Grant County Schools

Individual Education Program (IEP) Monitoring/Graphing Directions (EXCEL) 12/09

1. Complete background information on Sheet 1
2. Name
3. Date of Birth (DOB)
4. Date
5. Annual Goal – enter annual goal
6. Objective – enter objective to be monitored
7. Gather and document baseline information by administering probe on 4 separate dates. Enter in each first 4 sections of chart.
8. Enter percentage in space corresponding to the date monitored
9. Complete Monitoring Chart – adding percentages and dates
10. As dates are entered, graphing will occur automatically.

**To Fill in Dates for Entire Semester**

1. To Fll In Dates for the Entire Semester:
2. Enter dates and percentages of first 4 probes
3. If monitoring two days per week, enter the first date of monitoring (after the probe date). Each graph allows for 11 weeks of monitoring.
4. Click on the first date of monitoring (after the probe date), hold down on the mouse and highlight across the chart (stopping at the end of the chart). The chart will be highlighted in blue.
5. Find the “down arrow” in the top right hand of the Excel Document (located next to the “funnel”).
6. Click on the right side of the “down arrow” and select “Series”.
7. A box will appear with the below information.

i. Under “Series In” select “Rows”

ii. Under “Type” select, “Date”

iii. Under “Date Unit” select, “Weekday”

g. In box, put "2" because monitoring should be twice a week.

1. Note: The dates on the graph are estimated dates throughout the semester.
2. Save the EXCEL Document with a name and skill that will allow easy identification.

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**To Copy a Page**

1. To copy an Excel Graph page.
2. A new page can be copied in order to keep from reentering student information
3. Right click on the tab located at the bottom of the page called “Sheet 1”. Click on the option called Move or Copy a page.
4. Check Create a Copy in Lower Box.
5. Click on OK
6. New page becomes Sheet (1) 2.
7. For easier identification, you may want to rename the “Tabs” at the bottom of the page.

**To Name the Tabs**

1. To name the Tabs at the bottom of each EXCEL Graph

a. Each page can be renamed to allow easier identification.

b. Right click on the tab located at the bottom of the page called “Sheet 1”

Click on the option called “Rename”.

c. Type to replace the previous tab name.

d. Click on OK

e. Tab is now titled.

1. See Sample