

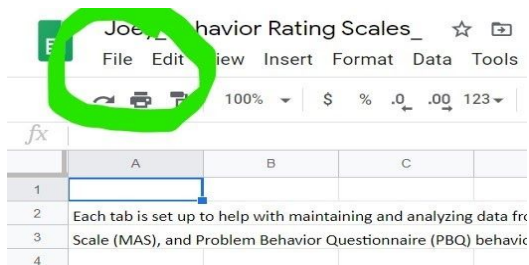
Instructions for Copying Google Sheets

Note: The images only depict the steps you will take to copy sheets, not the actual sheet that is being copied.

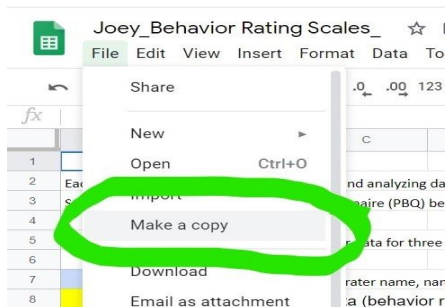
1. Go to the [FBA Process Guide](#) and open the appropriate Google sheet.

		within two weeks of receipt of data. Determine if additional data is needed.
Possible Graphing Resources: <ul style="list-style-type: none">• Google Sheets Provided (Behavior Rating Scales, Scatterplot-frequency, Scatterplot- interval, ABC Data)• Illinois Service Resource Center - http://www.isrc.us/educatordownloads - Select data graphing.xls• Escambia County School District - http://ecsd-fl.schoolloop.com/best/data - Select "Excel Graphing Template - PBIP Progress Notes: in left column"• Behavior Doctor - Behaviordoctor.org - Select "Materials" > "Data Collection Tools" > "Data Entry" and "FBA Data Tools"• PBISworld.com- Data Tracking• Intervention Central- Chart Dog Graph Maker- Interventioncentral.org		
Summarize the obtained information on the Arkansas SEU FBA form or other selected form		Develop a summary statement/hypothesis of function of the behavior Develop possible functions of behavior based on all data provided. Complete within two weeks after data and indirect assessments have been analyzed. Consider use of the FBA-Process Summary Report form provided.

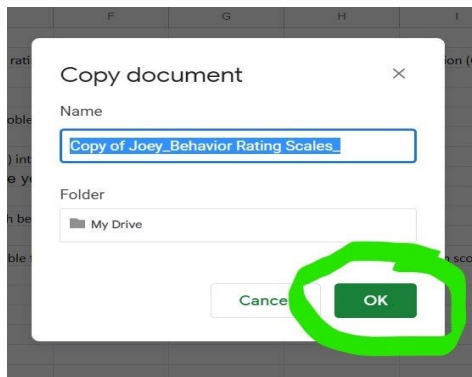
2. Click File in the upper left corner



3. Choose Make a Copy



4. Copy document box will indicate the copy is being created in the Google Folder "My Drive", meaning the copy will appear in your Google Drive. Click Okay



5. Your copy will then open, and you will have edit and share access to your copy.