

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 **WEB** in the **NEW-Class Progress Monitoring Report**.

The screenshot shows the DIBELS website interface in Microsoft Internet Explorer. The browser window title is "Reports - Microsoft Internet Explorer provided by CDE". The address bar shows "https://dibels.uoregon.edu/data/reports/". The page content is organized into sections: "Summary of Effectiveness Worksheets", "Class Reports", "Student Reports", and "Data Sets".

Summary of Effectiveness Worksheets

Report	WEB	PDF	Purpose	Description
Summary Report	WEB	PDF	PM; Outcome	Used for interpreting Summary of Effectiveness Information
Yearly Box Plot	WEB	*		Means and progress over time by school or district

* Available as part of the Combined PDF Report

Class Reports

Report	WEB	PDF	Purpose	Description
Class List Report	WEB	PDF	Screening; Outcome	Scores, percentiles, and instructional recommendations for a single assessment period and class
Class Progress Graph	WEB	PDF		Student scores for one class and measure, graphed over time
NEW - Class Progress Monitoring Report	WEB	PDF	PM	Progress monitoring scores for a class.
Class Progress Summary	WEB			Student scores for one class over an academic year
Summary of Effectiveness by Class - IMPROVED	WEB	PDF	PM	Progress of students by Instructional Recommendation over time

* Available as part of the Combined PDF Report

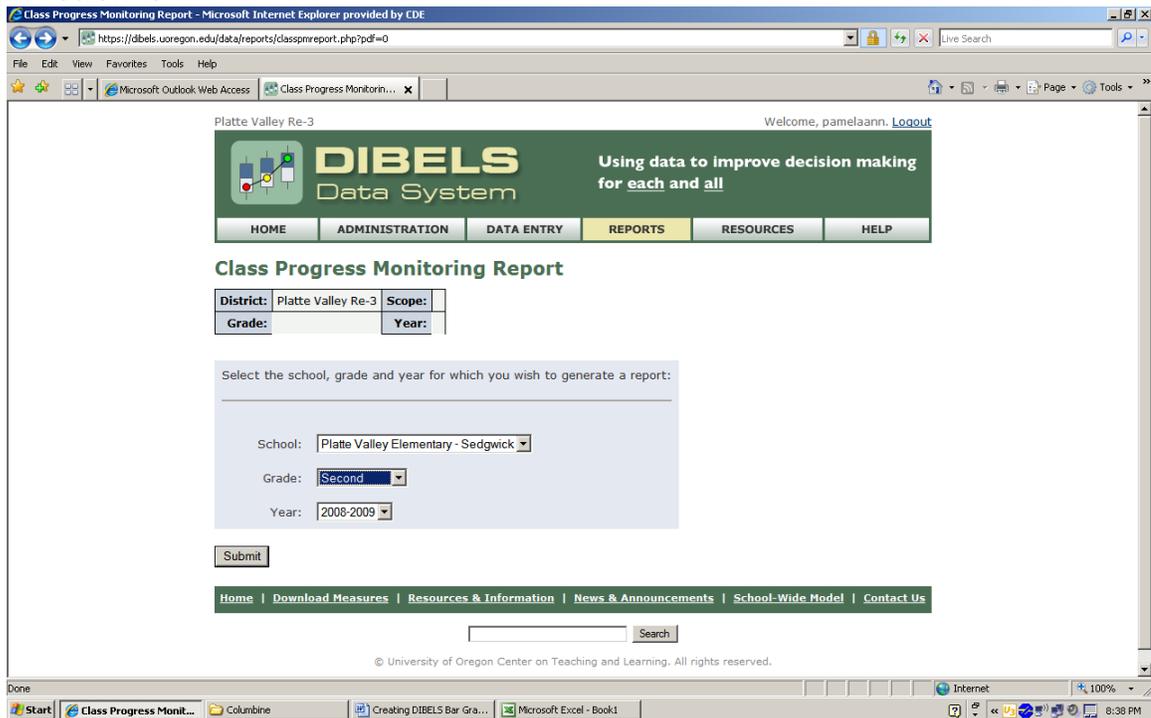
Student Reports

Report	WEB	PDF	Purpose	Description
Individual Student Performance Profiles		PDF	PM	Student performance across grades K - 6 for each student in a class
Student History	WEB			An individual student's scores across years
Student Progress Monitoring Graphs		PDF	PM	Student scores over time compared to a benchmark goal

