Self-Check Behavior Checklist Maker

Create customized checklists for students to monitor their own classroom behaviors

Self-Check Behavior Checklist Maker: User Manual

Self-Check Behavior Checklist Maker is a free application that allows a teacher to quickly create checklists that students can use to monitor their own classroom behaviors. Several checklists have been preloaded into this application (e.g., at the start of class, when the teacher is talking, when told to take notes, when working with other students, when working on an independent assignment).

Teachers can browse the sample checklists included in this collection and edit as needed to create a unique checklist that provides the student with clear behavioral guidelines. The student can then use this checklist to monitor her or his behavior during classroom sessions. Additionally, teachers can save the behavioral checklists that they create to a free account for later retrieval--and can also be downloaded or emailed in text or PDF format.

You can access the Self-Check Behavior Checklist Maker at: *http://www.interventioncentral.org/tools/self-check-behavior-checklist-maker*

Frequently Asked Questions: This manual provides step-by-step instructions in FAQ format in how to use the Self-Check Behavior Checklist Maker.

About the Author: The *Self-Check Behavior Checklist Maker* application was created by Jim Wright, a certified school psychologist and school administrator. Jim is a national trainer on Response to Intervention and also created the Intervention Central (www.interventioncentral.org) website, a free source of intervention and assessment resources for schools.

If you are interested in Jim's workshops on academic and behavioral interventions, you can email him at *jimw13159@gmail.com*.
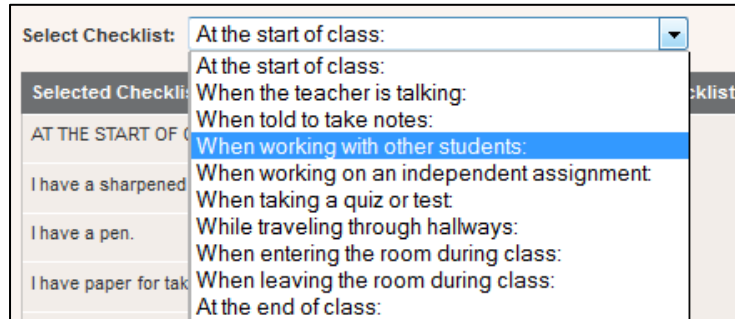


How Do I Load and View Different Behavior Checklists?

You can select various behavior checklists by selecting any of the 'Select Checklist:' drop-down menu choices. Elements of the behavior checklist associated with the selected menu choice will then download from the application data-base into the 'Selected Checklist' box for your review.


How Do I Select Elements for a Specific Behavior Checklist?

You can select any element to be added to your customized checklist by clicking on the arrow next to that item in the 'Selected Checklist' box (item 1 in the figure below). The checklist item will then appear in the 'Your Checklist' box, where it will be included in the behavior checklist that you are creating. You can also select ALL of the items in the 'Selected Checklist Box' to load into the 'Your Checklist' box by clicking the double-arrow icon (item 2 in the figure below).
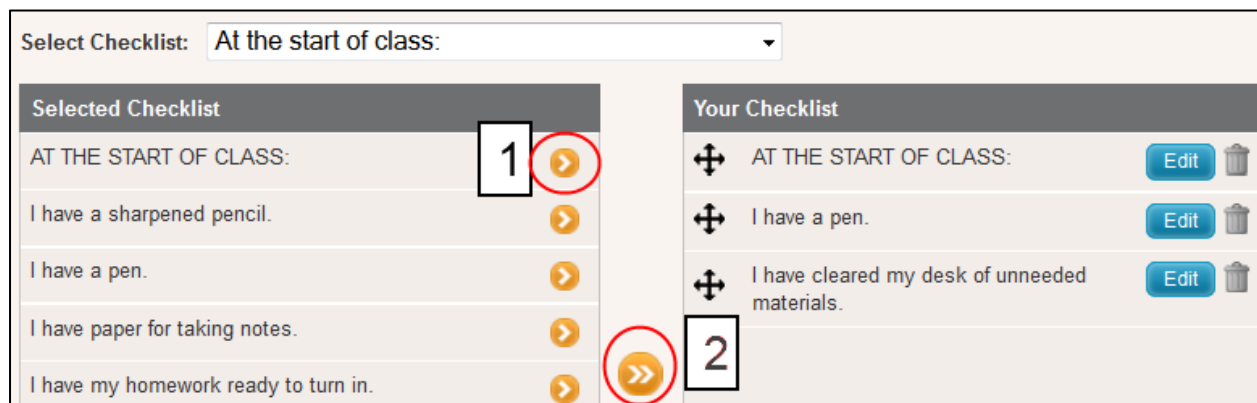

What Operations Can I Perform on Selected Behavior Checklist Items?

