Creating DIBELS Bar Graphs using Microsoft Office Excel 2003

- 1. Log-in to the DIBELS website https://dibels.uoregon.edu
- 2. Choose the **REPORTS** tab at the top center.
- 3. Scroll down to CLASS REPORTS. Click on <u>WEB</u> in the NEW-Class Progress Monitoring Report.

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	Summary Report		<u>WEB</u>	PDF		Means and progress over time by school or district]
	Yearly Box Plot		<u>WEB</u>	*		Grade-level percentiles over time by measure (see picture).	
	* Available as part of the	Combined P	DF Re	port			
	Class Reports						
	Report		w	PDF	Purpose	Description	
	Class List Report		w	PDF	Screening; Outcome	Scores, percentiles, and instructional recommendations for a single assessment period and class	
	Class Progress Graph		\checkmark	PDF		Student scores for one class and measure, graphed over time	
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	Class Progress Summary	v	<u>WEB</u>			Student scores for one class over an academic year]
	Summary of Effectivenes Class - IMPROVED	ss by	<u>WEB</u>	PDF	РМ	Progress of students by Instructional Recommendation over time	
	* Available as part of the	Combined P	DF Re	port			
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	Student History		<u>WEB</u>			An individual student's scores across years]
	Student Progress Monito Graphs	oring		PDF	PM	Student scores over time compared to a benchmark goal	
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4. Select the **Grade Level** and **Year** from the drop down menus. Click **Submit.**

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5. Select the **Class**, **Time of Year**, and **Test** from the drop down menus. Click **Submit**.

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- 6. Open a blank **Excel** spreadsheet, and then minimize it.
- 7. Highlight the Web-based chart by clicking on Name in the left corner and dragging down and to the right until all cells are highlighted in blue.

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8. While the web chart is highlighted, hold down the **CTRL key** on the keyboard and the **C key** to copy the chart.

9. Maximize the Excel spreadsheet, click in the top left open cell (A,1) and hold down the CTRL key on the keyboard and the V key to paste the copied chart into the spreadsheet. (I have replaced student names with letters to protect confidentiality.)

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10.1 name the sheet by right-clicking on the Sheet1 tab at the bottom, choosing Rename, and labeling by teacher, Grade, and Subtest (ORF). I also save the spreadsheet because I will create the chart within a new sheet in the Excel workbook.

11. Now Select/Highlight the student names and the data points that you want to display in your chart. Hold down the CTRL key to ensure that only the cells that you want to highlight are selected.

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Microsoft Excel - Sample Excel for RCs.xls

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13. The Chart Wizard will appear.

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Column should be highlighted. Click the **Next>** button. The Chart Wizard will walk you through the steps you need to take.

14. A sample chart will appear. If your student names are below the horizontal axis and you have a series listed to the right with an equal amount of data points to those you highlighted, choose the **Series tab** at the top of the Chart Wizard to name your data points.

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15. To name each series, Click on the **Series Name** in the left box, then click in the **Name box** and type the name. (Be careful not to press Enter as you will advance to the next step in the Chart Wizard and will have to go Back to continue naming the remaining Series.) Click the **Next**> button when you have finished labeling each Series.

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16. Here you will **add** the **Title**, and **Iabel** the **X** and **Y** axes. Click in the appropriate boxes and type the title and labels. I include the Teacher, Grade, Subtest, and Date.



17. If you click on the tab **Gridlines**, you can add vertical lines between each student's data to make it easier to see individual student's body of data. Mark the **Major gridlines box** to add the vertical lines.



18. Click on the **Data Labels** tab and check the box next to **Value** to add numbers to each of the data points.



19. Click **Next>** to advance to the final screen. Click the button **As new sheet** and then click in the box and type the name of your new sheet. Make the name of the sheet the same as the Title of your chart. (If you do not select As new sheet, the chart will appear in the middle of your Excel spreadsheet and you may have to start over.) This will create the name for your chart in the sheet tabs at the bottom of the Excel workbook. Click **Finish** when you have completed naming your Chart/Graph.

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20. Your chart will appear in a new screen. If you want to go back to any other spreadsheet in the Excel workbook that you have created, just click on the tabs at the bottom of the screen.



21. To **change the scale** of your graph, double click on one of the **numbers** in the **Y-axis**. This will bring up the **Format Axis** screen on top of your spreadsheet.

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Teacher, 2nd ORF 12/9

22. Click on the **Scale** tab at the top of the screen and adjust the **Minimum** and **Maximum numbers** accordingly. Each graph you create will have a different scale based on the lowest and highest scores collected in your selected data set. Changing the axis when looking at graphs for multiple grades is a nice feature so all charts can be compared based on equal values. Unclick the box to the left of the value that you're changing.

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	✓ Minor unit: 4 ✓ Category (X) axis
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	OK Cancel

23. To add lines to mark Strategic and Benchmark points, choose **Insert**, **Picture**, **AutoShapes** and either the **Lines or Connectors** button.



24. Draw your line then **double-click** on it to change the **color** of the line. Multiple lines can be added to each chart.



25. Finally, choose insert Textbox, draw the textbox, and type in the label