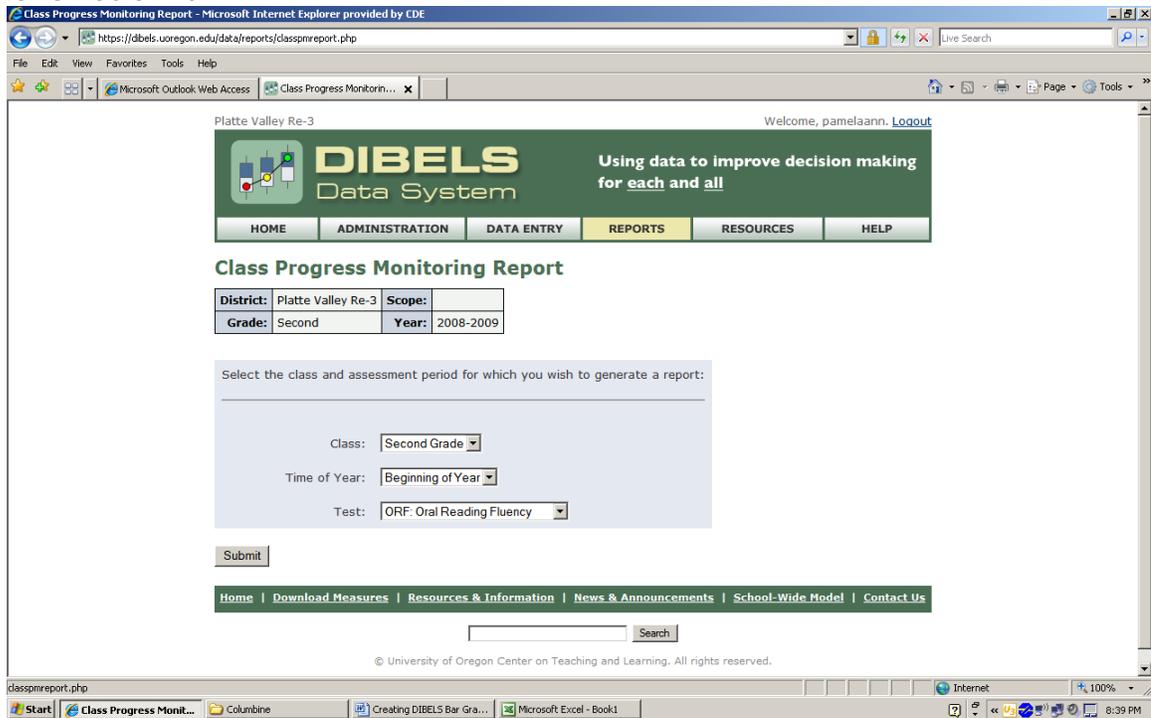
Data Sets

The screenshot also shows the Windows taskbar at the bottom with the Start button, several open applications (Reports - Microsoft I..., Columbine, Creating DIBELS Bar Gra..., Microsoft Excel - Book1), and the system tray showing the time as 8:38 PM.

4. Select the **Grade Level** and **Year** from the drop down menus. Click **Submit**.



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



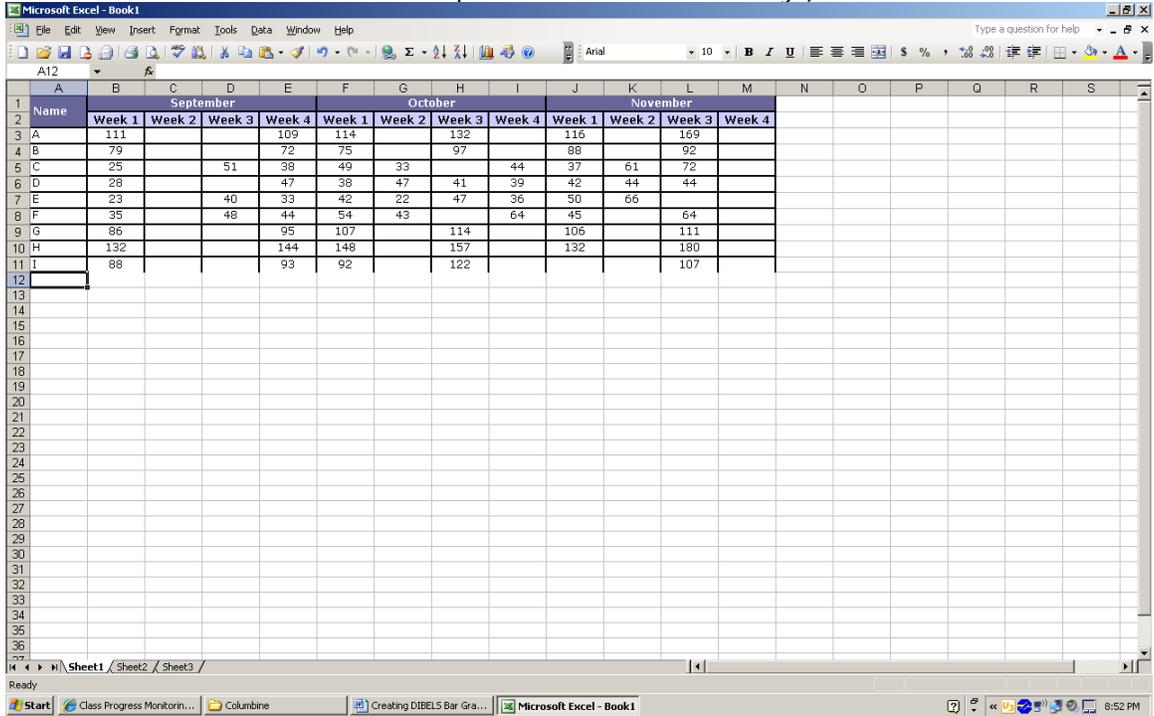
6. Open a blank **Excel** spreadsheet, and then minimize it.
7. Highlight the Web-based chart by clicking on Name in the left corner and dragging down and to the right until all cells are highlighted in blue.

The screenshot shows a web browser window displaying a 'Class Progress Monitoring Report' for Oral Reading Fluency. The report is for the second grade at Platte Valley Elementary - Sedgwick. The table below shows the scores for each student across four weeks in September, October, and November.

