

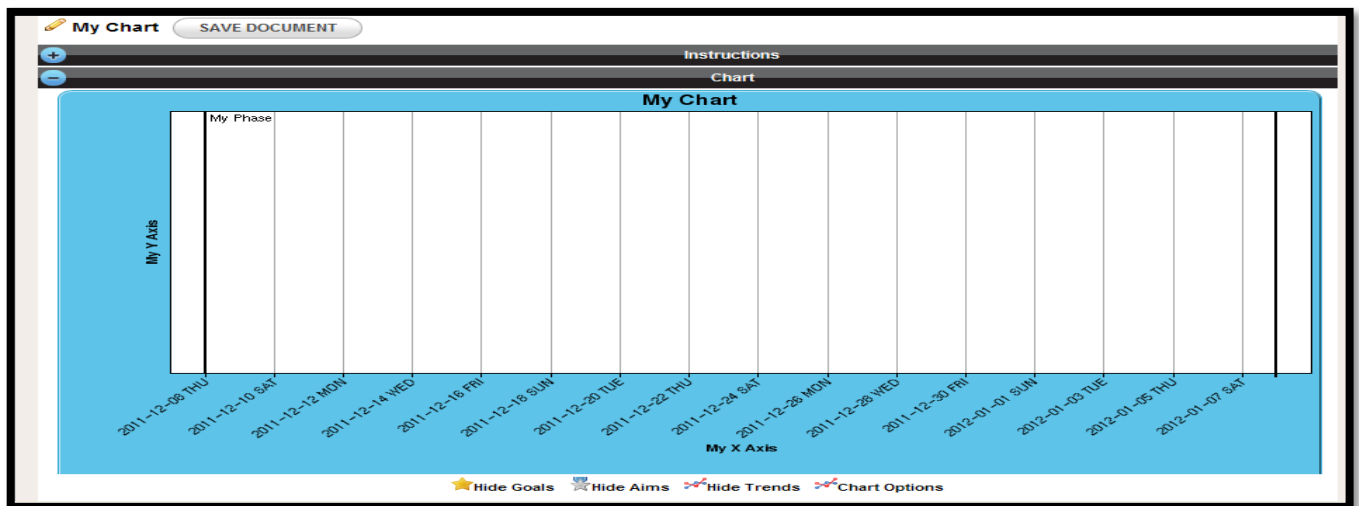
Manual for Using ChartDog Graphmaker

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Thank you for deciding to use ChartDog Graphmaker!

Step 1. If you want to be able to **save your data** in your graph, you will need to sign up for a **free Intervention Central account**. Without this free account, you will **NOT** be able to save or access the graph after you navigate from the webpage. If you already have a free Interventional Central account, please **login** using the **red link** at the top right hand of your screen.

Step 2. You should be viewing a webpage that looks similar to the image below:



Step 3. Directly below the blue graph are the words: **Hide Goals, Hide Aims, Hide Trends, Chart Options**. It is best practice to label your graph. Click on **Chart Options**. The screen should be shaded grey and a small white box will appear:

The screenshot shows the 'CHART OPTIONS' dialog box. It is a white box with a grey background. The dialog box contains the following fields:

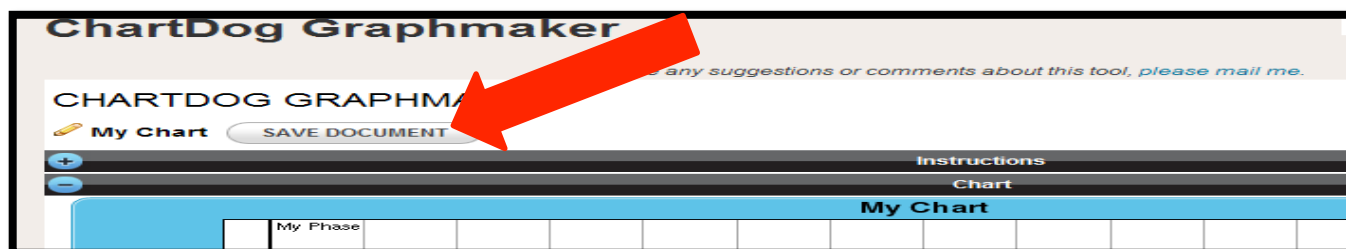
- Document Name: Multisyllabic Word Reading
- X Axis Title: Dates of Administration
- Y Axis Title: Number of Words Read Correctly
- Comments: (empty text area)
- Keep Comments Private?: (checkbox, unchecked)

A 'SAVE' button is located at the bottom right of the dialog box. The dialog box is titled 'CHART OPTIONS' at the bottom.

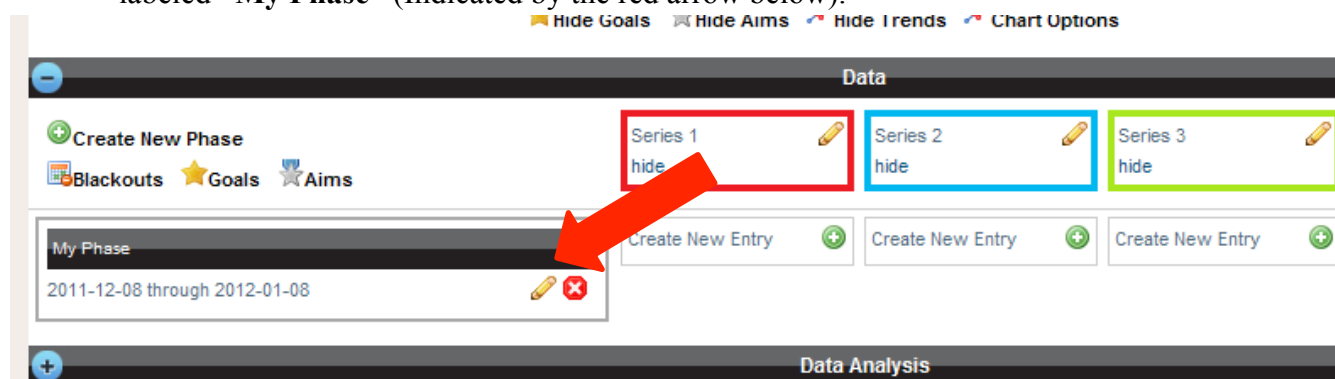
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- a. Next to **Document Name**, enter the title of your graph. For example: *Multisyllabic Word-Reading Progress, Phoneme Deletion Progress, Fluency Progress, Understanding R-Controlled Vowels, Number Sense Progress, Regrouping, Multiplication of Single-Digits, Interpreting Graphs, Understanding Fractions, Disruptive Behaviors, Aggressive Behaviors, etc.* Your Chart Title should reflect the skill that you are targeting with the intervention.
- b. **Label your axes.** For the **X-axis**, you can label it: *Dates or Dates of Administration*. The **Y-axis** should reflect the skill you are monitoring. For example, **WCPM, Percentage of Accuracy, Number of Items Correct, etc.**

