then generates the various graphs.



- Click on the "Data Entry" button



number. If the number is correct, make certain that you have entered the student into the student demographics page.

**Directions:** The first time you enter data on a student, you must complete the student demographics record. After that, you will enter the student number, tab over, then complete the ODR record.

Student Number	Last Name	First Name	Grade	Gender	Ethnicity	Race	Referring Staff Member	Date of ODR	Month	Time (closest 15 min)	Location	Major Offense	Minor Offenses	Others
111111	Doe	John	1	male	Hispanic/ Latin	White	Harris, William T							
222222	Doe	Jane	3	Female	Hispanic/ Latin	White	Dewey, John							
							Mann, Horace							
							Montessori, Maria							
							Dewey, John							
							Harris, William T							

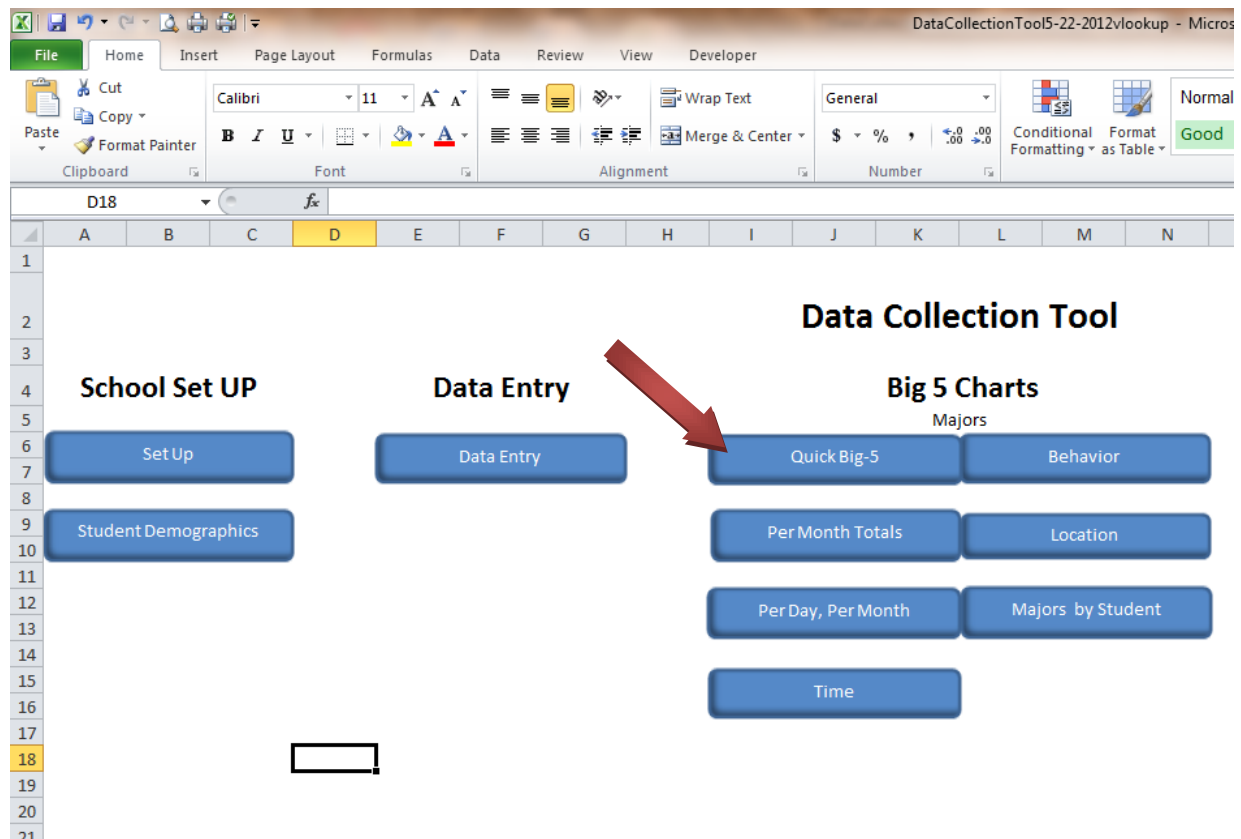
- Once you have called up demographic information by tabbing over, complete the information for the specific office referral. Notice that some of the cells utilize drop down menus. Also, notice that the staff names that were entered on the school set up page appear in the drop down menu for Referring Staff Member.
- Either the number of Major Offenses or number of Minor Offenses is the dependent variable for most of the charts. If you do not enter either a major offense, or minor offense, the entry will not show up in any of the charts. Make sure you enter one or the other, and choose the category of behavior that best describes what happened.
- **Important: If you enter a “Major Offense” do not enter a “Minor Offense” for the same referral.** You will only enter one offense, major or minor, per office referral. A rule of thumb is to record the behavior that triggered the decision rule for recording the behavior.
- Click “Save” before navigating away from this page.

	A	B	C	D	E	F
1	Back to Main Menu		Student Demographics		Directions: The demographics r the ODR record	
2	Student Number	Last Name	First Name	Grade	Gender	Ethnicity
3	111111	Doe	John	1	male	Hispanic/ Latino
4		Doe	Jane	3	Female	Hispanic/ Latino
5		Doe	John	1	male	Hispanic/ Latino
6	111111	Doe	John	1	male	Hispanic/ Latino
7	222222	Doe	Jane	3	Female	Hispanic/ Latino
8						

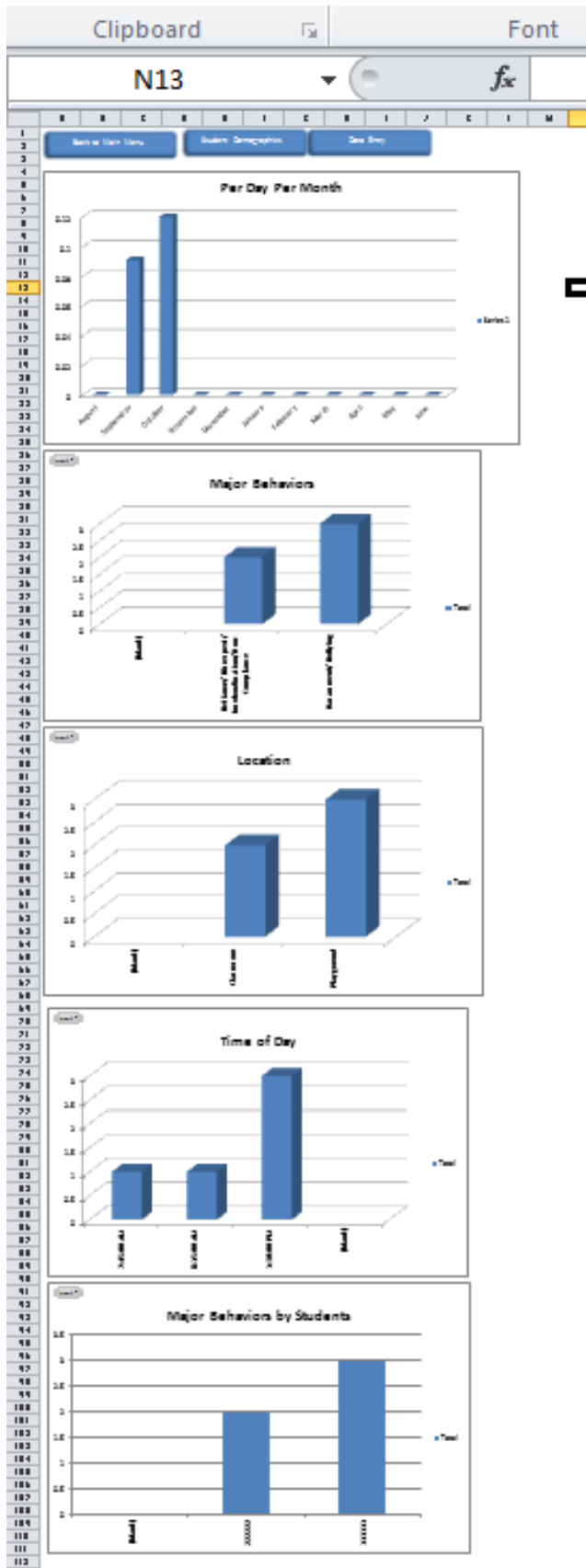
- To navigate away from this page, choose one of the navigations buttons in the upper left hand corner.