Name	September				October				November			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Abts, Teagan	111	1	1	109	114	1	132	1	116	1	169	1
Davis, Talor	79	1	1	72	75	1	97	1	88	1	92	1
Erickson, Cole	25	1	51	38	49	33	1	44	37	51	72	1
Puente, Mikayla	28	1	1	47	38	47	41	39	42	44	44	1
Rober, Randi	28	1	40	33	42	22	47	36	50	36	1	1
Ruybal, Marcello	35	1	48	44	54	43	1	64	45	1	64	1
Schneider, Brooke	86	1	1	95	107	1	114	1	106	1	111	1
Walter, Ethan	132	1	1	144	148	1	157	1	132	1	180	1
Zion, Kenzie	38	1	1	33	32	1	122	1	1	1	107	1

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

- 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.)

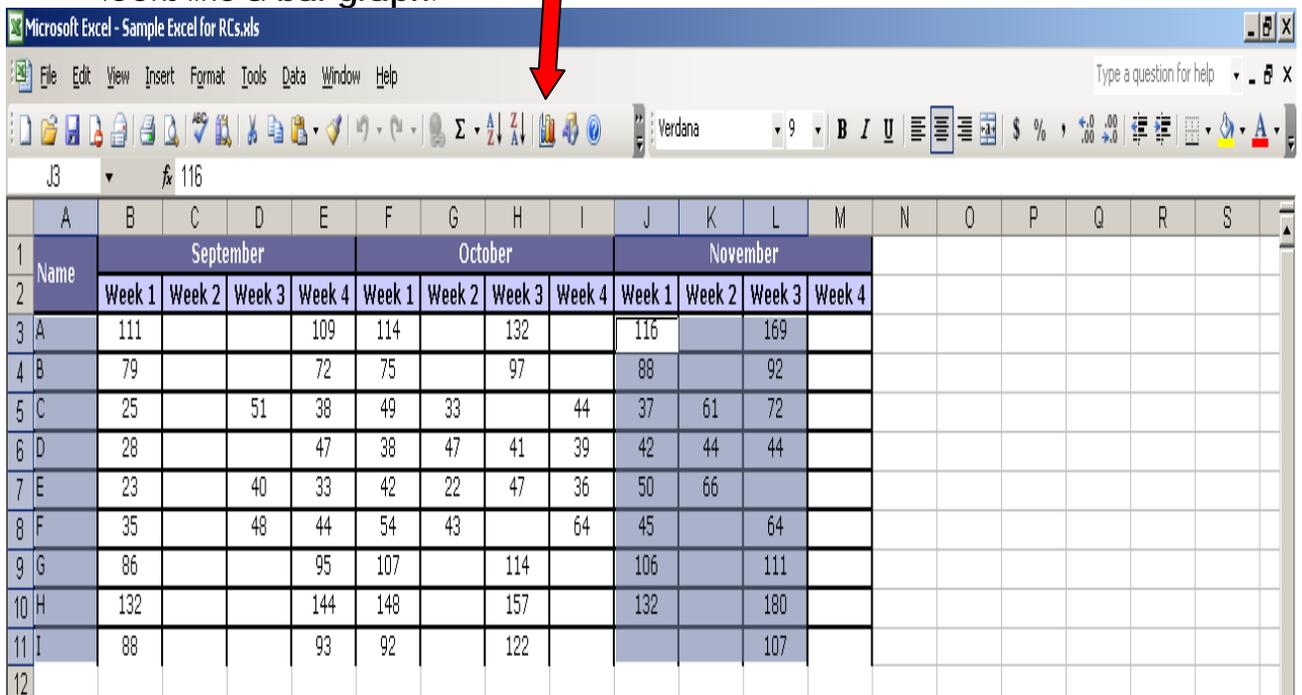


- I name the sheet by right-clicking on the **Sheet1** tab at the bottom, choosing **Rename**, and labeling by teacher, Grade, and Subtest (ORF). I also save the spreadsheet because I will create the chart within a new sheet in the Excel workbook.

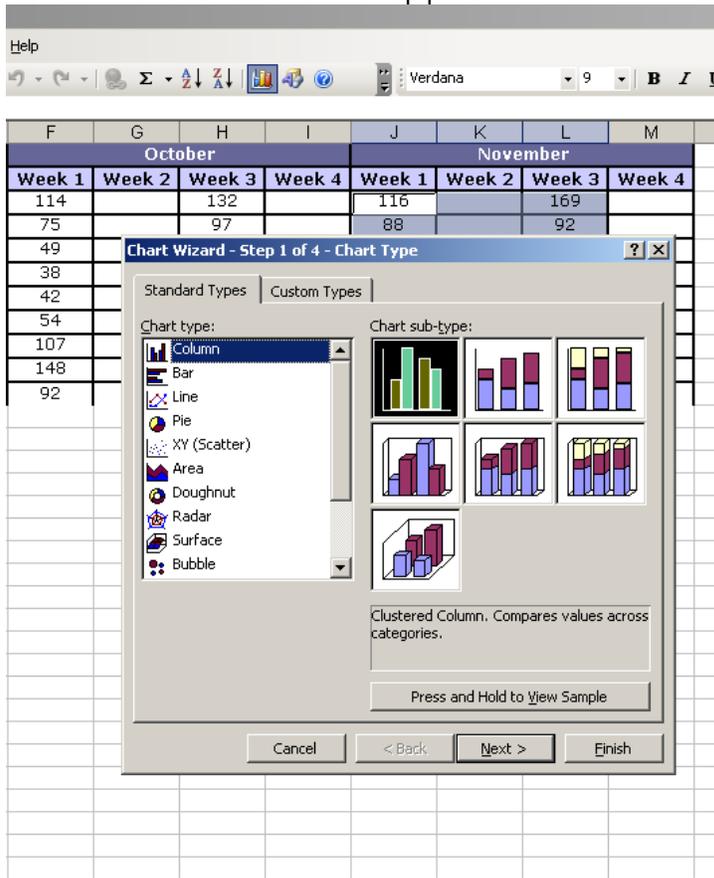
11. Now **Select/Highlight** the student names and the data points that you want to display in your chart. Hold down the **CTRL** key to ensure that only the cells that you want to highlight are selected.

