

Using the Big 5 Generator 2013/2014



Center for PBS
College of Education
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Getting Started

Rationale:

The Big-5 Generator was developed to assist schools in organizing Office Discipline Referral (ODR) data, making it easier to track progress, identify challenges, and develop school-wide interventions to address these challenges.

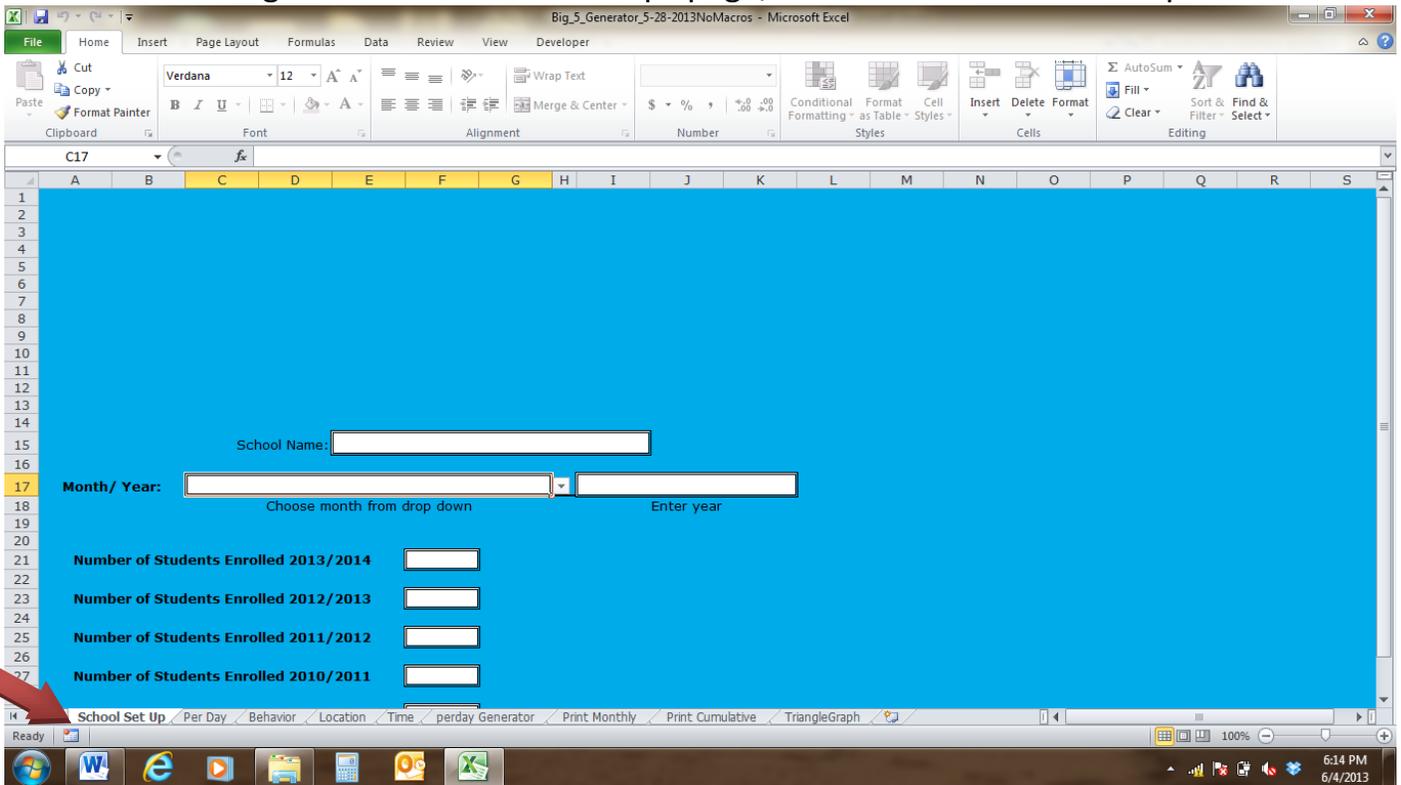
Using the Big-5 Generator

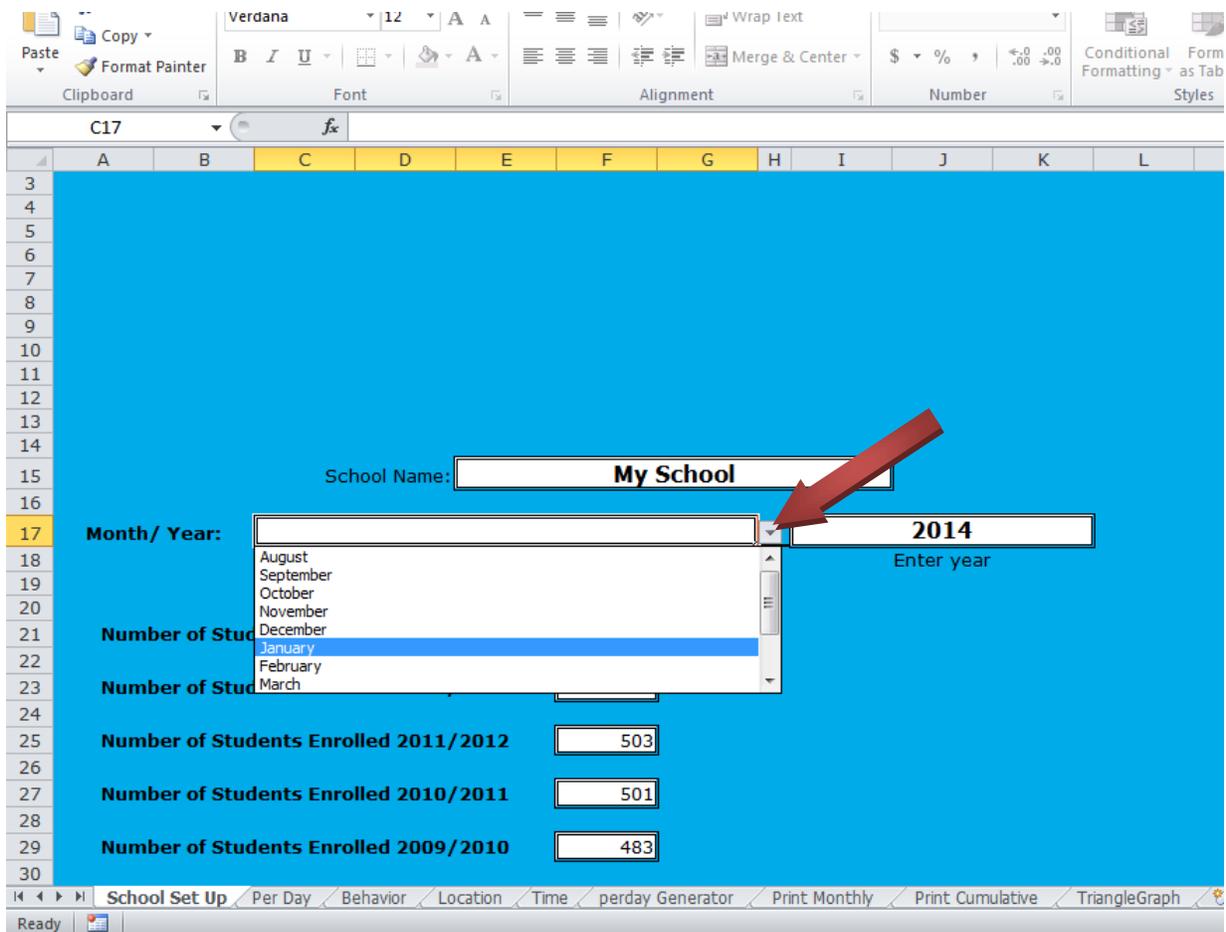
The Big-5 Generator summarizes the “**who, what, when, where, and how often**” of your school’s discipline data. This information is vital for effectively intervening at the school wide level.