Edit Behavior Checklist Ideas. You can edit the text of any of your selected checklist behaviors. Click on the 'edit' button next to any behavior that has been loaded into the 'Your Checklist' box (item 1 in the figure below). A 'Selected Items' window will then open displaying the checklist item in an editable box labeled 'Text' (item 2 in the figure below). Make any edits that you like to the behavior and then click the 'Apply' button at the bottom of the 'Selected Items' window. The window will then close and the behavior will be updated with your edits in the 'Your Checklist' box.
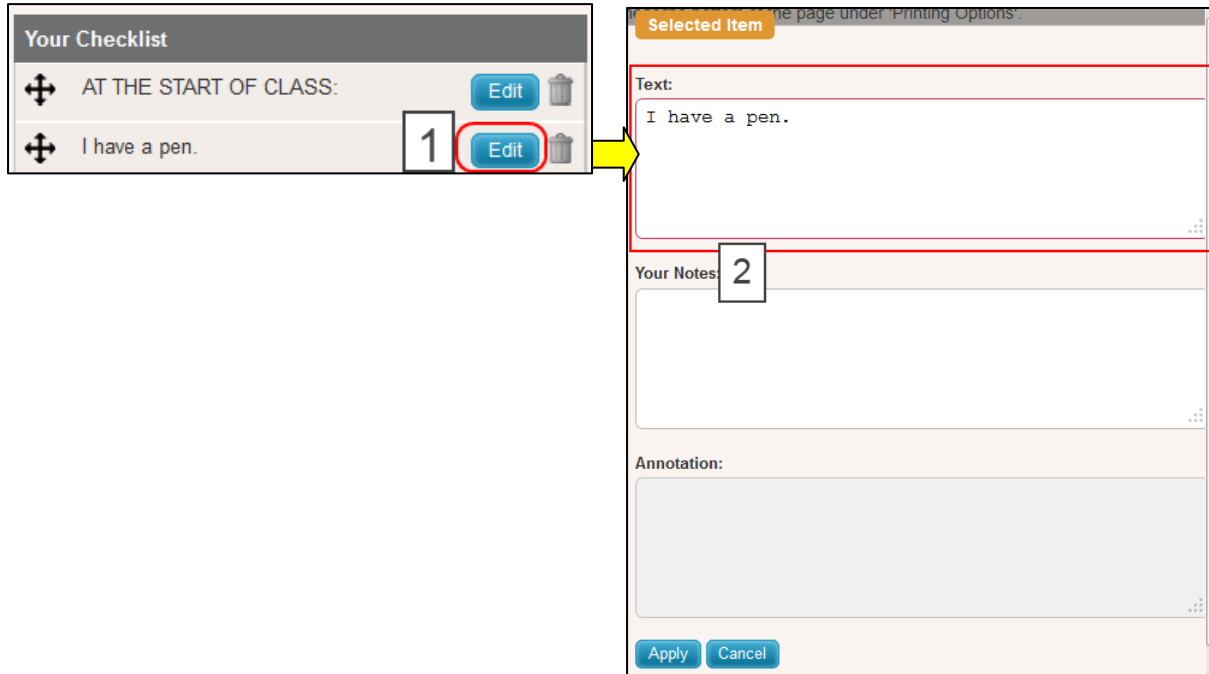
Delete or Change the Order of Checklist Behavior Items. You can also perform the following operations on any behaviors in your checklist: (1) To delete an item from your list, click on the garbage can icon on the right. (2) To change the order of any item in your list, drag it up or down in the 'Your Checklist' box using the drag-and-drop control appearing on the left.
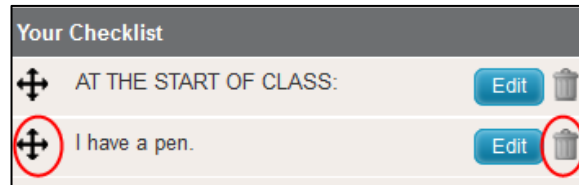
How Do I Add My Own Notes to Selected Behaviors in the Checklist?

