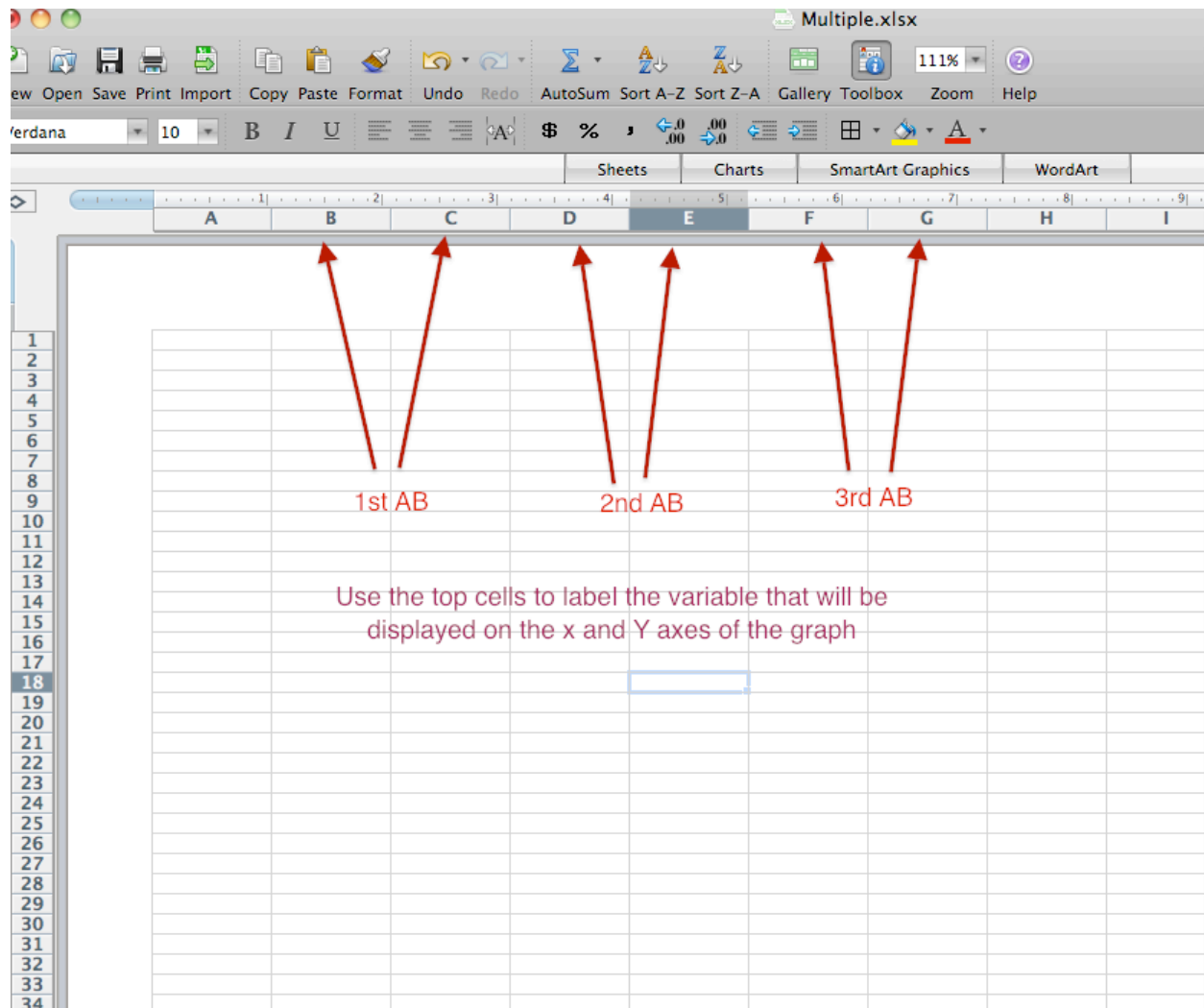
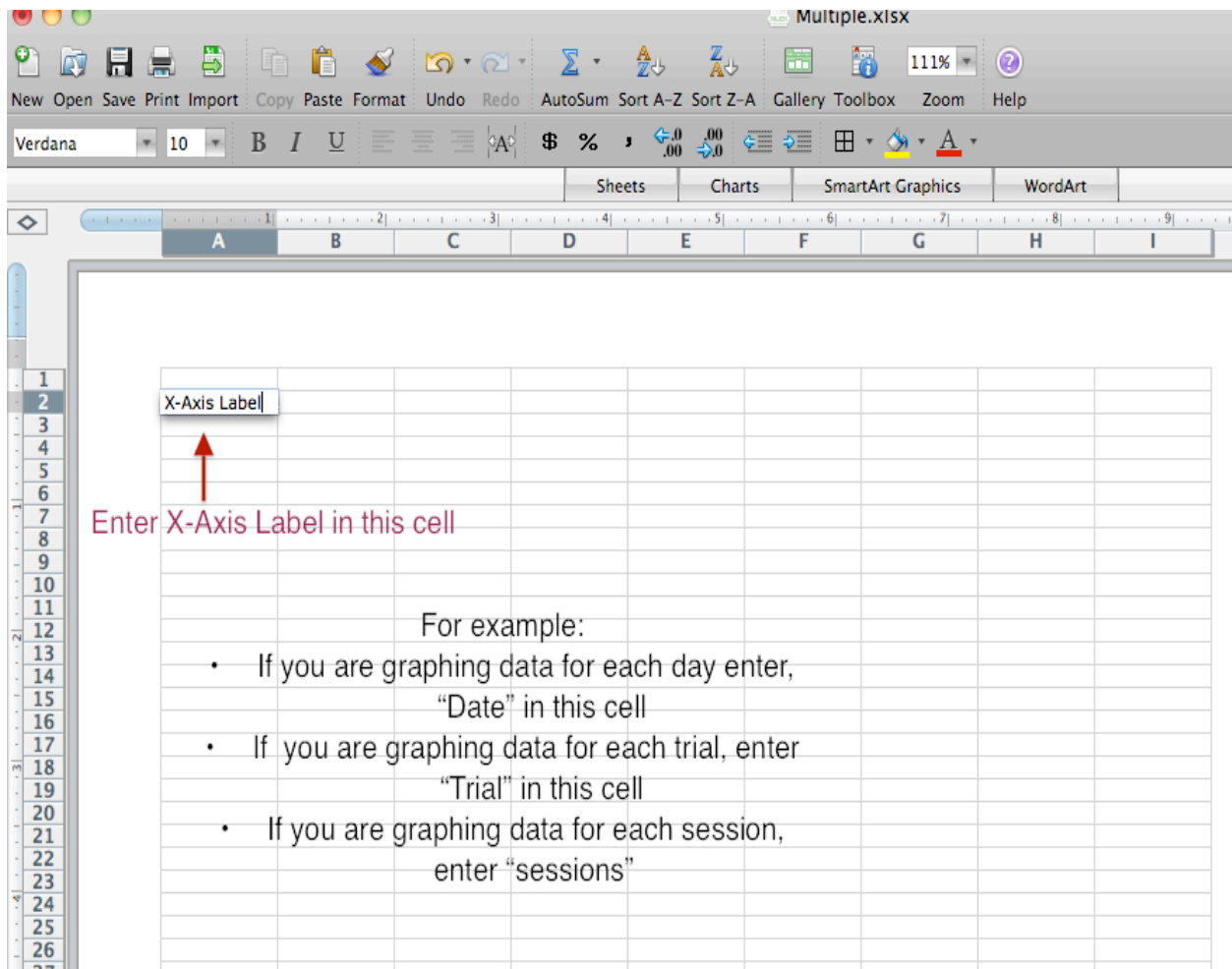


CREATING Multiple Baseline SINGLE-SUBJECT DESIGN GRAPHS IN MICROSOFT EXCEL FOR MAC 2008

Step 1: Set up the Variables Multiple Baseline Design (MB)



Step 1: Set up the Variables X-Axis for Multiple Baseline Design



Multiple.xlsx

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom Help

Verdana 10 B I U \$ % , .00 .00

Sheets Charts SmartArt Graphics WordArt

A B C D E F G H I

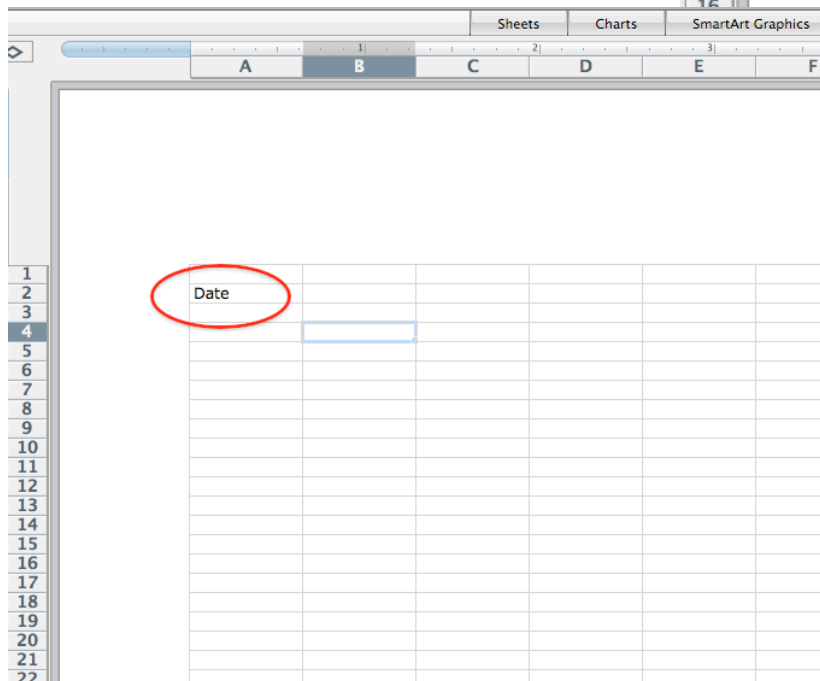
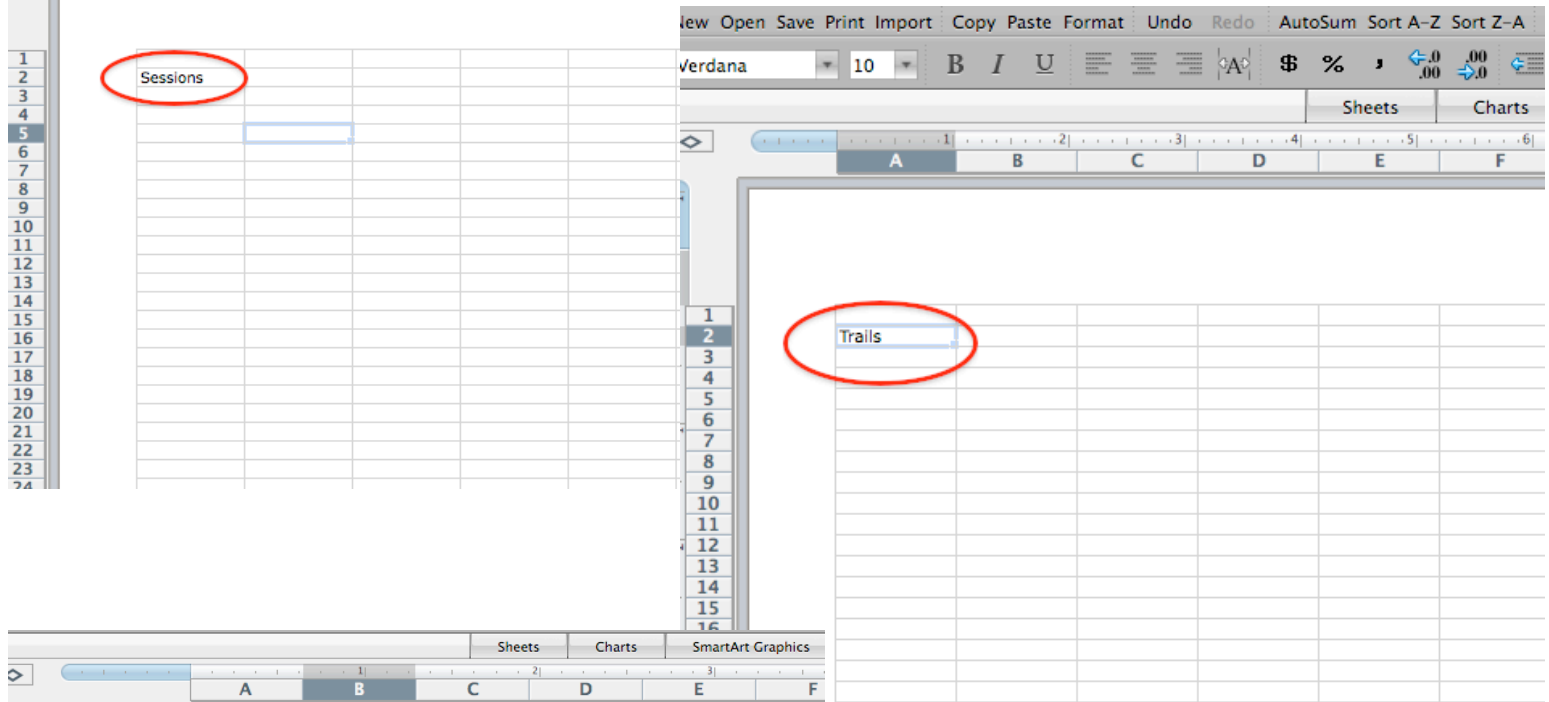
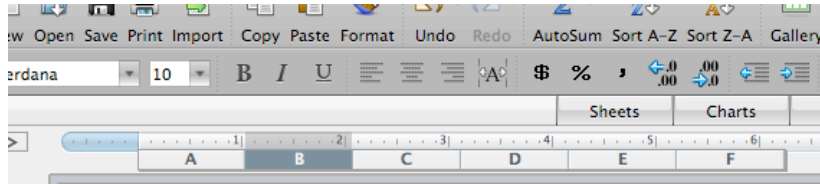
1
2 X-Axis Label
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