Step 1: School Set Up

The first step in using the Big-5 Generator is to complete the “School Set-Up” page. The information on this page is critical for the graphs to function properly.

- To navigate to the “School Set-Up” page, click on the “School Set-Up” tab.





- Enter school name (this will cause your school's name to appear on the graphs).
- Enter the year. This can be the year that corresponds to the selected month, or school year (2013/2014). The year selected will appear in the title of the graphs.
- The Big-5 Generator is designed so that a full year's worth of data can be stored in the spreadsheet. However, you must set it to graph the desired month
- To set the spreadsheet to graph the data belonging to a given month, enter that month on the school set up page using the drop down menu (see arrow above). The spreadsheet will only graph for a month for which data has been entered.
- Enter the September enrollment for the current school year.
- Optional: If you would like to compare triangle data over time, you will also need to enter enrollment data for the years for which you have data available.

Step 2: Per Day/ Per Month

This graph tells you *how often* problem behaviors are occurring. The “Per Day/ Per Month” table and graphs will provide you with information on the daily rate of office referrals, allowing you to compare months in which school is in session for students for different numbers of days.

The screenshot shows a spreadsheet interface with a blue background. The form contains the following fields and data:

School Name:	My School
Month/ Year:	October / 2013
	Choose month from drop down / Enter year
Number of Students Enrolled 2013/2014	500
Number of Students Enrolled 2012/2013	498
Number of Students Enrolled 2011/2012	503
Number of Students Enrolled 2010/2011	501
Number of Students Enrolled 2009/2010	483

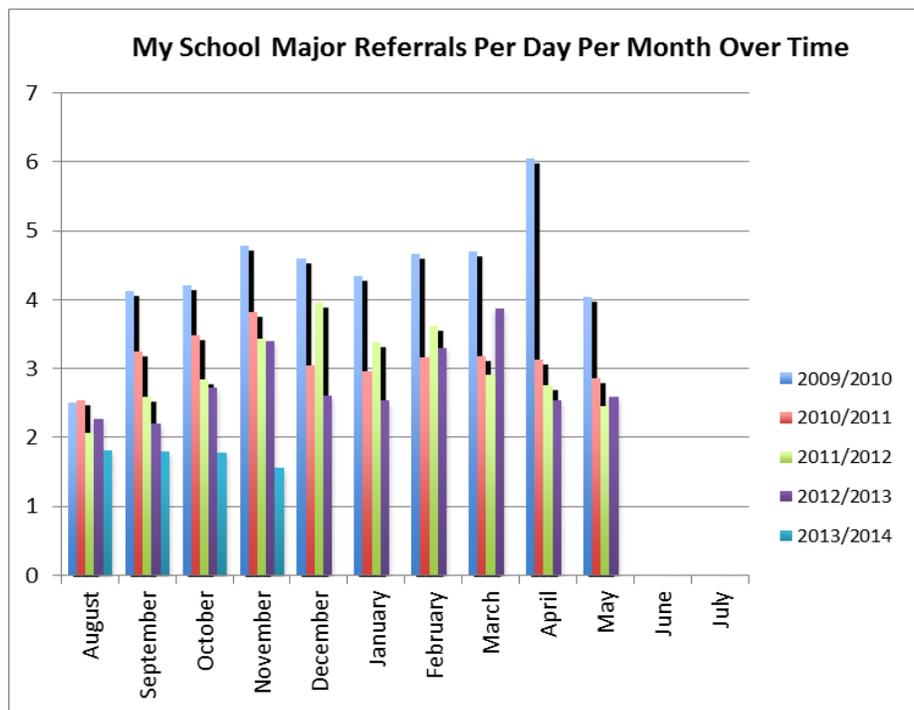
The bottom navigation bar includes tabs: School Set Up, Per Day, Behavior, Location, Time, perday Generator, Print Monthly, Print Cumulative, and TriangleGraph. A red arrow points to the 'Per Day' tab.

- To go to the Per Day Per Month data entry and graph page, click on the per day per month tab

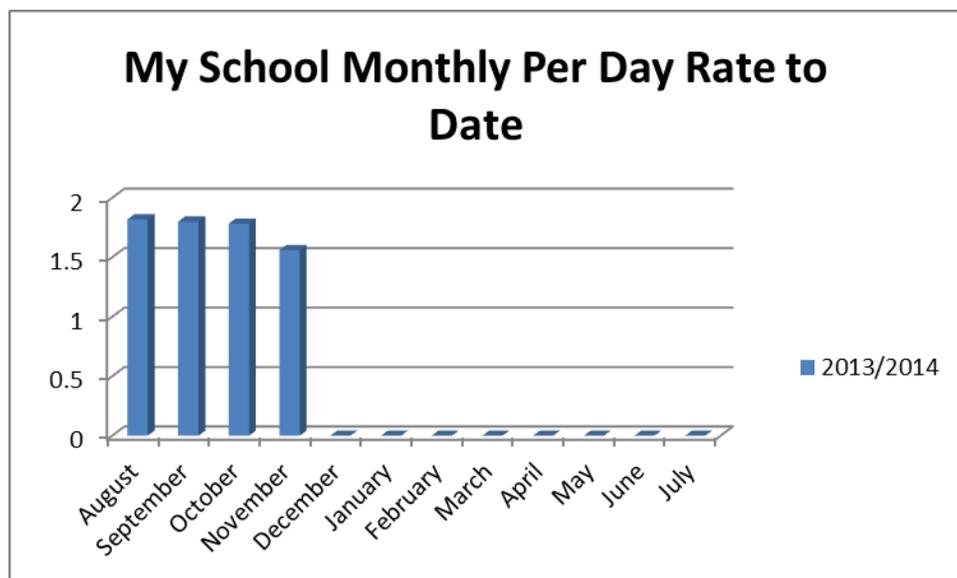
My School Major Referrals Per Day Per Month Over Time															
	2009/2010			2010/2011			2011/2012			2012/2013			2013/2014		
	Days of Student Attendance	Major Referrals for that Month	Per Day Rate	Days of Student Attendance	Major Referrals for that Month	Per Day Rate	Days of Student Attendance	Major Referrals for that Month	Per Day Rate	Days of Student Attendance	Major Referrals for that Month	Per Day Rate	Days of Student Attendance	Major Referrals for that Month	Per Day Rate
August	12	30	2.5	13	33	2.5384615	15	31	2.0666667	11	25	2.2727273	11	20	1.8181818
September	24	99	4.125	24	78	3.25	24	62	2.5833333	24	53	2.2083333	25	45	1.8
October	25	105	4.2	25	87	3.48	25	71	2.84	25	68	2.72	23	41	1.7826087
November	23	110	4.7826087	23	88	3.826087	23	79	3.4347826	23	78	3.3913043	25	39	1.56
December	25	115	4.6	25	76	3.04	25	99	3.96	25	65	2.6			#DIV/0!
January	26	113	4.3461538	26	77	2.9615385	26	88	3.3846154	26	66	2.5384615			#DIV/0!
February	24	112	4.6666667	24	76	3.1666667	24	87	3.625	24	79	3.2916667			#DIV/0!
March	23	108	4.6956522	23	73	3.173913	23	67	2.9130435	23	89	3.8695652			#DIV/0!
April	24	145	6.0416667	24	75	3.125	24	66	2.75	24	61	2.5416667			#DIV/0!
May	22	89	4.0454545	22	63	2.8636364	22	54	2.4545455	22	57	2.5909091			#DIV/0!
June			#DIV/0!												
July			#DIV/0!												