Name	September				October				November			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
A	111			109	114			132		116		169
B	79			72	75			97		88		92
C	25		51	38	49	33		44	37	61	72	
D	28			47	38	47	41	39	42	44	44	
E	23		40	33	42	22	47	36	50	66		
F	35		48	44	54	43		64	45		64	
G	86			95	107			114		106		111
H	132			144	148			157		132		180
I	88			93	92			122				107

12. Within the toolbar at the top of the screen click on the button that looks like a **bar graph**.

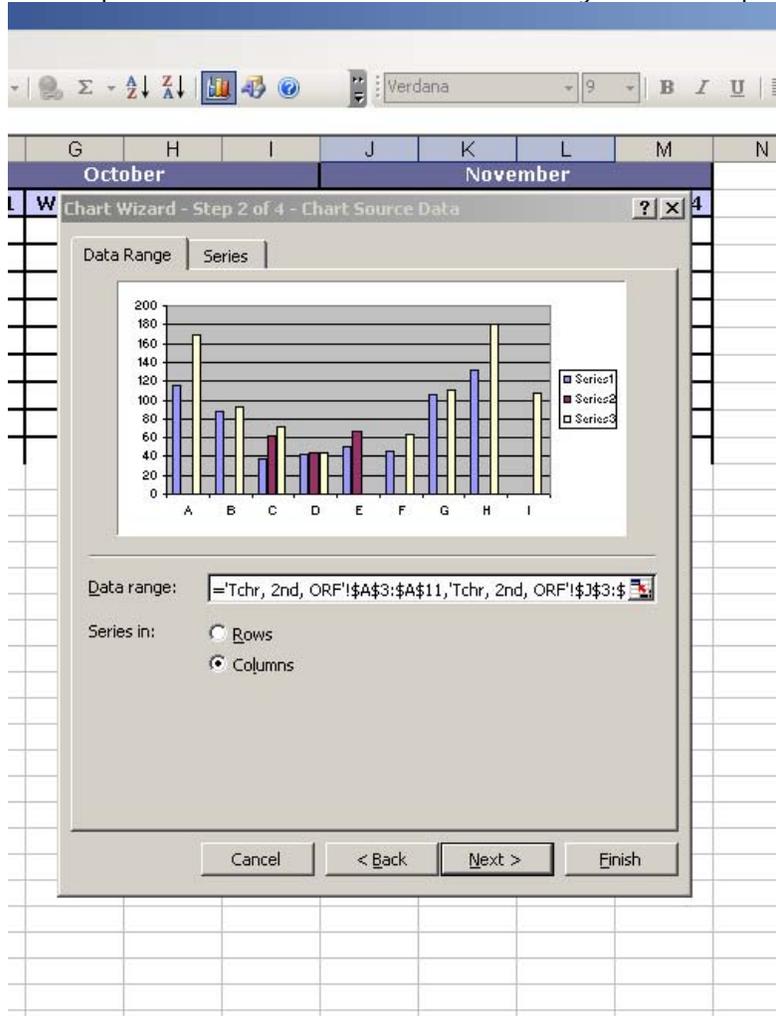


13. The **Chart Wizard** will appear.

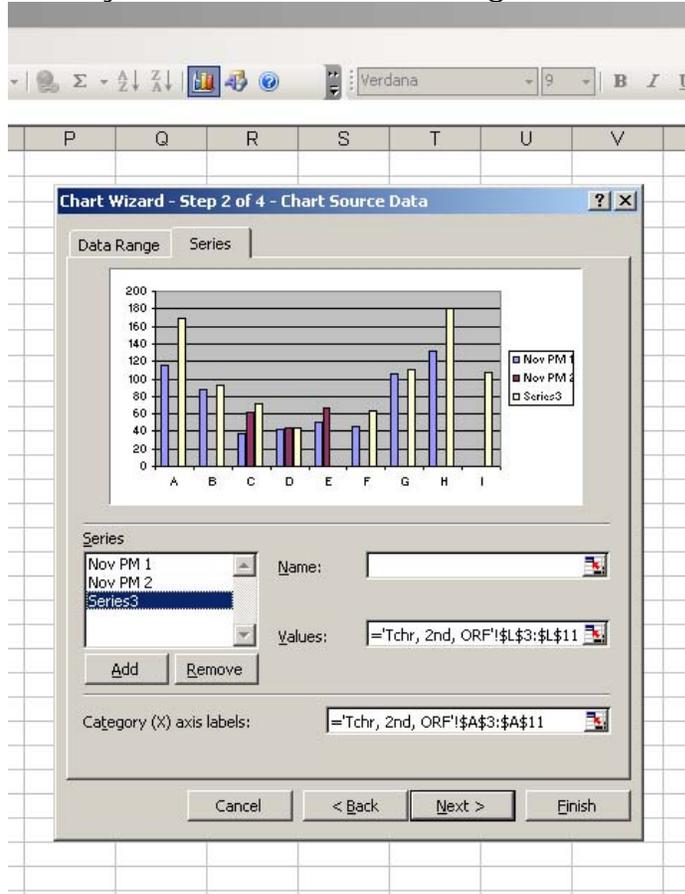


Column should be highlighted. Click the **Next>** button. The Chart Wizard will walk you through the steps you need to take.

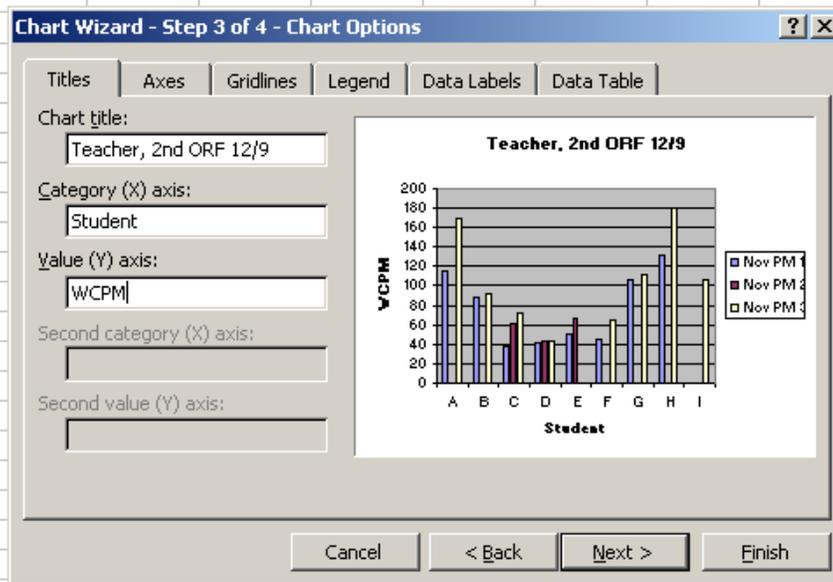
