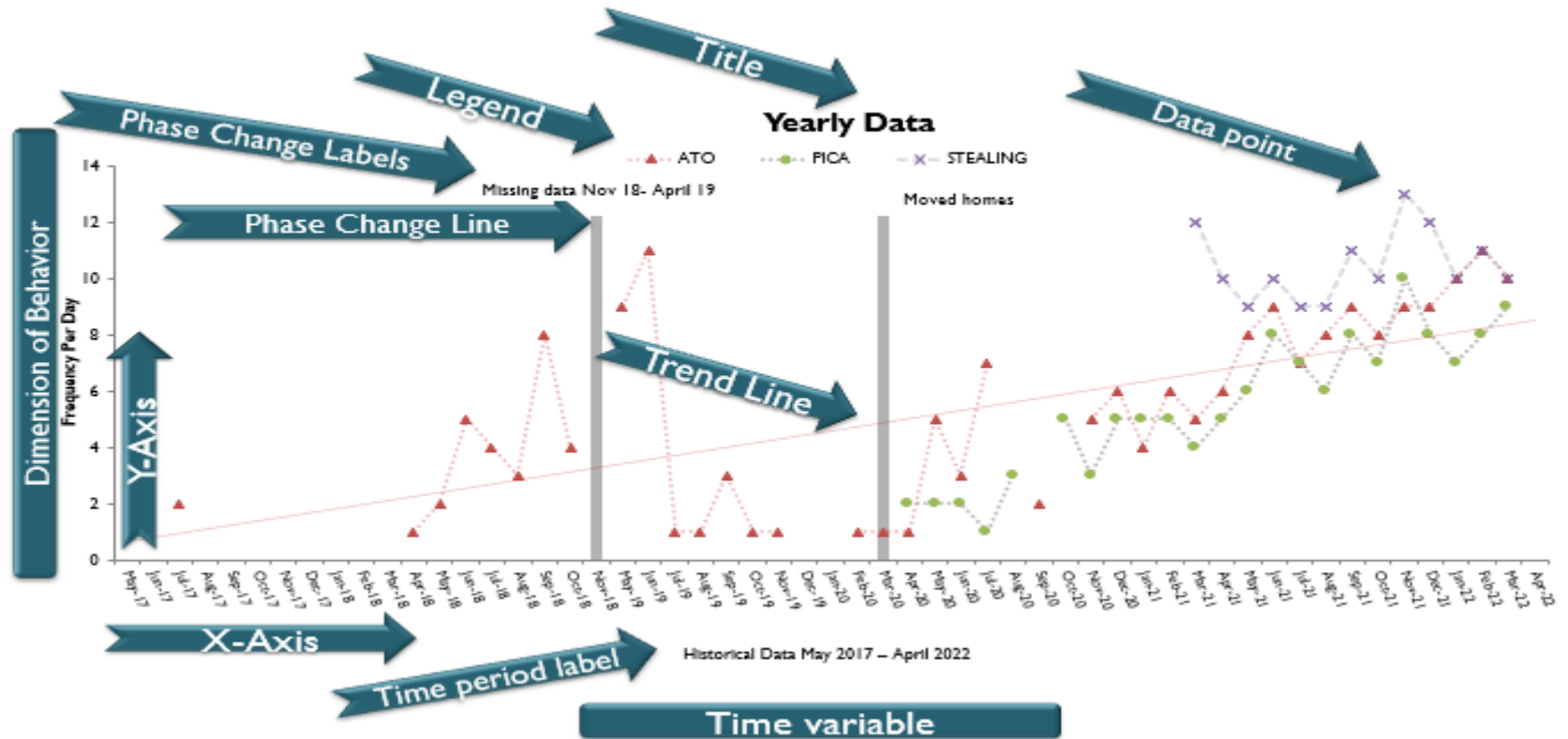


The following guide has been created using Excel with Office 365. The steps should be similar for previous versions of Excel or Google Sheets.