My School Monthly Per Day Rate to Date					
	Per Day Rate				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
August	2.5	2.5384615	2.0666667	2.2727273	1.8181818
September	4.125	3.25	2.5833333	2.2083333	1.8
October	4.2	3.48	2.84	2.72	1.7826087

- Enter the number of days that school was in session for students for each month under the column marked “Days of Student Attendance.”
- Enter the number of major office discipline referrals (ODR’s) for each month in the column marked “Major referrals for that month.”
- If you have data for multiple years, you can track changes over time by completing the table for those years.



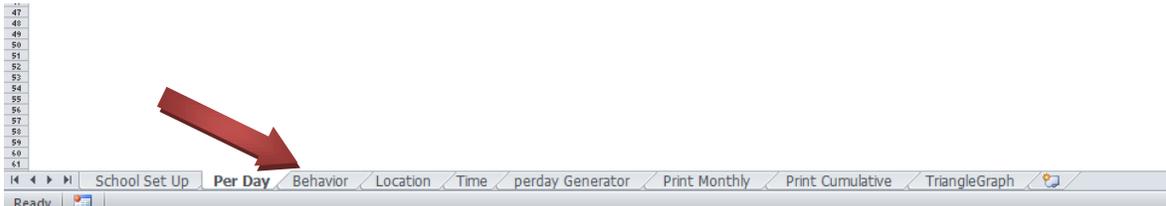
- The graph for multiple years over time will appear to the right of this table.



- A graph for the current school year to date will appear underneath the multi-year graph.
- Both of these graphs can be selected, copied, and pasted into PowerPoint or other documents that you wish to share with stakeholders.
- “Save.”

Step 3: Behavior

This graph allows you to chart **what** are your most frequent problem behaviors. For consistency, the behavior categories are those used by *School Wide Information Systems (SWIS)*.

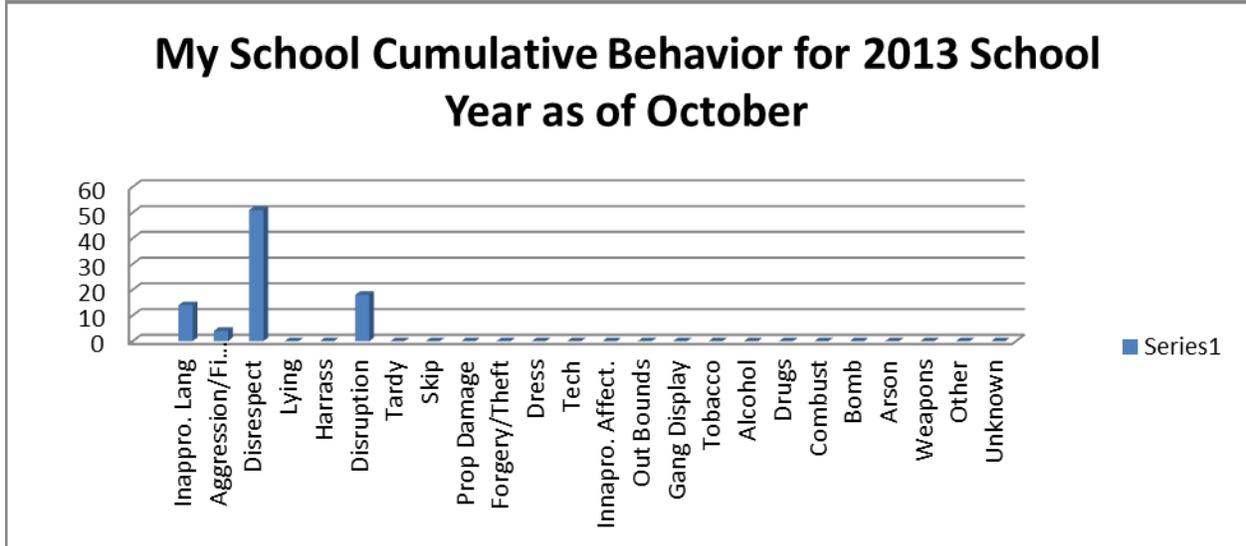
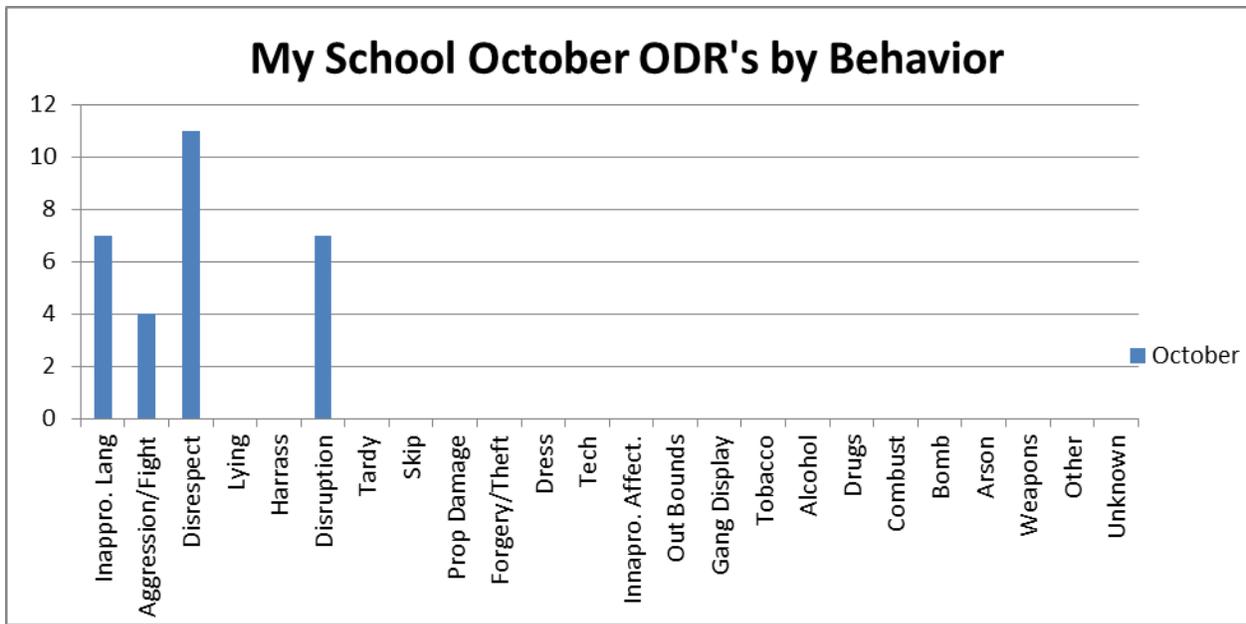