Enter X-Axis Label in this cell

For example:

- If you are graphing data for each day enter, "Date" in this cell
- If you are graphing data for each trial, enter "Trial" in this cell
- If you are graphing data for each session, enter "sessions"

Step 1: Set up the Variables X-Axis



Step 1: Set up the CONDITION LABELS

	10-Nov	Baseline SDC	DRA in SDC	Baseline Yard	DRA on the Yard	Baseline Gen Ed	DRA in Gen Ed	EDU class
1	10-Nov							
2	11-Nov							
3	12-Nov							
4	13-Nov							
5	14-Nov							
6	15-Nov							
7	16-Nov							
8	17-Nov							
9	18-Nov							
10	19-Nov							
11	20-Nov							
12	21-Nov							
13	22-Nov							
14	23-Nov							
15	24-Nov							
16	25-Nov							
17	26-Nov							
18	27-Nov							
19	28-Nov							
20	29-Nov							
21	30-Nov							
22	1-Dec							
23	2-Dec							
24	3-Dec							
25	4-Dec							
26	5-Dec							
27	6-Dec							
28	7-Dec							
29	8-Dec							
30								
31								

SDC Baseline and DRA

Yard baseline and DRA

Yard baseline and DRA

1. This setup is MB design across settings (SDC, Yard and Gen Ed.)

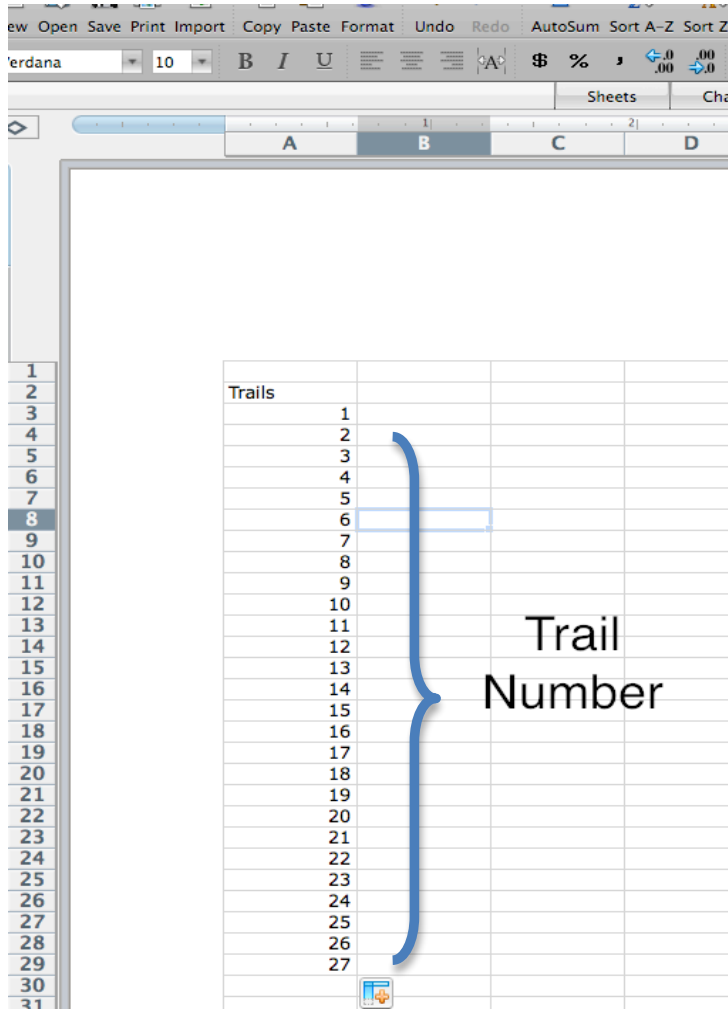
2. MB across subjects and behaviors should be set up in similar ways

The screenshot shows a Microsoft Excel spreadsheet with a timeline from November to December. The spreadsheet has columns for 'Baseline SDC', 'DRA in SDC', 'Baseline Yard', and 'DRA on the Yard'. A large blue text box is overlaid on the spreadsheet, stating: 'This setup is MB design across behaviors (Aggression and leaving the classroom)'.

	10-Nov	Baseline SDC	DRA in SDC	Baseline Yard	DRA on the Yard
1	10-Nov				
2	11-Nov				
3	12-Nov				
4	13-Nov				
5	14-Nov				
6	15-Nov				
7	16-Nov				
8	17-Nov				
9	18-Nov				
10	19-Nov				
11	20-Nov				
12	21-Nov				
13	22-Nov				
14	23-Nov				
15	24-Nov				
16	25-Nov				
17	26-Nov				
18	27-Nov				
19	28-Nov				
20	29-Nov				
21	30-Nov				
22	1-Dec				
23	2-Dec				
24	3-Dec				
25	4-Dec				
26	5-Dec				
27	6-Dec				
28	7-Dec				

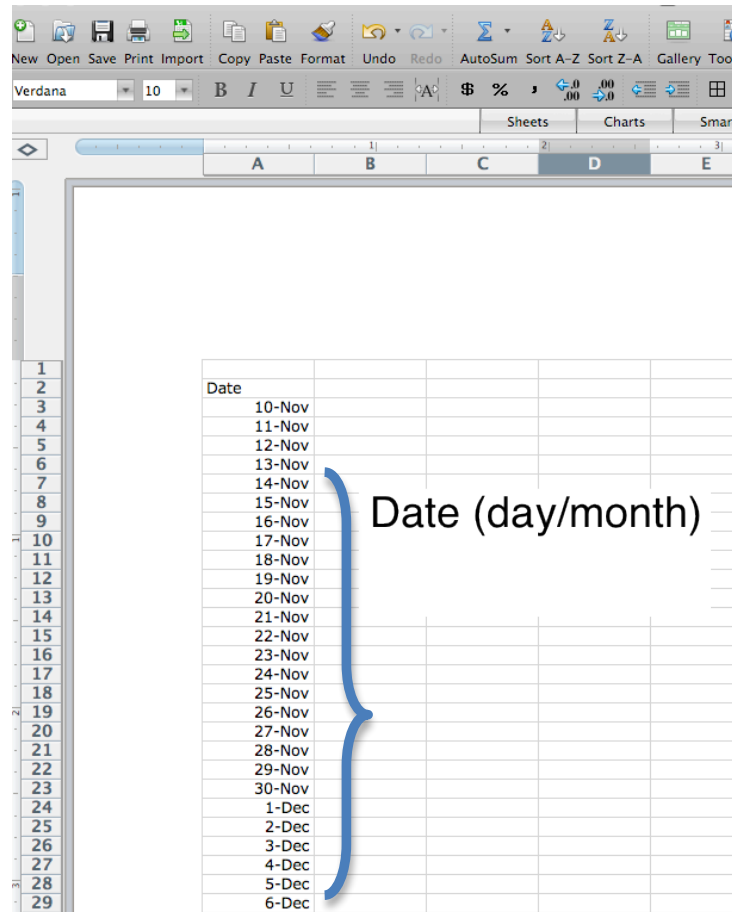
This setup is MB design across behaviors (Aggression and leaving the classroom)

Step 2: Enter the data X-Axis



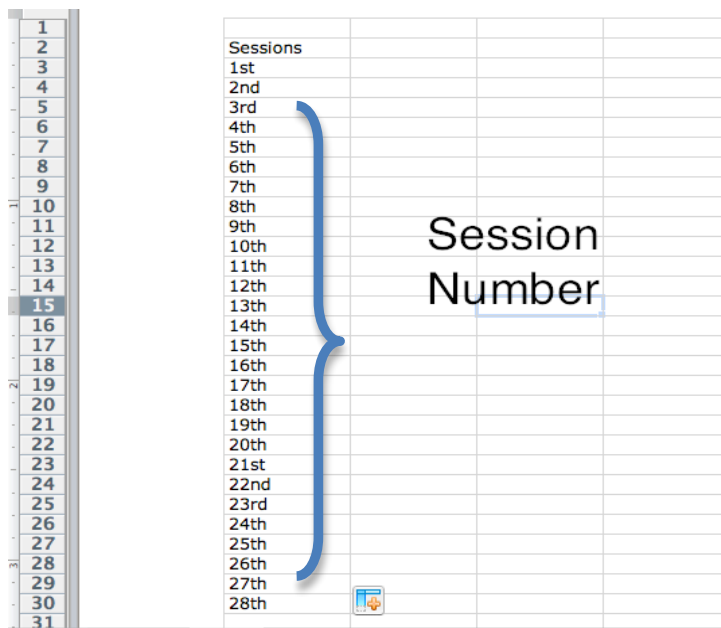
Trails
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

Trail Number



Date
10-Nov
11-Nov
12-Nov
13-Nov
14-Nov
15-Nov
16-Nov
17-Nov
18-Nov
19-Nov
20-Nov
21-Nov
22-Nov
23-Nov
24-Nov
25-Nov
26-Nov
27-Nov
28-Nov
29-Nov
30-Nov
1-Dec
2-Dec
3-Dec
4-Dec
5-Dec
6-Dec