Step 4. Click **SAVE DOCUMENT** (located on the left of the screen, above the black line that says Instructions)



Step 5. You are ready to start entering your data. Look under **Data**, on the left hand side for a box labeled “My Phase” (Indicated by the red arrow below).



Click on the **pencil icon** to edit this label. The screen will be shaded in dark grey and a small white box should appear. Inside that box, delete “**My Phase**” and type “**Baseline**”. Click on “**Start Date**”. A small calendar will appear. Click on the date that you started collecting your baseline data. Click on “**End Date**” to enter the last date that you collected the baseline data. You should have at least 3 data points between your start and end date. Click “**SAVE**”. The small white box and the grey shading will disappear.

Hide Goals Hide Aims Hide Trends Chart Options

Name

Start Date

End Date

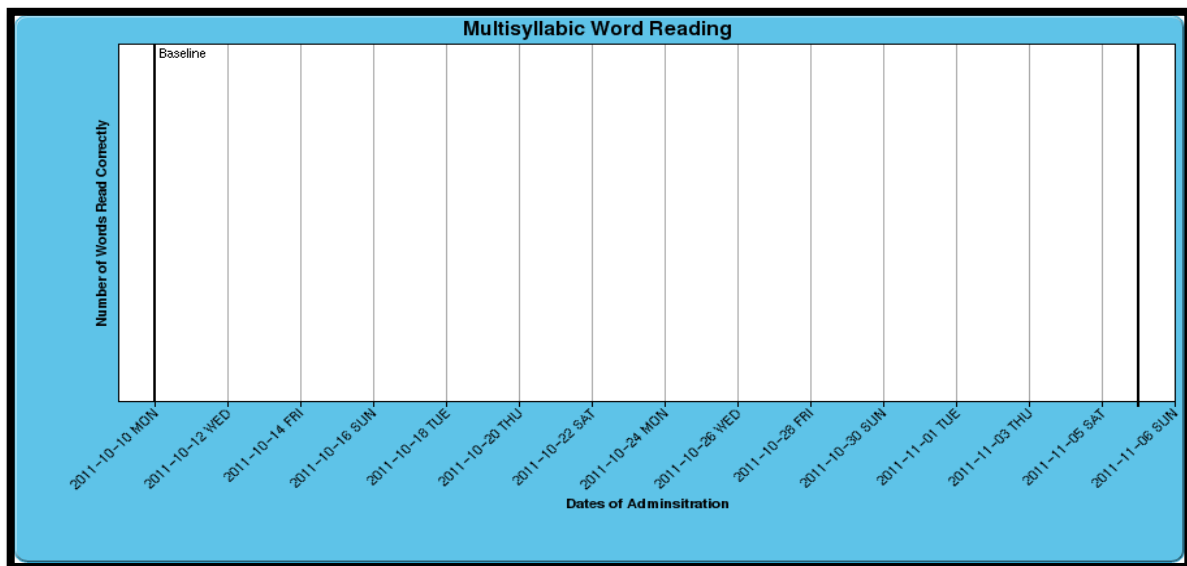
Comments

Keep Comments Private?

SAVE

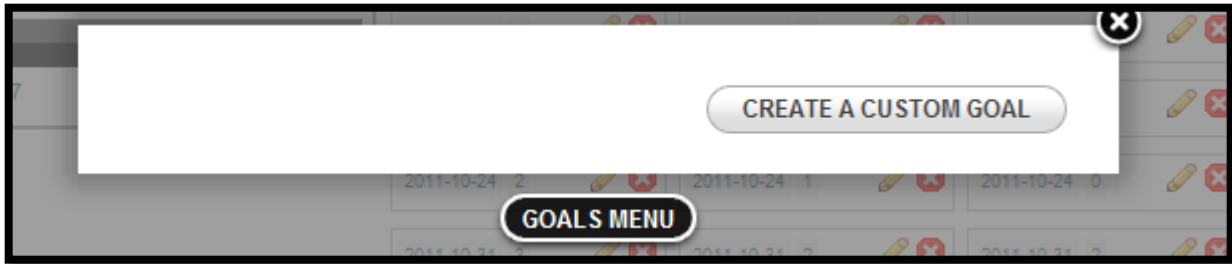
EDIT PHASE

Step 6. You should see 2 horizontal lines on your chart: one with the label **Baseline** and another one to signify the end of the baseline period that you entered. Your dates should automatically change on your Y-Axis to reflect your baseline data-collection range you entered.