- To navigate to the “Behavior Data Entry” page, click on the “Behavior” tab.

TABLE 1A **My School** **Cumulative Behavior for** **2013** **School Year as of** **Octo**

	August	September	October	November	December	January	February	March	April	May	June	July	Octo
Inappro. Lang	1	3	7	3									14
Aggression/Fight			4										4
Disrespect	10		11	15									51
Lying													0
Harrass													0
Disruption	3		7	8									18
Tardy													0
Skip													0
Prop Damage													0
Forgery/Theft													0
Dress													0
Tech													0
Innapro. Affect.													0
Out Bounds													0
Gang Display													0
Tobacco													0
Alcohol													0
Drugs													0
Combust													0
Bomb													0
Arson													0
Weapons													0
Other													0
Unknown													0

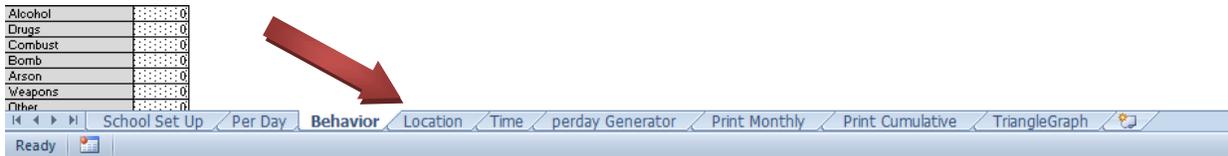
- On this page, in the cells under the column for the desired month, type in the number of ODR’s received in that particular behavior category.



- Two graphs will appear to the right of this table. The top graph will show the trends by months for the current school year (cumulative to date).
- The bottom graph will chart data for the month that was entered on the “School Set-Up” page.
- **If the bottom graph does not chart the desired month, go to the “school set up” page and change the name of the month to the desired month.**
- “Save.”

Step 4: Location

This worksheet creates graphs that chart **where** problem behaviors are occurring.



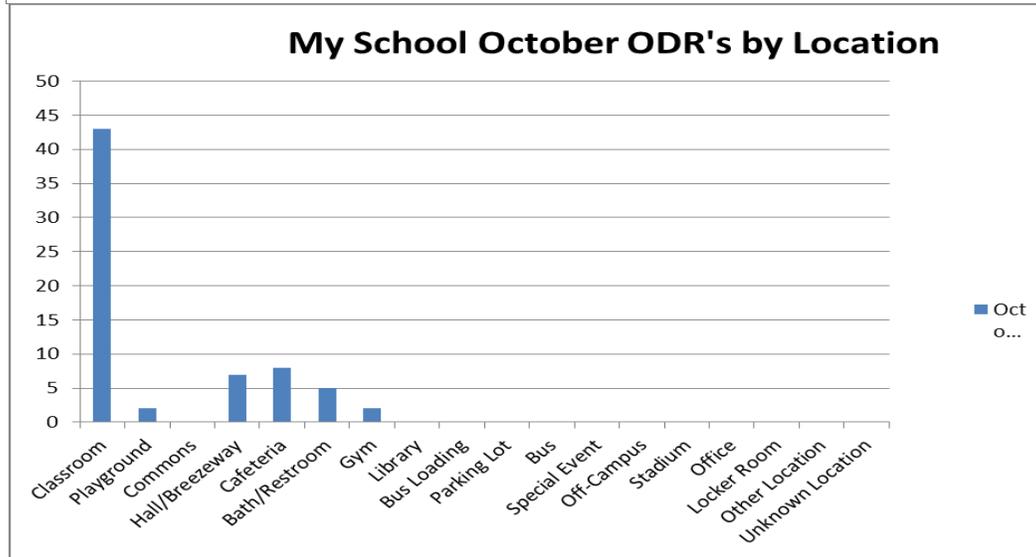
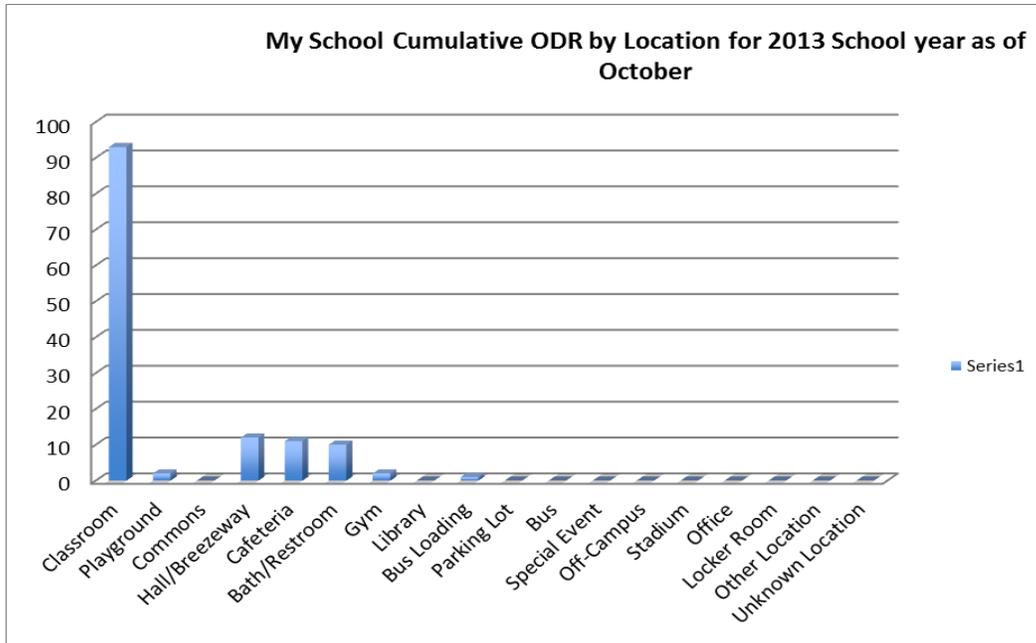
- To navigate to the behavior by location data entry page, click the “Location” tab.