Include the following elements when creating graphs:

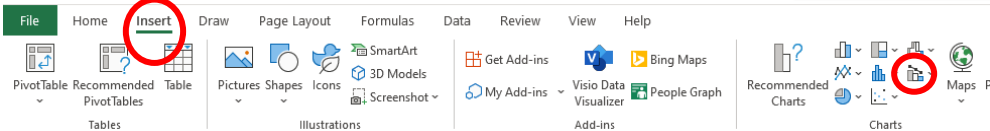
<input type="checkbox"/>	Title- Name of individual	<input type="checkbox"/>	Phase lines (if needed)
<input type="checkbox"/>	Legend – behaviors of concern	<input type="checkbox"/>	Phase labels (or event is described under graph)
<input type="checkbox"/>	Left (Y) Axis Title – type of data collection	<input type="checkbox"/>	Remove gridlines
<input type="checkbox"/>	Bottom (x) Axis Title -Date range of data	<input type="checkbox"/>	Remove boarder
<input type="checkbox"/>	Number scale in WHOLE numbers	<input type="checkbox"/>	Dates in Months/ Years



1. Set up your data set

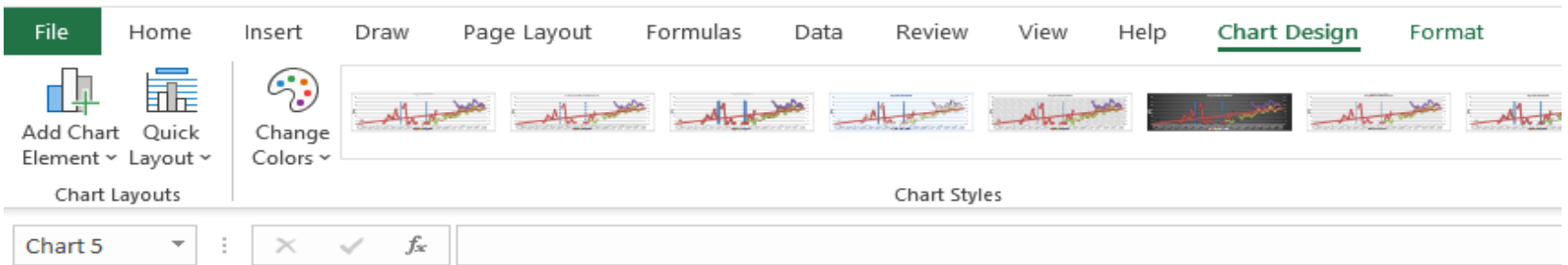
- Date, Phase Line, Target Behavior, Subject Notes
- You may not have anything to add to the phase line initially. Use the phase change line to indicate ending of baseline, change in intervention, medication changes, or any other event that may drastically impact behavior
- Phase change line “amount” or number you input is close to the highest frequency number of the target behavior you’re collecting. For example, the highest number is 11 under ATO. 7 is a close enough number that the bar will be noticeable on the graph. If target behavior increases to 20, I would likely need to adjust all of the phase change numbers so the bar continues to stay aligned with the graph

DATE	Phase Change	ATO	PICA	STEALING	Notes
May-17					
Jun-17					
Jul-17			2		
Aug-17					
Sep-17					
Oct-17					
Nov-17					
Dec-17					
Jan-18					
Feb-18					
Mar-18					
Apr-18			1		
May-18			2		
Jun-18			5		
Jul-18			4		
Aug-18			3		
Sep-18			8		
Oct-18			4		
Nov-18	7				Missing data Nov 18-April 19
May-19		9			
Jun-19		11			
Jul-19	7	1			ended 1:1 sls
Aug-19		1			
Sep-19		3			
Oct-19		1			
Nov-19		1			
Dec-19					
Jan-20					
Feb-20		1			
Mar-20	7	1			Moved group homes
Apr-20		1		2	
May-20		5		2	
Jun-20		3		2	
Jul-20		7		1	
Aug-20				3	
			2		
			5		
			5		
			6		
				5	
				5	



