Documenting Behavior Management Effectively

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Tips and Tricks

=sum(a1:a20) This will allow all for all of the numbers in that column to be added together

=average(a1:a20) This will find the average of all of the numbers in that column

=AVERAGEIF(a1:a20,">0") This will find the average of all of the numbers in that column without including the zeroes. This is good to find the average before every score is added in.

To get the same info to appear in multiple cells in the same workbook, you go to the cell in which you want the information to appear and hit =. You will then go to the cell info you want to appear and you click in that cell and hit enter.

To not have to enter the sequential number in every cell type in the first two numbers in the first two cells and then highlight both cells. Go to the bottom right hand corner of the highlighted section and a dark black cross will appear, drag and drop until you have the numbers you want. This also works for days of the week and months.

General Info Sheet

General Information Sheet

	Student Number	First Name	Go-By Name	Last Name	Lunch Number
1	2394	Samantha	Sam	Smith	123
2	2390	Matthew	Matt	Adams	567
3	9858	Ashley	Ashley	Pitt	980
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

Check Offs

Sam	Smith
Matt	Adams
Ashley	Pitt
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

Semester Sheets

	Name						
1Sam	1 Sam						
2Matt	2 Matt						
3Ashley	3 Ashley						
40	4 0						
50	5 0						
60	6 0						
70	7 0						
80	8 0						
90	9 0						
100	10 0						
110	11 0						
120	12 0						
130	13 0						
140	14 0						
150	15 0						
160	16 0						
170	17 0						
180	18 0						
190	19 0						
200	20 0						
210	21 0						
220	22 0						
230	23 0						
240	24 0						
250	25 0						
260	26 0						
270	27 0						
280	28 0						
290	29 0						
300	30 0						
310	31 0						
320	32 0						
	Average	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Absent Sheet

Absent Sheet

Please write absent or tardy next to those students who aren't here, then send to the office.

Samantha	Smith
Matthew	Adams
Ashley	Pitt
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

Homework Checkoff

	Sam		0
	Matt		0
	Ashley		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0
	0		0

Gradebook

1	Sam									
2	Matt									
3	Ashley									
4	0									
5	0									
6	0									
7	0									
8	0									
9	0									
10	0									
11	0									
12	0									
13	0									
14	0									
15	0									
16	0									
17	0									
18	0									
19	0									
20	0									
21	0									
22	0									
23	0									
24	0									
25	0									
26	0									
27	0									
28	0									
29	0									
30	0									
31	0									
32	0									
	Date									

Getting Started:

In column **C**, enter in your student's name as you want them to appear on their take home slips. (ie: just first name, first and last name) Click **save**. This will automatically fill-in column **A**. Also, column **A** will have the student's number and name. This is so that as you scroll over for later months you will still be able to see their name and their number.

Every Day:

Open your file and write the first letter of the color each student ended on. (ie: if your child is ending on a yellow that day, you would put a **y** in the coordinating name and date box.

> G = green
> Y = yellow
> R = red
> O = orange
> B= blue
> W = white
> P= Pink
> V= Violet (purple)

The first column will always be there so you can scroll to whatever month, but you will still have their names to the left.

If the majority of your kids are on green you can put a g in the first box, then move your mouse to the bottom right hand corner of the box so the pointer becomes a dark black cross. Click and drag until the last student. This should automatically put a g in each box. You can then go back and fix whatever student may not have landed on a green that day.

Example of how it should look
to repeat the 'g' in all of the columns.

Click **save**.

This should automatically move it into the correct month for their take home slips.

*For some reason sometimes it does not want to color code the year sheet. If you save and close out and then get back in it should fix it. Even if it doesn't it is not a problem, it should still do it on the year ones.

Additionally

If you choose, you can right click on a box, then click on insert comment to make a note of why the child pulled a card for that day. A red triangle will appear in the box to let you know that a comment is attached to that square. When you move your mouse over the square the comment will appear.

A comment has been made.
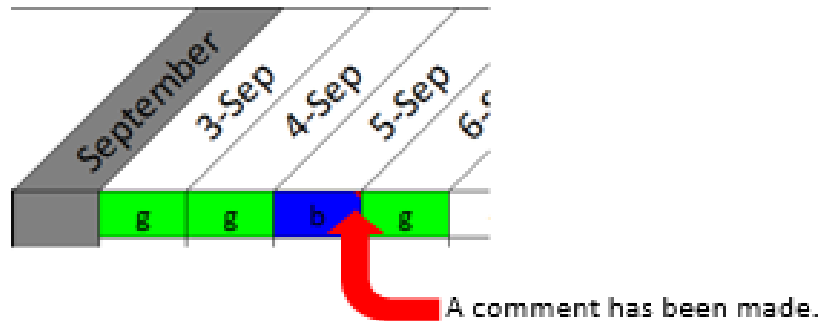
Every Month:

Click on the **month** tab at the bottom of the worksheet. Every day should be filled in with a letter and a color. Click print and it will just print this month's sheets (YOU HAVE TO BE CLICKED ON THE MONTH YOU WANT PRINTED!) You can print these in color or black and white. Cut the papers apart and send them home.

To change the message at the bottom of the note, click on the **instructions** tab at the bottom of the worksheet. Find the month that you want to change. Type your new message and then press **save**. This should automatically put the new message in the correlating month.

For Yearly Summaries:

Click on the **teacher summary** tab at the bottom of the worksheet.

To find the student you are looking for, click on the number and a grey down arrow should appear. Click the **arrow** and find and click on the **student's number**. Click **save**. This should make the name and information appear for that student.   Every month that we have completed should have numbers and percentages filled in.

If you are on the teacher summary page then all you do is click print and it will print off this student's sheet. Unfortunately, there is no way for you to print the entire classes summary all at once. You have to do it individually.