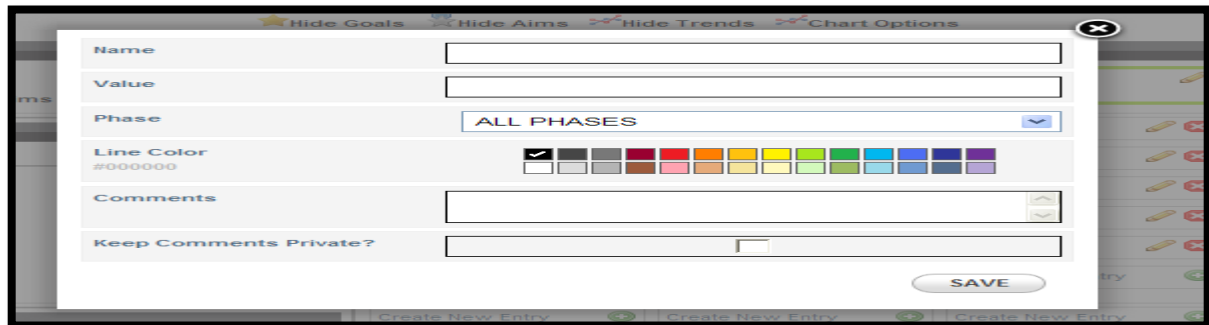


Step 7. Before you enter the data that you have collected, make sure that you also have the information regarding grade-level expectations for the skills that you are targeting, i.e. the *goal and aim*. To enter the goal and/or aim for the skill being targeted, click on “Goals”. The following box should appear on the screen:

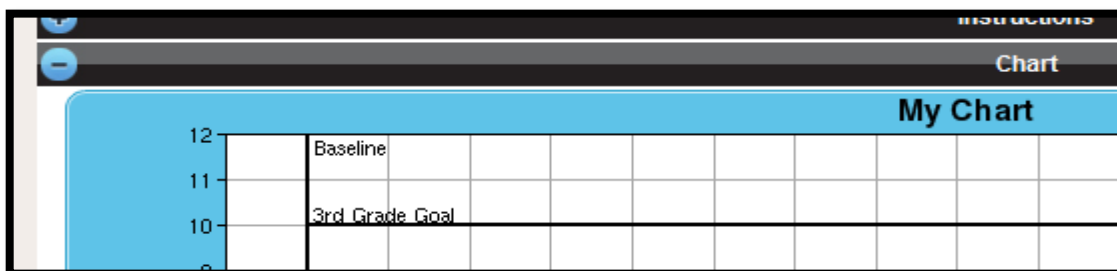
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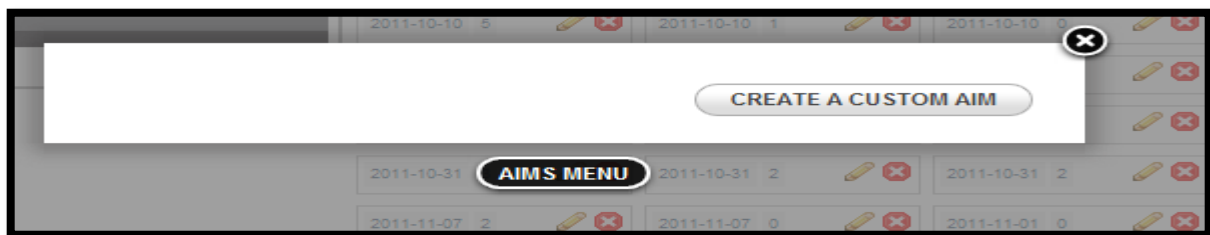
Then click on “Create A Custom Goal”. The information in the small white box should change to:



Enter the **Name** of your goal. *For example: 3rd Grade Goal.* Enter the value for your goal. **Important:** The goal can be inserted to be the same across the entire data collection process or it can vary for each phase. In this example the goal will be entered for all phases. The **Goal Line** should appear across the chart:



Step 8. It is also important to include the aim. To find the aim for the skill you are targeting, refer to the manual for the curriculum you are using or OCPS documentation that details the expected aim. Click on **Aim**. Click on “Create Custom Aim”.



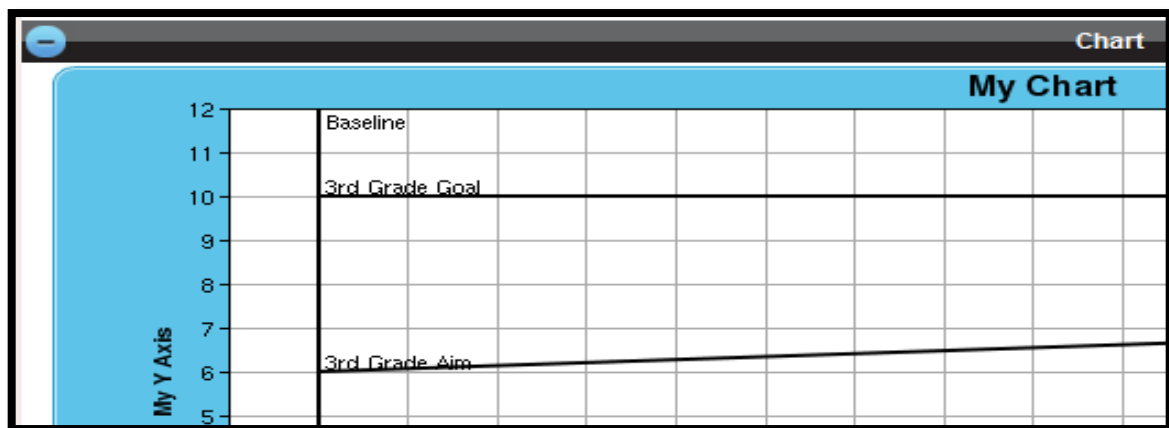
The Aim can remain the same for a specific data collection period or it can incrementally increase. If your aim is incremental, click the “**Use increment from start date**”. Then enter your **Start Value**. The **Incremental Period** and **Increment** may be already pre-determined by your curriculum. Also insert if this aim will be applied across all phases or a specific phase. For example: *The start value is 6; the increment increases monthly by 2 words during the time the baseline data was collected:*