14. A sample chart will appear. If your student names are below the horizontal axis and you have a series listed to the right with an equal amount of data points to those you highlighted, choose the **Series** tab at the top of the Chart Wizard to name your data points.



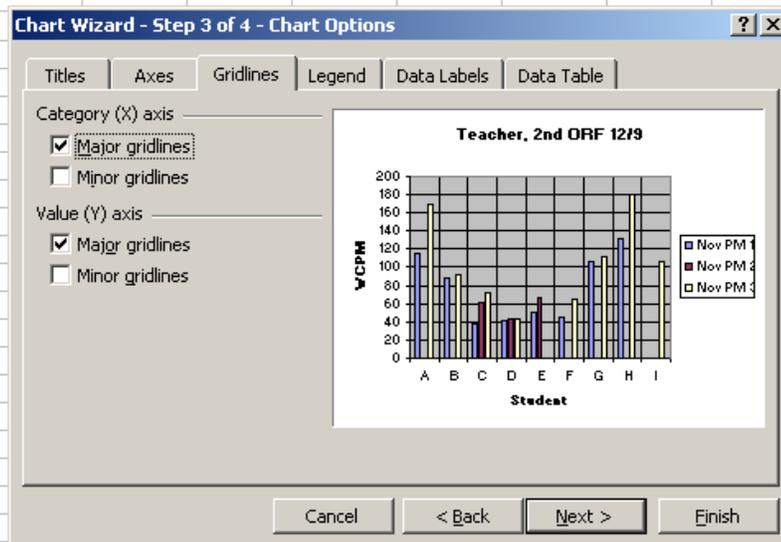
15. To name each series, Click on the **Series Name** in the left box, then click in the **Name box** and type the name. (Be careful not to press Enter as you will advance to the next step in the Chart Wizard and will have to go Back to continue naming the remaining Series.) Click the **Next>** button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



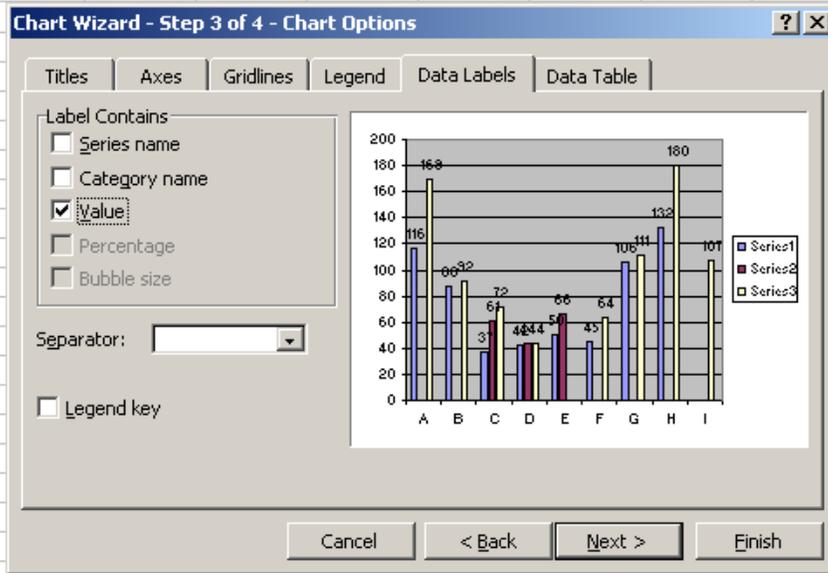
16. Here you will **add** the **Title**, and **label** the **X and Y axes**. Click in the appropriate boxes and type the title and labels. I include the Teacher, Grade, Subtest, and Date.



