

## INSTRUCTIONS FOR USING THE SAS SPREADSHEET TOOLS

### 1. Files

There are **4 Excel spreadsheet files** that accompany the SAS survey (one for each setting/ system area):

- EBS Survey Classroom Systems.xls
- EBS Survey Individual Student Systems.xls
- EBS Survey Non Classroom Setting Systems.xls
- EBS Survey School Wide SystemsSW.xls

The instructions below apply to any of the individual spreadsheet tools.

### 2. Tabs/worksheets in each Excel file

Each of the Excel spreadsheet files contains **4 tabs (worksheets)**. The names of these tabs should be visible near the bottom of your screen (if not, see Trouble Shooting at the end of this document). The tabs are named:

- Survey - this tab is for entering your survey data
- SUMMARY - chart of overall % responses
- CurrentStatus - chart showing Current Status % responses for each feature
- PriorityForImprovement – chart showing Priority for Improvement % for each feature

### 3. Using the spreadsheet tool

After staff have completed their individual surveys, tally the results, and then follow the instructions below to enter the tallied data and produce the charts that will help you to analyse your results.

Step	Details (for Excel 2003)
1 Save the Excel files onto your computer or network	<p>You should have received the 4 Excel files on CD ROM and/or by email. The 4 files need to be saved to your computer or network.</p> <ul style="list-style-type: none"> <li>• To save the files from an email, while in Outlook click File and then Save Attachments</li> <li>• To save the files from the CD ROM, use My Computer to copy the 4 files from the CD ROM drive onto your computer (or network)</li> <li>• Make sure you remember the location where the files are saved</li> </ul>
2 Set Macro Security to Medium	<p>Note: this only needs to be done once per computer where the EBS spreadsheet files will be accessed.</p> <ul style="list-style-type: none"> <li>• Start Excel (but do not open the spreadsheet tool yet)</li> <li>• Click <b>Tools</b> in the menu bar</li> <li>• Click <b>Macro</b> from list of options</li> <li>• Click <b>Security</b> for the list of options</li> <li>• Click <b>Medium</b></li> <li>• Click <b>OK</b></li> </ul>

3 Open the spreadsheet tool

- Click **File** in the menu bar
- Click **Open**
- Select the folder where you have saved the Excel files
- Double click on one of the files to open it
- Click **Enable Macros**

The file should open at the tab named Survey, with a heading and table displayed similar to that below.

**PBS Survey**  
**Assessing & Planning Behavior Support in Schools**  
**SCHOOL-WIDE SYSTEMS**

Enter School name and date

Current Status			Feature	Priority for Improvement		
In Place	Partial In Place	Not in Place		High	Medium	Low
			School-wide is defined as involving all students, all staff & all settings.			
			1. A small number (e.g. 3-5) of positively & clearly stated student expectations or rules are defined.			
			2. Expected student behaviors are taught directly.			

4 Enter school name and survey date

- Click on the red text “**Enter School name and date**”.
- Type your school name, and the date the survey was completed (eg: Western Sydney PS – Jan 2014).

Note: what you type will be included as a subheading on the charts.

5 Enter the tallied data and save the file

- Click on each cell in the table and type the numbers tallied.

**PBS Survey**  
**Assessing & Planning Behavior Support in Schools**  
**SCHOOL-WIDE SYSTEMS**

Western Sydney PS - Feb 09

Current Status			Feature	Priority for Improvement		
In Place	Partial In Place	Not in Place		High	Medium	Low
5	7	8	School-wide is defined as involving all students, all staff & all settings.	12	2	6
1	12	7	1. A small number (e.g. 3-5) of positively & clearly stated student expectations or rules are defined.	9	8	3
			2. Expected student behaviors are taught directly.			

Note: you may need to scroll or arrow down to access all the sections of the table.

