



Instructions for the Teaching Pyramid Observation Tool (TPOT™) Scoring Spreadsheet

The TPOT™ Scoring Spreadsheet allows you to enter up to three TPOT scores for a total of 20 teachers. It saves time by calculating the total scores for each teacher while providing graphs at the bottom of each teacher page. The Scoring Spreadsheet also automatically creates a summary page that displays scores and graphs for all teachers' TPOT scores in a particular program and/or school. To complete the TPOT Scoring Spreadsheet:

1. Click on the “Teacher 1” tab on the bottom of the screen.
2. Enter the teacher and/or classroom name/ID at the top of the page.
3. Enter the date of the TPOT administration in the “TPOT 1” box.
4. Enter the number of YES and NO responses for each item in the “Key Practices” subscale. If the score is N/O for an indicator, do not count it as a YES or NO response; simply leave it blank.
5. Enter the number of YES and NO responses for the “Red Flags” subscale.
6. For the “Responses to Challenging Behaviors” subscale, refer to the Final Score for this subscale on the TPOT scoring form and enter 1 in the appropriate column (for example, if the Final Score was “No,” enter a 1 in the “No” column). Leave the other two columns blank. If no incidents were observed, mark a “1” in the “No Incidents Observed” column.
7. Repeat steps 3–6 for TPOT 2 and TPOT 3. If a second or third TPOT is not administered, leave the columns blank. Do not enter “0.”
8. You can repeat this process for up to 20 teachers. On the “Summary” tab, you can view the average score across all teachers entered for a particular scoring cycle.

System Requirements

PC:

Microsoft Excel/Office 2013
Microsoft Excel/Office 2010 w/SP2

Mac:

Microsoft Office for Mac 2011

The TPOT™ Scoring Spreadsheet is supplied in good faith by Paul H. Brookes Publishing and is intended as an aid in the scoring of the *Teaching Pyramid Observation Tool (TPOT™) for Preschool 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 find any error or issue in using the Scoring Spreadsheet, please get in touch with us at webmaster@brookespublishing.com.

Teaching Pyramid Observation Tool for Preschool Classrooms (TPOT™) Scoring Spreadsheet, Research Edition
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