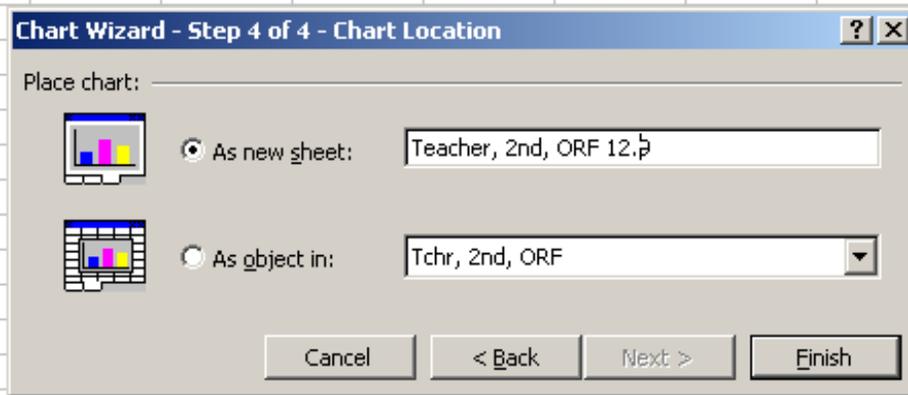
17. If you click on the tab **Gridlines**, you can add vertical lines between each student's data to make it easier to see individual student's body of data. Mark the **Major gridlines** box to add the vertical lines.



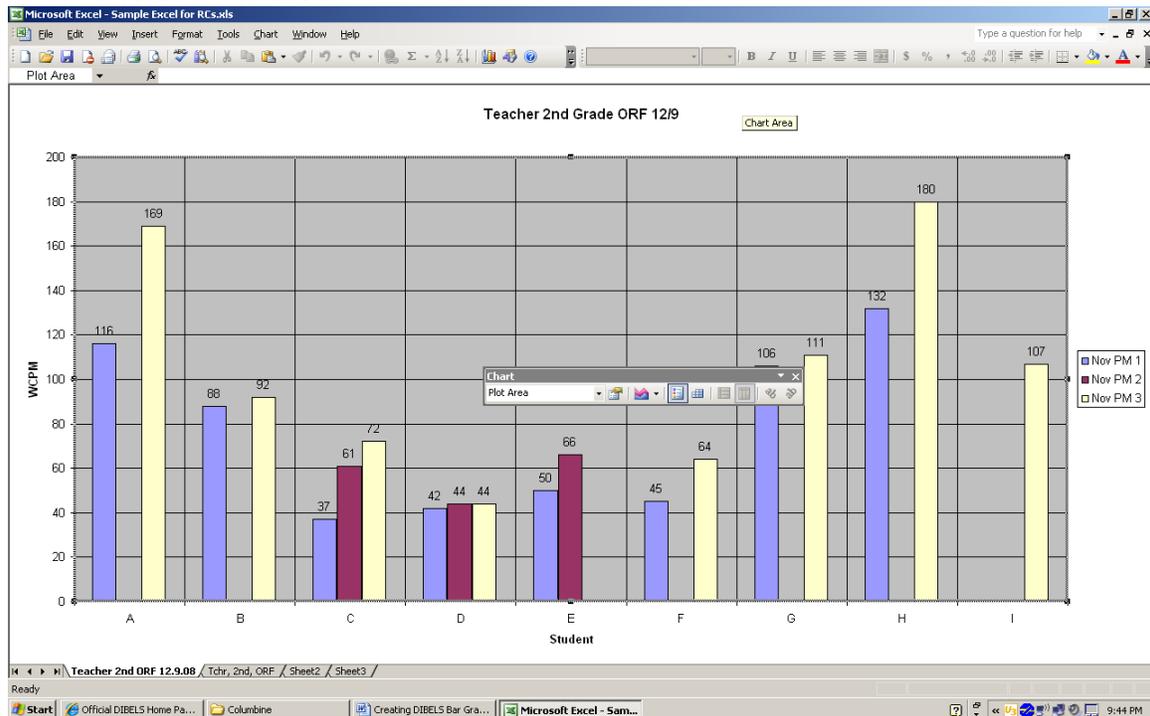
18. Click on the **Data Labels** tab and check the box next to **Value** to add numbers to each of the data points.



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.