The screenshot shows a configuration window for an aim. The fields are as follows:

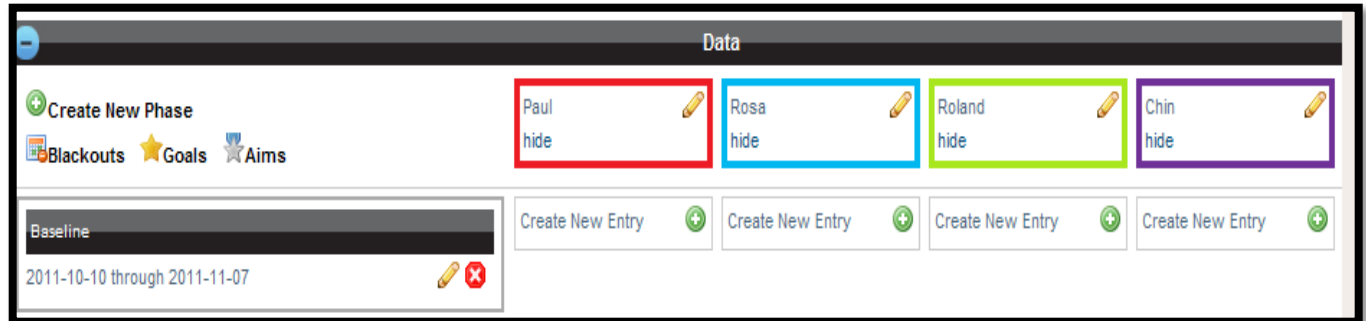
- Name: 3rd Grade Aim
- Use increment from start date?:
- Start Value: 6
- Increment Period: Monthly
- Increment: 2
- Phase: Baseline
- Line Color: #000000 (Black)
- Comments: (empty text area)
- Keep Comments Private?:

A SAVE button is located at the bottom right of the form.

Once you click **Save**, the chart will change automatically to reflect your changes. For example:

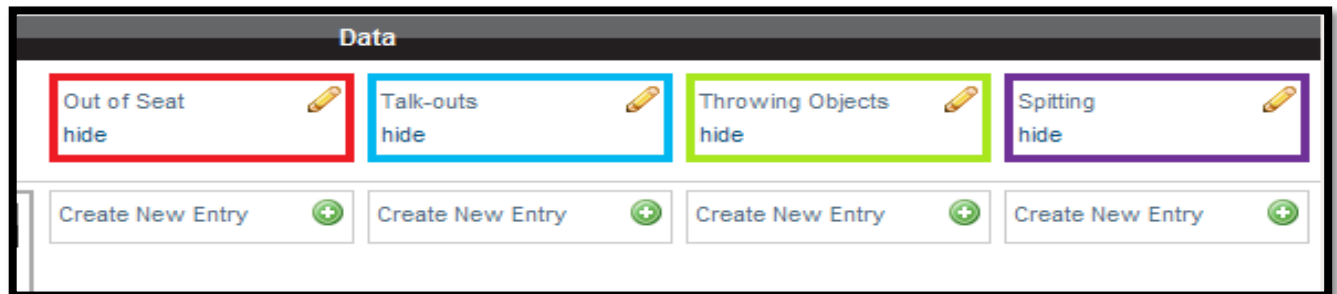


Step 9. If you are tracking **more than one student** using the same progress monitoring tool, it will be a great idea to change the names of the **Series** to the **actual names of the students**. For example, still under the **Data** section, scroll over to the Red Box labeled “**Series 1**” and click on the **pencil icon** to edit. In the small white box, change the name **Series 1 to the student’s name**. You can also change the line color and the shapes of the data points (if you want to).



OR

If you are tracking **several behaviors of one student**, you can change the labels of the Series to reflect each of the behaviors you are tracking. Orange County Public Schools also has developed charts that can be used to track behaviors.



Step 10. Once you have entered your Chart Options, Vaseline Phase, and Series Information, you are ready to graph it! Remember to click **SAVE DOCUMENT**, as you go along.

Step 11. To enter the data that you have collected for a particular Series, scroll to the “**Create New Entry**” box below your target series, click on the **green circle with the white plus sign**. You should see a similar white box appear on your screen:

