INSTRUCTIONS FOR THE ⏶TPITOS™ FOR INFANT–TODDLER CLASSROOMS
EXCEL SCORING SPREADSHEET FOR MAC

The TPITOS™ Excel Scoring Spreadsheet is a tool for summarizing and graphing TPITOS data. This tool is available for PC and for Mac. There are two versions of the Mac 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 the TPITOS Excel Scoring Spreadsheets function in the same way, so these instructions apply to both the 10 Teacher and the 40 Teacher file.

The TPITOS 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 TPITOS 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 file, 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. Enter only one teacher per Teacher tab. Refer to the TPITOS Scoring Summary Profile on pages 22–23 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 and Interview Items and Red Flags) for each wave for one teacher. See the section on 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 Observational and Interview Items. This graph shows the percentage of Indicators scored *Yes* for each Item. The Red Flag Table Graph tab allows you to view the Red Flag graphed data. Each of these graphs allows 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 Observational and 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" in 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 and Interview Items

- Enter data from the TPITOS Summary Scoring Profile into the gray 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. If you want to view data for all teachers in the 2s classroom, for example, it will be easy to identify those teachers at a glance.

- Enter the Date of the TPITOS observation. You may enter up to 3 observations per teacher. Waves 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 Capacity 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 observational 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).

- When using the 40 Teacher file, to access the higher Teacher tabs (e.g., "T20," "T21") click the right arrow button in the bottom bar (in the left corner of your screen) to scroll to the later tabs. Only approximately 20 total tabs will appear in the bottom bar at one time. The button with the right arrow and horizontal line will allow you to see the final tabs on the bottom bar. The button with the horizontal line and left arrow will show the beginning tabs on the bottom bar.

Red Flags

Enter Red Flag data from the Red Flag Scoring Summary 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 or the classroom. Regardless of whether Red Flag number 8 was scored for the teacher or the classroom, the total number of Red Flags scored (number possible for Teacher plus number possible for Classroom) should always be 11.
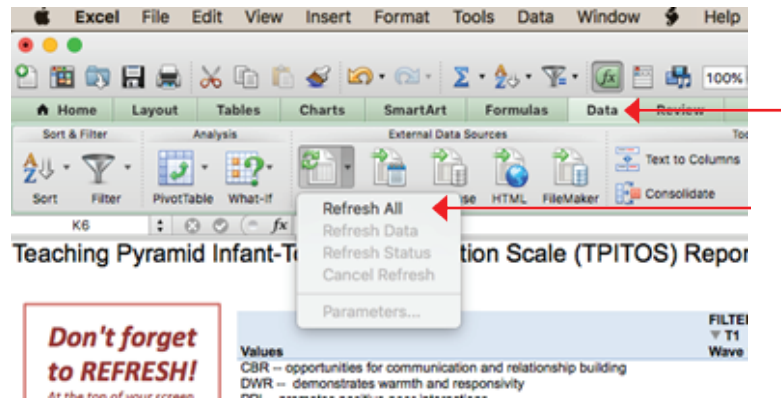
Notes

To view the individual teacher graphs, scroll down the worksheet below the section where data is entered.

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 that the graphs are representing your data accurately.

If you complete some 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 <u>any time you add or edit</u> data to ensure that the data you just entered will show up on the graphs.
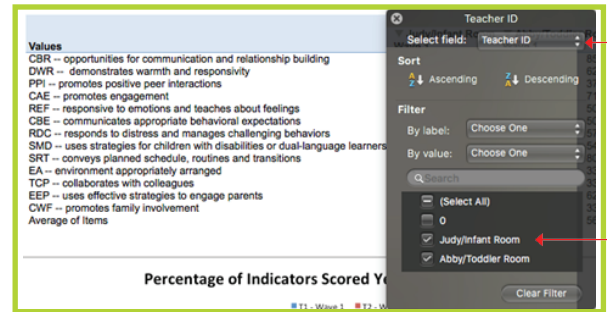

Observational and Interview Item and Red Flag Tables and Graphs
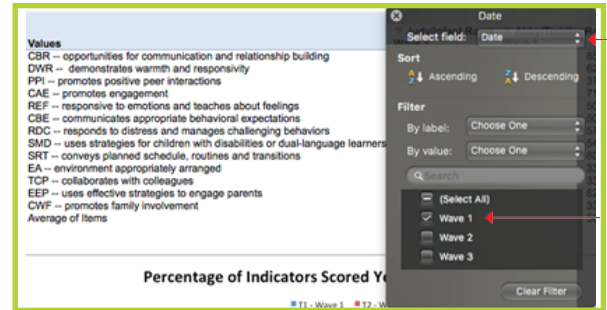
Item Table Graph and Red Flag Table Graph

- Make sure you have entered all of your observational/interview scores and have clicked "Refresh All" under the Data menu.

- In the 10 Teacher file, the Item Table Graph and Red Flag Table and 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 and 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 very complicated to view and interpret.

- Click on the small box next to the word FILTERS. You should see the "Select field" menu, and the options in the pull-down menu will be "Teacher ID" and "Date." This is what you will use to select the teachers and the waves you want to see in the graph.

- When "Teacher ID" is selected, you will see the teachers' names below. Check the boxes for the teacher data 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 is no data associated with that option.

- Then, go back up to the "Select field" menu, select "Date" from the pull-down menu, and then check the boxes to select the waves you would like to see within the graph.

- To look at a different teacher's data, click on the box next to the word "FILTER" again and then select a different Teacher ID and/or a different wave. You must deselect your previous choices by unchecking the associated boxes.

- 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 graph.

- Under the filters, 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. 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 and 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 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 2011 or newer on Mac OS

The TPITOS™ Excel Scoring Spreadsheet is supplied in good faith by Brookes Publishing and is intended as an aid in the scoring of the *Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™) for Infant–Toddler Classrooms, Research Edition*. The scoring spreadsheet is provided as a free service to our users. Although the scoring spreadsheet has been developed with care and tested in different scenarios, no guarantee, explicit or implied, is made regarding the accuracy or suitability to a specific purpose.

If you have questions about the spreadsheet, please contact veguilla@usf.edu.

The Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™) for Infant–Toddler Classrooms Excel Scoring Spreadsheet by Myrna Veguilla, Kathryn M. Bigelow, Ph.D., Judith J. Carta Ph.D., Dwight W. Irvin Ph.D., and Mary Louise Hemmeter Ph.D. Copyright © 2019 by Paul H. Brookes Publishing Co., Inc. All rights reserved. www.brookespublishing.com

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