Table 2A
My School Cumulative ODR by Location for 2013 School year as of October

	August	September	October	November	December	January	February	March	April	May	June	July	
Classroom	15	35	43										93
Playground			2										2
Commons													0
Hall/Breezeway			7										12
Cafeteria	2	4	8										11
Bath/Restroom	2	3	5										10
Gym			2										2
Library													0
Bus Loading		1											1
Parking Lot													0
Bus													0
Special Event													0
Off-Campus													0
Stadium													0
Office													0
Locker Room													0
Other Location													0
Unknown Location													0

My School	October	ODR's by Location
Classroom	43	
Playground	2	
Commons	0	
Hall/Breezeway	7	

- On the “Location Data Entry” page, enter the number of office referrals for each location in the column for the desired month.



- There will be two graphs that appear to the right of this table. The top graph is the cumulative graph for the school year, and the bottom graph is the graph for the current month only.
- **If the bottom graph does not chart the desired month, go to the “school set up” page and change the name of the month to the desired month.**
- “Save.”

Step 5: Time of Day

This graph allows you to chart *when* students are behaving inappropriately.

Classroom	43
Playground	2
Commons	0
Hall/Breezeway	7
Cafeteria	8
Bath/Restroom	5
Gym	2
Library	0
Bus/Loading Area	0

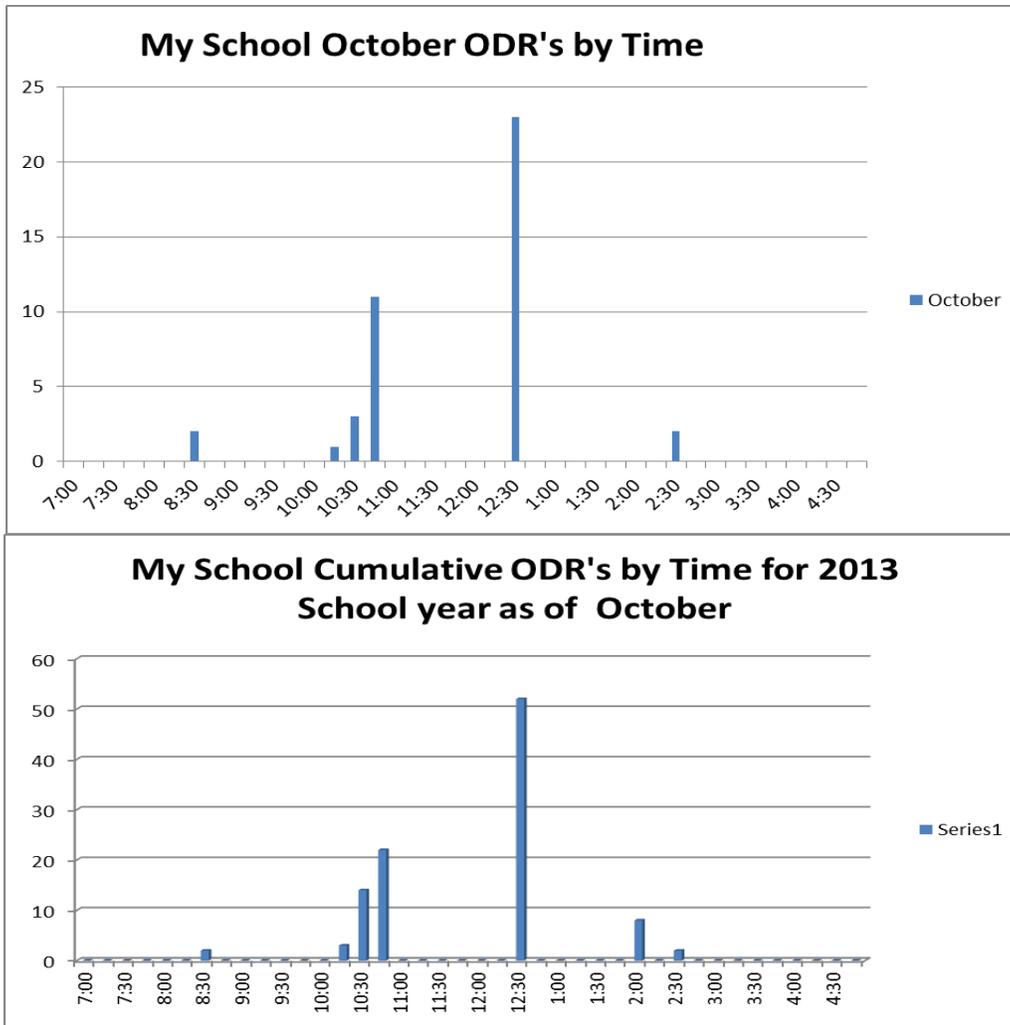
- To navigate to the behavior by time of day data entry page, click the “Time” tab.

Problem Times

1. Enter number of ODR's by time of day for each month in corresponding **TIME** category in **Table 3A**. If **Monthly Graph** (bottom graph) does not show the current month or current month's data, go to school set up page and choose the appropriate month from the drop down menu.

Time	August	September	October	November	December	January	February	March	April	May	June	July	Total
7:00													0
7:15													0
7:30													0
7:45													0
8:00													0
8:15													0
8:30			2										2
8:45													0
9:00													0
9:15													0
9:30													0
9:45													0
10:00													0
10:15		2	1										3
10:30	5	6	3										14
10:45	9	8	11										28
11:00													0
11:15													0
11:30													0
11:45													0
12:00													0
12:15													0
12:30	10	19	23										52
12:45													0
1:00													0
1:15													0
1:30													0
1:45													0
2:00	8												8
2:15													0
2:30				2									2
2:45													0

- On the “Time” data entry page, type in the number of office referrals by time of day for the given month, to the nearest 15 minutes.



- Graphs will appear to the right. The top graph will graph accumulated referrals by time of day to date.
- The bottom graph will chart ODR's for the specific month designated on the school set up page.
- **If the bottom graph does not chart the desired month, go to the "school set up" page and change the name of the month to the desired month.**
- "Save."