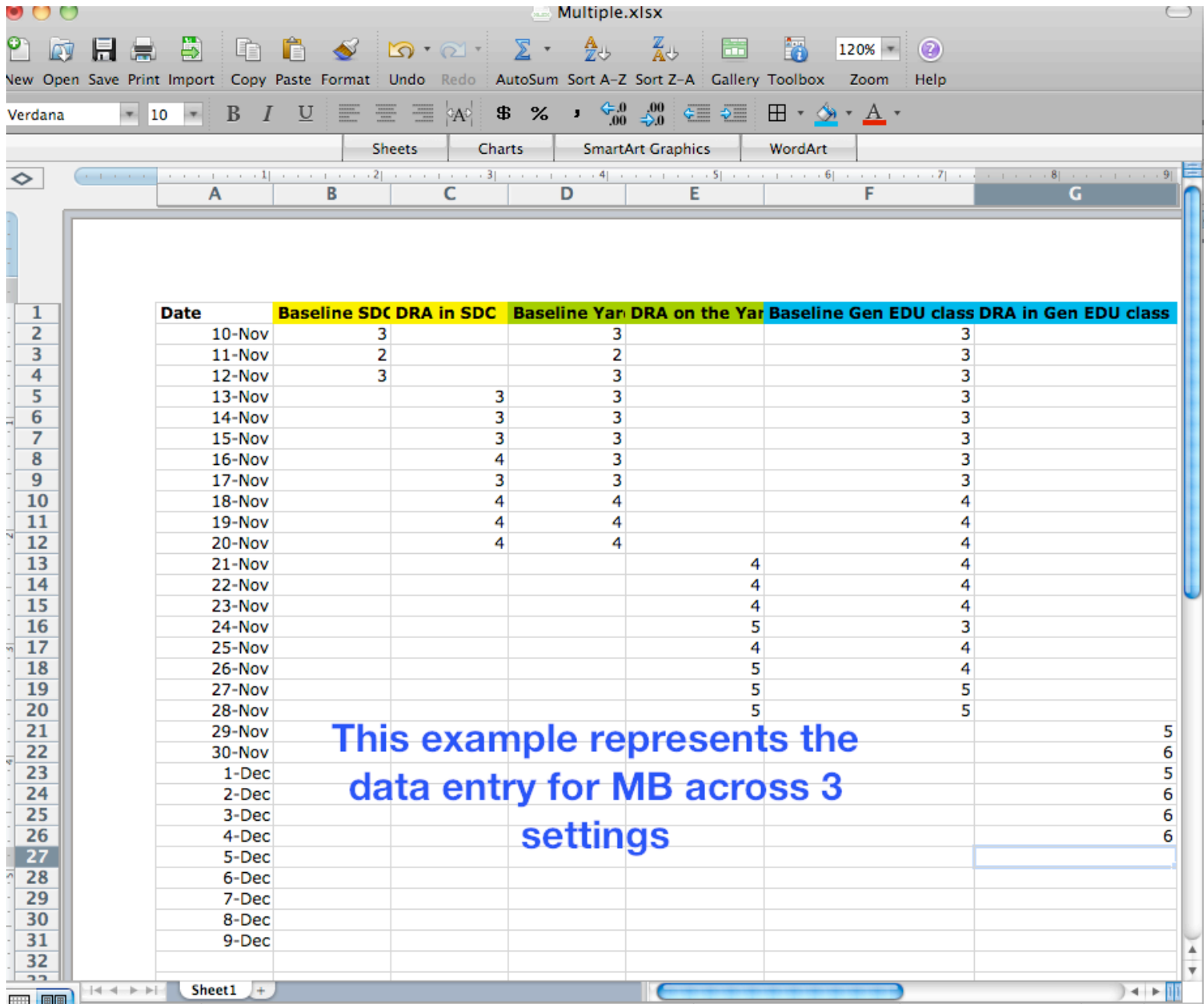
Date (day/month)



Sessions
1st
2nd
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
13th
14th
15th
16th
17th
18th
19th
20th
21st
22nd
23rd
24th
25th
26th
27th
28th

Session Number

Step 2: Enter the Data Y-Axis (Multiple Baseline Design)

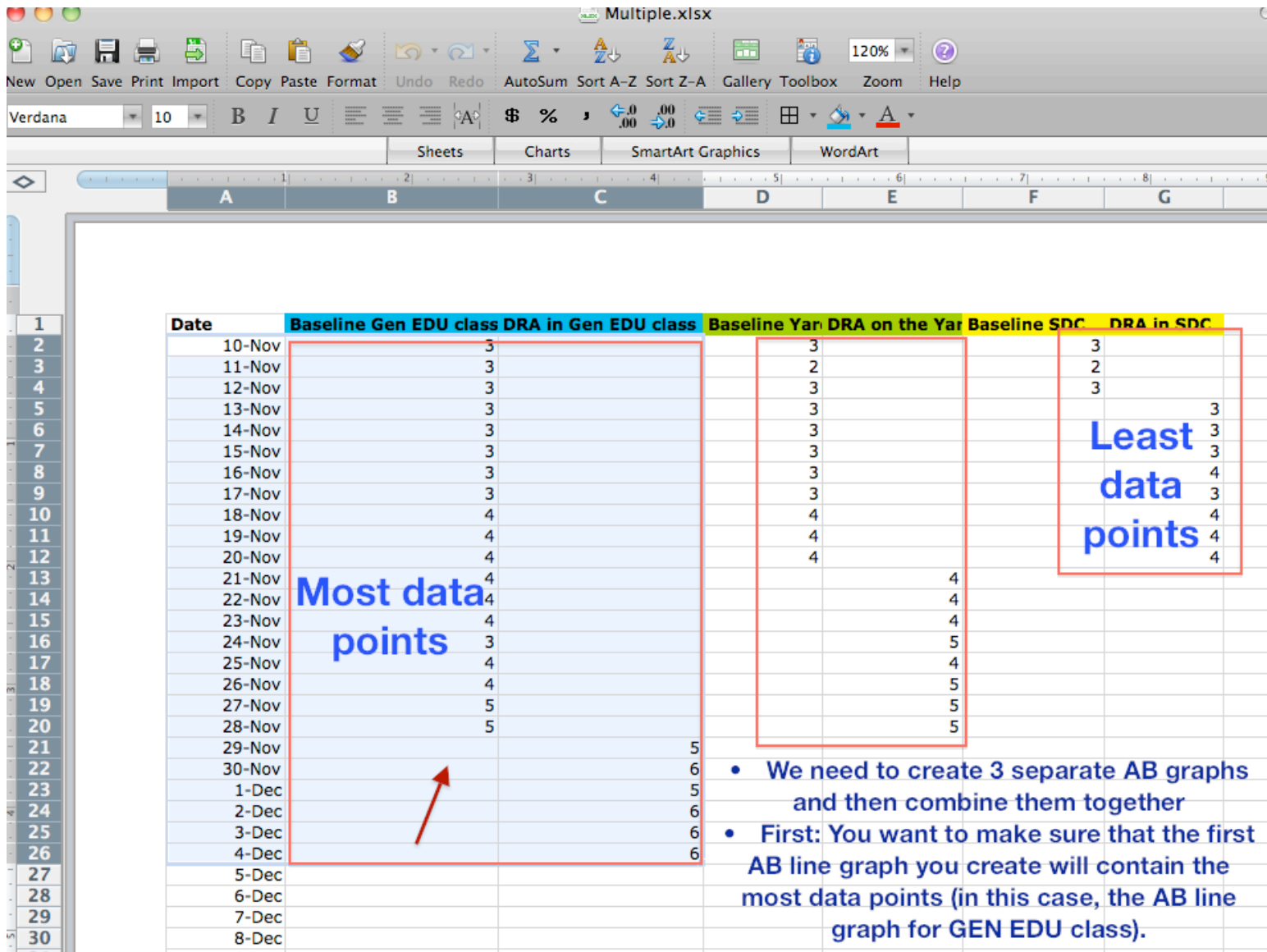


This example represents the data entry for MB across 3 settings

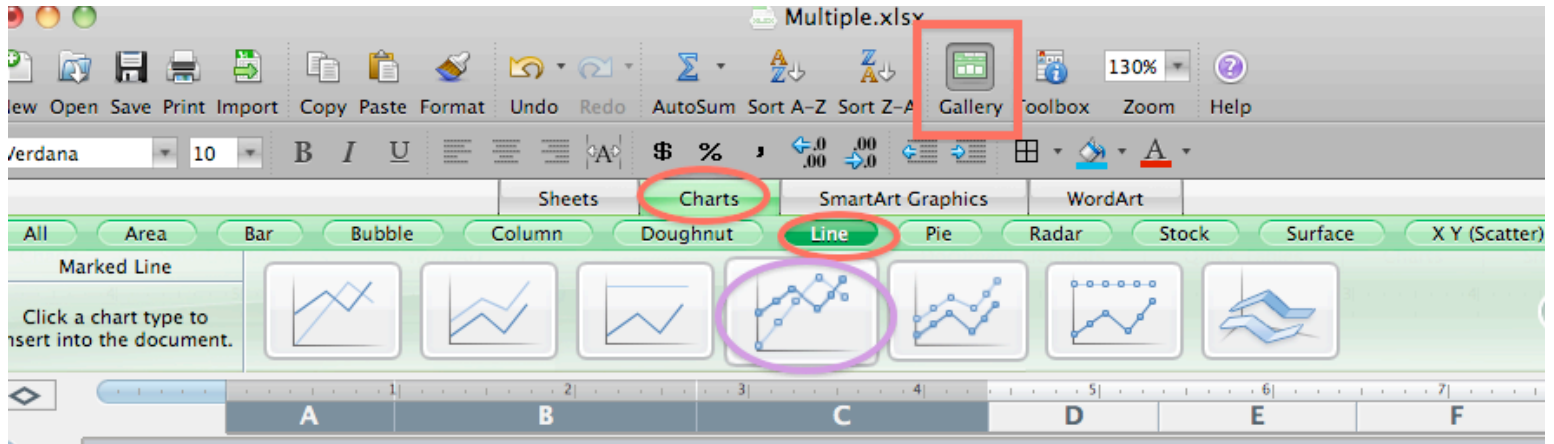
Date	Baseline SDC DRA in SDC	Baseline Yr DRA on the Yr	Baseline Gen EDU class DRA in Gen EDU class
10-Nov	3	3	3
11-Nov	2	2	3
12-Nov	3	3	3
13-Nov		3	3
14-Nov		3	3
15-Nov		3	3
16-Nov		3	3
17-Nov		3	3
18-Nov		4	4
19-Nov		4	4
20-Nov		4	4
21-Nov			4
22-Nov			4
23-Nov			4
24-Nov			5
25-Nov			4
26-Nov			5
27-Nov			5
28-Nov			5
29-Nov			5
30-Nov			6
1-Dec			5
2-Dec			6
3-Dec			6
4-Dec			6
5-Dec			
6-Dec			
7-Dec			
8-Dec			
9-Dec			