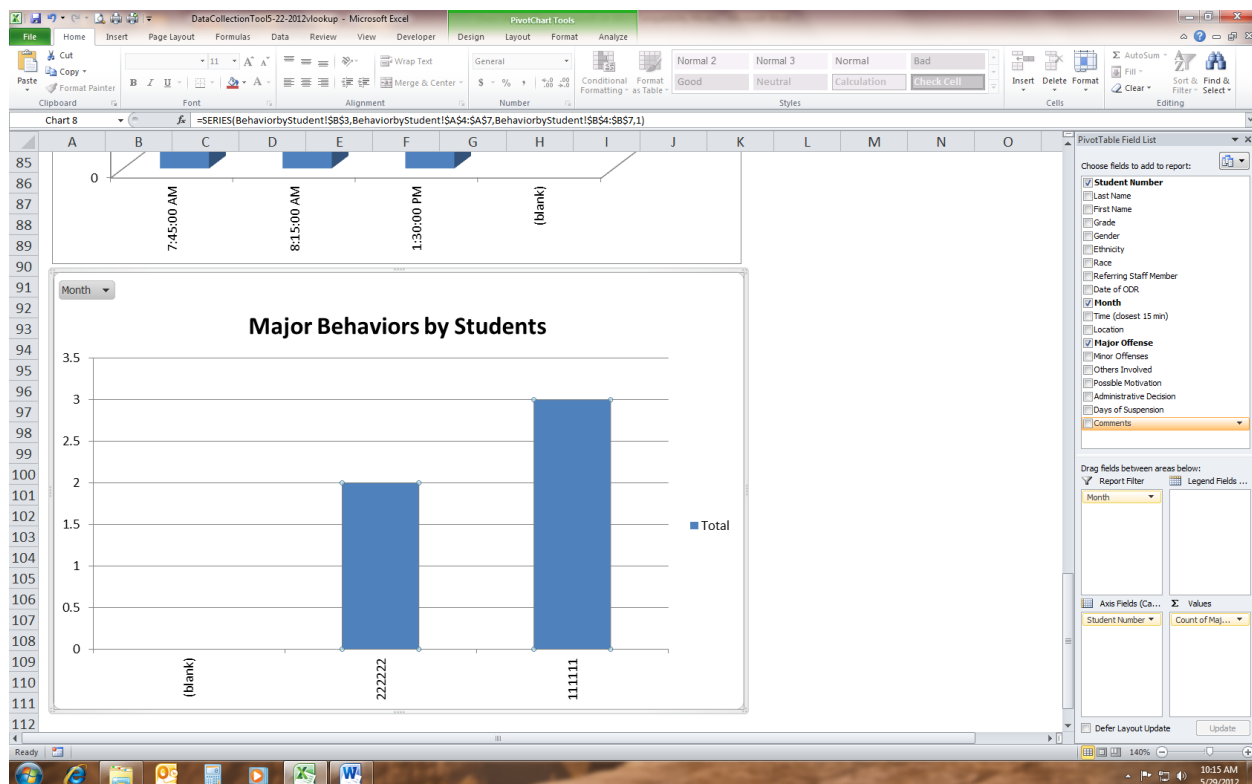
#### Step 4: Big-5 Charts

The Big-5 Charts answer the questions “**how often** (per day per month), **what** (problem behavior), **where** (location), **when** (time) and **who** (majors by student)” of problem behavior. This allows you to develop schoolwide interventions that target the situation in your school. This section of the menu page allows you to navigate to a “Quick Big-5” page, which has all 5 of the Big-5 graphs for quick reference. You can also navigate to individual Big-5 graphs, as well as a graph that charts the absolute number of referrals for each given month (per month totals).



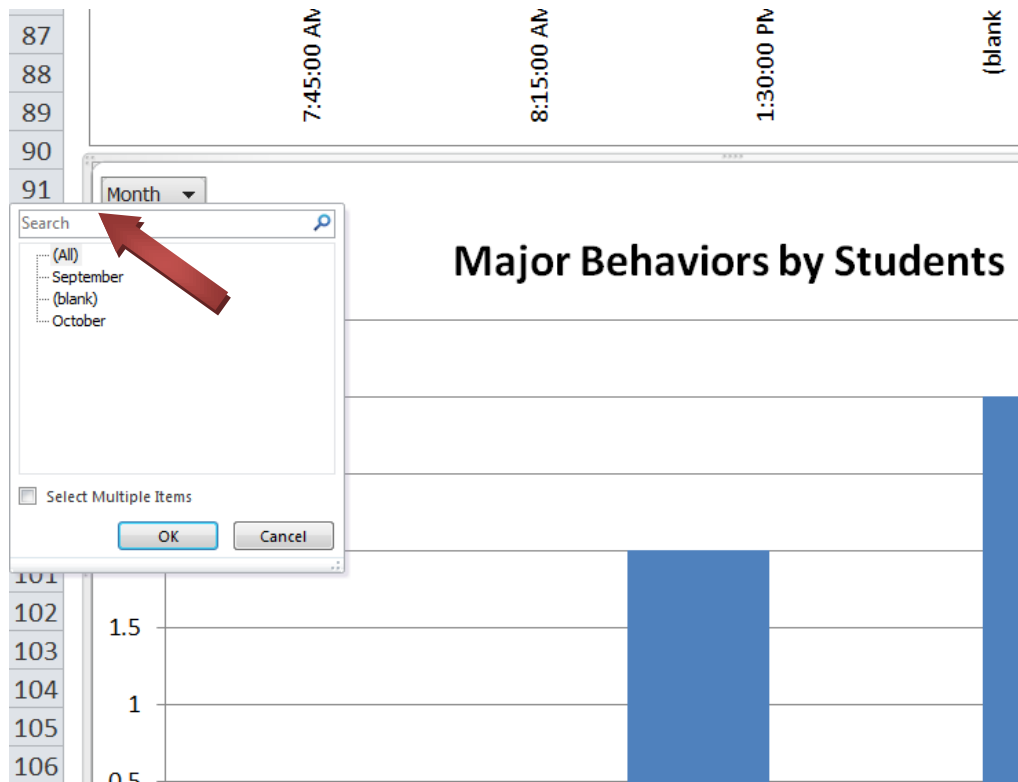
- To navigate to the Quick Big-5, from the Main Menu, click on the “Quick Big-5” button.



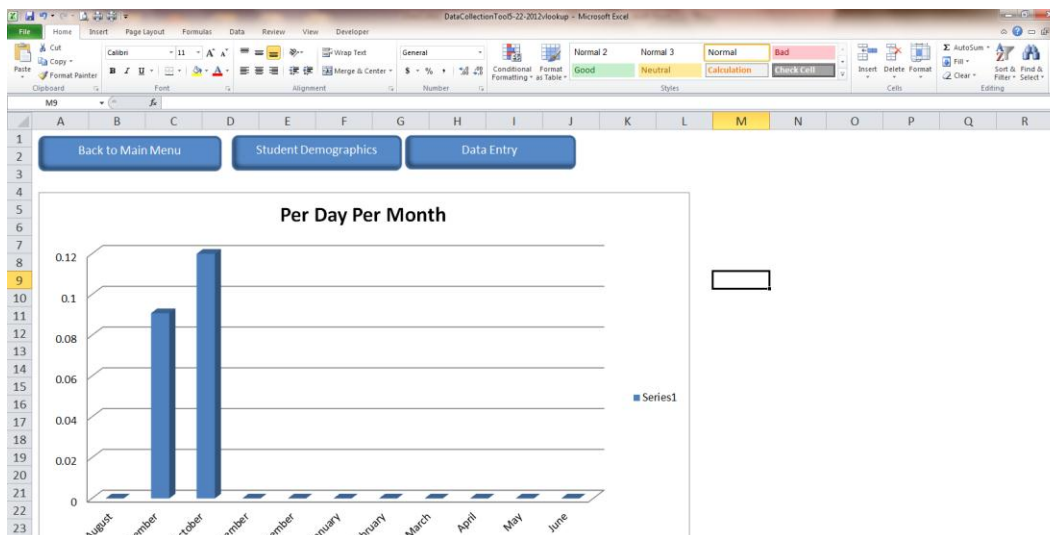


- If you click on any graph, A pivot table field list will appear.
- Making changes on the pivot table field list will change what the graph charts so it would be best not to use it unless you are comfortable using pivot tables in Excel.
- Also, notice that most of the graphs will chart “Blank.” This will show you any instances where the independent variable has not been entered on the data entry page. In the above example, it would chart any office referral that did not have a student number entered.
- When any one of the graphs is chosen, printing will only print that particular graph, and not all of the graphs on the page.
- To print all of the graphs on the page, simply click in the empty space between the pivot table field list and the graphs. When the pivot table field list disappears, you may print as you normally would print from excel.