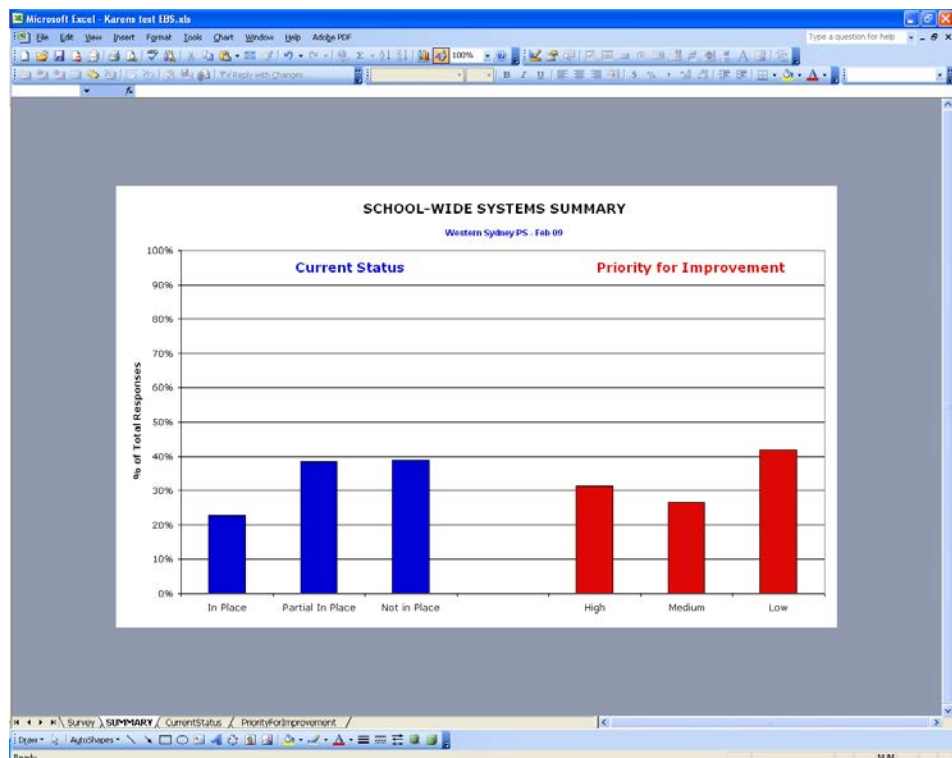
- Once you have entered all your data, it is a good idea to **save** the file.

6 Viewing totals and the summary chart

At the bottom of the table you will see column totals and percentages (you may need to scroll or arrow down to this section).

- To see the summary chart, click on the tab (worksheet) named SUMMARY at the bottom of the screen.

24	5	5	10	17. The school team has access to on-going training and support from district personnel.	2	16	
25	3	3	14	18. The school is required by the district to report on the social climate, discipline level or student behaviour at least annually.	1	4	
26							
27							
28	<b>COLUMN TOTALS</b>						
29	<b>Current Status</b>			<b>Feature</b>	<b>Priority for Improvement</b>		
30	In Place	Partial In Place	Not in Place		High	Medium	Low
31	82	138	140		113	96	0
32							
33	<b>TOTAL NUMBER OF RESPONSES</b>				<b>TOTAL NUMBER OF RESPONSES</b>		
34	360				209		
35							
36	<b>SUMMARY PERCENTAGES</b>						
37	<b>Current Status</b>			<b>Feature</b>	<b>Priority for Improvement</b>		
38	In Place	Partial In Place	Not in Place		High	Medium	Low
39	23%	38%	39%		31%	27%	0%
40							
41							
42							



- A chart similar to the one above should appear on your screen
- At this point you may want to print the chart, or copy and paste it into a Powerpoint presentation or Word document.

Note: when copying and pasting graphs, use the Paste Special/Picture option to avoid the size of your file becoming too large.

7 Create the Current Status chart

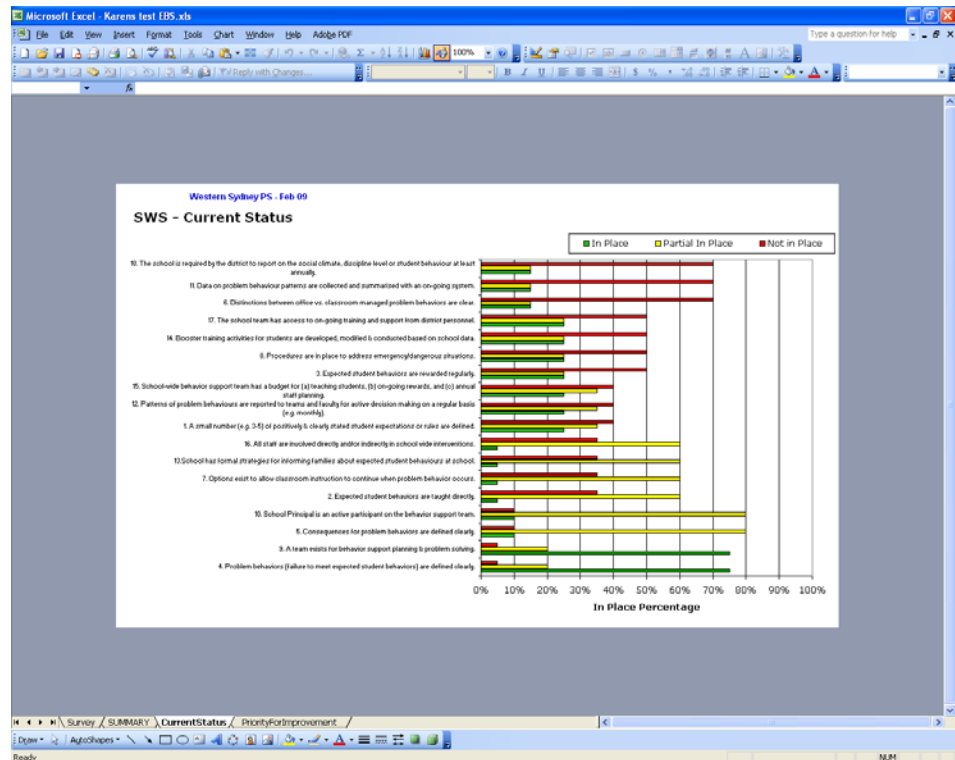
- Return to the **Survey tab** by clicking on the tab name near the bottom of the screen
- Scroll or arrow up to the top of the spreadsheet, and across to the RIGHT until you see the following button:



- Clicking on this button will create a bar chart showing the responses for Current Status.