Creating the Line Graphs

Step 3: Create the Line Graph for the First AB design



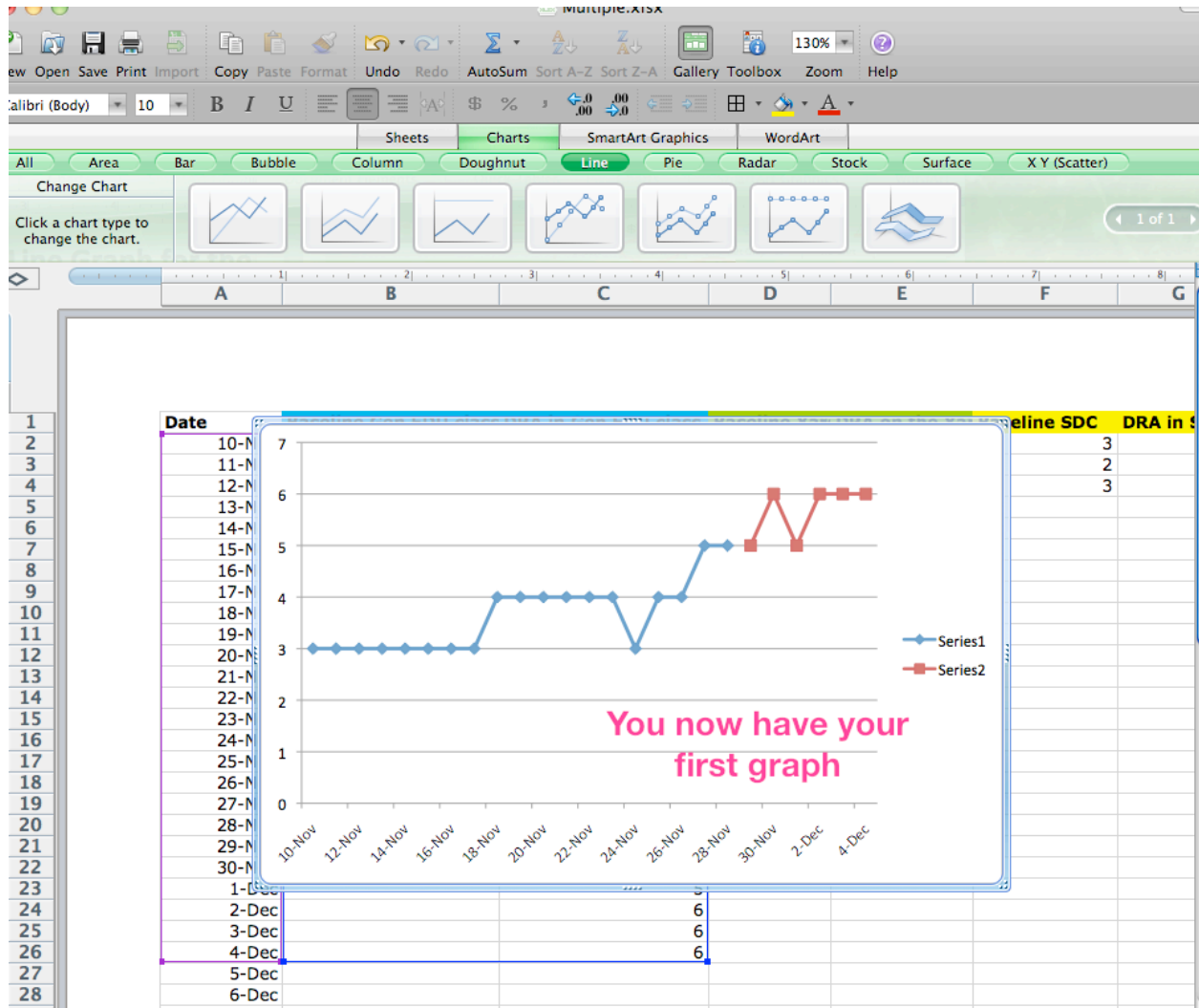
Step 3: Create the Line Graph for the first AB Design



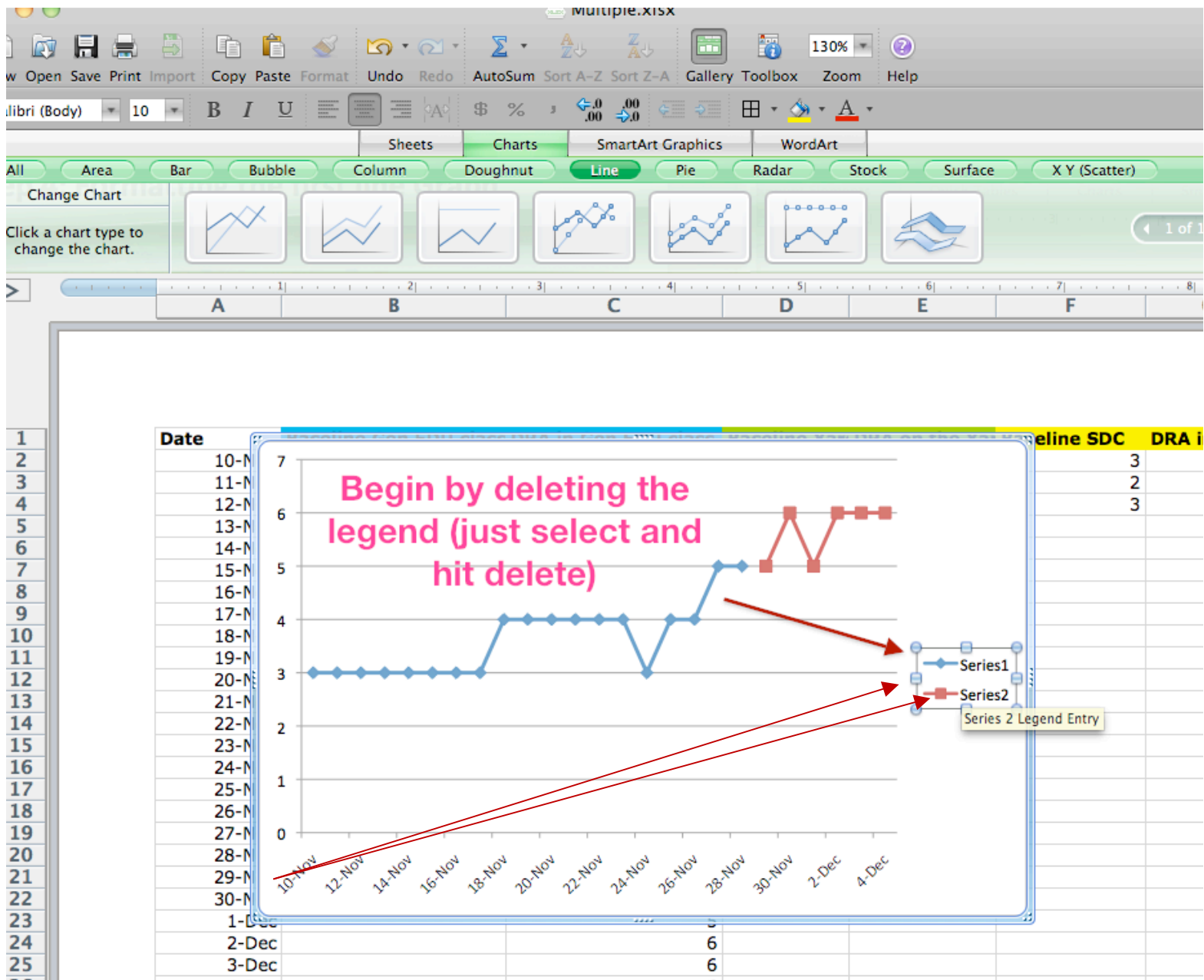
	Date	Baseline Gen EDU class DRA in Gen EDU class	Ba	DC
1				
2	10-Nov	3		
3	11-Nov	3		
4	12-Nov	3		
5	13-Nov	3		
6	14-Nov	3		
7	15-Nov	3		
8	16-Nov	3		
9	17-Nov	3		
10	18-Nov	4		
11	19-Nov	4		
12	20-Nov	4		
13	21-Nov	4		
14	22-Nov	4		
15	23-Nov	4		
16	24-Nov	3		
17	25-Nov	4		
18	26-Nov	4		
19	27-Nov	5		
20	28-Nov	5		
21	29-Nov		5	
22	30-Nov		6	
23	1-Dec		5	
24	2-Dec		6	
25	3-Dec		6	
26	4-Dec		6	
27	5-Dec			

- Highlight the data
- * Click on Gallery - Charts - Line
- * Chose the Marked Line Graph

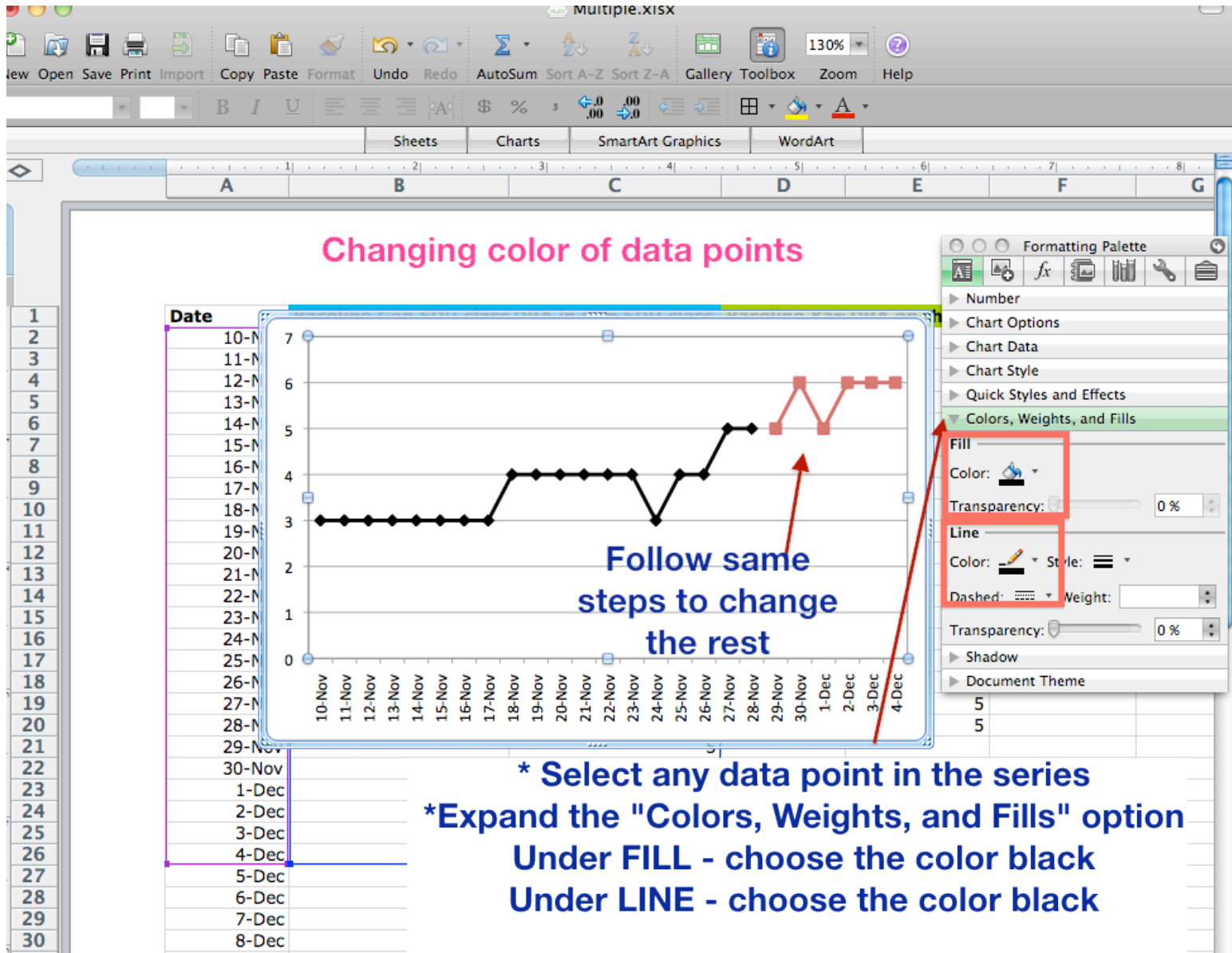
Step 3: Create the Line Graph for the first AB Design



Step 4: Formatting the first line Graph



Step 4: Formatting the First Line Graph



Step 4: Formatting First line Graph

Changing Style of Data Points

Date

Date	Value
10-Nov	3
11-Nov	3
12-Nov	3
13-Nov	3
14-Nov	3
15-Nov	3
16-Nov	3
17-Nov	3
18-Nov	3
19-Nov	3
20-Nov	3
21-Nov	3
22-Nov	3
23-Nov	3
24-Nov	3
25-Nov	3
26-Nov	3
27-Nov	3
28-Nov	3
29-Nov	3
30-Nov	6
1-Dec	5

Format Data Series

Style: ☒ No Marker ☐ Automatic

Size: 7

* Double click on any one point (the format series box will appear)