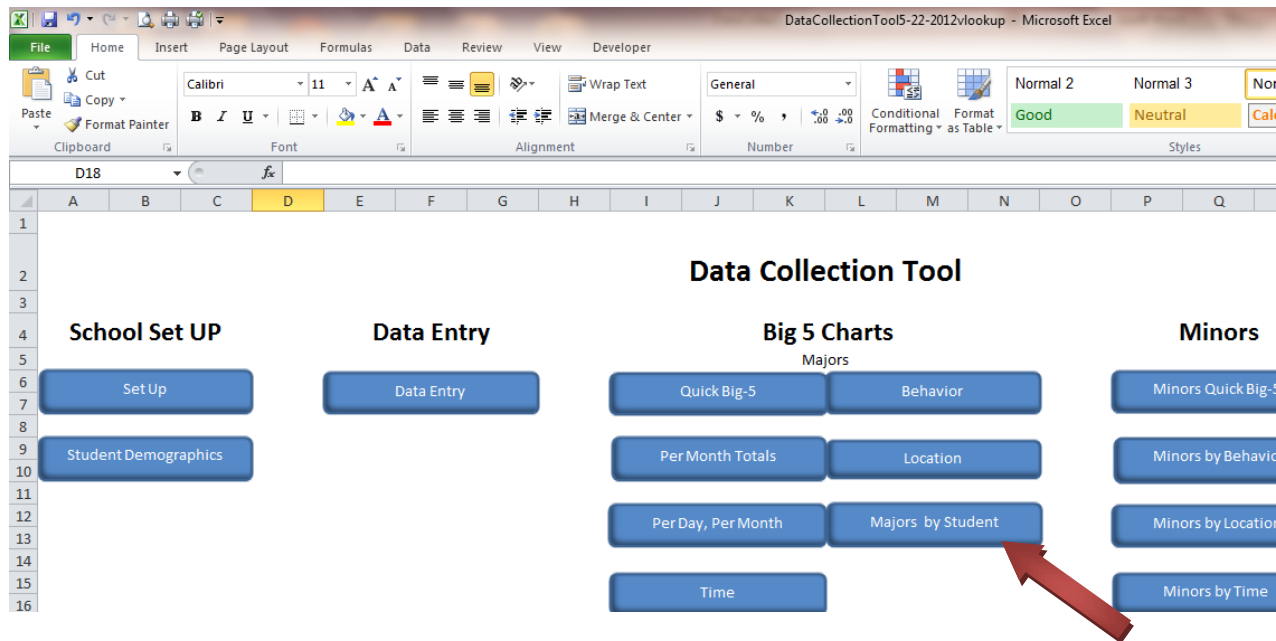




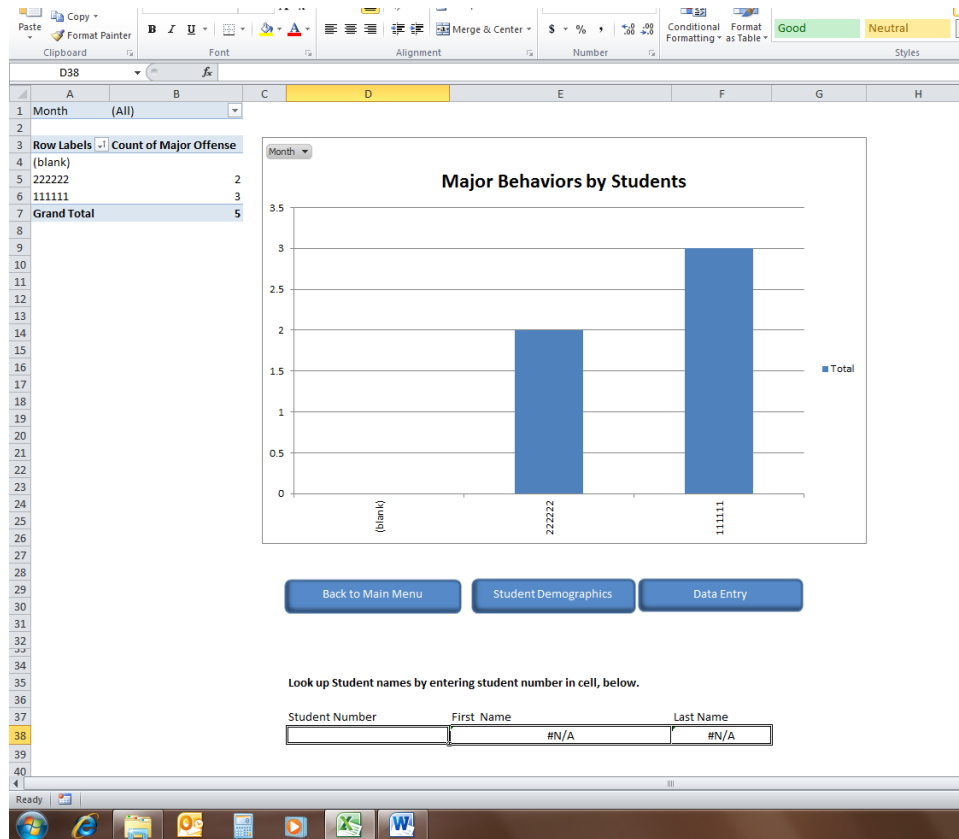
- In Excel 2010, you can change the specific month that you want to graph. To look at a specific month, click on the down arrow on the “Month” filter button located in the upper left hand corner of the chart. Click on the month you want to chart.



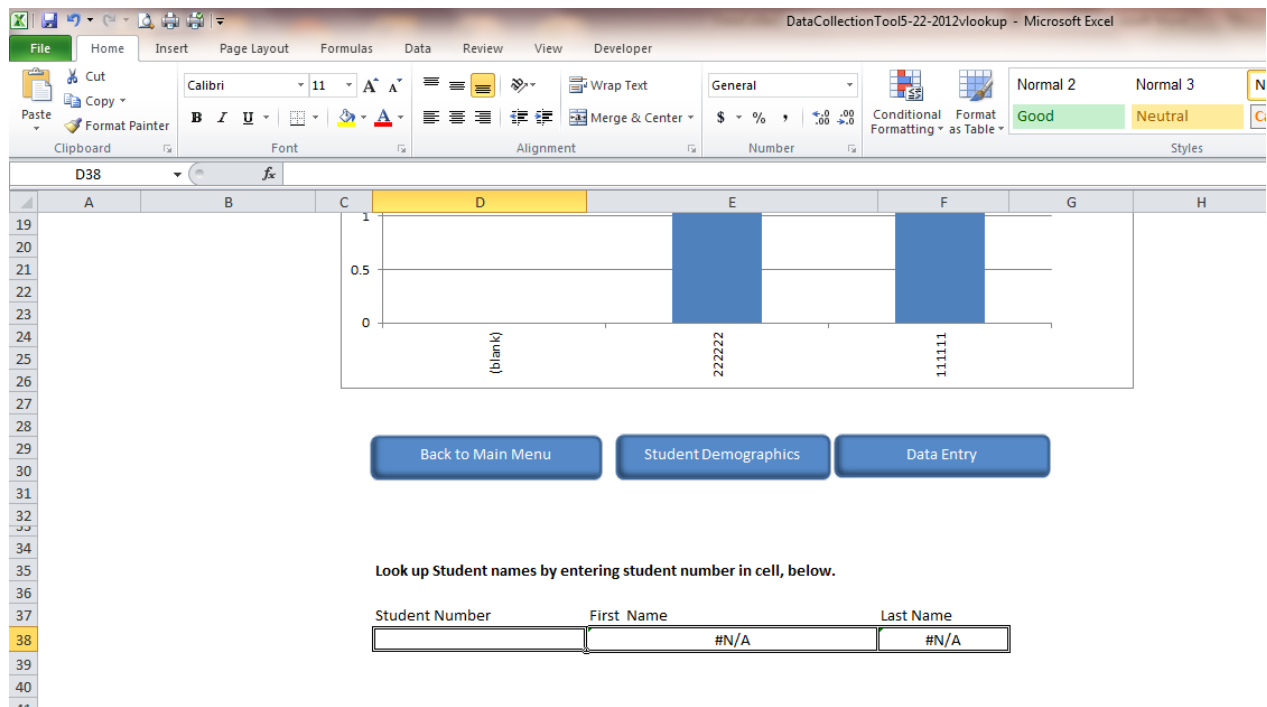
- To navigate away from the Quick Big-5 page, scroll to the top, and choose one of the three navigation buttons.



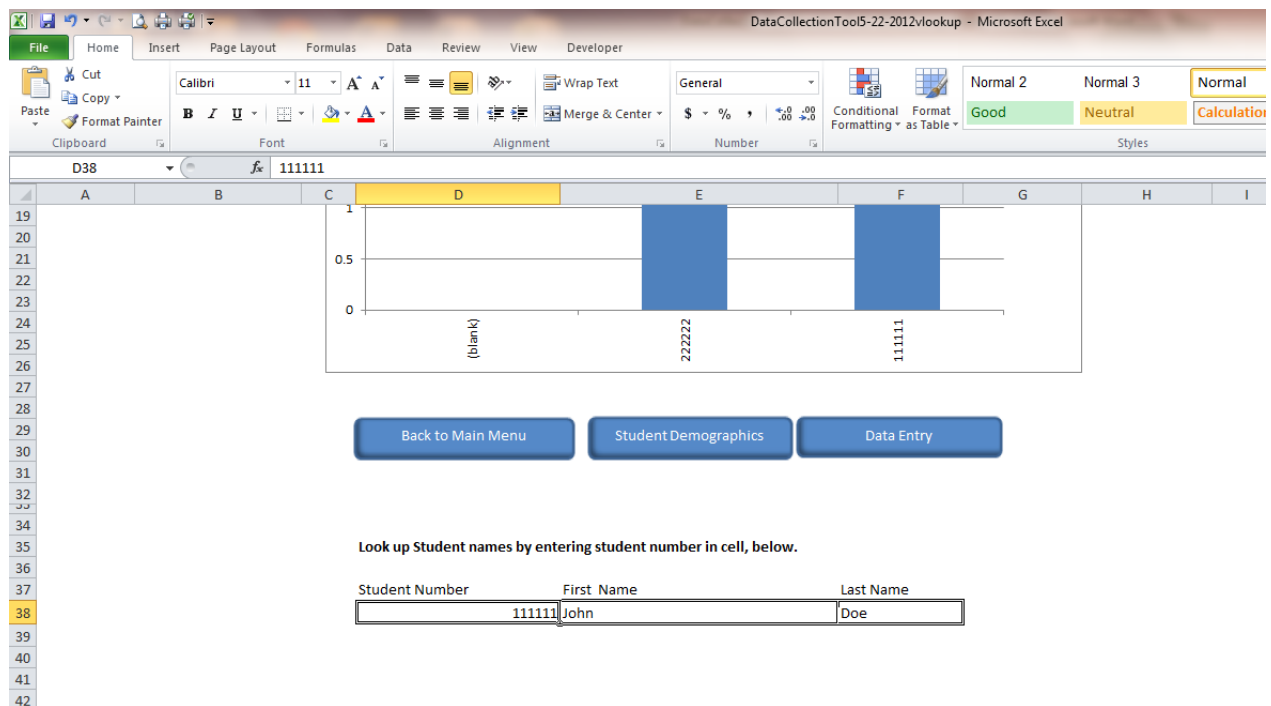
- To navigate to individual Big-5 charts, simply select the button of the chart that you want to see. We will look at the “Majors by Student” chart to show a special feature of the graphs that chart with individual students as the independent variable.



- This graph charts students by their student number. This is in part to make a neater, easier to read graph. It also allows you to share the graphs, and still meet FERPA confidentiality requirements.