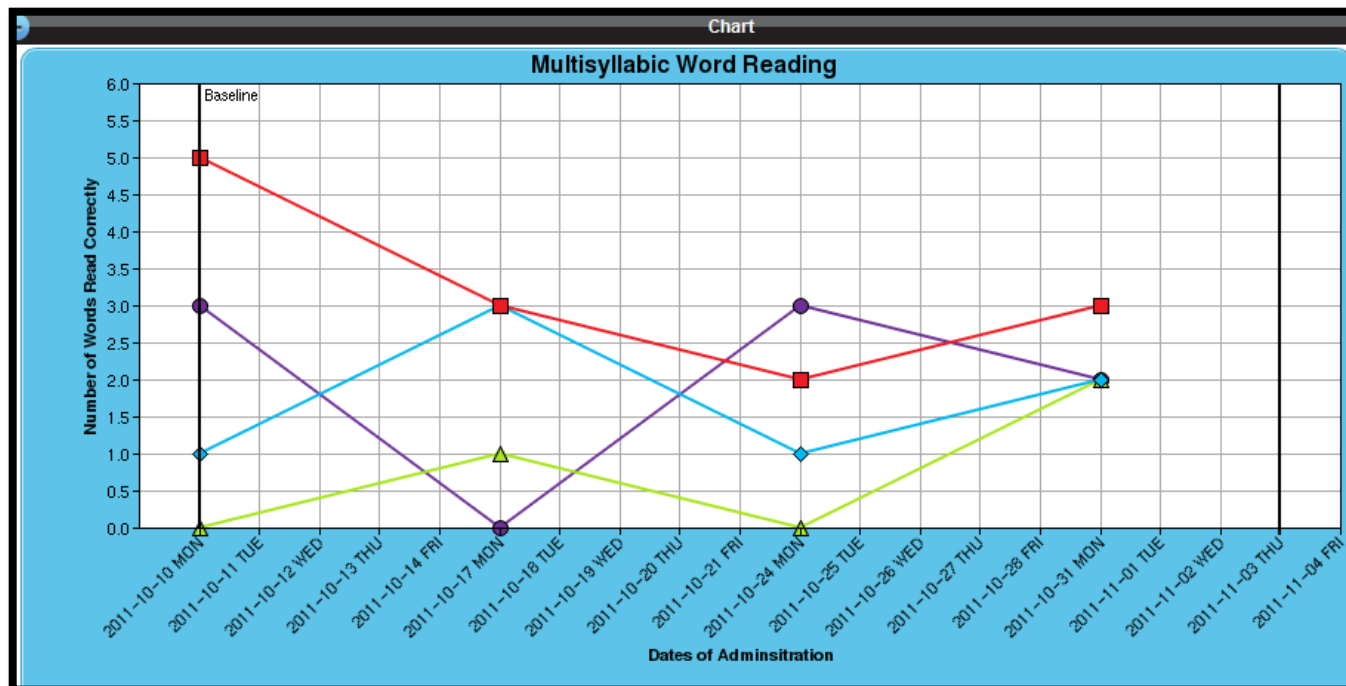
Enter the value for the first set of data that you have collected. Make sure to include the **correct date for the value you have entered**. For example, *if you collected data on October 10, 2011 and the value was 5 times the student was Out of Seat then you should enter:*

Remember to click **SAVE** when you have finished entering your value and date.

Step 12. Continue entering all the values for each of your baseline collection dates for all of your series. Remember to include the correct date for each value you enter for each student or each behavior. If a student was **absent** the day that you collected progress monitoring data, enter the value as '0' and write in the comments section "*student absent*". This information will be visible on the printed report. Once you have entered your values, dates, and comments for all student, your screen should look similar to this example:

	Paul hide	Rosa hide	Roland hide	Chin hide
2011-10-10	5	1	0	3
2011-10-17	3	3	1	0
2011-10-24	2	1	0	3
2011-10-31	3	2	2	2
2011-11-07	2	0	0	4
	Create New Entry	Create New Entry	Create New Entry	Create New Entry

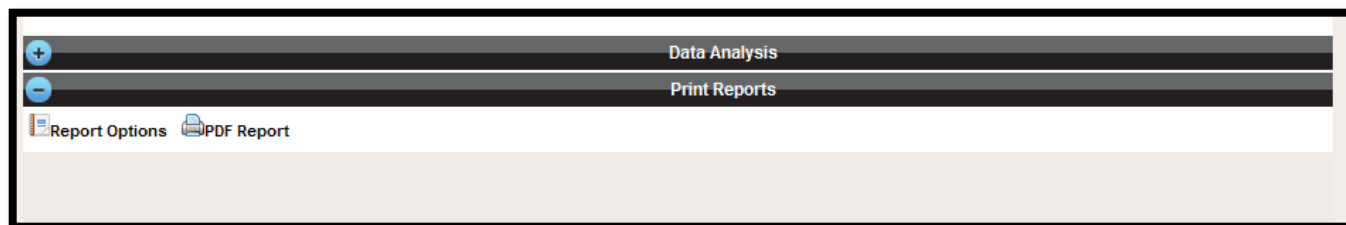
Your graph should automatically update as you enter a new value. When you are finished entering your baseline, your graph should be completely updated. For example:



Step 13. Remember to click **SAVE DOCUMENT** located on the left of the screen above the Instructions black line.

Step 14. After collecting your baseline data, you should meet with your school psychologist and the school based Response to Intervention (RtI) multidisciplinary team to review and discuss the baseline data you have collected. You will need to print the report, including the chart/graph.

Step 15. Scroll towards the bottom of the screen to **Print Reports**. Click on the black plus sign in the blue circle on the left side of the black row. Report Options and PDF Report should appear:



At the **RtI team multidisciplinary meeting**, the team will *also review all other assessments and data* that you have collected for all you students, including but not limited to: *Benchmark Assessments, Phonological Awareness Skills Test (PAST), Core Phonics Survey, Skill and Theme Tests, Curriculum-Based Measurements (CBMs) student cumulative folder, attendance, presence of second language, Exceptional Student Education status, mobility rate, retentions, Academic Improvement Plans (AIPs),*

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etc. Review of this data will help the team in selecting an appropriate intervention and progress monitoring tool. The intervention should be implemented once the RtI meeting is convened.

Step 16. The intervention should be implemented for **at least 1 week** before progress monitoring data is collected. Intervention data may be collected weekly or biweekly (this should have been discussed in the RtI meeting). It is **highly recommended** to enter the values for your progress monitoring as you collect the data. **Do not** assume that the child or all children that you are monitoring are responding the same to the intervention. Charting the progress will allow you to make data-based decisions.

Step 17. Once you have an intervention progress monitoring data value, you are ready to enter your change line. You enter a **change line** when you have made changes to the delivery of your instruction to the student, i.e. implemented an intervention. To insert this change line, look under **Data**, on the left hand side. Click on the **green circle with the white plus sign** next to the words **Create New Phase** (Indicated by the red arrow below).

