

How to Use Idea Rating Sheets – Step-by-Step

This process can be conducted in or outside of meetings, for any number of participants and is suitable for children and adults.

1. Learn about the issue.

Before introducing the idea rating sheets, education should be provided to the participants to ensure they are knowledgeable on the issue to be addressed.

2. Present the issue and ask questions.

The hosting group provides a preamble about the issue at hand and the context in which it will be addressed. Post the key question(s) to be answered using idea rating sheets.



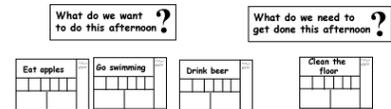
3. Discuss potential answers.

In small groups or individually, participants brainstorm and deliberate potential answers to the posted questions. Collectively and independently, participants draft many ideas.



4. Write ideas on rating sheets.

Participants clearly print each idea statement on its own idea rating sheet. Sheets are laid out on tables or posted on walls.



5. Fill dots to record opinions. Write comments.

Participants read and consider ideas and fill in one dot per sheet to record their opinion of each idea on a scale of "strong agreement", "agreement", "neutral", "disagreement", "strong disagreement" or "confusion". Participants sign each sheet they dot and may add brief comments.

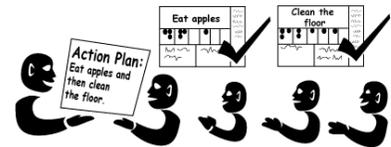


Repeat steps 3 through 5.

Participants review ideas, discuss comments and dotting patterns, and post new ideas to be dotted.

6. Report the results.

The dotting process is called to a close. The sheets are collected and sorted by topics and levels of agreement. All results are published with the most popularly agreed ideas celebrated and important disagreements recognized.



7. Announce a decision.

The hosting group formulates a plan that selects, combines, prioritizes and/or finds compromise among the popularly agreed ideas with minimal disagreement. The decision is publicized and the hosting group is held accountable to the original preamble provided and the idea rating results.

Download blank idea rating sheets and other resources at

www.IdeaRatingSheets.org

Assigned Lunchroom Seating
Upper Intermediate

Do you agree?

Strong Agreement (5 dots)	Agreement (3 dots)	Neutral (1 dot)	Disagreement (0 dots)	Strong Disagreement (0 dots)	Confusion (0 dots)
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Strengths & Opportunities
I really liked the idea because it's worth a try. I think people should be able to choose a friend from another class for a month. I think you should do that first with a friend once a month. We like class buddy system.

Concerns & Weaknesses
Students waiting in an area that is not clean. It's really bad when you're it is noisy. Could there be a table where they can wait for their friends. Then they could start eating until all your friend come. At least you please, eat with...

Action Plan: Eat apples and then clean the floor.

Signatures: [List of names]

Example of a completed idea rating sheet