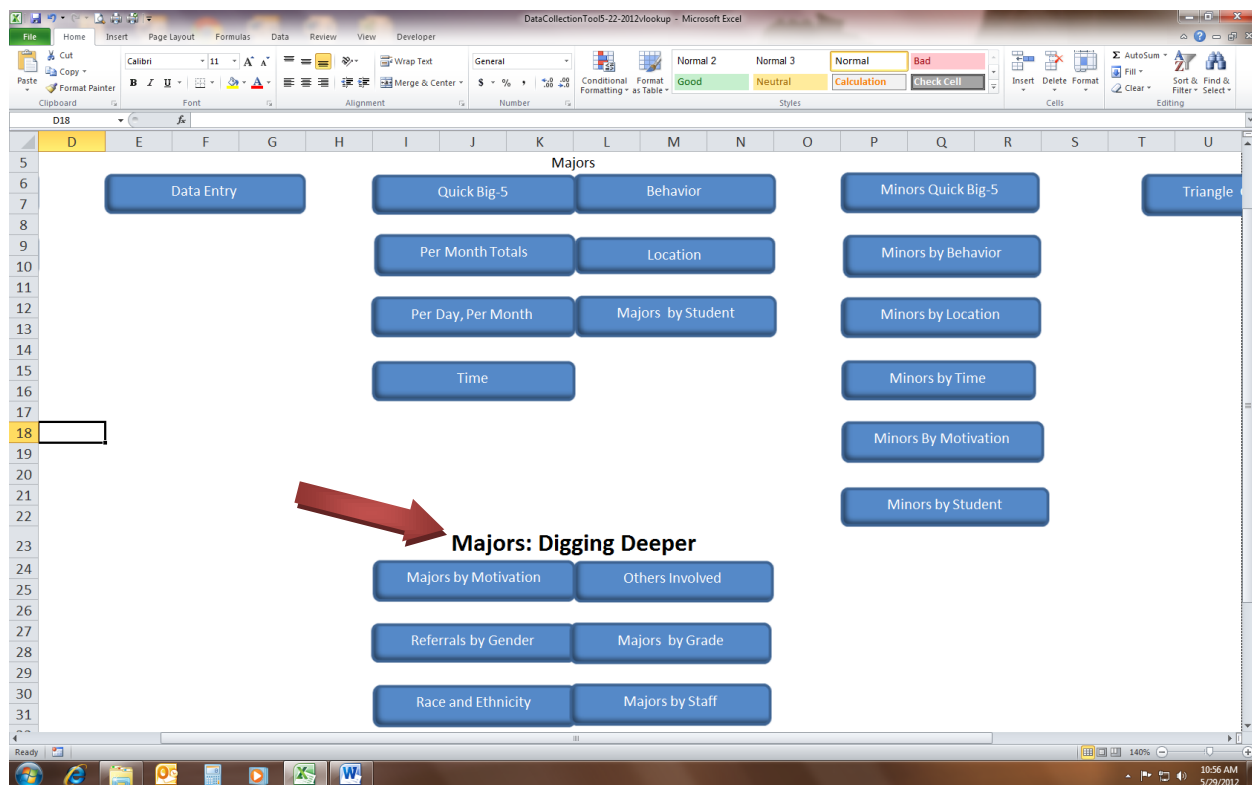
- In order to identify the name of a student that is graphed by number, enter the number in the box labeled “Student Number”.



- The Data Collection Tool will look up the name of the student who has that student number.

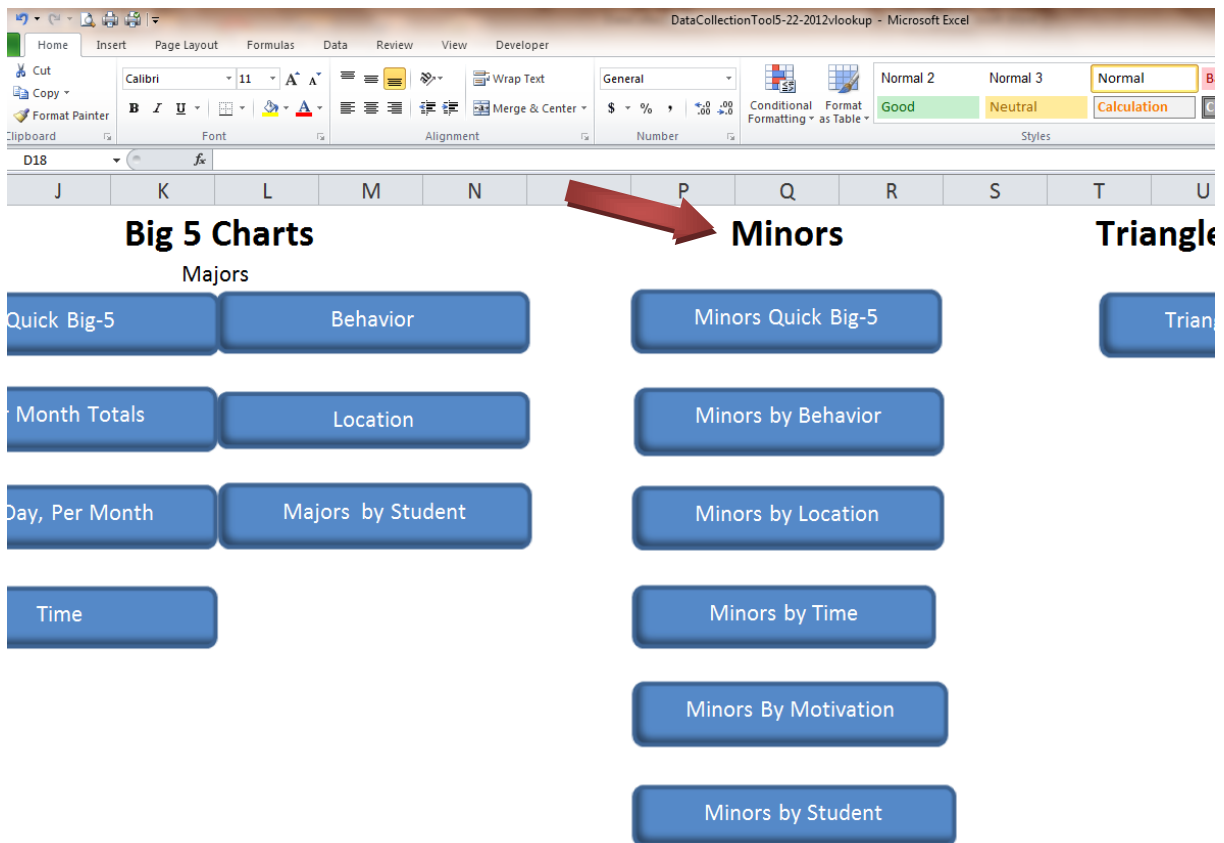
### ***Step 5: “Majors: Digging Deeper”***

These graphs allow you to find additional information that can be helpful as you make decisions that will impact the learning environment for your students. This allows you to chart possible motivation, others involved, the number of referrals by race, ethnicity, gender and grade level, administrative decision, number of days of suspension for the school year, and the number of days of suspension per student. It also allows you to chart office referrals written by staff member, which can be useful for identifying staff members with particularly challenging student behaviors, or who might benefit from additional strategies.



### ***Step 6: Minors***

The Data Collection Tool also allows users to chart minor behaviors. This is especially useful for schools that are implementing at the Tier II and Tier III levels, as it allows for the early identification of students who might otherwise fly below the radar. Tracking minors also allows schools that have relatively few office referrals to develop schoolwide interventions based upon their specific needs.

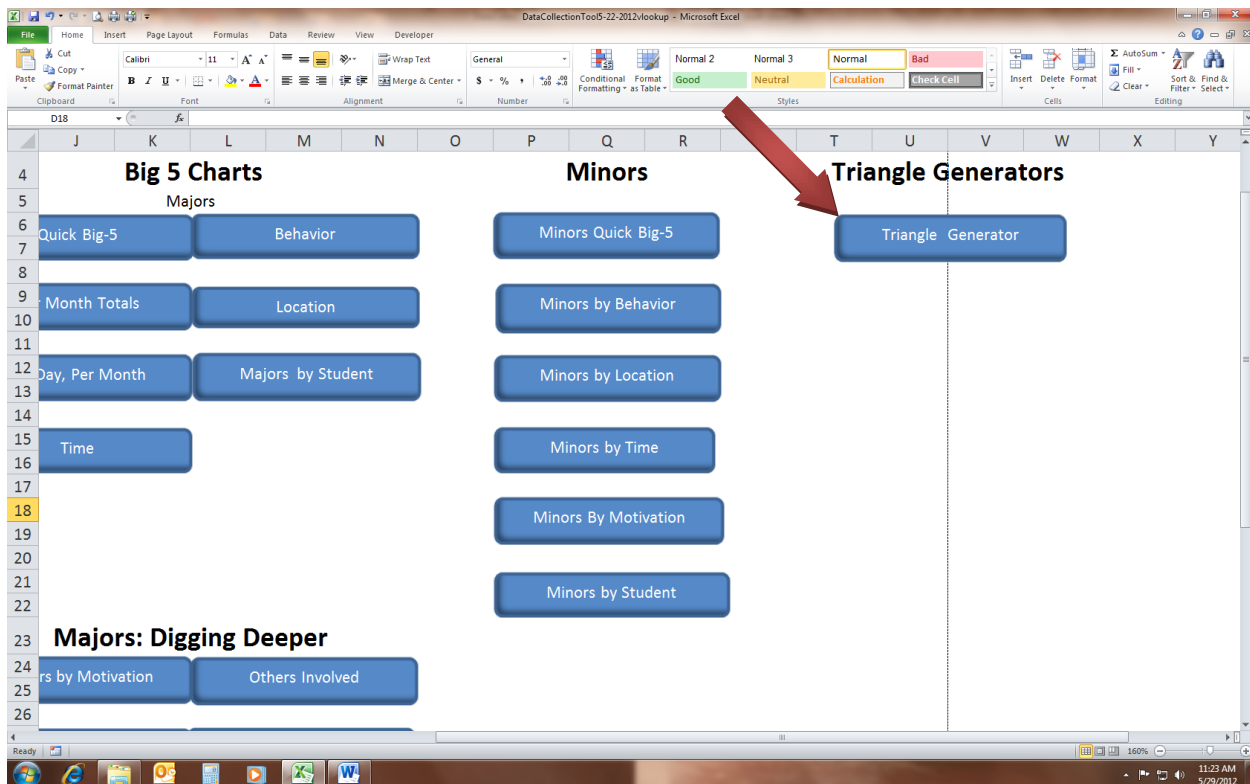


- To navigate to the minors charts, simply click on the button labeled with the desired chart located beneath the “Minors” heading.
- These charts will only provide meaningful information if you have used the Data Entry page to collect minor behavior incidents.

### ***Step 7: Triangle Graph***

The Triangle Graph charts the percentage of students with 0-1 Office Referrals (ODR’s), 2-5 ODR’s and the 6 or more ODR’s. This graph is cumulative for the year, so the comparison to the “SWIS National Averages” are only valid once the school year has ended. However, the process of identifying students with 2-5 ODR’s and 6 or more ODR’s can aid in the early identification of students who might benefit from Tier II and Tier III interventions. Therefore, this graph should be updated monthly.