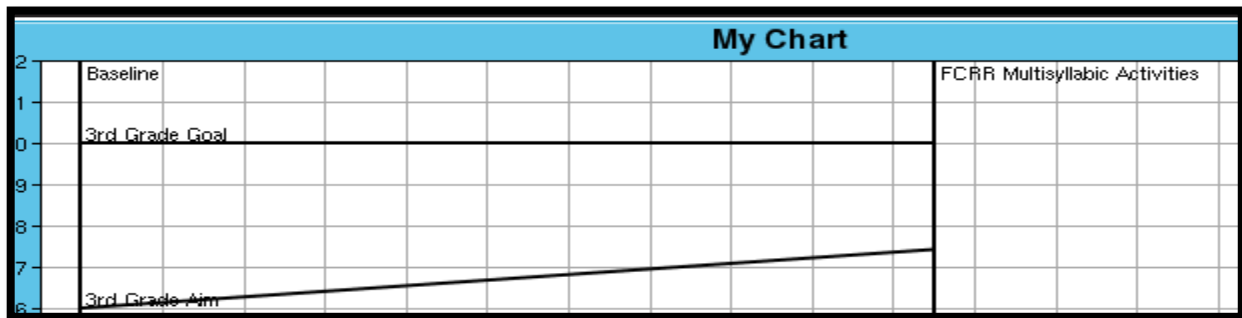


The following white box should appear:

Step 18. Enter the **name for your phase**, which can also be the name of the intervention program you are using or the implementation of a behavior plan. For example, Florida Center for Reading

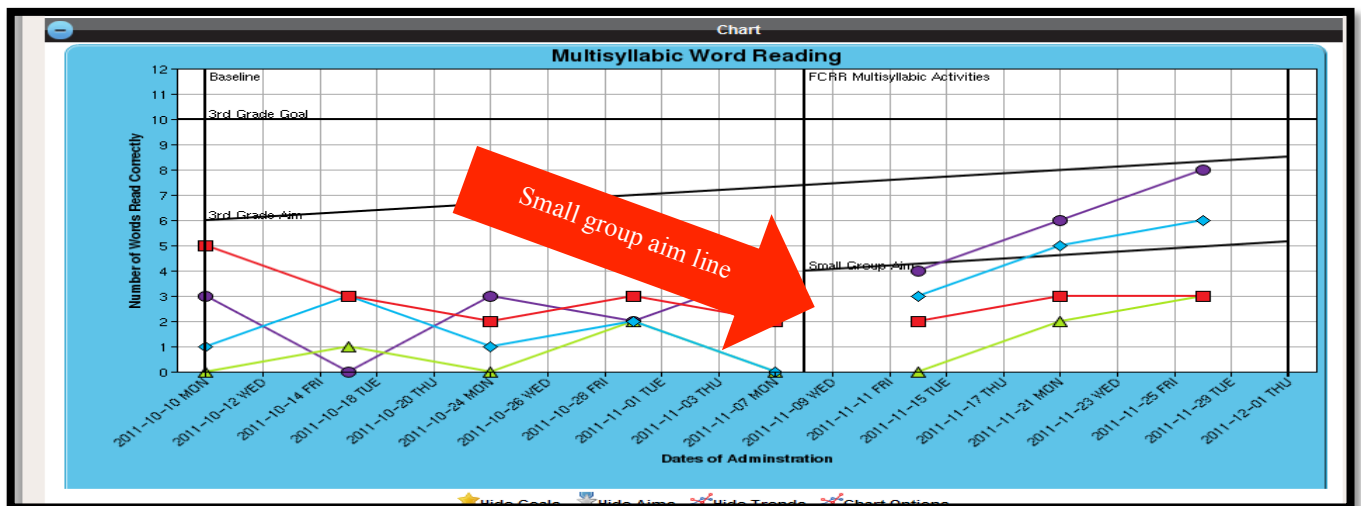
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Research (FCRR) Multisyllabic Activities, Read Well, Triumphs, Cognitive Strategies in Math, Math Fact Flashcards, Story Grammar Marker-Pragmatics, etc. Click on “**Start Date**”. A small calendar will appear. Click on the date that you implemented the intervention **NOT** the date you collected your first intervention progress monitoring data. Click on “**End Date**” to enter the last date that you collected the intervention data. Allocate enough time for you to collect at least 3 data points between your start and end date. Remember that you can always change the End Date, as needed. Click **SAVE**. The small white box and the grey shading will disappear. Your change line with its title should appear on your chart. For example:

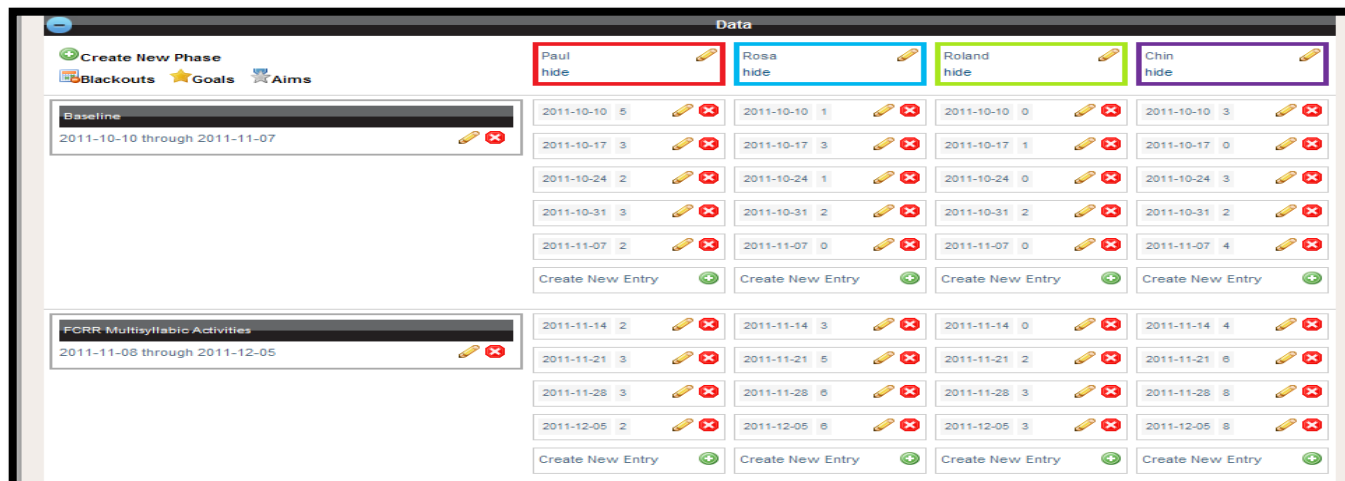


Remember to click **SAVE DOCUMENT**, near the top of the screen, before moving on.

