

THE TEACHING PYRAMID INFANT–TODDLER OBSERVATION SCALE (TPITOS™) FOR INFANT TODDLER CLASSROOMS

INSTRUCTIONS FOR THE EXCEL SCORING SPREADSHEET

MAC

The TPITOS™ Excel Scoring Spreadsheet is a tool for summarizing and graphing TPITOS data. There are two versions of the spreadsheet available. One file has the capacity to enter up to 10 teachers, while the other has the capacity to enter up to 40 teachers. Each of these are available for the PC or Mac. The Excel Scoring Spreadsheets function in the same way, so these instructions apply to each of these files.

View an instructional video on use of the file for Mac users here: <https://vimeo.com/266873845>

The Excel Scoring Spreadsheet is organized into tabs, which are found along the bottom of the Excel workbook. The first tab includes Instructions on how to enter data into the individual Teacher tabs and explains the different areas of the spreadsheet. You cannot enter data on the Instructions tab, as it is there to provide guidance on how to enter data. In addition to the Instructions tab, the Excel Scoring Spreadsheet contains 3 types of worksheets:

1) **Teacher Tabs:** Teacher data are entered in the Teacher tabs. In the 10 Teacher file, these tabs are labeled “Teacher 1,” “Teacher 2,” and so forth. In the TPITOS Excel Scoring Spreadsheet 40 Teacher, these tabs are labeled “T1,” “T2,” and so forth. You may enter up to three observations (i.e., “waves” or time points) for one teacher on one tab. Only enter one teacher per Teacher tab. Refer to the TPITOS Scoring Summary Profile in the TPITOS Scoring Form and enter the summary data from these tables. Once the data are entered, you may scroll down the worksheet to see two graphical displays of the data (Observational/Interview Items and Red Flags) for each wave for one teacher. See Individual Teacher Tabs for specific instructions on inputting scores into the Teacher tabs.

2) **Item Table Graph and Red Flag Table Graph:** The Item Table Graph tab will allow you to view the graphed data for TPITOS Observation/Interview Items. This graph shows the percentage of Indicators scored Yes for each Item. The Red Flag Table Graph allows you to view the Red Flag graphed data. Each of these graphs allow you to view data for one teacher or multiple teachers at one, two, or three time points (“waves”). These tabs also provide a table of the graphed data.

3) **Global Summary Graph:** This tab contains two graphs and one table. The first graph contains the TPITOS scores for all observations within the spreadsheet. The average for each Observation/Interview Item and an overall TPITOS score are provided. The second graph shows the percentage of Red Flags scored “Yes.” Between these two graphs, you will find a table with the total number of teachers observed at each wave, and the highest and lowest total score at each wave. *Note:* We have converted the Red Flags scores to a percentage of “Yes” Red Flags for ease of interpretation.

There is an option to print the tables and graphs of individual teachers from the Teacher tabs (Percentage of Indicators Scored Yes for Each TPITOS Item and Total Number of Red Flags Observed), as well as those in the Item Table Graph, Red Flag Table Graph, and Global Summary Graph tabs. To do this, go to “file” on the top left corner of your screen and then click “print.” For additional support, refer the TPITOS Excel Scoring Spreadsheet Instructional Video for a demonstration of how to enter data and view graphs.

INDIVIDUAL TEACHER TABS

Observational/Interview Items

- Enter data from the TPITOS Summary Scoring Profile into the grey areas only. Other cells are “locked” so that data cannot be entered elsewhere.
- Enter the Teacher and Classroom Name/ID (ex: Jane-Class 1) and Program Name/ID. We suggest entering teacher name and classroom name or ID together in the “name” field, as the contents of this cell will be used to identify this teacher’s data in the graph.
- Enter the Date of the TPITOS observation. You may enter up to 3 observations per teacher. Wave 1, 2 and 3 might represent three observations over the course of one year.
- Enter the number of Yes and No scores for each Item. If an Indicator was scored *N/A*, do not count it as a Yes or a No response. *N/A* scores do not get calculated into the scores.
- You can enter up to 10 teachers in the TPITOS Excel Scoring Spreadsheet, and up to 40 Teachers in the TPITOS Excel Scoring Spreadsheet 40 Teacher file. If you would like to add more teachers, make a copy of the data file. If you have multiple classrooms or programs, we suggest creating new files as a way of organizing observation data. You may rename the copies of your files according to classroom or program name. If you would like to summarize more than three observation points per teacher, you might create a new data file that would organize observations by date (e.g., Infant room 2018).
- As you look over your graphs, be sure to always check that teacher and classroom identification information, the date, and TPITOS data are inputted accurately, and the graphs are representing your data accurately.