The final graph of the year allows you to monitor annual outcomes for students and to progress monitor your SW-PBS systems for your school.



- From the Main Menu, click on the “Triangle Graphs” button.

1	<div style="display: flex; justify-content: space-around;"> <div>Back to Main</div> <div>School Set-Up</div> </div>			
2				
3				
4	<b>Step 1:</b> Choose the closest grade configuration for your school from drop down	<div style="border: 1px solid black; padding: 2px;"> Choose Grade Configuration </div> <div style="border: 1px solid black; padding: 2px;"> Grades K-6 </div> <div style="border: 1px solid black; padding: 2px;"> Grades K-8 </div> <div style="border: 1px solid black; padding: 2px;"> Grades 6-9 </div> <div style="border: 1px solid black; padding: 2px;"> Grades 9-12 </div> <div style="border: 1px solid black; padding: 2px;"> Grades K-8 or K-12 </div>		
5				
6				
7				
8				
9	<b>Step 2:</b> Enter the number of students with 2-5 and 6+ ODR's for correct year.	<b>Table 4A</b>		
10		Enter data below		
11		Year	2-5 Office Referrals	6 or more office referrals
12		2012/2013		
13		2011/2012		
14	2010/2011			
15	2009/2010			

- Using the drop down menu on Step 1, choose the option closest to your school configuration. This sets the National Comparison triangle to the

SWIS National Data Norms established the previous year for that particular school configuration.

The screenshot shows an Excel spreadsheet titled "DataCollectionTools-22-2012-lookup - Microsoft Excel". The interface includes a ribbon with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. Below the ribbon are buttons for "Back to Main Menu", "Student Demographics", and "Data Entry".

**Step 1: Choose the closest grade configuration for your school from drop down**

A dropdown menu is shown with "Grades K-6" selected.

**Step 2: Using the "Major Behaviors by Students" graph to the right, enter the number of students with 2-5 and 6+ ODR's**

**Table 4A**

Year	2-5 Office Referrals	6 or more office referrals
2012/2013		
2011/2012		
2010/2011		
2009/2010		

**My School Grades K-6 Triangle Graph 2012/2013**

A 3D triangle graph showing percentages for Grades K-6. The legend indicates: 6+ Referrals (red), 2-5 Referrals (yellow), and 0-1 Referrals (green). The graph shows 2-5% for 2-5 Referrals and 98.95% for 0-1 Referrals.

**My School Triangle Graph Over Time 2012/2013**

A line graph showing trends over time for the same categories.

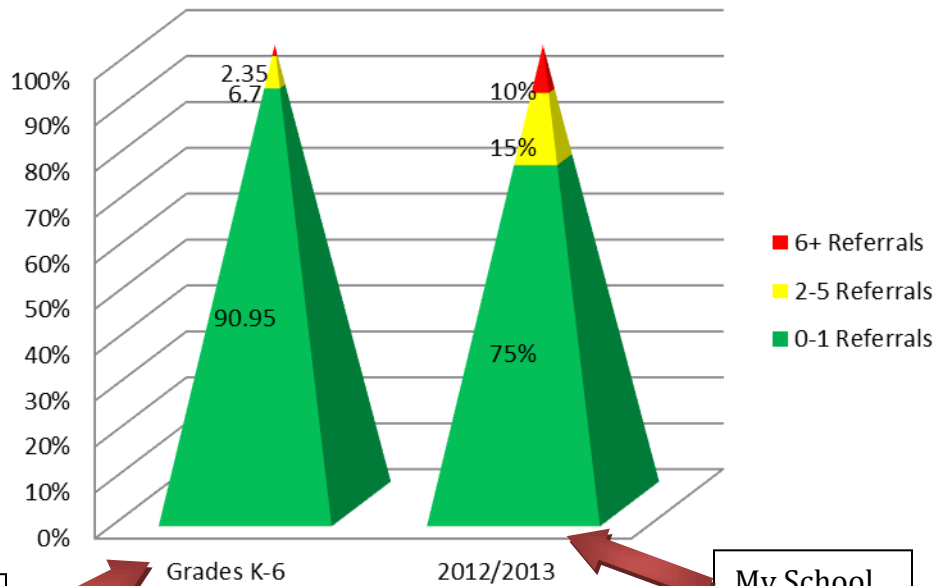
**Major Behaviors by Students**

A bar graph showing the number of students for different behavior categories. The Y-axis ranges from 0 to 3.5. The X-axis shows categories: (blank), 222222, and 111111. The bars are labeled with values 2 and 3 respectively.

- In step 2, enter the year to date number of students who have 2-5 ODR's and 6 or more ODR's. These numbers can be found on the "Major Behaviors by Students" graph that was included for this purpose (make certain that if you changed the graph to look at a specific month, that you use the "Month" filter button on the upper left hand corner of the graph to change the graph back to show "All" months).
- If you have data from past year's, you may enter these numbers as well, to give you a graph showing long term trends. This data is charted in the "Triangle Graph Over Time 2012/2013" graph (see below).

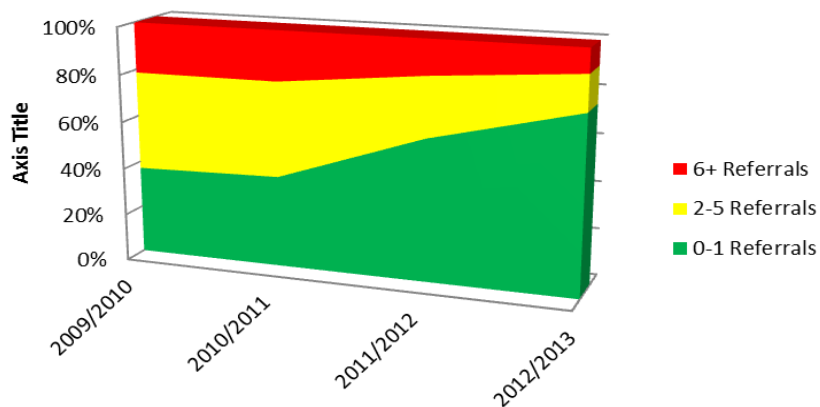


## My School Grades K-6 Triangle Graph October 2012/2013



- The generator will produce 2 graphs. The first is a triangle showing your school's data to the right of the National Comparison for your school's grade configuration.

## My School Triangle Graph Over Time October 2012/2013



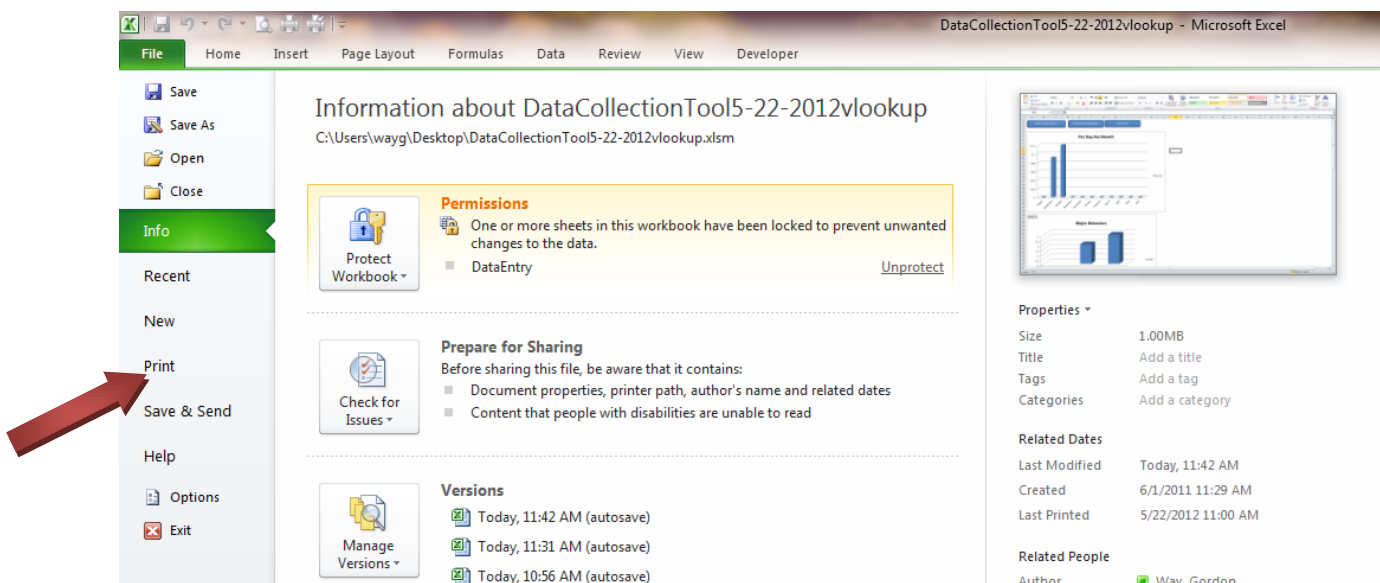
- The other graph depicts long term trends for up to the last four years.