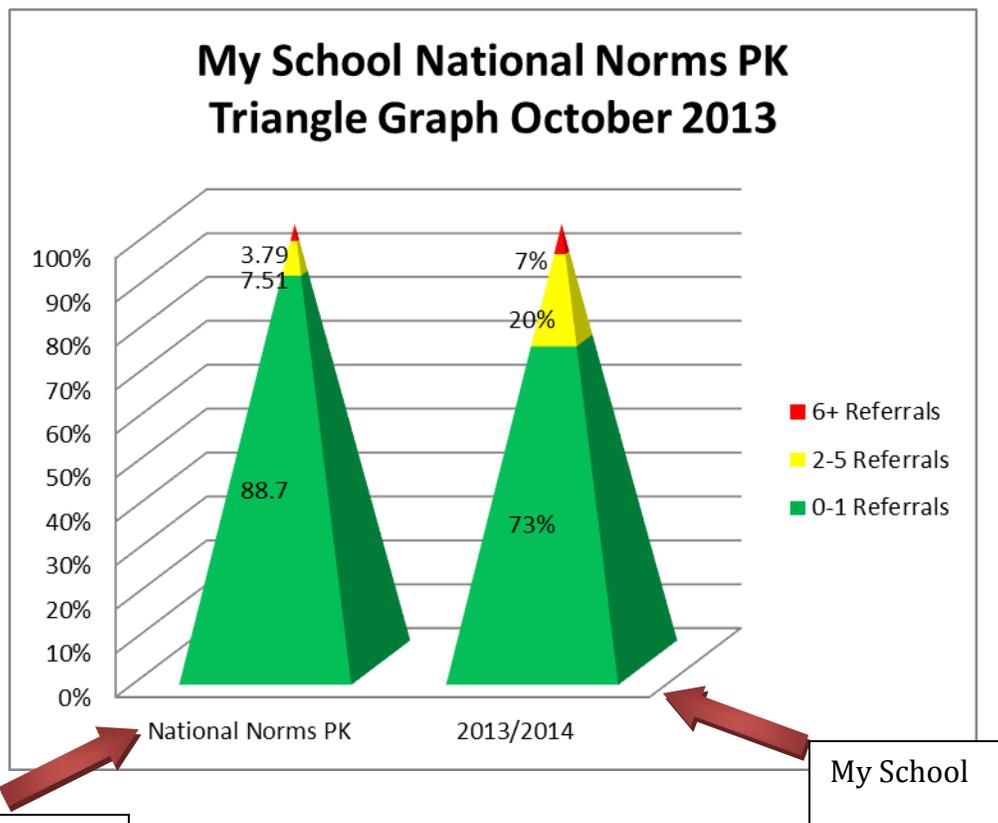
9
10
11
12
13
14
15
16
17

Step 2: Enter the number of students with 2-5 and 6+ ODR's for correct year.

Table 4A **Enter data below**

Year	2-5 Office Referrals	6 or more office referrals
2013/2014	100	33
2012/2013		
2011/2012		
2010/2011		
2009/2010		

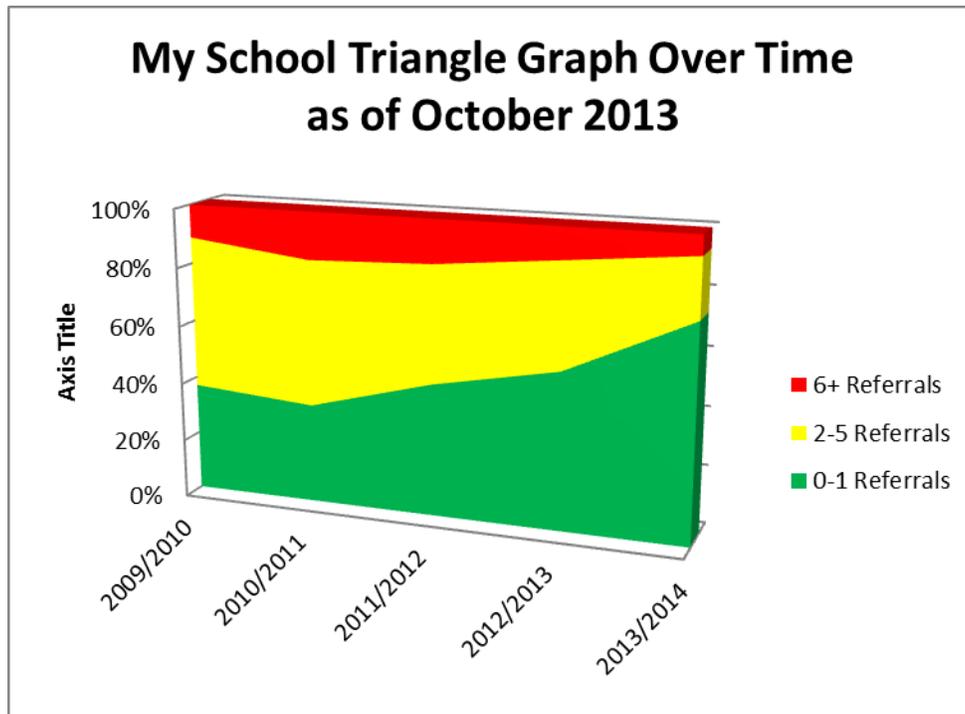
- In **step 2**, enter the year to date number of students who have 2-5 ODR's and 6 or more ODR's.
- The generator will produce 2 graphs. The first is a triangle showing your school's data to the right of the National Comparison for your school's grade configuration.



National Comparison
Grades k-6

My School

- If you have the data available, you may enter the number of students with 2-5 ODRs and 6+ ODRs for past years. This will give you a graph showing long term trends.



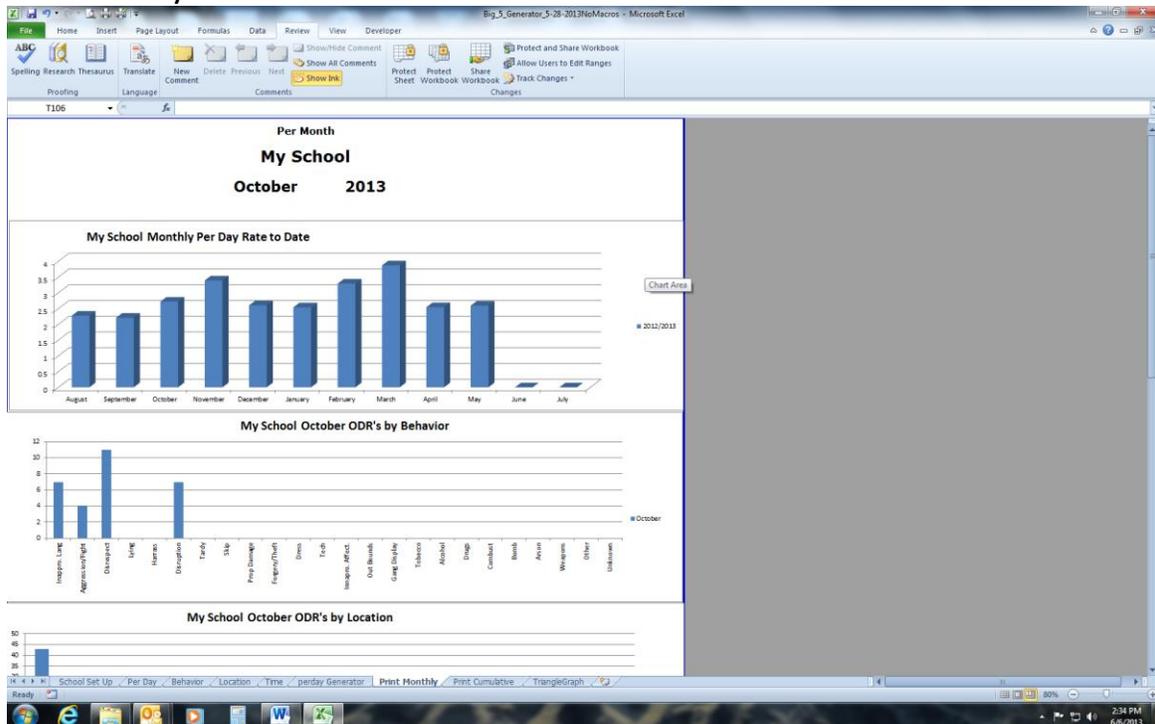
- This graph depicts long term trends for up to the last five years.
- Graphs on this page can be selected, copied and pasted into other office documents to share with stakeholders.
- If you want to print from this page, click anywhere off of the graphs and print as you normally would. Only the graphs will print.
- “Save.”

