

Well-Being Index: Scoring Tool User Guide

- 1) Begin by selecting the tool that is relevant to you (either Elementary or Secondary). Open the tool in Excel and save the file in a place where you will be able to access it again. **Remember, this is a file you will be coming back to with each administration of the tool.**
- 2) On the bottom of the sheet, you will see a number of tabs titled Class Scores Over Time, Time 0, Time 1, Time 2, etc. Time 0 is a sample filled-in sheet to refer to. If this is the first administration, select the tab named Time 1. On the top, fill out the date of administration.
- 3) Under column B, Student Name, on the same tab, list the names of all the students in your class. If applicable, include a student ID for each student and list the IDs next to the corresponding students under column A, Student ID. Once all student details have been documented, delete the extra student rows that have not been used. We have provided about 40 rows to fill out student names. **It is essential that you delete any extra rows to avoid any miscalculations.** In order to delete a row, select the rows you wish to delete, right-click, and choose Delete.
- 4) Each student in your classroom will now have a row assigned to them. Next, transfer data from student self-assessment sheets onto this Excel tool. Each item on the Well-Being Index has a column for itself, and you may manually input the data or use the dropdown box to include item-wise data for each student on a scale of 1 to 10. Some things to keep in mind when inputting data:
 - a. Column O (in Secondary) and Column I (in Elementary), Number of items that student has responded to, will auto-populate and tell us how many questions the student has answered in the Well-Being Index.
 - b. If a student hasn't responded to a few items, leave those cells blank.
 - c. If a student belongs to your class but did not take the Well-Being Index during that administration, do not include their name in the Excel sheet for that administration date.
- 5) When all the item-specific data for each student has been inputted, summary scores will be auto-populated. You will have two ways of looking at the data at one time point: (1) by individual student scores across items and domains to see how each child is doing, or (2) by summary scores to see how the class overall is feeling and functioning. In order to interpret the report accurately, go back to "Step 2: Reviewing the WBI Data."
- 6) Each "time" tab is identical and can be used to input data during each administration of the Well-Being Index. This way, you will be able to have all of the data on a student's feeling and functioning from multiple administrations in one spreadsheet. Class summary scores across administration periods can be seen in the first tab, titled Class Scores Over Time.