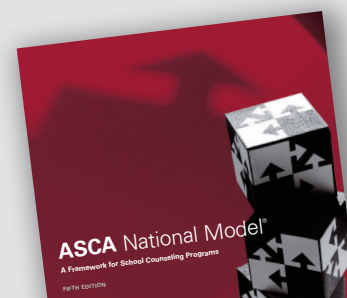


ASCA National Model®

A Framework for School Counseling Programs



FIFTH EDITION

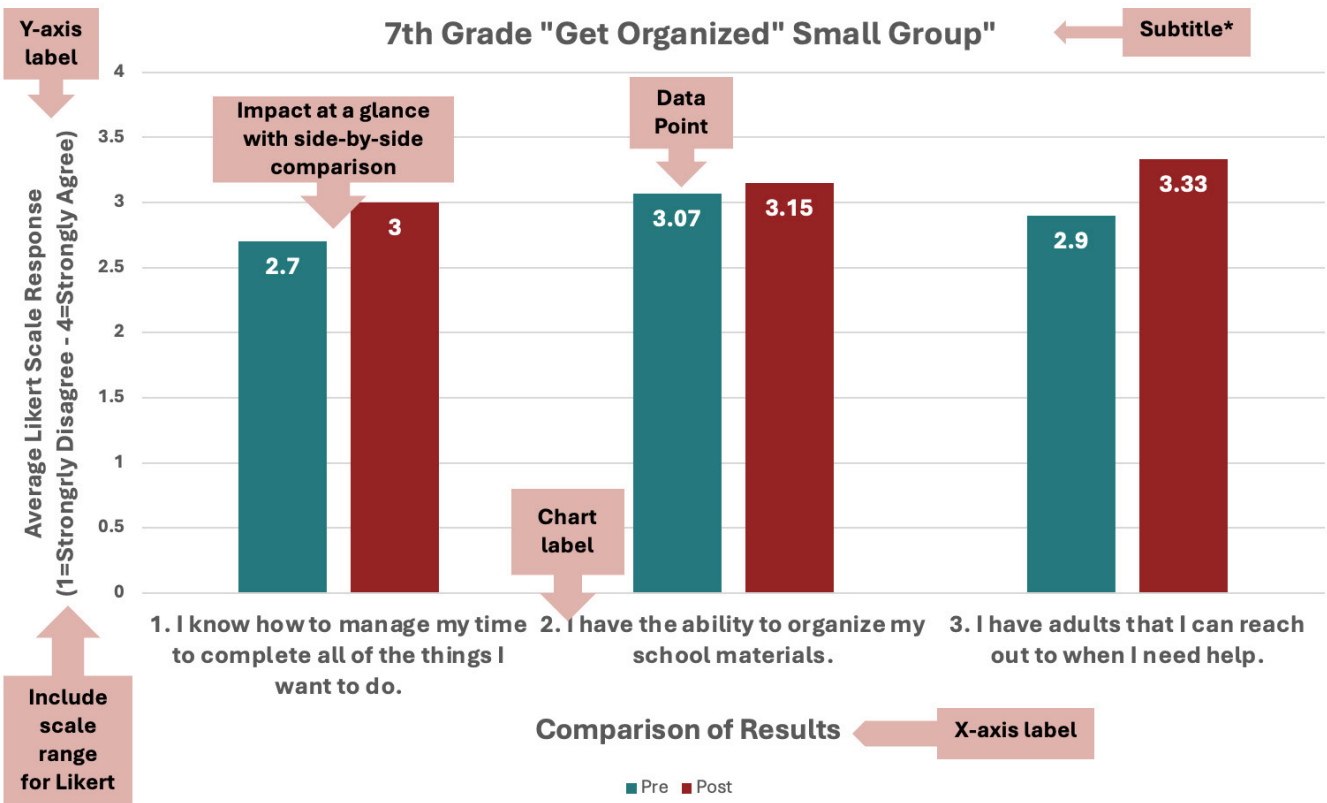
Graph Development Tips

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Graph Definitions



*Primary Title and ASCA Student Standards are provided on the ASCA National Model fifth edition templates.