- If you want to print from this page, click anywhere off of the graphs and print as you normally would. Only the graphs will print.
- “Save”
- Click “Back to Main”

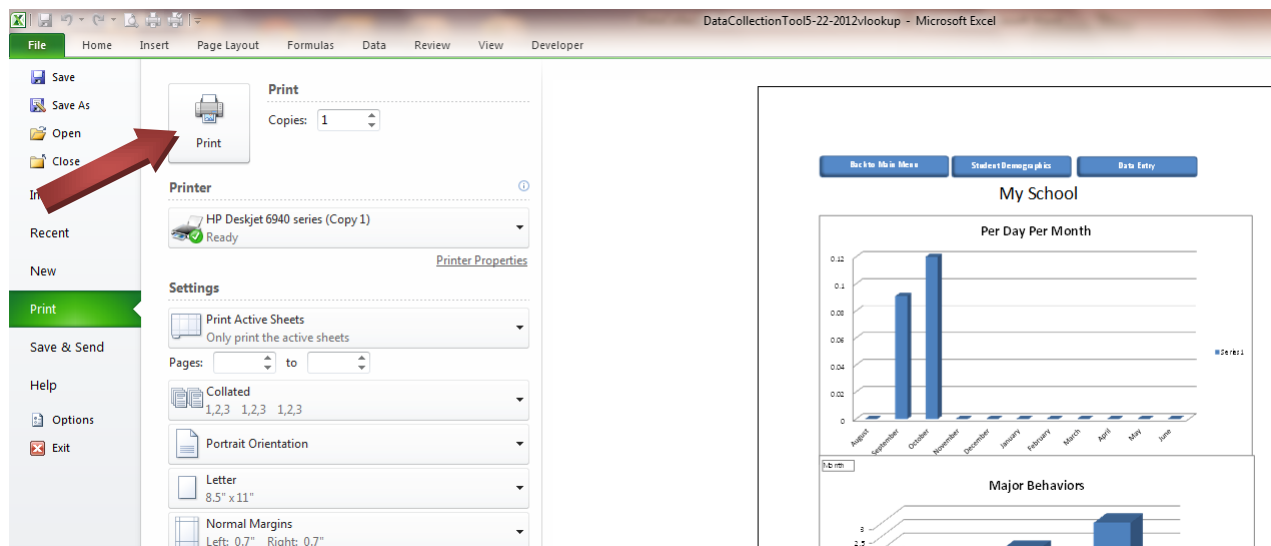
## Printing

To print any single graph in the Data Collection Tool, simply click on the graph, then follow the steps below. If you want to print *all five graphs* on either the major or minor Quick Big-5 pages, click anywhere *off of the graphs*, then follow the steps below.

- Go to the button  (2007) or “File” (2010) menu.



- Click on “Print”



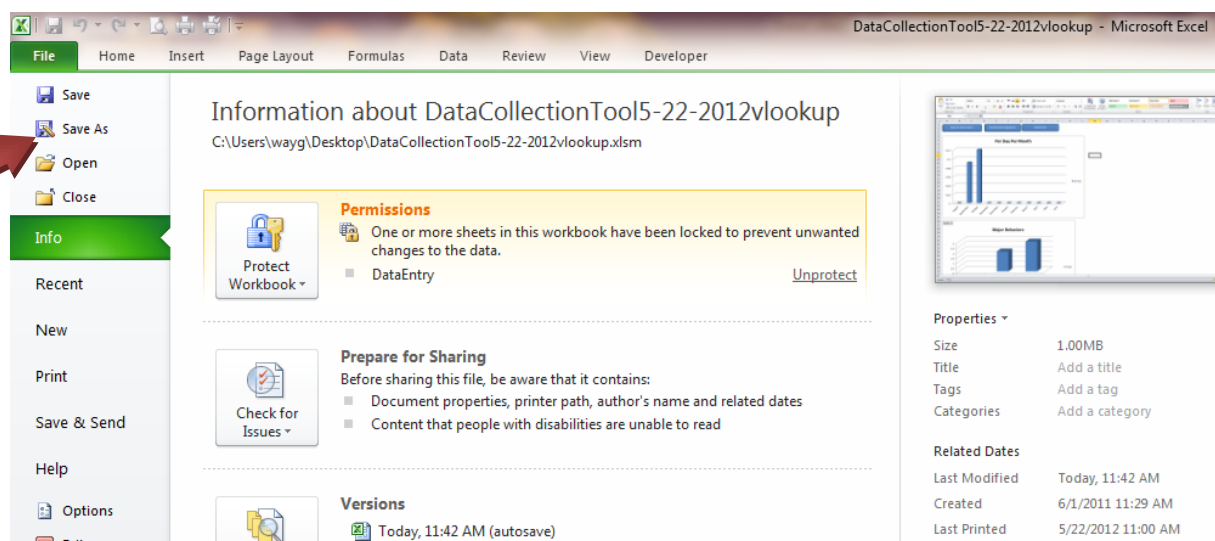
- Click on the “Print” button

## Creating a PDF in Office 2007 and 2010

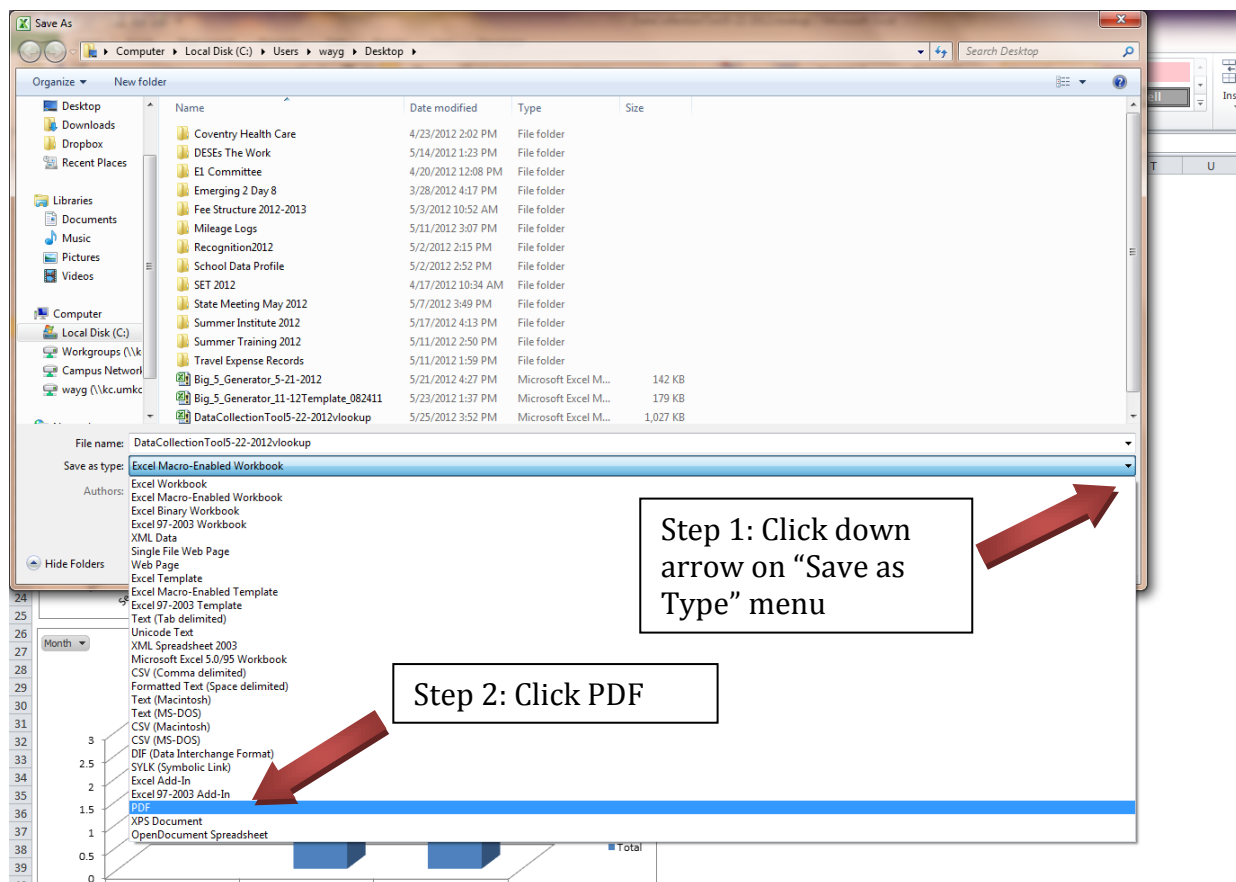
If you want to create a PDF of a single graph anywhere in the Data Collection Tool, simply click on that graph, then perform the following steps. If you want to create a PDF of all 5 graphs on either of the Quick Big-5 pages (major or minor), click off the graphs, then go through the following steps.

To create a PDF, you may do one of two things:

- Go to the button  (2007) or “File” (2010) menu.



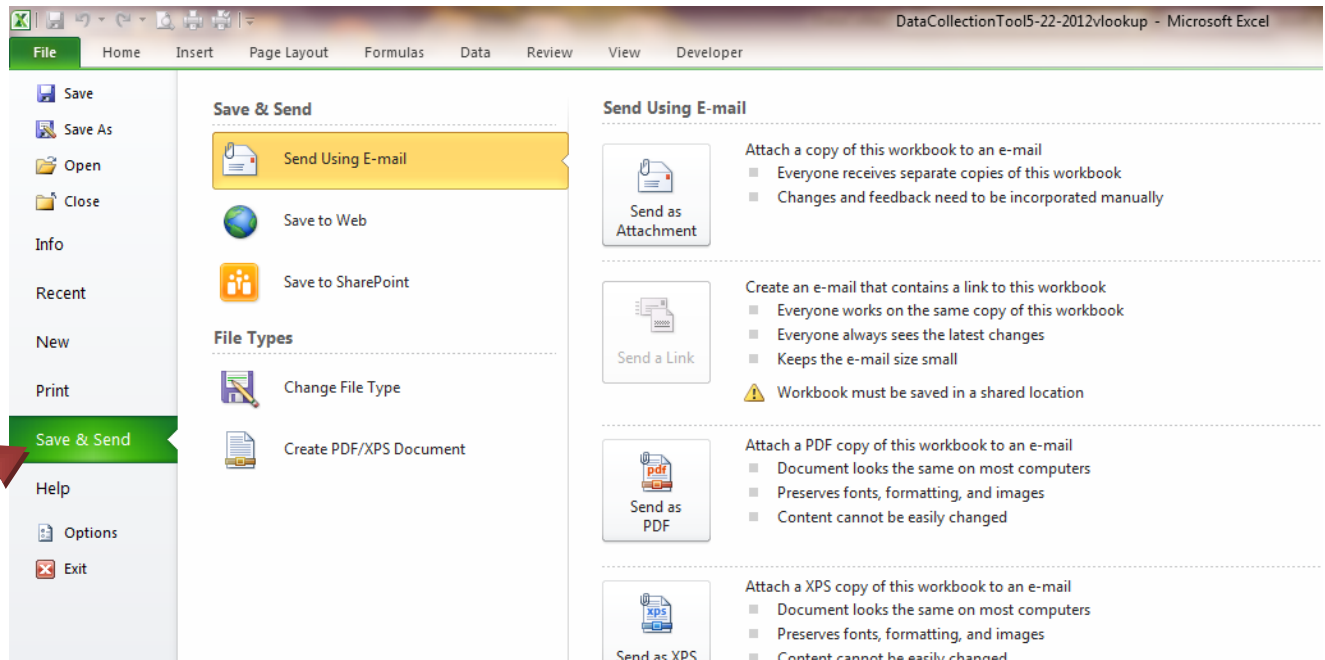
- Click on “Save As”