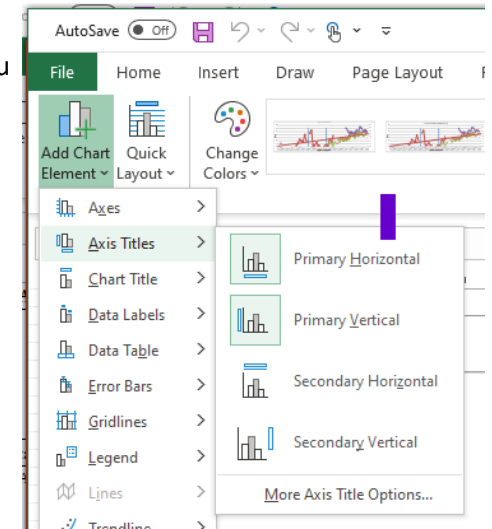
1. Graphing- Combo Graph

- Highlight the data that you want to include in the graph:
 - Click Insert → Combo Graph (icon circled red) from the tool bar
 - The graph probably looks odd, you will need to right click on the graph → Change Chart Type
 - That will put up a screen like what's on the right. Make sure your Phase Change Line is set to Column while all target behaviors are Line
 - Your Phase Change Line needs to be on the Secondary Axis

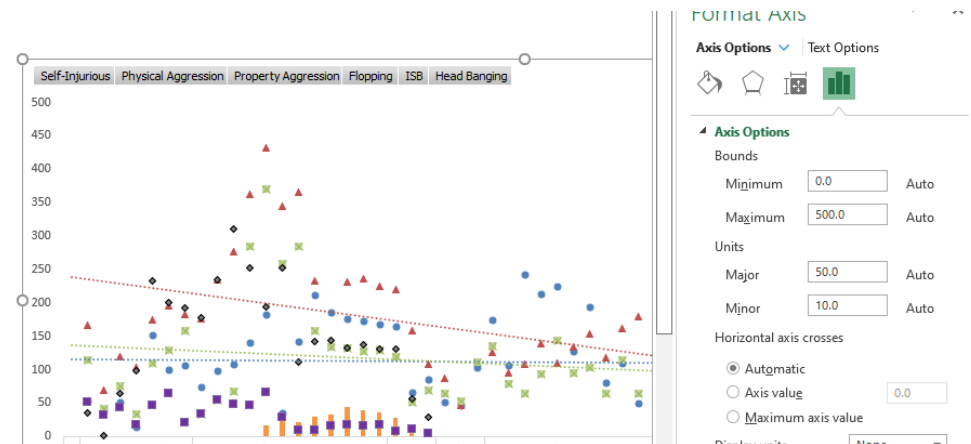


3. Formatting your graph

- Click anywhere within your graph. You will see “Chart Design” show up on the tool bar in green. You can add missing elements to your chart and make changes to how it looks with “Format”
 - If you leave the “Format” tab open on the right-hand side, you will click the elements you want to change instead of right clicking and opening each time separately
- Add your chart title and name it after the individual. EX “Meghann BSP Data”
- Primary Horizontal = bottom label for your timeframe
- Primary Vertical = side label for your type of data collection
- Click anywhere in the graph, right click → “Format Chart Area” → Border → No line
- Click the lines you see on the graph, right click → “Format Major Gridlines” → No line
- Right click the legend → “Format Legend” → Top or drag it where you want it



- Scale your axis – right click on the numbers → “Format Axis” → Click the chart icon
 - Make sure your minimum scale starts a 0 and the maximum is at least 5 over your highest recorded number
 - Units- scale your data, with hole numbers. For low frequency, you may scale by 5, but higher frequency data may need to be scaled by 50



Formatting Phase Change line

- Be sure your Phase Change is on the secondary axis and a column (see combo chart)
- Right click that secondary axis → Format → change the color to white
 - You may also need to change the text of the axis to white as well
 - This will make it so the axis “disappears” and your graph stays easy to read!
- To add any data labels, click “Insert”, “text box” from the tool bar
- If you want to change the color of the phase change line, right click it and the formatting pane will pop up