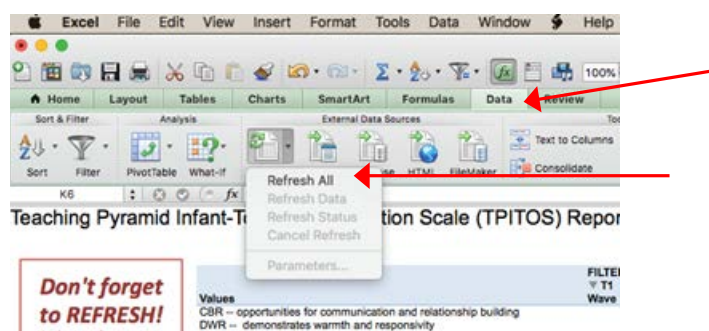
Red Flags

- Enter Red Flag data from the Red Flag Summary Scoring Profile.
- Enter the number of Yes responses for Red Flags and total number of possible Red Flags for the teacher and the classroom.
Red Flag number 8 can be scored for EITHER the teacher of the classroom. Regardless of whether Red Flag number 8 was scored for the teacher or the classroom, the total number of Red Flags scored should always be 11.

Notes: If you complete some items, but not all of the items, leave the cells for which you do not have a score blank. Do not enter "0". Just leave it blank.

In order to prevent accidental changes to the spreadsheet, we have locked certain cells that you do not need to fill in. If you are trying to enter data and it will not let you, you may be trying to enter data in the wrong place.

Click “Refresh All” under the “Data” menu at the top of the screen any time you add or edit data to assure that the data you just entered will show up on the graphs.



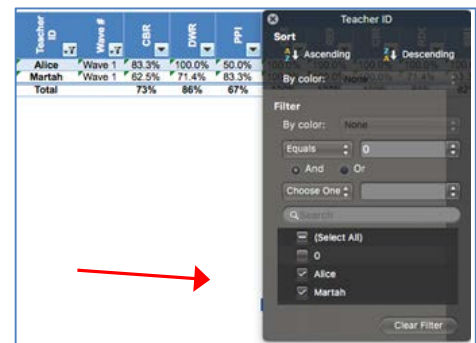
OBSERVATION/INTERVIEW ITEM AND RED FLAG TABLES AND GRAPHS

Item Table_Graph and Red Flag Table_Graph

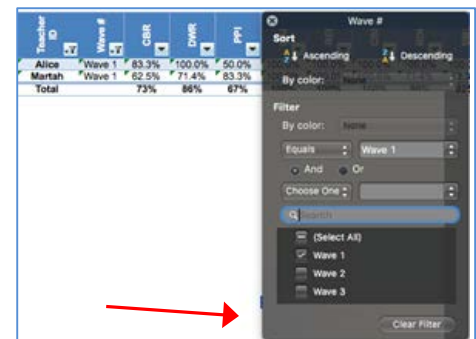
- Make sure you have entered all of your observation/interview scores.
- In the 10 Teacher file, the Item Table Graph and Red Flag Table Graph tabs are located to the right of the Teacher Tabs on the bottom bar. In the 40 Teacher file, the Item Table Graph and Red Flag Table Graph tabs are located to the right of the Instructions tab and before the Teacher tabs on the bottom bar.
- Filters are provided that allow you to *filter* which TPITOS observations are represented in the graphs. These filters allow you to select one or multiple teachers and one or multiple waves to be shown in the graphs. For instance, you might select three teachers in a specific classroom to view their data together in one graph. You could choose only Wave 1 for these teachers, or you could choose more than one wave to show progress over time. While you can select as many teachers and waves of data as are entered in the file, we recommend only including a maximum of three teachers, or three waves for one teacher on any one graph. Otherwise, the graph becomes too complicated.
- Click on the small box next to the word TEACHER ID.

Teacher ID	Wave #	CBR	DMR	PPI	CAE	REF	CBE	RDC	SMD	SRT	EA	TCP	ECP	CMF	Average of Items
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
0	Wave 1														
Total		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

- Check the boxes for the teacher data that you would like to see within the graph. The box next to the option labeled 0 should not be checked when choosing teachers, as there are no data associated with that option.



- To choose the waves that you would like to view, click on the small box next to the words WAVE #. Then check the boxes to select the waves you would like to see within the graph.
- To look at a different teacher's data or a different wave, click on the small boxes again to select different teacher ID or IDs, and/or different wave or waves. You must deselect your previous choices by unchecking the associated boxes.



- Beside the teacher ID and Wave # columns, you will see a table of TPITOS Items and scores. This table contains the data that are represented in your graphs, and it will change each time you select new teachers or waves. You may use this table as a summary to review specific Item scores (percentage of Indicators scored Yes) as you view or share graphs.
- The graphs appear to the right of the table. Scroll to the right on the Item Table Graph and the Red Flag Table Graph worksheets to see the graph. You may need to use your arrow keys to scroll all the way down. Click on a cell in the spreadsheet and use the down arrow button if you are unable to see the very bottom of the worksheet using the scroll bar.

(System Requirements: Excel Mac OS)