Step 7: Printing Graphs and Saving as PDF

All 5 of the Big-5 Graphs are now on the printing pages. The “Print monthly” tab will take you to a page that has each of the Big-5 graphs for the month entered in the drop down menu of the school set up page. The “Print Cumulative” tab will take you to a page that contains each of the Big-5 graphs for the year to date as well as the “triangle over time.”



- To navigate to either of the print pages, click on the tab for the “Print Monthly” or “Print Cumulative.”



- The print pages are protected. This makes it easier to print all graphs from this page. If you wish to select copy and paste a graph, you must go to the data entry page for the desired graph.
- To print, print as you normally would print from Word or Excel.

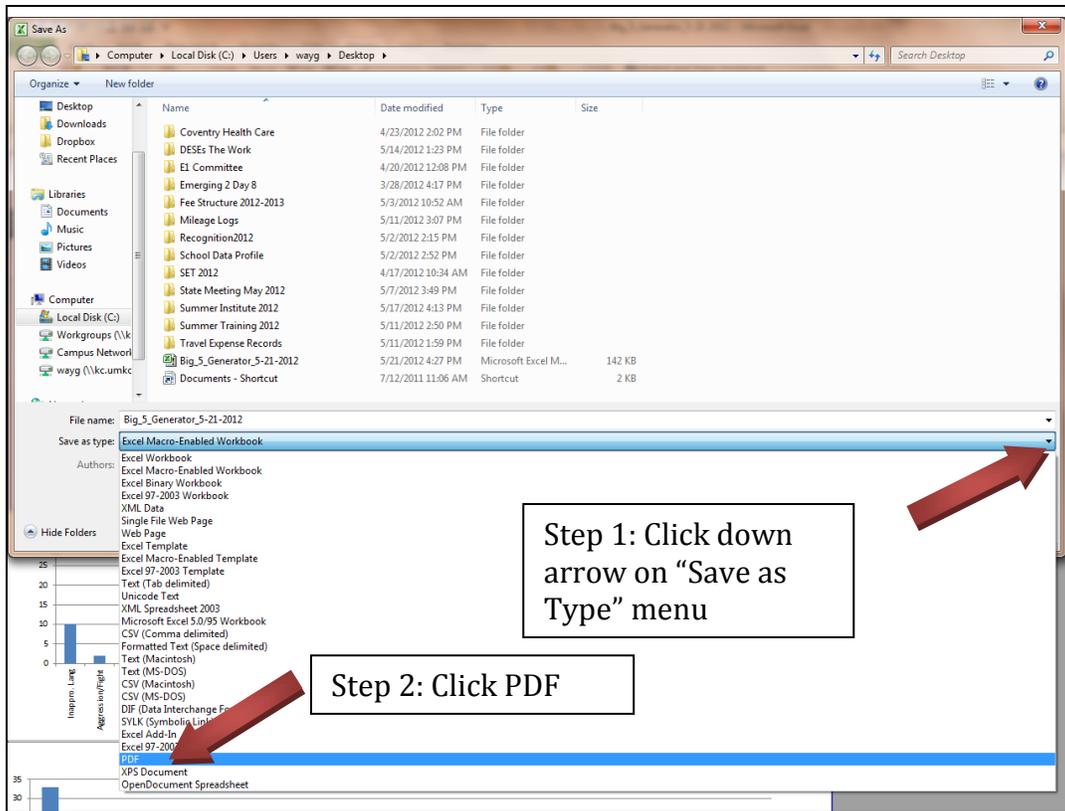
Creating a PDF in Office 2007 and 2010

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

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



- Click on “Save As”



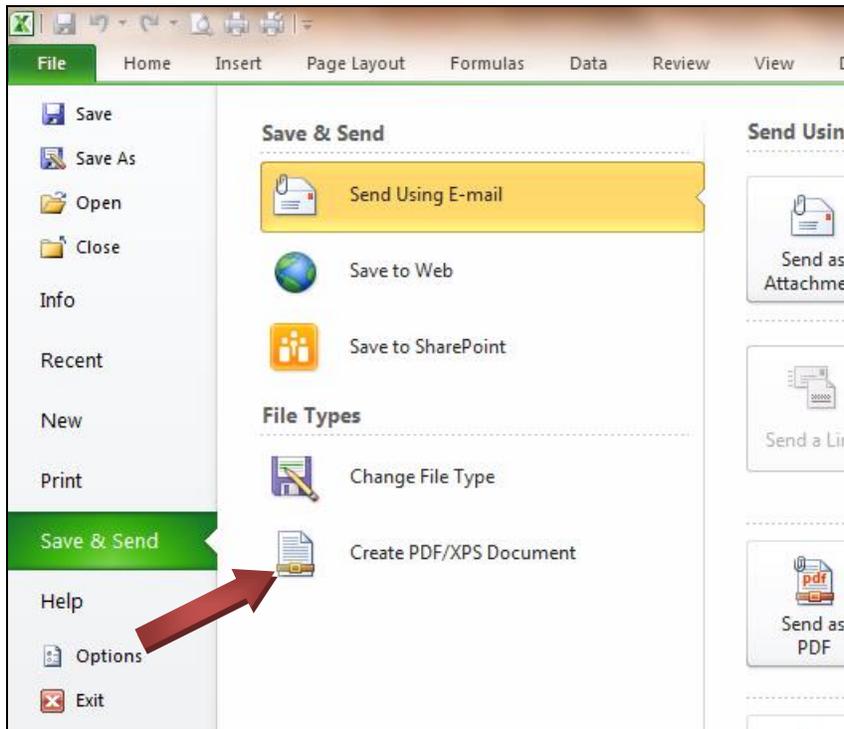
- Name the document and designate the folder in which you want to save it.
- In "Save as Type", click the down arrow, and indicate that you want to save it as a PDF.