* Select "Marker Style" from the left menu

* Then select the circle shape from the drop down menu (Set your marker size to be approx 7-9)

** Repeat steps for rest of data series

Cancel OK

Dashed: ☐ Weight: 2.25 pt

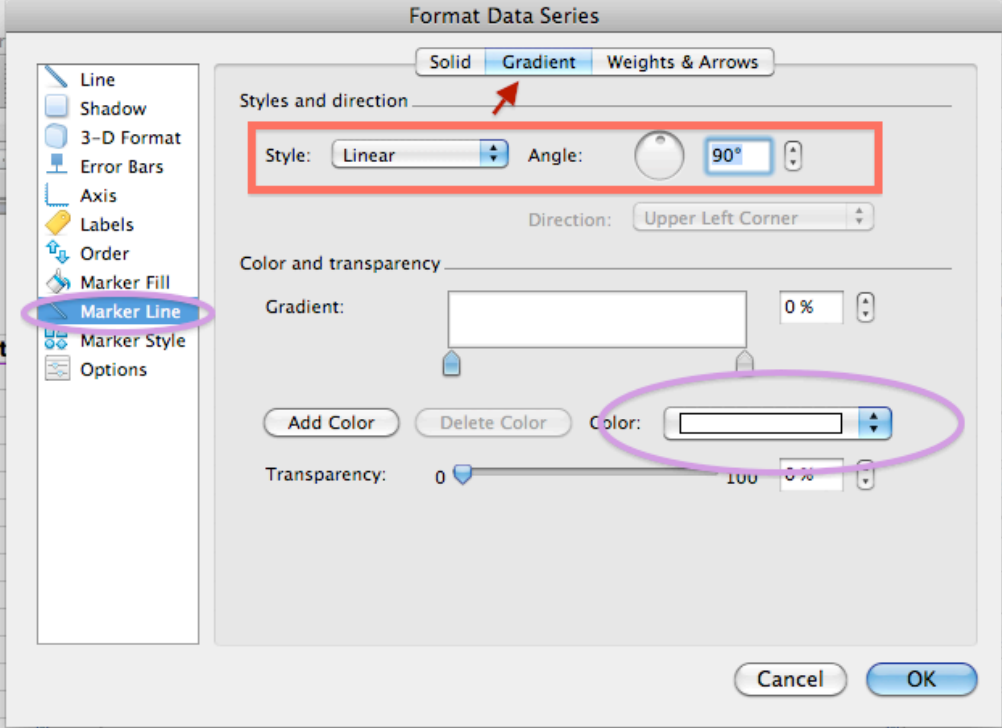
Transparency: 0 %

Arrows

Shadow

Document Theme

Step 4: formatting the First line Graph



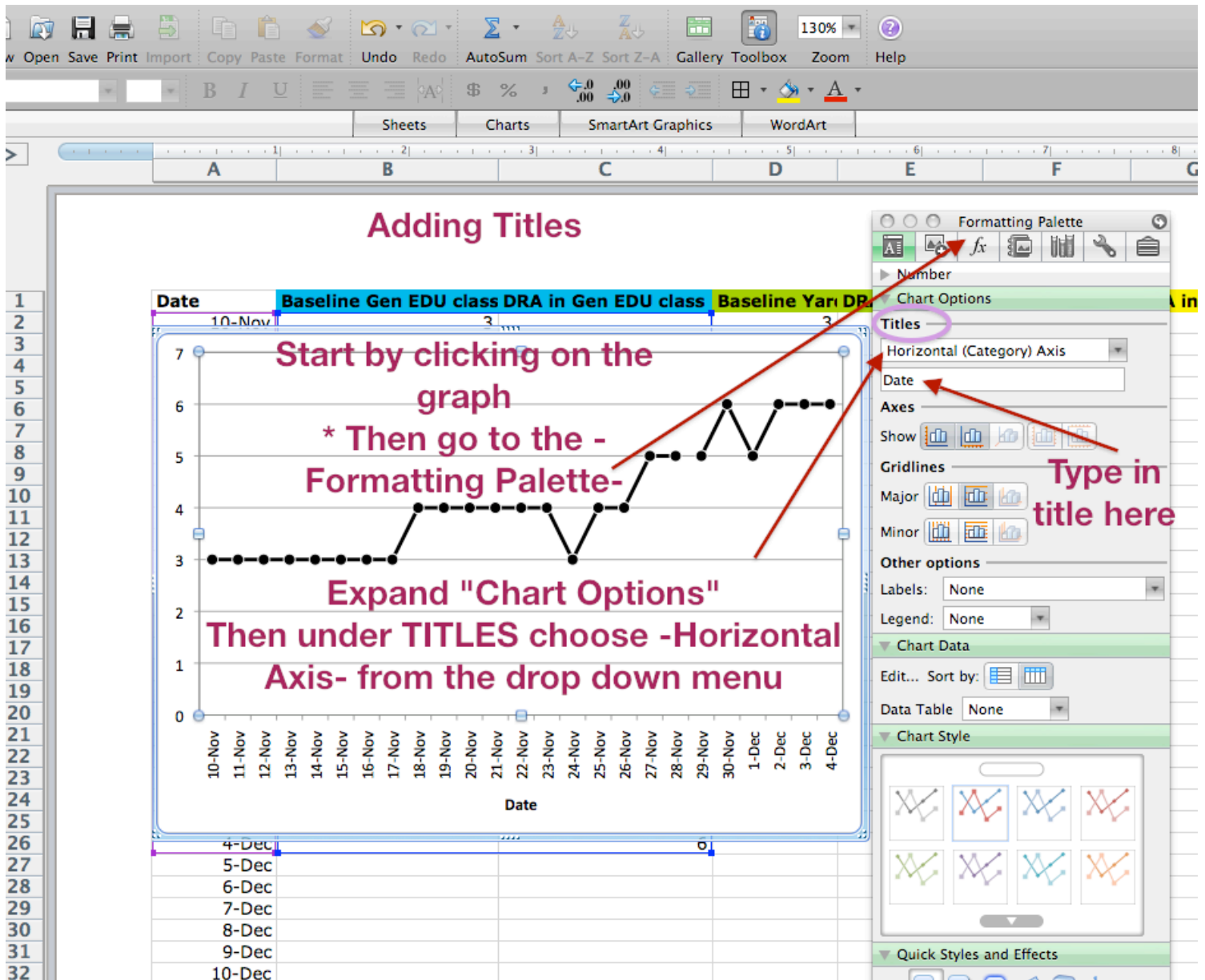
The screenshot shows the 'Format Data Series' dialog box with the following settings:

- Tab:** Gradient
- Style:** Linear
- Angle:** 90°
- Color:** White
- Marker Line:** Selected in the left-hand menu

- * Double click on one of the data points to open the Format Data Series Box
- * Then select the "Marker Line" option from the left menu and click on GRADIENT
- * Change the style to Linear and the angle to 90
- * Finally, go to color and select WHITE

Repeat this for the rest of data series

Step 4: Formatting First Line Graph



Step 5: Adjusting the X-Axis

Format Axis

Horizontal (Category) axis type
☒ Automatic ☐ Text ☐ Date

Horizontal (Time) axis scale
Auto

☒ Minimum: 11/10/11
☒ Maximum: 12/4/11
☒ Base unit: Day(s)
☐ Major unit: 5 Day(s)
☒ Minor unit: 1 Day(s)
☒ Vertical axis crosses at: 11/10/11

☐ Dates in Reverse Order ☒ Vertical (Value) axis crosses between dates
☐ Vertical (Value) axis crosses at maximum value

Cancel OK

Change the -Major Unit = 5 -

LEAVE everything else as is

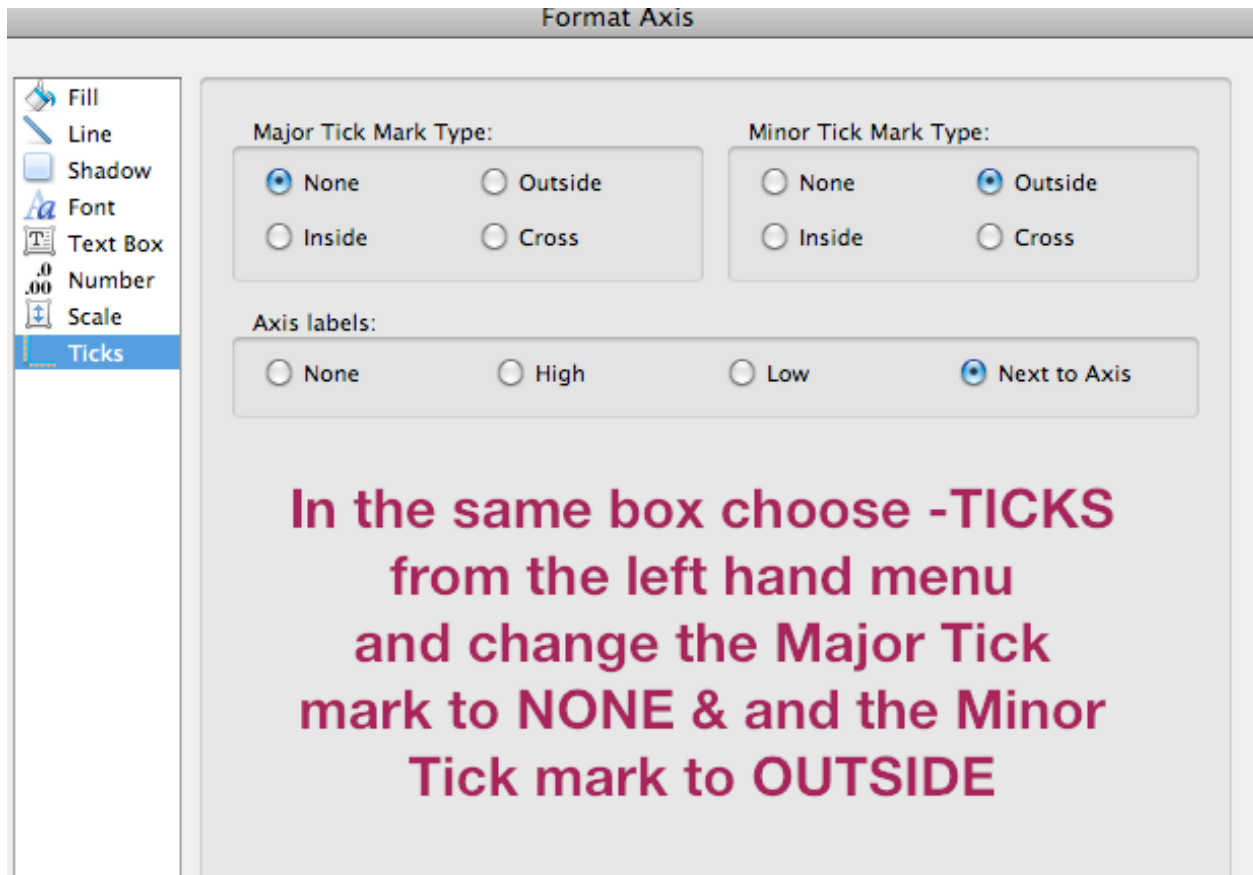
Double click on the dates to open the Format Axis box