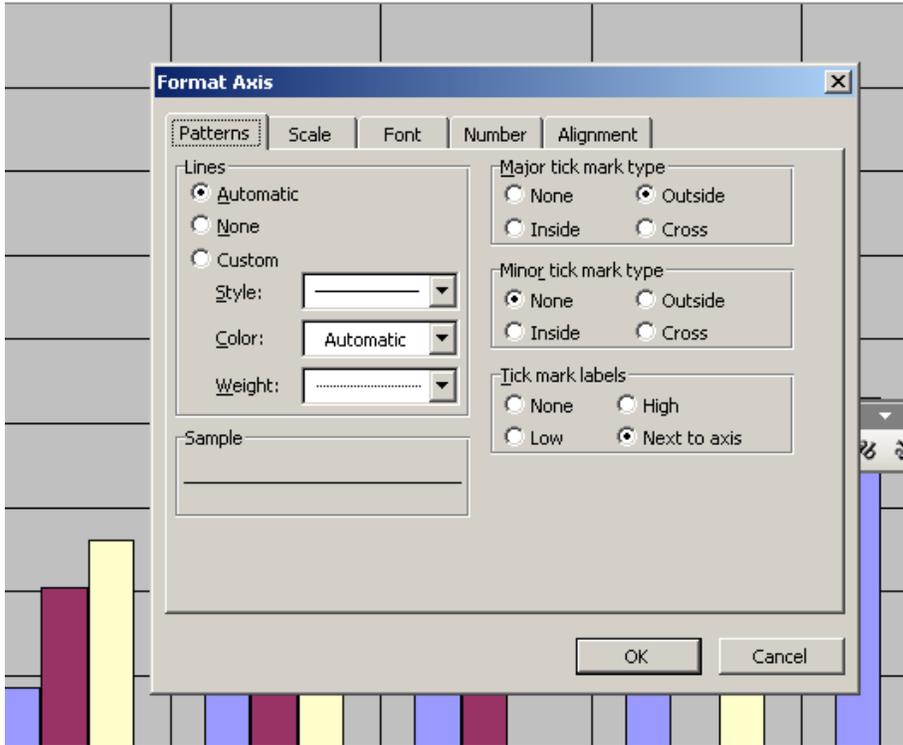


20. Your chart will appear in a new screen. If you want to go back to any other spreadsheet in the Excel workbook that you have created, just click on the tabs at the bottom of the screen.

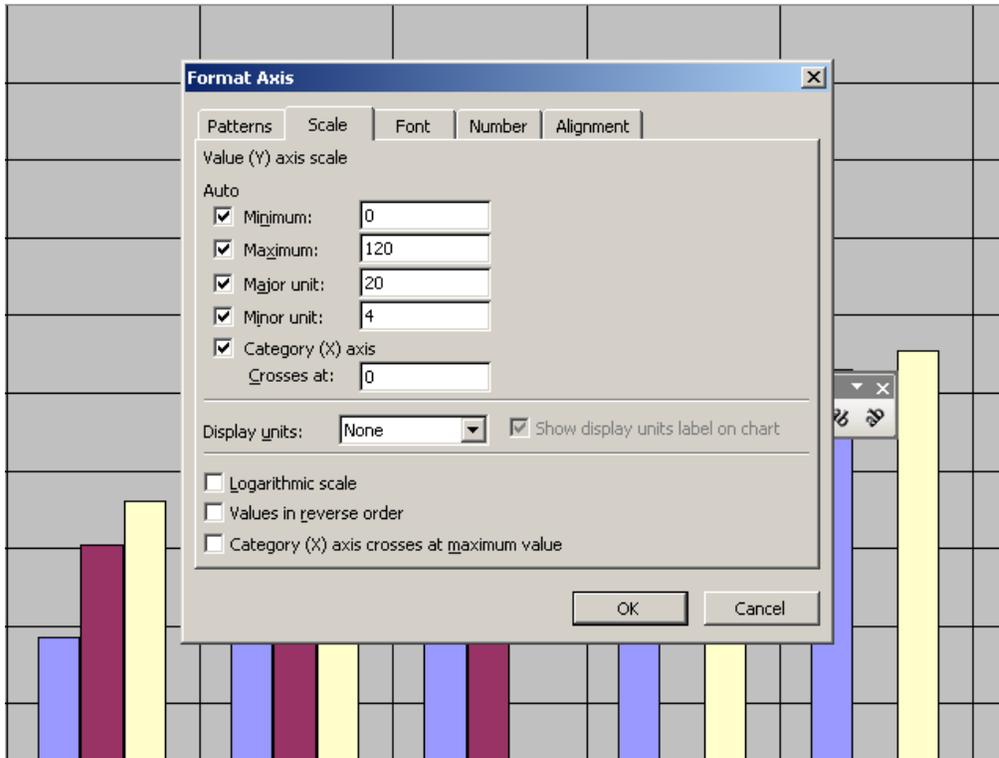


21. To **change the scale** of your graph, double click on one of the **numbers** in the **Y-axis**. This will bring up the **Format Axis** screen on top of your spreadsheet.