Or...

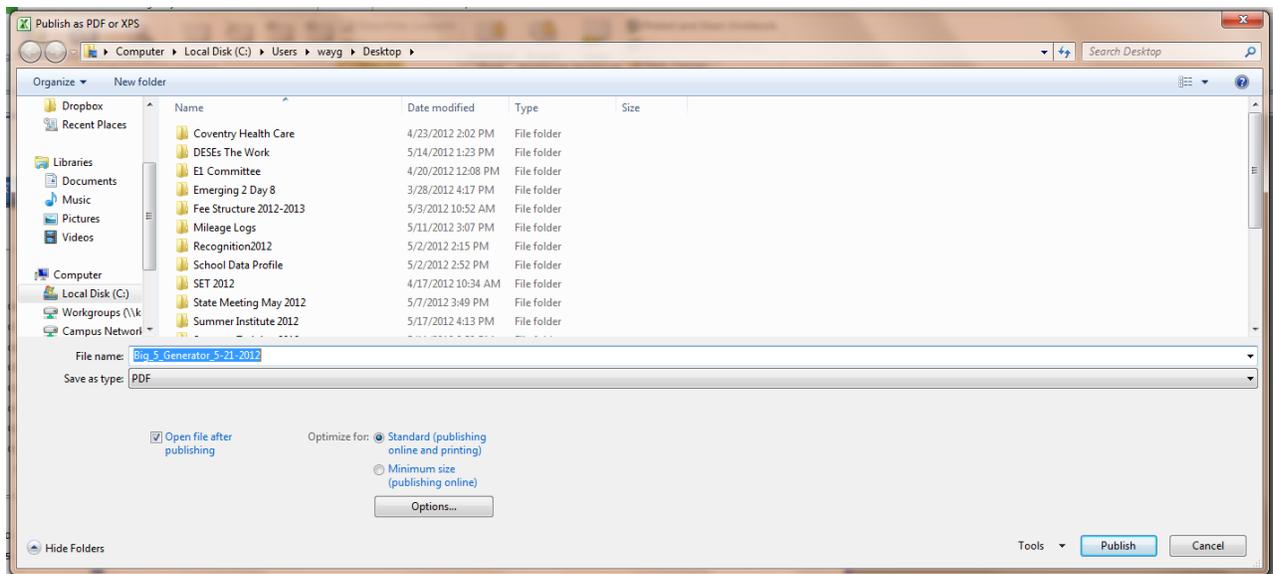
- Go to the button  (2007) or "File" (2010) menu.



- 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.

Per Day Generator

The per day generator automatically calculates the median, 25th percentile and 75th percentile for a school with your enrollment, allowing you to compare it to your per day data.

SCHOOL: My School
Year: 2013/2014

Based on 2011-2012 SWIS Statistics

Entering your total number of students in the yellow box will allow you to generate a PER DAY PER MONTH **MEDIAN** <50th percentile> for MAJOR Office Discipline Referrals.

Total student population on official count day for current school year		500
Your student population divided by 100		5
Median for Elementary Schools is .22 referrals (SD = 1.11) per 100 students		
Elementary Low End of Range (25th percentile)	0.11	0.55
Elementary Median	0.22	1.1
Elementary High End of Range (75th Percentile)	0.42	2.1
Median for Middle Schools is .44 referrals (SD = 1.11) per 100 students		
Middle School Low End of Range (25th Percentile)	0.25	1.25
Middle School Median	0.44	2.2
Middle School High End of Range (75th Percentile)	0.76	3.8
Median for High Schools is .53 referrals (SD = 2.60) per 100 students		
High School Low End of Range (25th Percentile)	0.3	1.5
High School Median	0.53	2.65
High School High End of Range (75th Percentile)	0.94	4.7
Median for K-8 is .36 referrals (SD = 2.60) per 100 students		
K-8 or K-12 Low End of Range (25th Percentile)	0.18	0.9
K-8 or K-12 Median	0.36	1.8
K-8 or K-12 High End of Range (75th Percentile)	0.64	3.2
Median for PreK-12 is .44 referrals (SD = 2.60) per 100 students		
K-8 or K-12 Low End of Range (25th Percentile)	0.21	1.05
K-8 or K-12 Median	0.44	2.2
K-8 or K-12 High End of Range (Percentile)	0.88	4.4

School Set Up | Per Day | Behavior | Location | Time | **perday Generator** | Print Monthly | Print Cumulative | TriangleGraph

Troubleshooting Guide

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

Wrong month appears on the graph title and data for the wrong month is charted

Click the “School Set Up” tab. Choose the desired month from the drop down menu for “Month.” This will cause the graphs to reflect data from the desired month.

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

The Big-5 Generator has been protected to prevent users from inadvertently deleting a formula that generates the graph. You may only click on or enter data into *yellow* cells.

You cannot select, copy, or paste a graph from the Print pages

The Print pages (cumulative and monthly) are protected to make printing easier. You may select, copy and paste graphs on the *data entry pages*.

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.

Appendix A: Big-5 Tally Sheets

The big 5 tally sheets that follow can be used to track ODRs as they are received and processed by the school administrator.

Per Day Data 2013-2014

	# Days School was in Session	Major Referrals for Month	Per Day Rate – Divide second column by first column
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Referral Data 2013-2014

	Total Students with 0-1 Office Disciplinary Referrals	Total Students with 2-5 Office Disciplinary Referrals	Total Students with 6+ Office Disciplinary Referrals	Total School Enrollment
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

Behavior Data 2013-2014

	August	September	October	November	December	January	February	March	April	May	June	YEAR
Inappro. Lang												
Aggression/Fight												
Disrespect												
Lying												
Harass												
Disruption												
Tardy												
Skip												
Prop Damage												
Forgery/Theft												
Dress												
Tech												
Inappro. Affect.												
Out Bounds												
Gang Display												
Tobacco												
Alcohol												
Drugs												
Combust												
Bomb												
Arson												
Weapons												
Other												
Unknown												
Total												

Location Data 2013-2014

	August	September	October	November	December	January	February	March	April	May	June	YEAR
Classroom												
Playground												
Commons												
Hall/Breezeway												
Cafeteria												
Bath/Restroom												
Gym												
Library												
Bus Loading												
Parking Lot												
Bus												
Special Event												
Off-Campus												
Stadium												
Office												
Locker Room												
Other Location												
Unknown Location												
Totals												

Time of Day Data 2013-2014

	August	September	October	November	December	January	February	March	April	May	June	YEAR
7:00												
7:15												
7:30												
7:45												
8:00												
8:15												
8:30												
8:45												
9:00												
9:15												
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4:15												
4:30												
4:45												
Total												