10-Nov 15-Nov 20-Nov 25-Nov 30-Nov

Date

3-Dec				
4-Dec				
5-Dec				
6-Dec				

Step 5: Adjusting the X-Axis



Step 6: Adjusting the Y-Axis

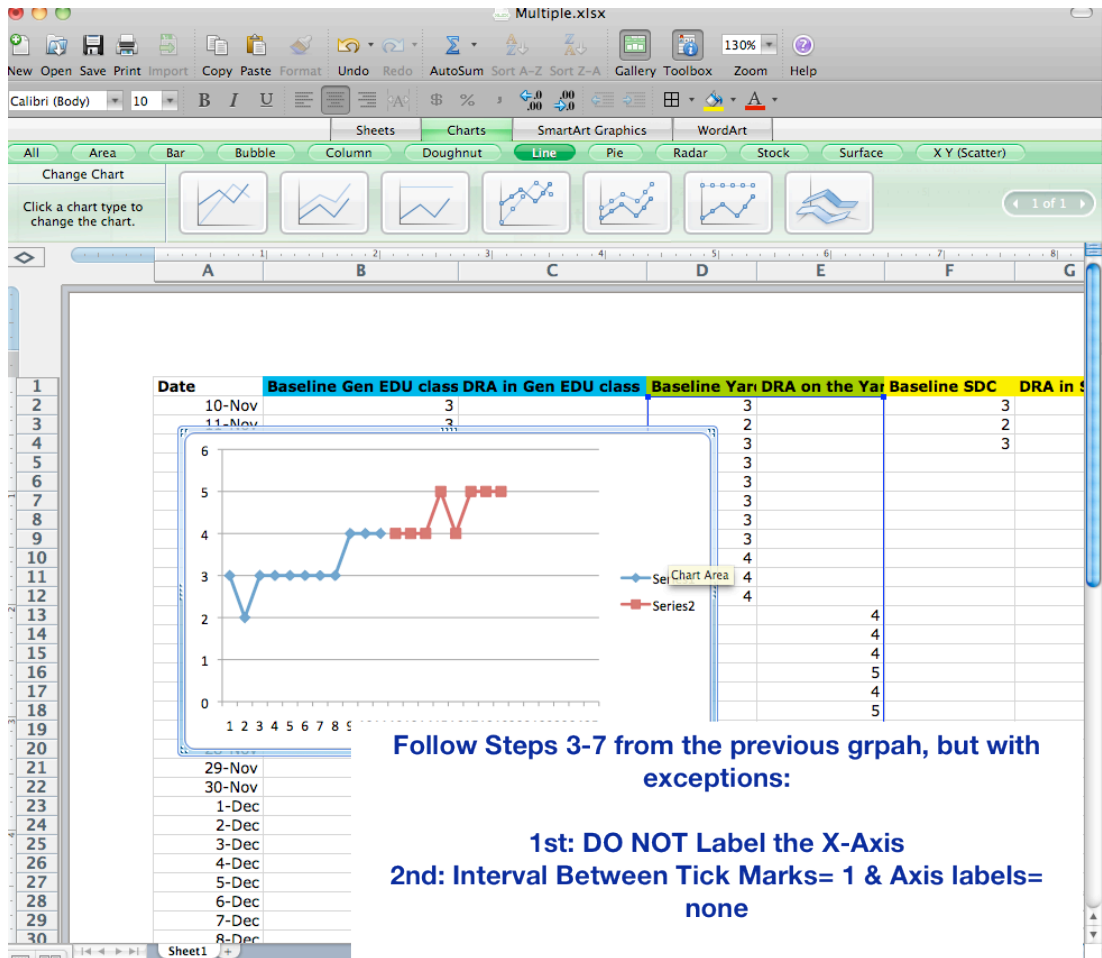
Double click on the numbers on the vertical axis

Then choose the **SCALE** option from the left menu

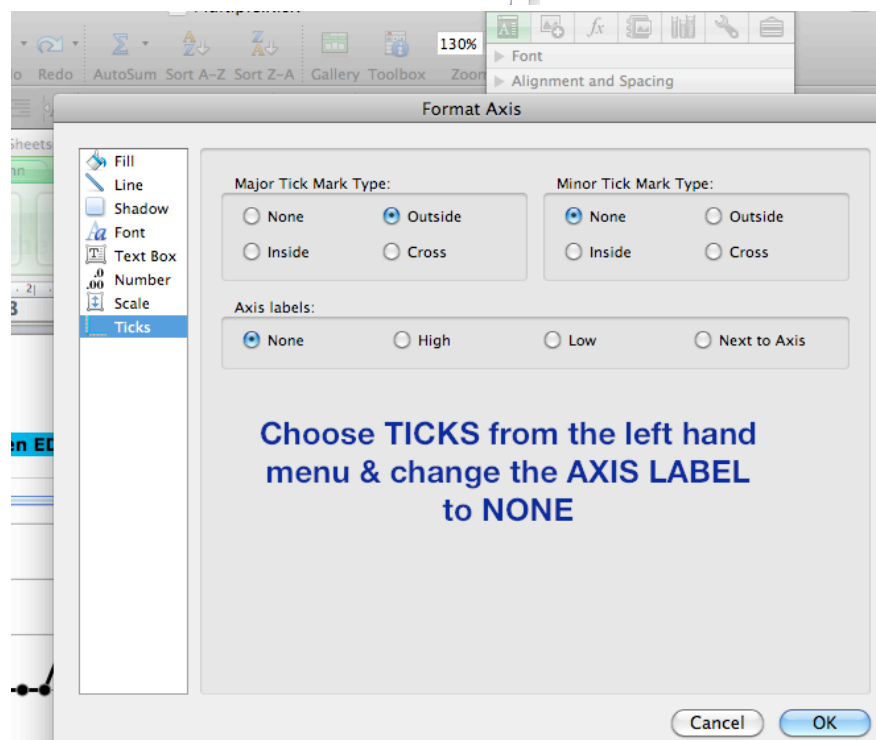
- Change minimum to -1 (if you have a 0 data point you want to make sure that the 0 does not fall on the X-Axis)
 - Change Maximum to about 2 times the highest number in the data set. Except when Y-axis is a percentage. When Y represents Maximum = 100
 - Change Major and Minor Unit to a whole number
 - Change Horizontal Axis Crosses at to -1

Move the 1st graph to the bottom before creating the 2nd.

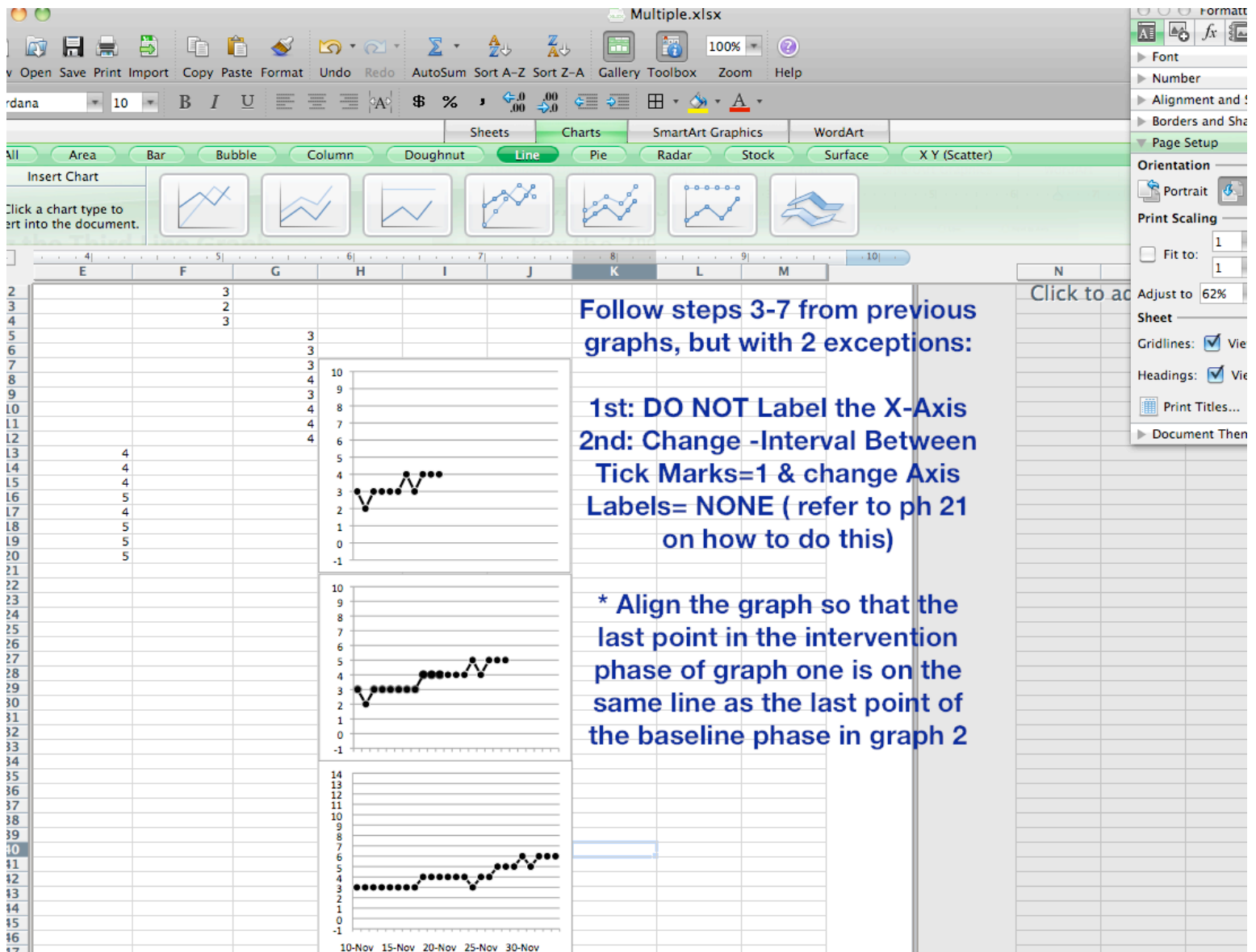
Step 8: Creating the Second AB Graph



Follow this
for the 2nd
exception



Step 9: Creating the Third Line Graph



Step 10: Creating Chart Title

Adding a Chart Title

*** Expand CHART OPTIONS**

- Under TITLES click on the drop down menu and choose -chart title- and then add your title directly below that

Example MB Design
Click on the top graph and follow the instructions provided

Formatting Palette

- Font
- Alignment and Spacing
- Number
- Chart Options
 - Titles**
 - Chart Title
 - Example MB Design type title here
 - Axes
 - Gridlines
 - Other options
 - Labels: None
 - Legend: None
- Chart Data
- Chart Style
- Quick Styles and Effects
- Size, Rotation, and Ordering
 - Size (in)
 - Height: 2.59 Width: 3.11
 - ☐ Lock aspect ratio Rotation
 - Ordering
 - Align: Distribute: Arrange: Grouping:

Step 11: Eliminating Grid and Chart Border Lines

To eliminate the gridline from each graph

- * Click on the outer edge of the graph (so that you see the blue around it, like in the picture)
- * Then, under Chart Options-Gridlines .. deselect the middle box for MAJOR

To eliminate border lines from each border

- * Click on the graph
- * Then, under Colors, Weights, and Fills - go to LINE - and change the color to - NO LINE

Example MB Design

10-Nov 15-Nov 20-Nov 25-Nov 30-Nov
Date

Formatting Palette

Font

Alignment and Spacing

Number

Chart Options

Titles

Chart Title

Example MB Design

Axes

Show

Gridlines

Major

Minor

Other options

Labels: None

Legend: None

Chart Data

Chart Style

Quick Styles and Effects

Size, Rotation, and Ordering

Colors, Weights, and Fills

Fill

Color:

Transparency: 0 %

Line

Color:

Style:

No Line

Theme Colors

Standard Colors

More Colors...