Note that you are now at the tab named CurrentStatus.

The chart is sorted in descending order of “% Not in Place”.



- If desired, print the chart, or copy and paste it into a PowerPoint presentation or Word document.

Note: when copying and pasting graphs, use the Paste Special/Picture option to avoid the size of your file becoming too large.

8 Create the Priority for Improvement chart

- Return to the **Survey tab** by clicking on the tab name near the bottom of the screen

Once back at the Survey tab, the screen will be positioned at a highlighted table of percentages (this is the sorted data for the previous chart).

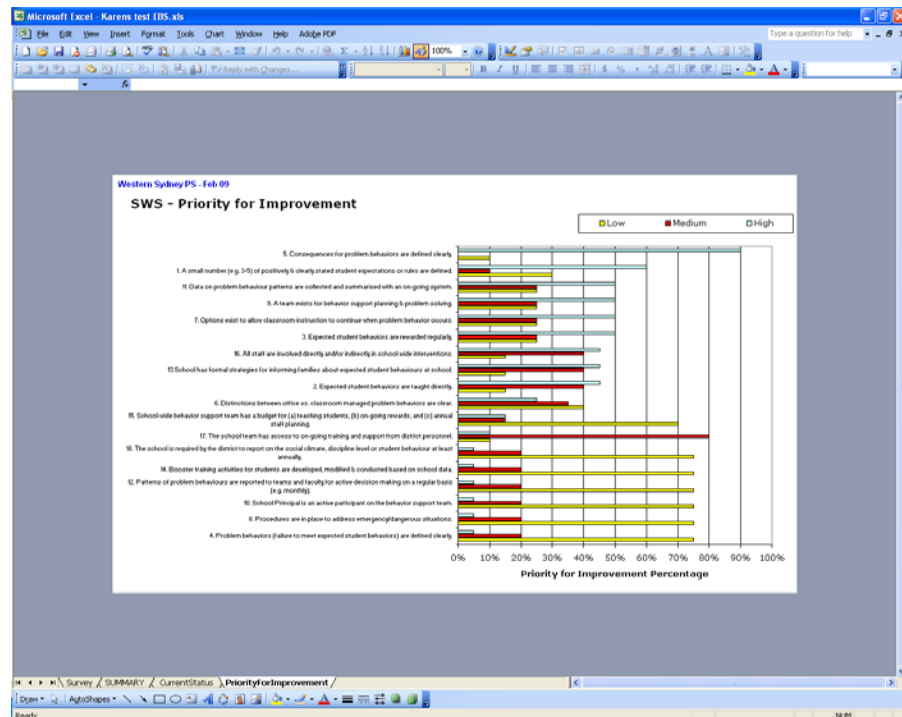
- Scroll or arrow to the LEFT until you see the following button

Sort Priority for Improvement/Create Chart

- Clicking on this button will create a bar chart showing the responses for Priority for Improvement.


Note that you are now on the tab named PriorityForImprovement.

The chart is sorted in descending order of “% High”.



- If desired, print the chart, or copy and paste it into a Powerpoint presentation or Word document.

Note: when copying and pasting graphs, use the Paste Special/Picture option to avoid the size of your file becoming too large.

<p>9 Saving the file and exiting</p>	<ul style="list-style-type: none"> <li>Once you have created all the charts, it is a good idea to save the file.</li> <li>If you are happy with the data and charts, exit the current file, and repeat steps 3-9 for the next file.</li> </ul>
<p>10 Re-creating the charts if your data is modified</p>	<p>You may need to modify your data if you discover errors in your data entry, or additional surveys are submitted after the initial tally.</p> <p>After correcting the data, you will need to reset the charts.</p> <p>On the <b>Survey tab</b>, there are 2 buttons labelled:</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Click each button in turn to clear the original data from the charts.</p> <p>Then follow the instructions in steps 7 and 8 above to re-create the 2 charts.</p>
<p>11 Trouble shooting</p>	<p>If you can't see the <b>names of the tabs</b> at the bottom of the screen</p> <ul style="list-style-type: none"> <li>Make sure the window containing your spreadsheet is "maximised"</li> <li>Click the Tools menu, then the View tab and check that "Sheet tabs" on the bottom right is ticked</li> </ul>