The Self-Check Behavior Checklist Maker allows you to attach your own notes to any checklist item.
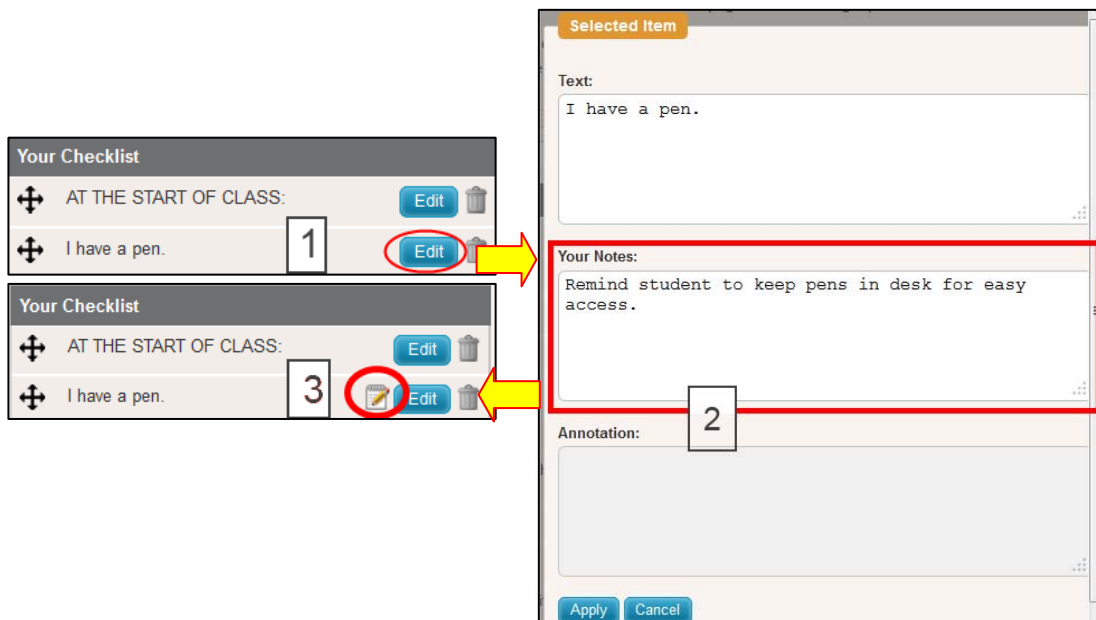
Click on the 'Edit' button next to any checklist item appearing in the 'Your Checklist' box (item 1 in the figure above) to open an editing window. You can add any notes you choose to the 'Your Notes' box in this window (item 2). When you click the 'Apply' button, your notes will be saved and the editing window will close. You will then see a 'notepad' icon appear next to the behavior that has your notes attached (item 3).

How Can I Add My Own Behaviors to a Checklist?

If you would like to insert a behavior to your checklist and do not see it in this application, you can write and enter it yourself. Click on the 'New Item' button at the bottom of the 'Your Checklist' box. A window will open into which you can type the text of the behavior. Then click 'Apply' to close the window. Your behavior will then appear as one of the checklist items appearing in the 'Your Checklist' box. Of course, once you have created a custom behavior checklist item, you can edit, add notes to, delete, or change the position of it--just like any other element of the checklist.
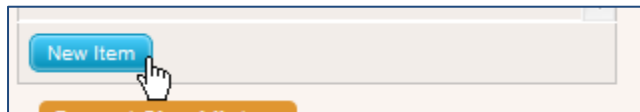
What Formatting Options Are There for 'Bulleting' My Behavior Checklist?

This application gives you several options for formatting your behavior checklist. Just below the 'Your Checklist' box is a set of radio-button choices (see figure at right) that present your bulleting options. You can choose to format your final behavior checklist as a series of checkboxes, bullets, a numbered list, or to have no formatting.
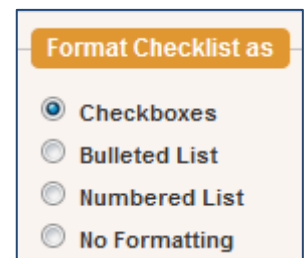
How Do I Create, Save, Email, and Print Reports With This Application?

This application offers several options for creating reports in both PDF (Adobe Acrobat) and Rich Text Format (compatible with Microsoft Word and Google Docs). You create reports in the section 'Printing Options' at the bottom of the screen.

Click on the Tab of Your Preferred Report Format. The several report choices are grouped by tabs, with each report type assigned to its own tab.

All report formats offer these shared features:

Title Your Report. You can give your report any title that you choose. Just type that title into the 'Report Title' box (item 1 in figure below). If you do not assign a name to your report, it will be assigned the name of this application.

Preview and Generate Reports. After clicking on the tab of a particular report format, you will see several options for creating and viewing reports.

Preview PDF. This button allows you to preview the report in PDF format within your browser and view it before downloading the document (item 2 in figure below).