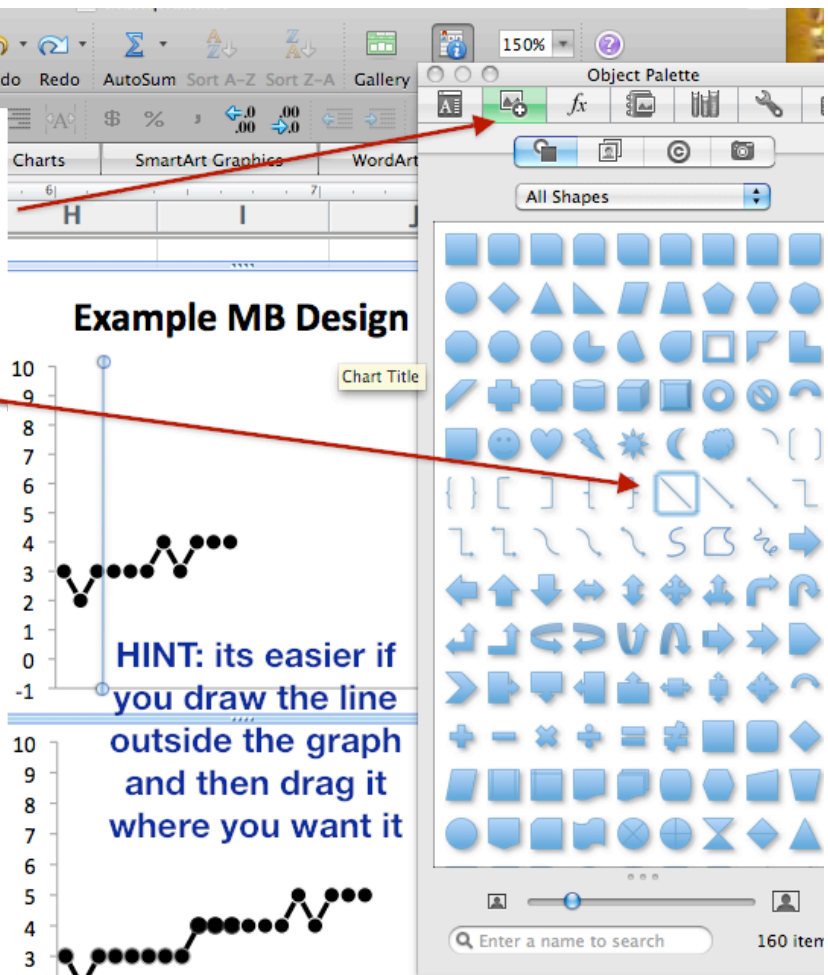
Pick A Color

Line Effects...

Step 12: Drawing Phase Change Lines

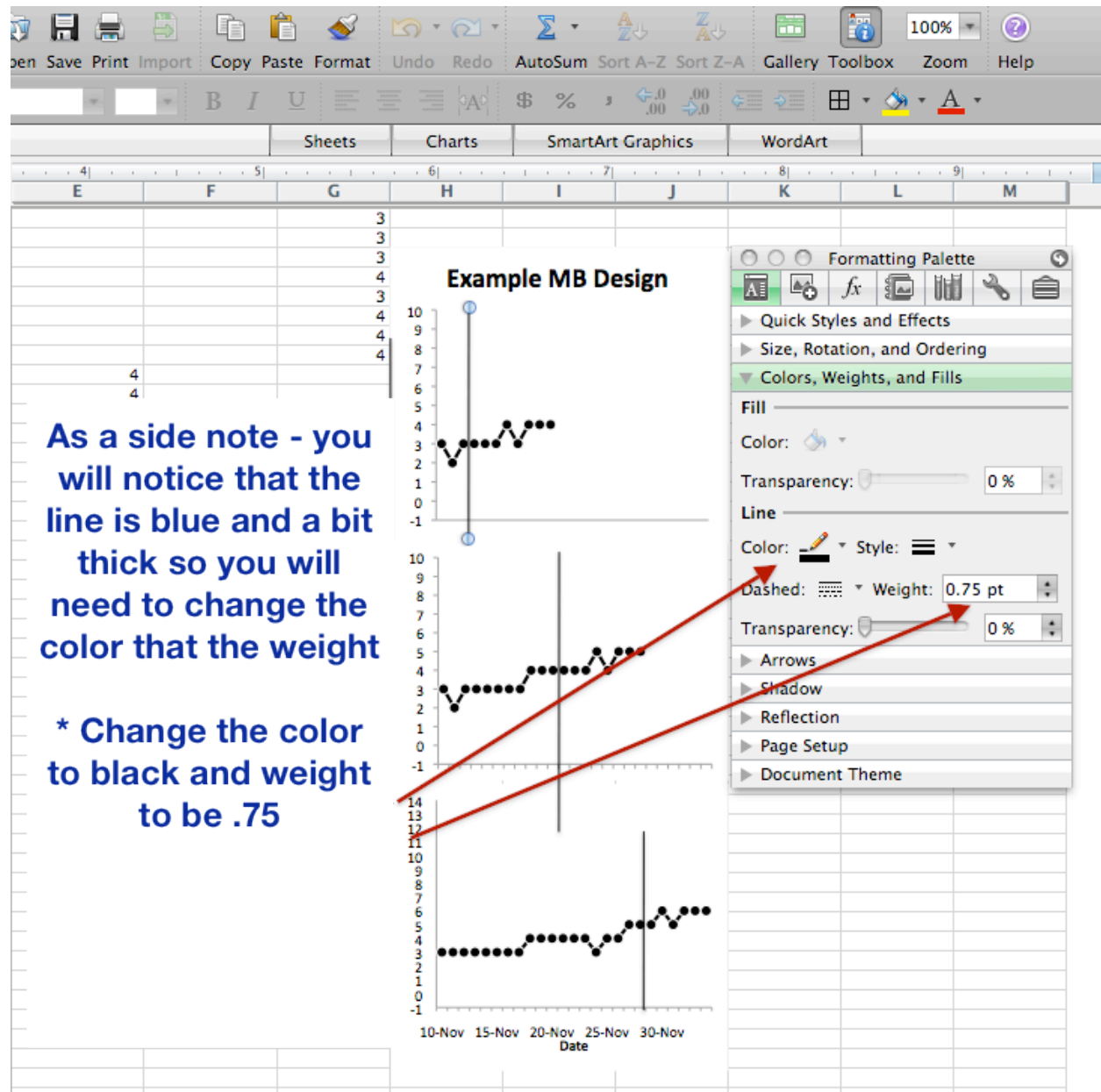
To add the phase line
* **Click on the OBJECT PALETTE**
* Then choose the straight line and point the mouse on where you want the line to start and drag it down
**SO that it separates the BASELINE from the INTERVENTION
- Continue this so that it continues into the second AB graph (see next page)

Example MB Design

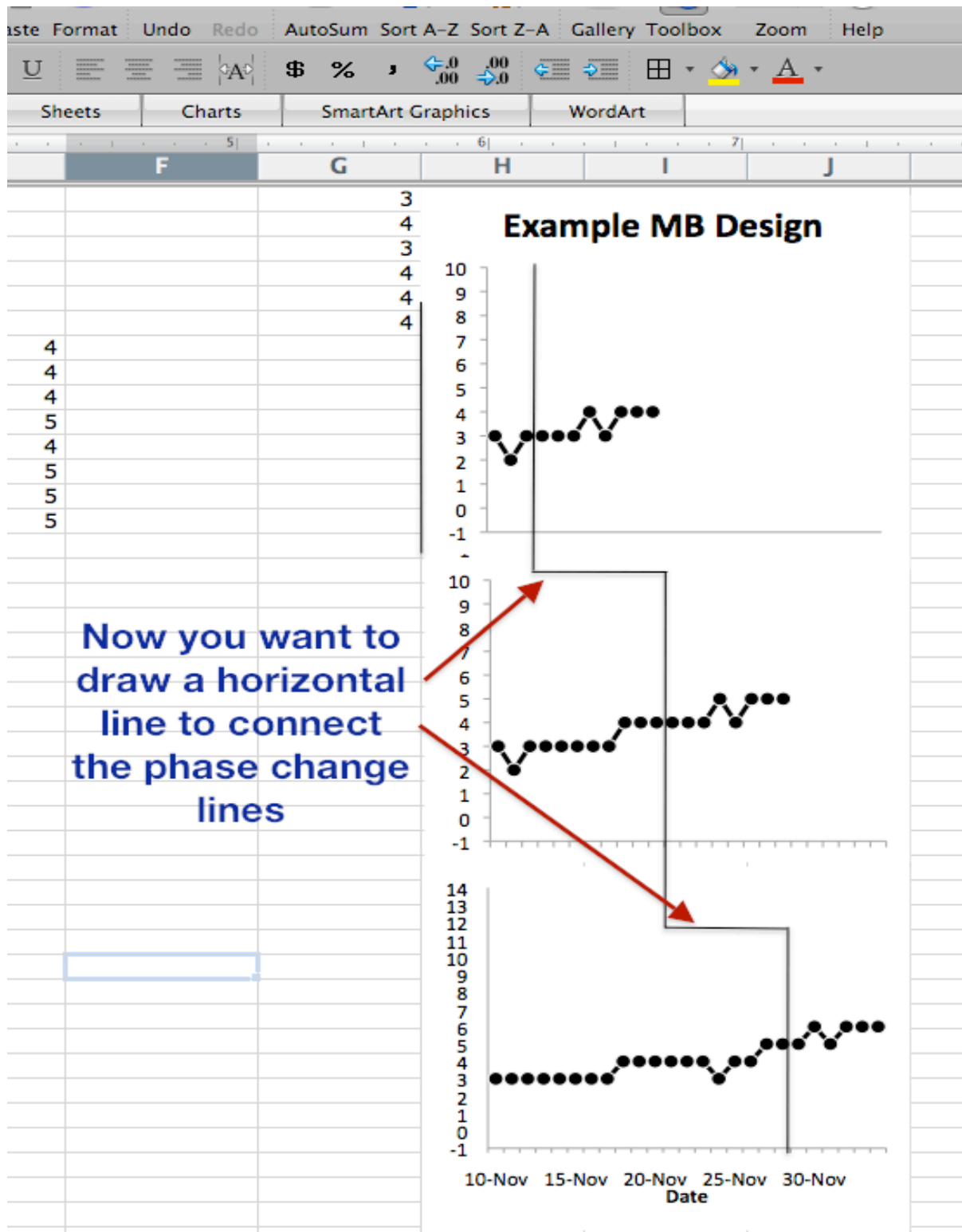


HINT: its easier if you draw the line outside the graph and then drag it where you want it

Step 12: Drawing Phase Change Lines



Step 12: Drawing Phase Lines



Step 13: Changing the Format of the Phase Change Lines

Format Object

Line style

Style: Weight:

Dashed:

Cap type:

Join type:

Arrows

Begin style: End style:

Begin size: End size:

