**Sociograms.**

1. Have a class list where each child is given a number.

e.g.

|  |  |
| --- | --- |
| Musawer | 1 |
| Yahya | 2 |
| Kaya | 3 |
| Sultan | 4 |
| Dillon | 5 |
| Milan | 6 |

1. Give each child the class list along with the nominations sheet.
2. Explain to the class they must write the **number** of the 3 children they like working with the most and the **number** of the 3 children they like working with the least.
3. Collect forms from the children.
4. Input the data onto the blank excel document. Enter school, class, date, pupil codes, and names in the Info tab.
5. Enter up to three Most-Like (ML) nominations and up to three Least-Like (LL) nominations in the Data tab.
6. Please note that pupils will occasionally nominate another pupil more than once for the same question (e.g., pupil 23 might nominate pupil 1 twice for ML). In these cases, just enter the nomination once in the spreadsheet; please do not enter repeated nominations.
7. View a matrix of choices, and counts of ML and LL nominations for each pupil, in the Matrix tab. These counts will reflect the levels of peer acceptance and rejection for each pupil in the group.
8. View a simplified layout of all pupil codes and nominations for copying and pasting into the Socio File Creator in the Text tab.
9. You will then need to paste your results from the TEXT tab onto the sociogram creator on the system.
10. Copy the text from the TEXT tab. Then go to the creator and click ‘click to paste your data below. Then click display in web browser.
11. From here you can save or print.