Step 19. As you collect the data for your students in your small group or for an individual student’s behaviors, input the values into the chart. Remember to include the aim that you have for your small group or your individual student’s behavior aim. The Aim should have been discussed and agreed upon in the RtI meeting. Once you have entered all the data that you have collected during the intervention phase, your chart should be updated to reflect all of the data points collected. For example:

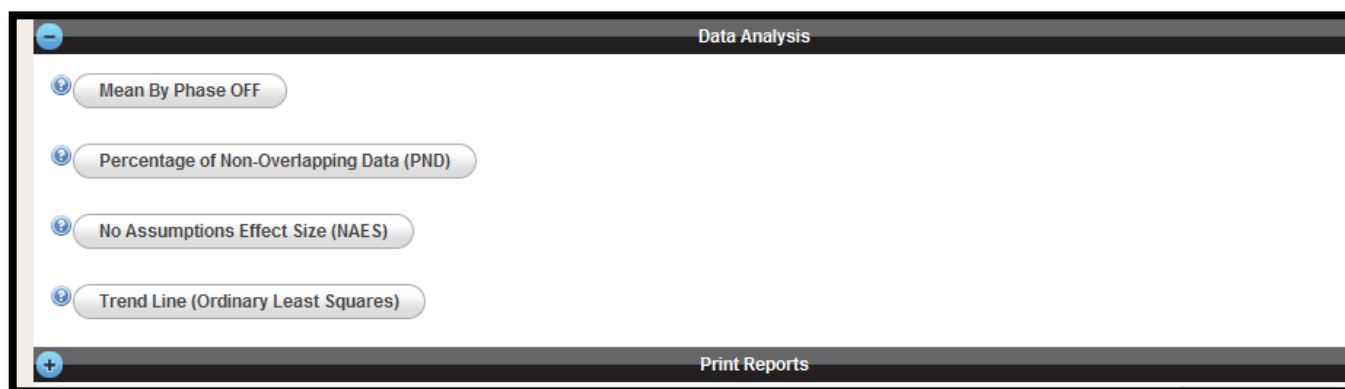


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Step 20. To enter another phase and the data for that phase follow the steps for **Create a New Phase** and **Create New Entry**. If you are adding another phase to your chart to reflect intensification of services, you **will not** be providing this intensive instruction to all of the students from your small group. To assist you in determining which students may benefit from intensive services you can include **Trend Lines**. The trend line options are found under the **Data Analysis** section.

Step 21. To access the information under the **Data Analysis** section, click on the white plus sign on the left side of the Data Analysis black bar. You should see:

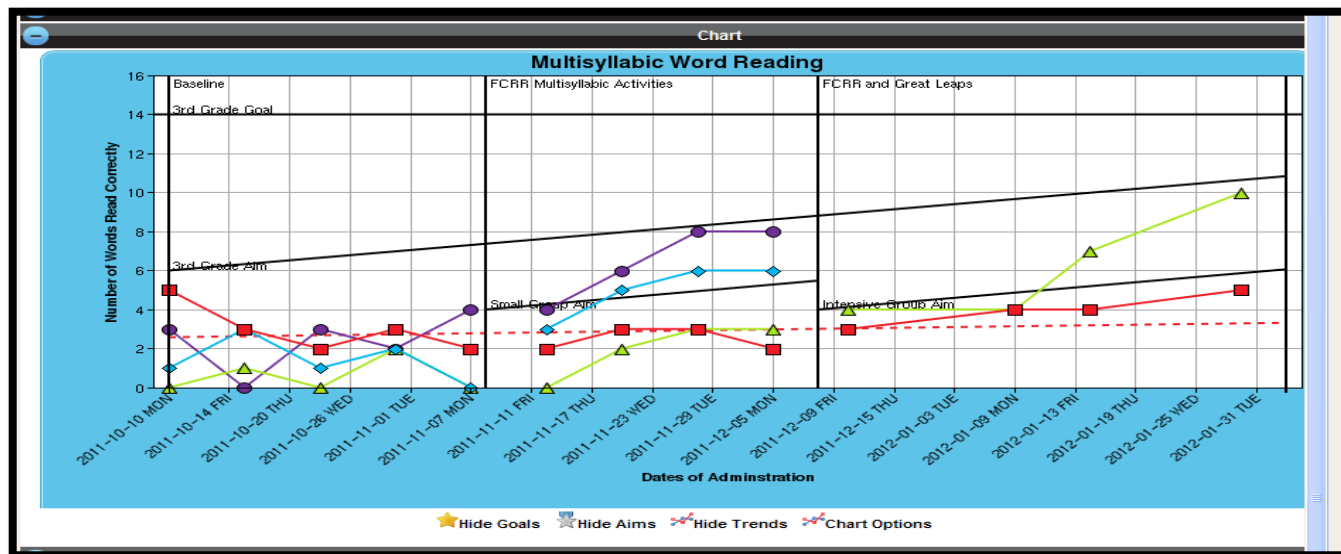


Step 22. If you want to know the mean performance of the students you are tracking or the display of behaviors that you are tracking, click on “**Mean By Phase**”. Your screen should look similar to this:

PHASE	SERIES	MEAN
Baseline	Paul	3.00
Baseline	Rosa	1.40
Baseline	Roland	0.60
Baseline	Chin	2.40
FCRR Multisyllabic Activities	Paul	2.50
FCRR Multisyllabic Activities	Rosa	5.00
FCRR Multisyllabic Activities	Roland	2.00
FCRR Multisyllabic Activities	Chin	6.50
FCRR and Great Leaps	Paul	4.00
FCRR and Great Leaps	Rosa	—
FCRR and Great Leaps	Roland	6.25
FCRR and Great Leaps	Chin	—

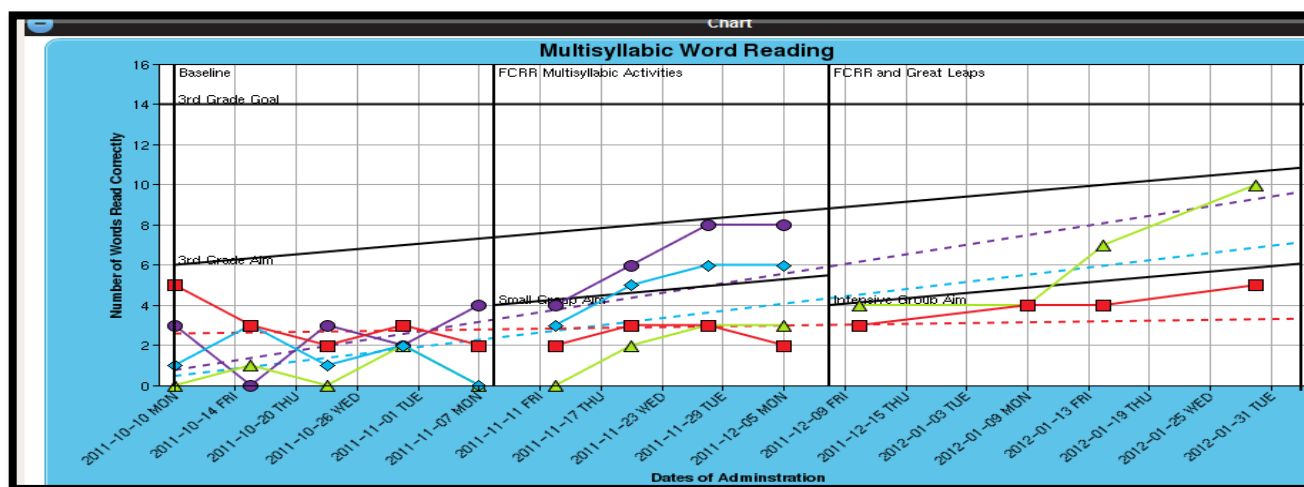
Step 23. To include the **trend line** for a particular student or behavior, click on “**Trend Line (Ordinary Least Squares)**”. A small white square should pop up on your screen (you might have to scroll up the screen to find the box):

Select the series that you want to use to acquire a trend line. You can also select if you want the trend line for a particular phase or all phases. For example, *ALL PHASES for Paul is selected and the trend line now appears on the chart.* The trend line gives you a better picture of the student’s performance from baseline to the intervention. Once selected, click **SAVE**. The chart should automatically update. For this example, the trend line appears as a dashed line in the same color as the selected series.

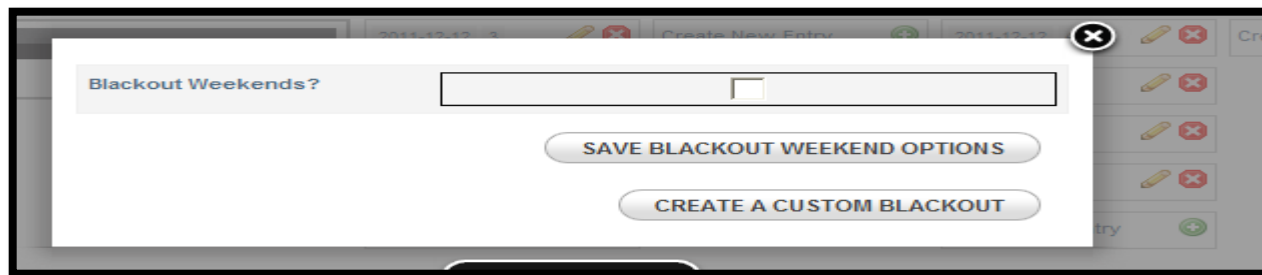


Step 24. Remember to click **SAVE DOCUMENT**, found the near the top of the screen.

Step 25. Since you can make changes to the chart and save those changes, try not to include too many trend lines at the same time. Having too many trend lines makes the chart overly cluttered. For example:



Step 26. If there are holiday breaks that occur throughout your data collection process, you can **blackout** these dates. To do so, under the **Data** section, look on the left side under **Create New Phase**, click on **Blackouts**. A small white box should appear on your screen similar to this one:



Step 27. Click on the small box if you want to remove weekends from your chart. Click on **CREATE A CUSOTM BLACKOUT** if you want to insert a long break. The information in the white box should change to:

Enter the name for your break. For example, *Thanksgiving Break*, *Winter Break*, *Spring Break*, etc. Enter the start and end dates for your dates that you are removing from the chart. For example:

Click **SAVE**. The dates will be removed and your chart should update to reflect this change.

Step 28. Remember to click **SAVE DOCUMENT**.

Step 29. Remember to **print your report** so that you can take copies of your chart to your next RtI or data-discussion meeting.

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Step 30. Having a **free account** with Intervention Central allows you to **save up to 20 documents**. It allows you to **edit the information on your charts**. You can also **create Behavior Report Cards** through Intervention Central. Once you log into Intervention Central, click on **My Stuff** to view the charts or behavior cards that you have already developed.

CONGRATULATIONS!

Now you can create any graph/chart that you need!!!!!!

If you have any questions, comments, or suggestions, please feel free to contact me, Priscilla Jones, Psy.S., NCSP at priscillan.jones@yahoo.com .