Directions for Excel

Important Note: Refer to ASCA templates for specific directions and examples on labeling.

1. Select the cells with the assessment items as well as the pre-/post-assessment headings and data.
2. Select INSERT.
3. Select RECOMMENDED CHARTS.
4. In the dropdown menu, select CLUSTERED COLUMN – your graph will appear in the spreadsheet.
5. If needed, move the graph so you can see these directions.
6. Click on CHART TITLE in graph to add a chart name.
7. Drag a corner of the chart to enlarge.
8. Click anywhere in the chart, then select CHART DESIGN.
9. Select ADD CHART ELEMENT.
10. Select AXIS TITLES.
11. Select HORIZONTAL AXIS and a text box will appear in the graph for you to edit.
12. Repeat this for VERTICAL AXIS.
13. Click on DATA LABELS and select one of the options for data points to appear on the graph.



Directions for Google Sheets

Important Note: Refer to ASCA templates for specific directions and examples on labeling. Video Walkthrough Link: [Create a Graph in Google Sheets](#)

To Create a Chart:

1. Select the cells with the assessment items as well as the pre-/post-assessment headings and data.
2. Select INSERT.
3. Select CHART.
4. In the dropdown menu, select COLUMN CHART.
5. If needed, move the graph so you can see these directions.
6. Drag a corner of the chart to enlarge.
7. Right-click in the chart for options to format chart.

To Change the Chart and Axis Titles:

1. Go to the CUSTOMIZE tab in the chart editor menu (chart editor can be located by right-clicking the chart or by clicking the three dots in the upper right corner of the chart).
2. Select CHART & AXIS TITLES.
3. In the dropdown menu, select the title that you want to change.
4. In the TITLE TEXT box, add the text you want for the title(s).

To Insert Data Points:

1. Go to the CUSTOMIZE tab in the chart editor menu.
2. Select SERIES.
3. Click the DATA LABELS box.

To include Likert Scale Scores to the Vertical Axis:

1. Go to the top toolbar in Google Sheets and click INSERT.
2. From the dropdown, select DRAWING.
3. In the drawing window, click the textbox icon (Tt).
4. Click anywhere within the drawing window to place the text box, then type in your text.
5. Click and drag the small blue circle above the text box to rotate until it is positioned horizontally.
6. Click SAVE AND CLOSE.
7. Your drawing will appear as an image on the sheet. Drag and drop it into position.



Directions for PowerPoint

Important Note: Refer to ASCA templates for specific directions and examples on labeling.

Create a Graph in PowerPoint

1. Open a new presentation.
2. Select the title (first) slide and hit Enter. A new slide will appear.
3. In the new slide, select the graph icon. 
4. Select COLUMN, and from the choices that appear, select CLUSTERED COLUMN.
5. A new window will open with an Excel spreadsheet and a series of data.
6. Delete the Series 3 column.
7. Edit the information in the spreadsheet:
8. Change column titles to Pre and Post
9. Add your pre-/post-assessment items or baseline data
10. Add your pre-/post-assessment data results or final data
11. Return to PowerPoint where you will now see your graph.
12. Click on CHART TITLE in the graph to add or edit your title.
13. Click on CHART DESIGN at top of screen.
14. Click on ADD CHART ELEMENTS (left side of menu bar).
15. Select Axis Titles.
16. Select HORIZONTAL AXIS and a text box will appear in the graph for you to edit.
17. Repeat this for VERTICAL AXIS.
18. Click DATA LABELS and select one of the options for data points to appear in the graph.



Directions for Canva

Important Note: Refer to ASCA templates for specific directions and examples on labeling.

1. Open Canva and search for BAR GRAPH.
2. Select the GROUPED BAR option.
3. Input your data into the sheet that comes up, or import data from an existing spreadsheet.

To Insert Chart and Axis Titles:

1. Click CUSTOMIZE in chart menu.
2. Locate X & Y axis dropdowns.
3. Input axis titles into text boxes.

To Insert Data Points:

1. Click CUSTOMIZE in the chart menu.
2. Click the DATA LABELS box.