Download PDF. This button allows you to download your document in PDF format to save or to print (item 2 in figure below).

Download RTF. This button downloads your document in RTF (Rich Text Format), allowing you to save it as a Microsoft Word- or Google Docs-compatible document (item 2 in figure below). (NOTE: If you want to edit your document or add notes to it after download, this is an ideal formatting option.)

Email Report. You can type in an email address and email a PDF or RTF version of the report to a colleague (item 3 in figure below).
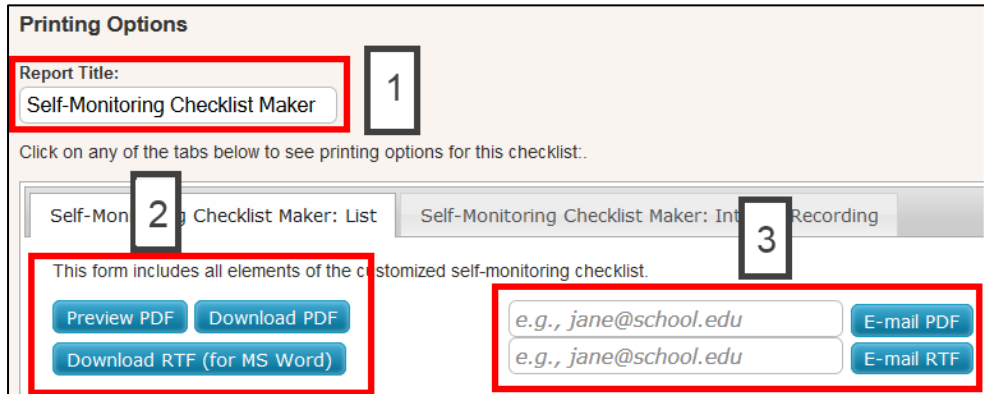
Select the Report that Best Meets Your Needs. You have several report formats in the Self-Check Behavior Checklist Maker, described in the table below:

Report Formats: Self-Check Behavior Checklist Maker
TAB 1: Self-Check Behavior Checklist Maker: List. This form includes all elements of the customized self-monitoring checklist. The format is suitable for one self-rating during a session.
TAB 2: Self-Check Behavior Checklist Maker: Interval Recording. This form displays the self-monitoring checklist items and includes columns for interval-recording of behaviors. (Write Y in the column if the student displays the target behavior; N if the student does not display the behavior). The format is suitable for multiple self-ratings during a session.

How Do I Save Online Those Behavior Checklists That I Have Created?

The Intervention Central website that hosts the Self-Check Behavior Checklist Maker application allows users to create free personal accounts. With an account, you can save behavior checklists that you have created, as well as user-entered report titles and notes.

For a quick primer on how to create a free Intervention Central account, see the section that appears later in this manual, *A QuickGuide to Creating and Using Your Intervention Central Personal Account.*

If you **have created a personal Intervention Central account** and **are logged into your account** while using the Self-Check Behavior Checklist Maker, you can save your behavior checklist in two steps:

1. **Name the Behavior Checklist 'Document'.** To name your document, click on the title 'Untitled Document' that appears at the top of the page. As your cursor hovers over this title, you will see an edit icon (pencil) appear.

    Click once on the title and a window will open (item 1 in the figure above) prompting you to 'Enter the new name' of your document. Once you enter the new title and close the window, your checklist will bear the new name.
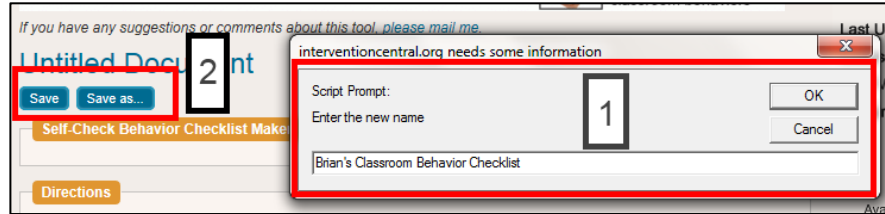
2. **Click the 'Save' Button.** When you click the 'Save' button (item 2 in the figure above), your customized checklist will be saved to your account, along with its current title and user-entered notes.

3. **[Optional] To Make a Copy of a Checklist, Click the 'Save as...' Button.** If you have created a behavior checklist and wish to make a copy/clone of it, use the 'Save as...' button. For example, if you create a checklist suitable for a student who needs to monitor her behaviors during independent work and large-group discussion, you may wish to 'clone' the checklist for use with another student. Simply change the title of the checklist to designate the second student and click 'Save as...' A copy will then be saved to your account under the new document name.

