

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

INSTRUCTIONS FOR THE EXCEL SCORING SPREADSHEET

PC

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 PC users here: <https://vimeo.com/263543603>

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 on page XX of 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

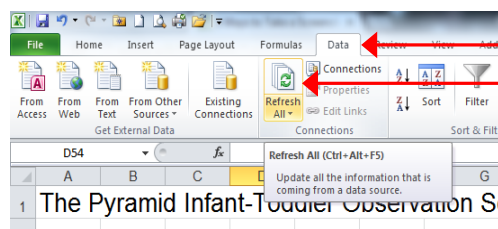
Red Flags

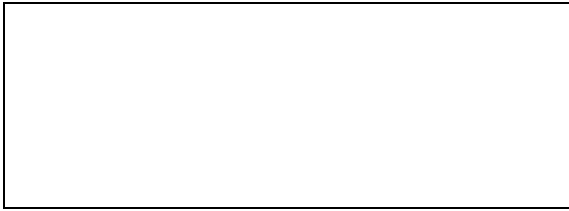
- Enter Red Flag data from the Red Flag Summary Scoring Profile.
- Enter the number of Yes responses for Red Flags and total number of possible Red Flags for the teacher and the classroom.
- Red Flag number 8 can be scored for EITHER the teacher of the classroom. Regardless of whether Red Flag number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





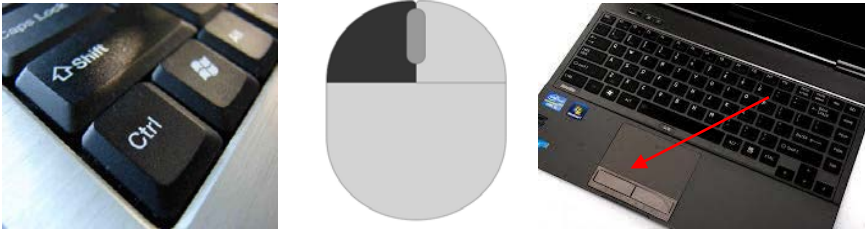
OBSERVATION/INTERVIEW ITEM AND RED FLAG TABLES AND GRAPHS

Item Table_Graph and Red Flag Table_Graph

- Make sure you have entered all of your observation/interview scores and clicked “Refresh All” under the Data menu.
- Follow the instructions to obtain graphs for observation items on the “Item Table_Graph” tab, and for Red Flags on the “Red Flag Table_Graph” tab.
- Two tables are provided that allow you to *filter* which TPITOS observations are represented in the graphs. These two tables (Select Teacher ID and Select Date), 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.
- In the Select Teacher ID table, left click using your mouse or press “Enter” to select an individual teacher.

- In the Select Date table, left click using your mouse or press “Enter” to select an individual wave.

- To look at a different teacher’s data, select a different teacher and/or a different wave.
- To see the individual Item and total averages of *multiple* teachers and/or *multiple* waves, hold down CTRL, and left click to select multiple teachers/waves. Selected teachers or waves will be indicated by being highlighted in blue.



- To deselect multiple teachers/waves, simply click on one of the highlighted teachers and/or waves again.
- Remember, each time you add a new TPITOS observation to an individual teacher tab, click “Refresh All” located under the Data menu at the top of the page. This will update the data represented in the graphs.
- To the right of the teacher and date menus, you will see a table of TPITOS Items and scores. This table contains the data that are represented in your graphs, and 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. This table also provides the average score calculated across all of the observations you have selected. So, the “Average” column provides an average score across all teachers and waves selected to be included in the graph.
- Remember, scroll down the individual Item Table_Graph & Red Flag Table_Graph pages 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, if you are unable to see the very bottom of the worksheet using the scroll bar.