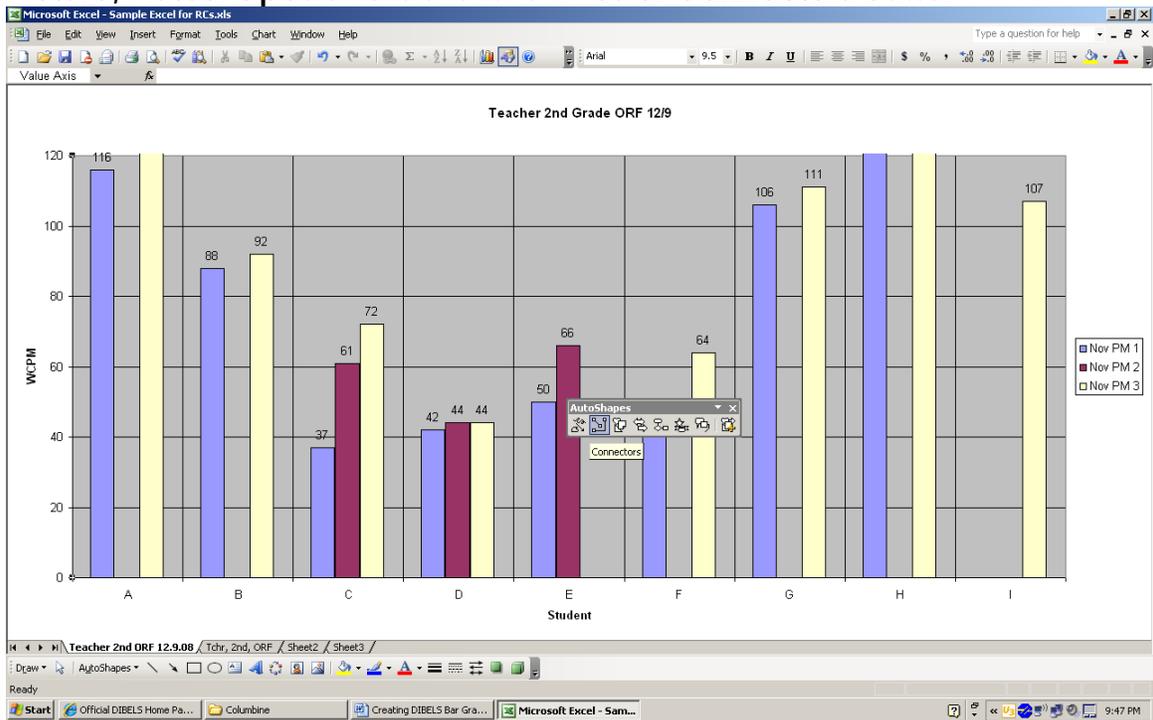
Teacher, 2nd ORF 12/9



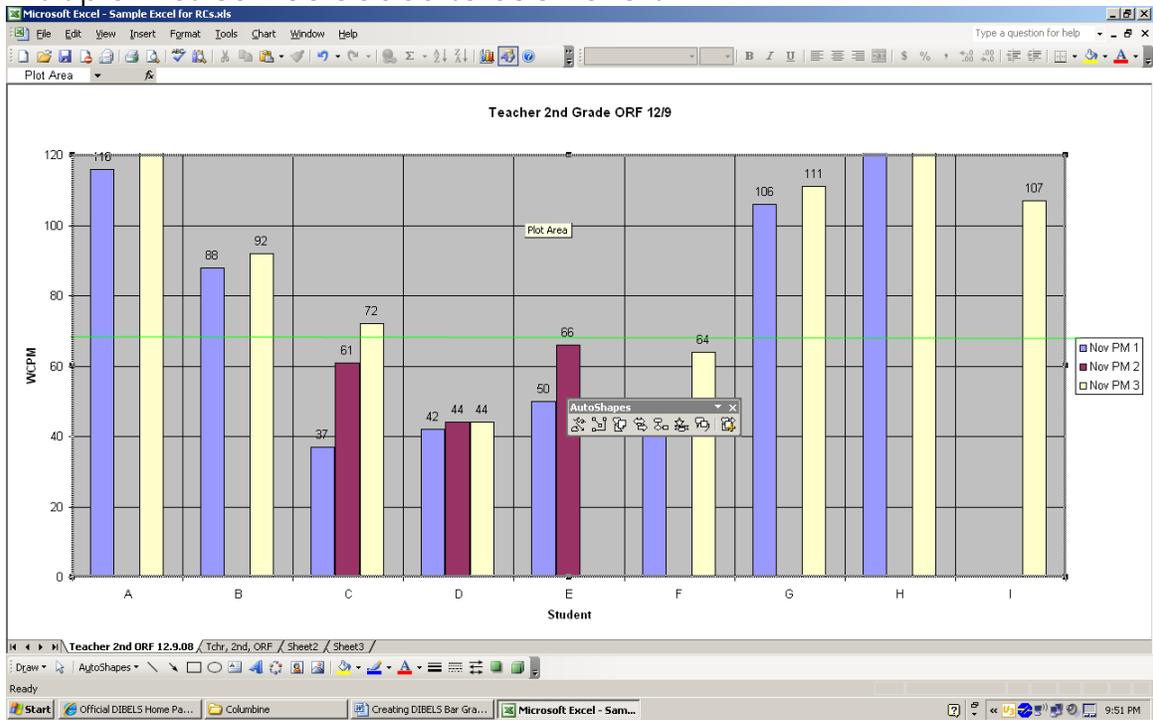
22. Click on the **Scale** tab at the top of the screen and adjust the **Minimum** and **Maximum numbers** accordingly. Each graph you create will have a different scale based on the lowest and highest scores collected in your selected data set. Changing the axis when looking at graphs for multiple grades 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.



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** for your line. Repeat this step for each line you've added.

