Instructions on data input:

1. In the daily total section on the left, fill in the date and make sure the week and month are current too.
2. Fill in the total number of daily recordings for each variable column.
3. Keep the ‘Weekly total’ section up to date by adding up each behaviour column within that week.
	1. You can do this by pressing =Sum( followed by selecting the cells you wish to total up, and closing brackets ). Press enter.
	2. E.g. Here I have written =sum(D9:D15) which includes all of the variable ‘green behaviour’ scores in week 2.
4. Keep the ‘monthly total’ section up to date as well, using the same method as before but selecting each variable column from beginning to end of the month.
5. Note: if there is a little green triangle in the corner of a cell, click on the cell and your mouse over the yellow box with an exclamation mark it. If it says the following message: 
It’s just a default error that comes up when there’s lots of data next to each other. Don’t worry about this.
6. The graphs on the next sheet labelled ‘Graphs’ should automatically update themselves if you have kept the Daily Weekly Monthly totals up to date.