Cancel OK

Example MB Design

Repeat the steps for the rest of the lines

* HINT: If you hold shift and click on each line you can edit them all at once

10-Nov 15-Nov 20-Nov 25-Nov 30-Nov

Date

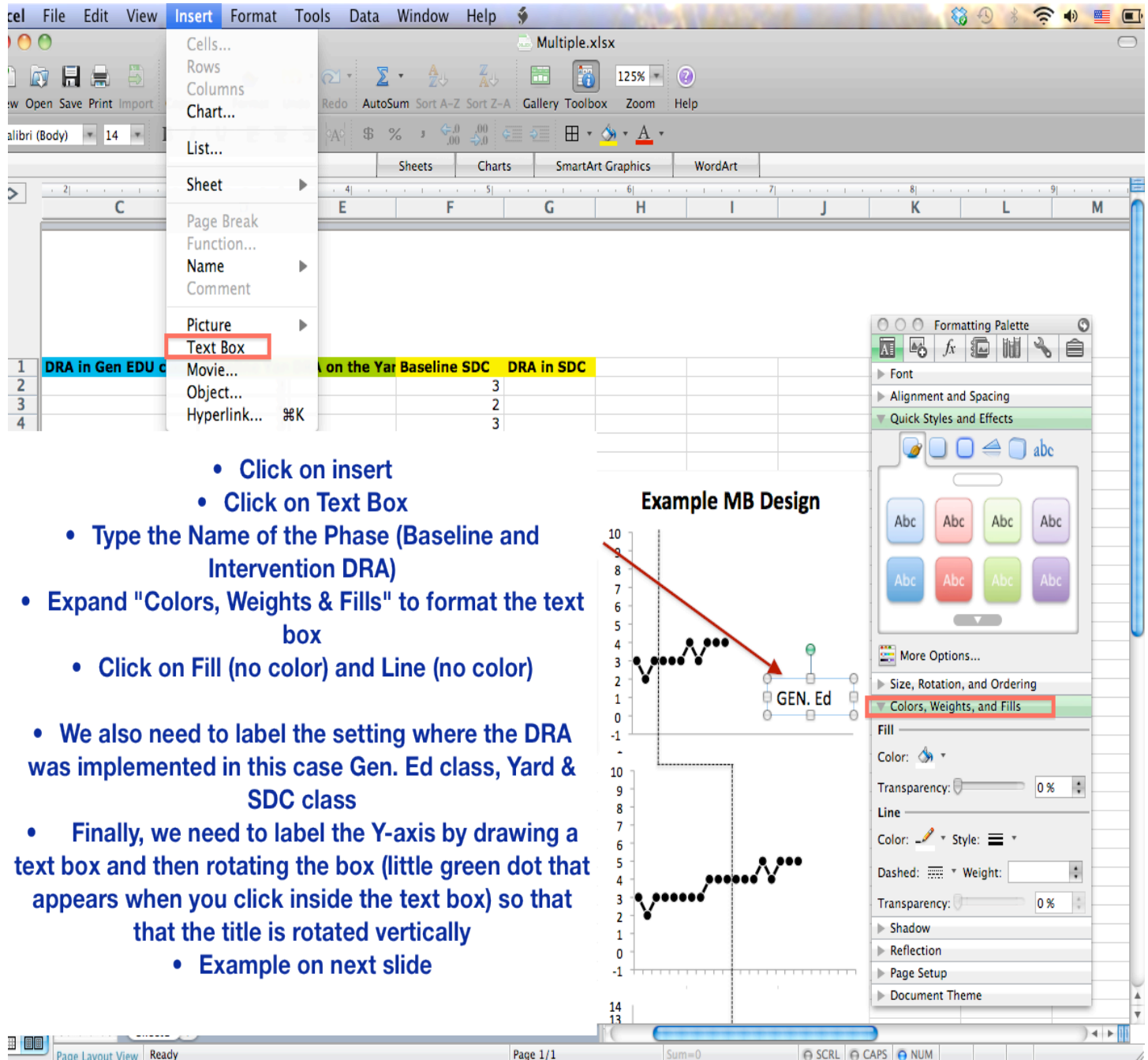
Sheet1

Ready

Page 1/1

Sum=0

Step 14: Label the Phase and the Y-Axis



The screenshot shows the Excel interface with the 'Insert' menu open, highlighting 'Text Box'. Below the menu, a line graph is visible with a text box labeled 'GEN. Ed' placed on it. The 'Formatting Palette' is also open, showing the 'Colors, Weights, and Fills' section.

Example MB Design

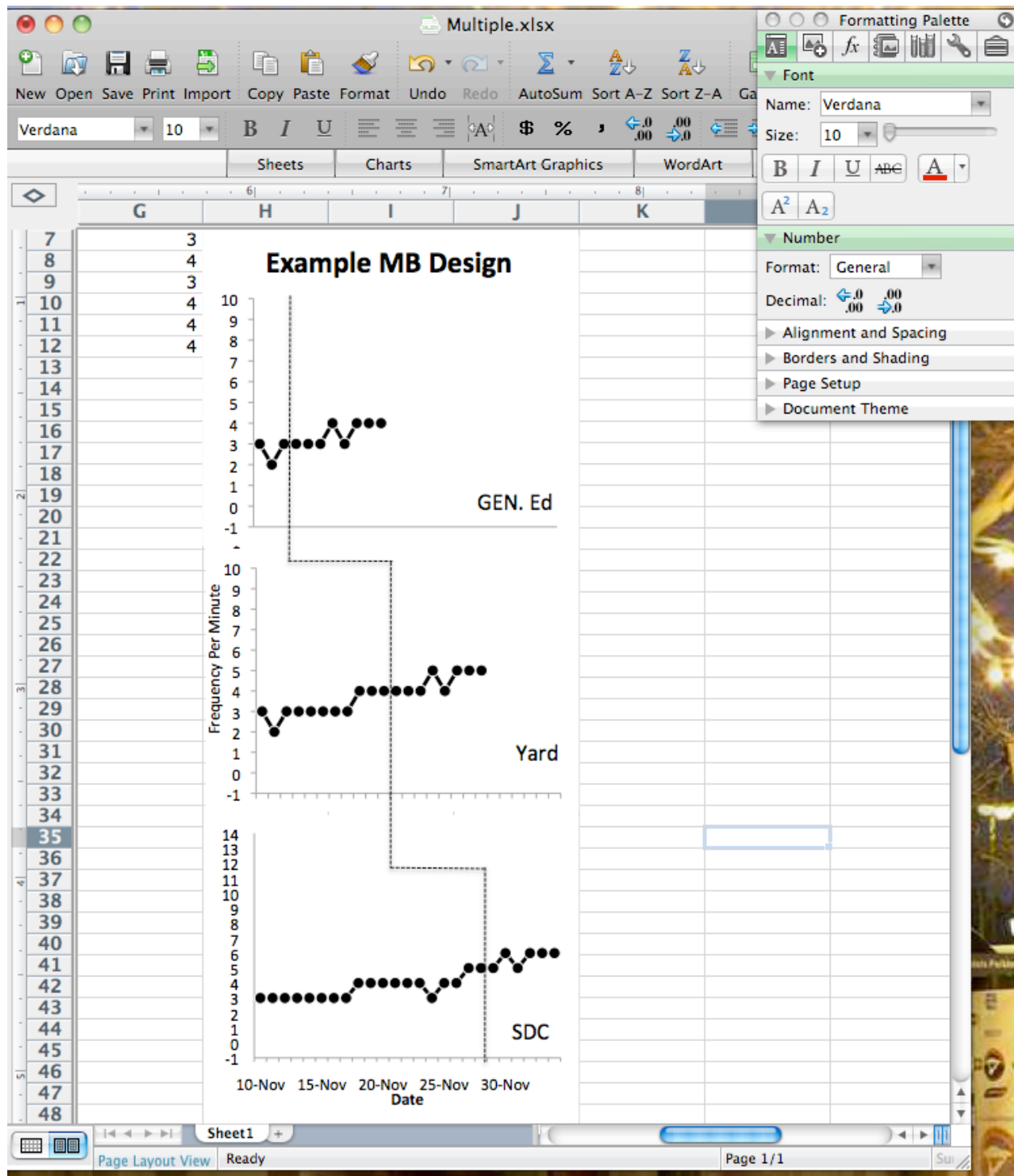
The graph shows a line with data points. A red arrow points to the text box 'GEN. Ed' which is positioned near the end of the line. The Y-axis is labeled from -1 to 10. The X-axis is labeled with '14' and '13'.

Formatting Palette

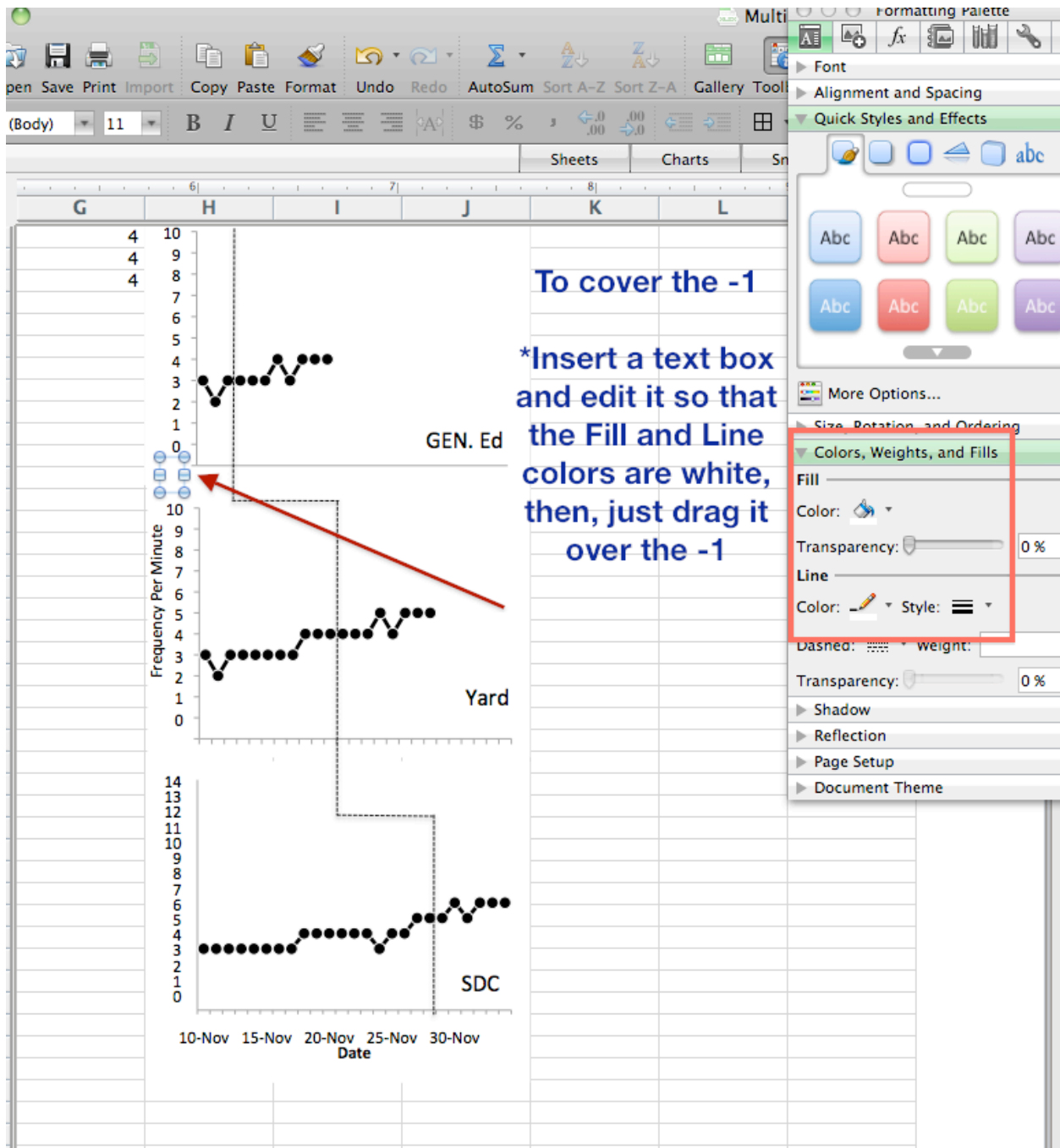
The 'Formatting Palette' is open, showing the 'Colors, Weights, and Fills' section. The 'Fill' section is expanded, showing 'Color' and 'Transparency' options. The 'Line' section is also expanded, showing 'Color', 'Style', 'Dashed', and 'Weight' options.

- Click on insert
- Click on Text Box
- Type the Name of the Phase (Baseline and Intervention DRA)
- Expand "Colors, Weights & Fills" to format the text box
 - Click on Fill (no color) and Line (no color)
- We also need to label the setting where the DRA was implemented in this case Gen. Ed class, Yard & SDC class
- Finally, we need to label the Y-axis by drawing a text box and then rotating the box (little green dot that appears when you click inside the text box) so that the title is rotated vertically
 - Example on next slide

Step 14: Label the Phase and the Y-Axis



Step 15: Covering the -1 on the Y-Axis



FINAL

Example MB Design