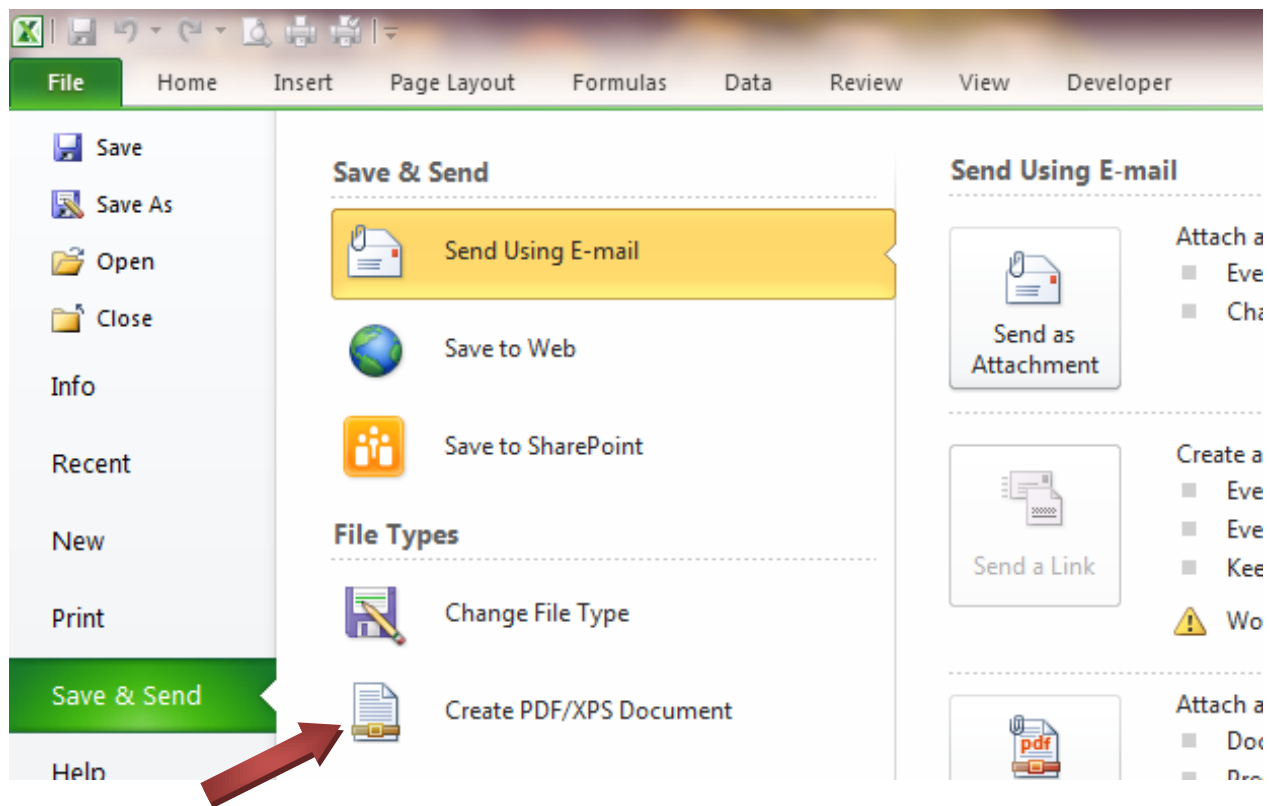
- Name the document and designate the folder you want to save it to
- In “Save as Type”, click the down arrow, and indicate that you want to save it as a PDF.

Or...

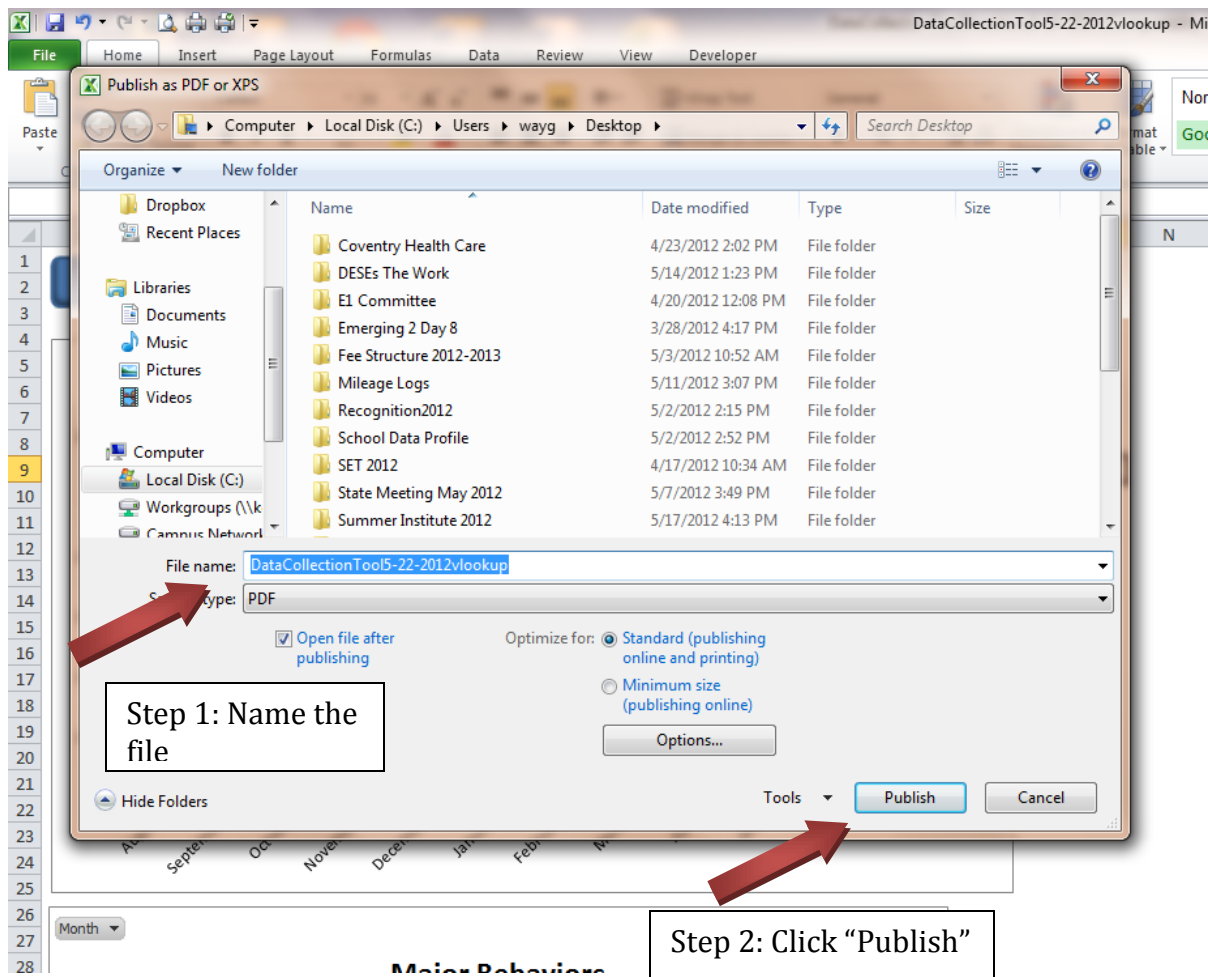
- Go to the button  (2007) or “File” (2010) menu.



- Click on “Save and Send”



- Click “Create PDF”
- You will be asked a second time to click “Create PDF”



- Name the file and indicate the file where you want to save it.
- Click "Publish."

## Troubleshooting Guide

This guide is intended to address common problems associated with the different versions of Excel used throughout the state.

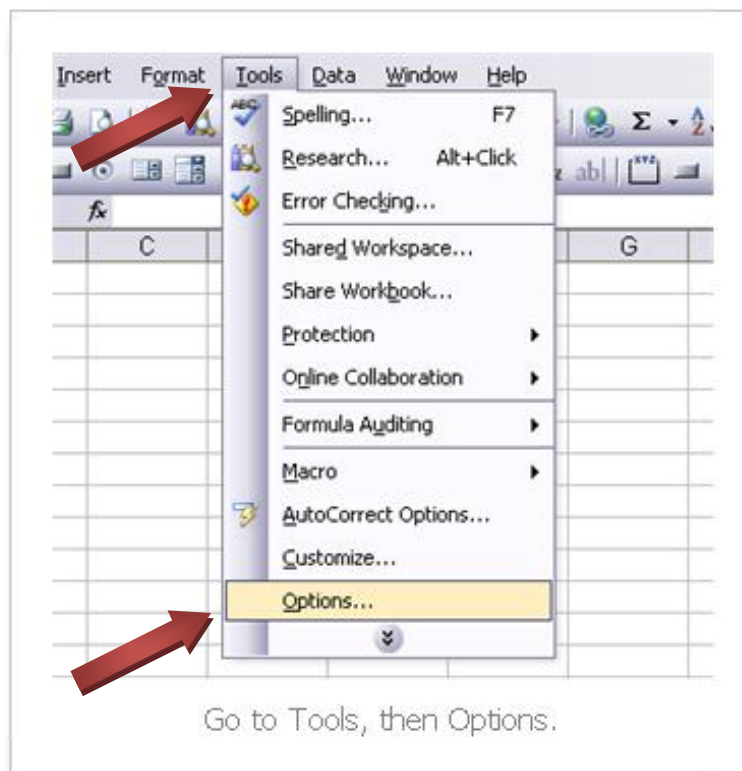
### ***You are not prompted to enable content or the buttons do not work***

If the first time that you open the Data Collection Tool you do not receive a message prompting you to “enable content” or “enable macros,” and the navigation buttons do not work, your security settings may be set to high.