How Do I Cite This Application and Manual in a Research Paper?

1. Here is a suggested research citation format for the Self-Check Behavior Checklist Maker online application:

    Wright, J. (2014). *Self-Check Behavior Checklist Maker* [Online Behavior Checklist Application]. Retrieved on [insert date] from http://www.interventioncentral.org/tools/self-check-behavior-checklist-maker

2. Here is a suggested research citation format for this user manual:

   Wright, J. (2014). *Self-Check Behavior Checklist Maker: User Manual.* Retrieved on [insert date] from http://www.interventioncentral.org

◆ A QuickGuide to Creating and Using Your Intervention Central Personal Account

The Intervention Central website (http://www.interventioncentral.org) now allows users to create free personal accounts where they can save 'documents' created with select online applications.

At present, there are several applications on Intervention Central-- including the ChartDog GraphMaker, the Behavior Report Card Maker, the Intervention Planner for Behavior, and others--that allow the users to save unique documents. More applications are under development and will soon be available.
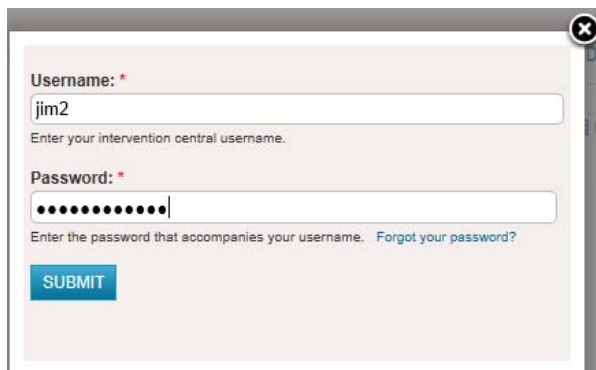
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

1. **Create an Intervention Central Account**. If you have not yet created an account, click on the 'create account' link in the upper right-hand corner of any webpage on the site.
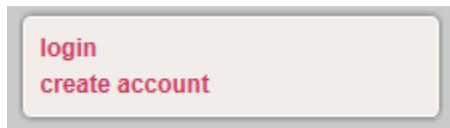
> You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account**. If you want to save any data or other student information that you enter into ChartDog GraphMaker or the Behavior Report Card Maker, you must first *have logged in* to your Intervention Central account! So whenever you visit the website, you may want to get into the habit of logging in immediately. To sign in, you simply click on the 'login' link in the upper right-hand corner of any webpage on the site. A login box will appear prompting you for your Username and password:

> When you are successfully logged in, the links in the upper right-hand corner of web pages on the site change to signal your account information. Your Username is displayed, along with a shaded bar that indicates what percentage of your quota for saved documents you have filled.

NOTE: At present, you are allowed to save up to 60 unique 'documents' (i.e., ChartDog student graphs and/or Behavior Report Cards) to your Intervention Central account.

You can also log out of your account at any time. It is generally a good practice for you to log out of Intervention Central whenever you decide to leave the site.

3. **Opening Saved or New Documents.** If you are logged in and wish to access documents previously saved to your account (e.g., ChartDog student progress-monitoring graphs or Behavior Report Cards), you can view these saved documents in your account by clicking on the link 'my stuff' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

    When you click the 'my stuff' link, a box opens that displays in table form all documents that you have saved:

-   *To Open Saved Documents.* Click on the title of any saved document and that document will automatically load for you to view and update. For example, if the user 'jim2' clicks on the saved ChartDog Graphmaker document 'John: Math Computation Speed' (above), that document will automatically load into ChartDog for the user to update as needed.

-   *To Delete Saved Documents.* If you would like to delete a previously saved document, click on the 'Delete' icon ( ) next to the document. An alert box will open asking you to confirm the delete action.

-   *To Open a New Document.* If you would like to open a new document in the application, click on the name or icon of the application that appears under the 'Create a new tool document' title on the left side of the box listing your saved documents. The selected program will load and you can then enter information, name the document, and save that new document to your account.

4. **Saving a Document to Your Account.** If you are logged in to your account, are using an application that allows you to save documents (e.g., ChartDog GraphMaker, Behavior Report Card Maker), and wish to save a document, simply click on the 'Save Document' button that appears in the application. If you had assigned a name to your document (e.g., by naming your chart in ChartDog), the document will be saved with that name.

Unnamed documents that you save will be assigned generic names (e.g., an unnamed ChartDog chart will be saved as 'My Chart'; a Behavior Report Card will be saved as 'Untitled Document').