## To Change The Security Level

How you change your security settings from “High” (macros are disabled) to “Medium” (Macros are disabled but you are prompted to enable them) depends on what version of office you have.

Office 2003:



1. Click on “Tools” from your menu bar
2. Click on “Options



3. Click on the "Security" tab
4. Click on "Macro Security"





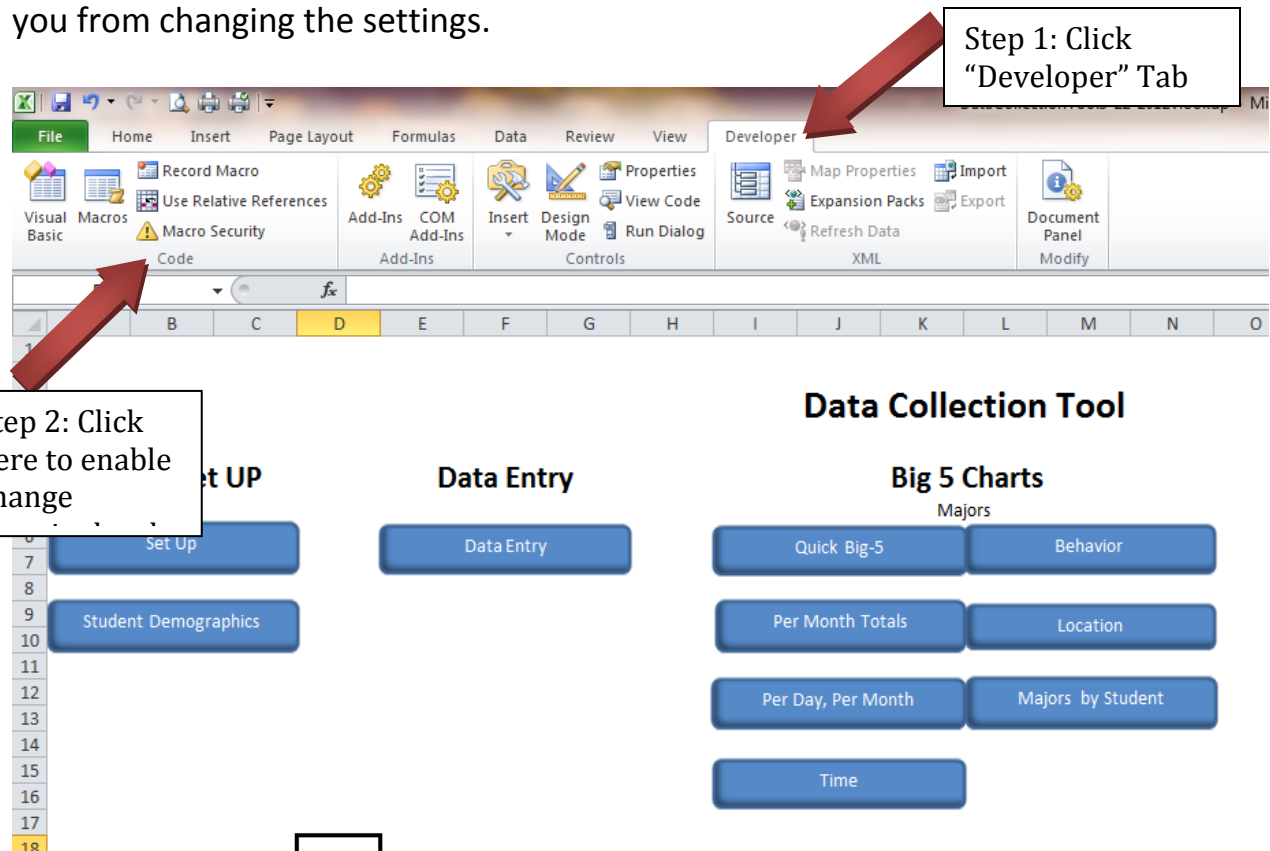
5. Click on the button next to "Medium"
6. Click "OK"




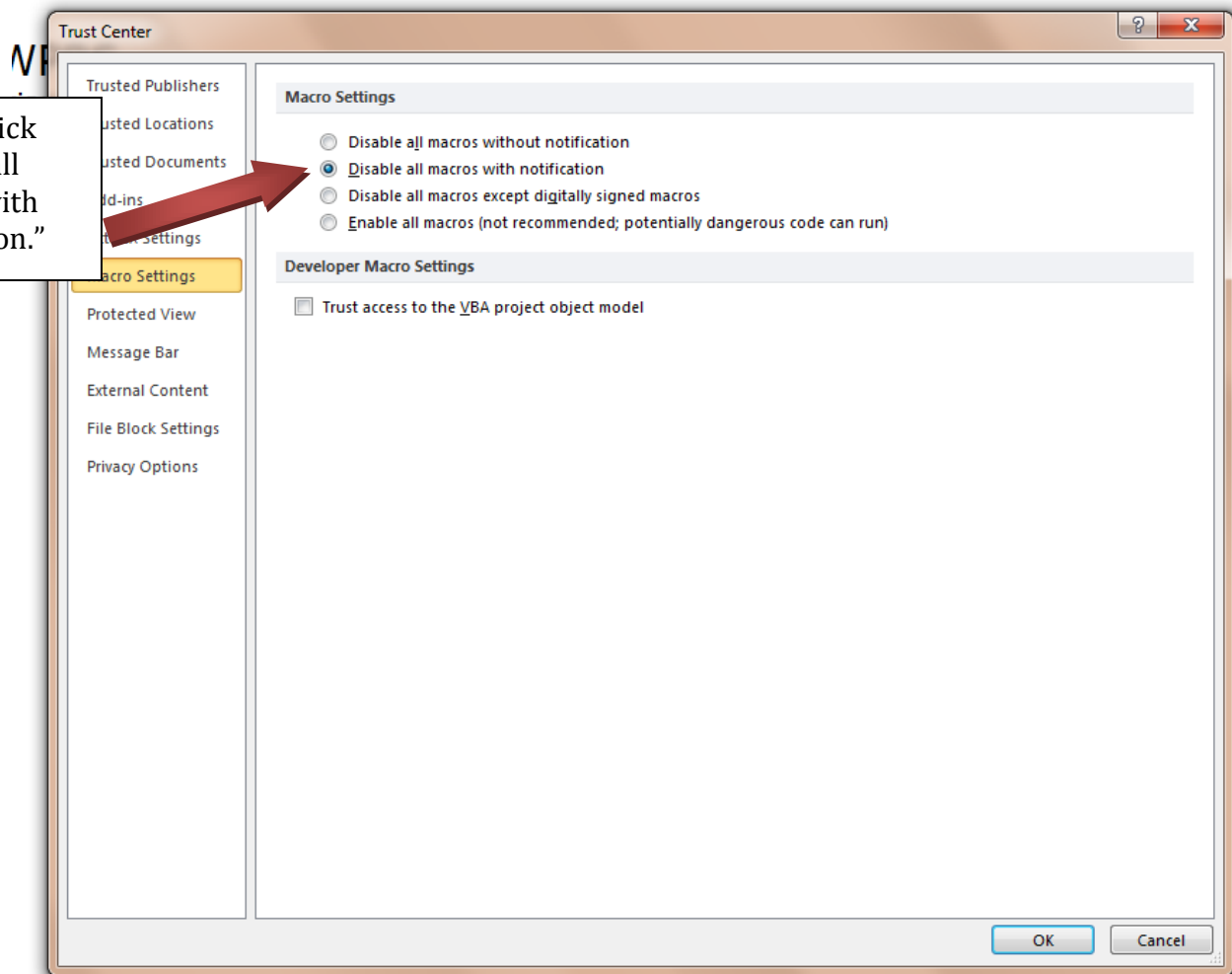
By selecting Medium, you will receive a warning every time you try to open a file with macros. For the Data Collection Tool, you will need to enable the Macros. For other programs, enable macros only if you trust the source.

For Office 2007 and 2010:

You can change macro security settings in the Trust Center, unless a system administrator in your organization has changed the default settings to prevent you from changing the settings.



- On the Developer tab, click “Macro Security.”
  - If the Developer tab is not displayed, click the Microsoft Office Button , click Excel Options, and then in the “Popular” category, under “Top options for working with Excel,” click “Show Developer tab in the Ribbon.”



- In the Macro Settings category, under Macro Settings, click “Disable all macros with notification.”
- The Microsoft office button was replaced by the “File” tab in office 2010

The information on changing security settings in Office 2007 and 2010 came from <http://office.microsoft.com/en-us/excel-help/change-macro-security-settings-in-excel-HP010096919.aspx>.

### ***School name does not appear on graphs page***

From the “Main Menu,” click the “School Set-Up” button. Enter the school name in the designated space.

***You click in a cell, and receive an error message, or another blank cell is “selected.”***

Several pages of The data collection Tool have been protected to prevent users from inadvertently deleting a formula that generates the graph. For example, you will not be able to enter demographics information directly onto the “Data Entry” page. You will only be allowed to enter this information on the “Student Demographics” page (however, you will only need to do this one time per pupil).

***Data on Graph appears to be different from what was entered on “Data Entry” page.***

Check to make sure that you have selected “All” on the “Month” filter (see Step 4 above).

***Error Message: “Converter Failed to Save File”***

Finally, there is one other possibility for those of you who are having trouble converting this file to earlier versions of Excel. Apparently, there was a problem with one of the Microsoft converter service packs. The converter at the following link is supposed to solve the problem. This has worked. Some districts will only allow individuals with administrator rights to load files or do updates. The link is: <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=1285>.

### ***Other***

If you encounter a problem that is not addressed in this User’s Manual, you may contact your SW-PBS consultant, or call Gordon Way at 816-235-5656