

## **DecisionTools™ User's Manual**

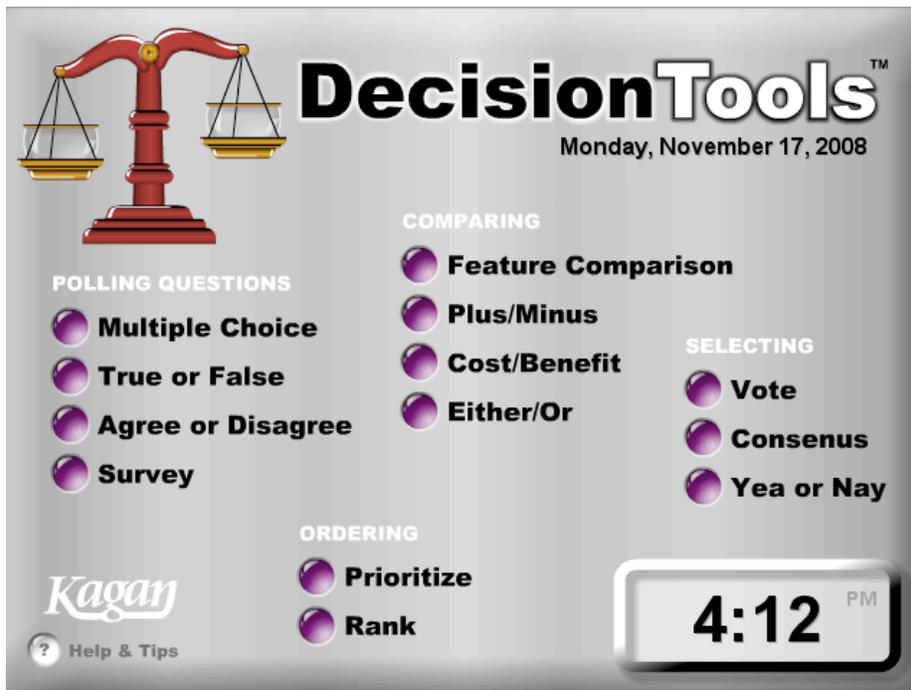
**DecisionTools™**  
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# DecisionTools™ User's Manual

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## General Notes

These instructions are also included in the Help section of DecisionTools software. This is your print-friendly version.

### Navigation

- **Main Menu Screen:** Click the button next to the tool you wish to display and use.
- **Return to Main Menu:** Click the Home button in upper right hand corner of any tool to return to the main menu.

### Computer Times and Sounds

- **Clocks:** The clock and date on the main menu is based on your computer's time. Verify that your computer time is set correctly.
- **Volume:** To disable or adjust volume, use your computer's sound settings.

### Scale DecisionTools

- **Scale:** To scale the DecisionTools window, click and drag the bottom right scale handle.
- **Full Screen:** To view DecisionTools as a full screen, select View > Full Screen (Shortcut keys: for PC: Control + F; for Mac: Command + F)
- **Exit Full Screen:** To exit Full Screen press the ESC key or repeat the full screen shortcut keys again.

### **Number Entry**

You may enter numbers by typing them in with your keyboard or by using the Up and Down Arrow buttons (when available) to increment a number up or down one.



### **Saving & Importing**

DecisionTools is designed to be used "on the fly" and thus does not save entered data. However, you may import questions and statements from a text document to quickly poll the class or audience on multiple questions. See the import instructions for each tool for instructions and proper text formatting.

### **To Change Text Size**

In selected tools, you may change the size of your questions, statements, and proposals by clicking on one of the five A icons, corresponding to the desired size: X-Small, Small, Medium, Large, X-Large. Medium is the default size.



### **To Scroll in Import Mode**

In Import Mode, click the Up or Down arrow buttons to scroll up or down through your text.



### **Cleared and Saved Data**

The data in all tools is cleared when you exit that tool. Import data is saved in the import screen until you quit DecisionTools.

## Overview of DecisionTools



### Polling Questions

- **Multiple Choice** – Ask the class a multiple-choice question, and display the results.
- **True or False** – Ask the class a true or false question, and display the results.
- **Agree or Disagree** – Pose an agree or disagree statement to the class, have them respond, and display the results.
- **Survey** – Pose a statement to the class on which they have differing opinions from Strongly Agree to Strongly Disagree. Have them respond, and display the results.

### Comparing

- **Feature Comparison** – Compare items by rating their features.
- **Plus/Minus** – Compare the positives to the negatives of one idea or item to determine if there are more positive or negative attributes.
- **Cost/Benefit** – Compare the dollar costs to the benefits of one idea or item to determine if the costs outweigh the benefits or vice versa.
- **Either/Or Comparison** – Compare 3 or more options by comparing each option head-to-head with each other option.

### Selecting

- **Vote** – Vote on different options.
- **Consensus** – Reach consensus as a group by allowing individuals or smaller groups to weigh in on their preferences.
- **Yea or Nay** – Display a proposal for the group, have them respond Yea or Nay, then display the results.

### Ordering

- **Prioritize** – Prioritize items on a list.
- **Rank** – Rank order items by summarizing individual or small group ranks.

## Polling Questions



### Multiple Choice

Ask the class a multiple-choice question, and display the results.

#### Getting Ready

Highlight the large question field and type in a multiple-choice question. Next, highlight the answer field for answer A and type in answer option A. Press tab to access the next fields to enter answers B, C, and D.

#### Steps

##### Step 1. Display Question and Answers

Display and read the question and possible answers to the class.

##### Step 2. Think and Write Time

Provide think time for students, then have them each write down their own answer.

**Step 3. Share Answers**

Have partners take turns sharing their answers, or in small teams, have each student in turn share his/her answer. Give students the option of changing their answers.

**Step 4. Poll the Class**

Ask the class, "How many think the answer is A?" Have students stand up or put a hand up. Count, then enter the number of students in A's number field by highlighting the field then typing the number. Repeat for each possible answer.

**Step 5. Display Results**

Click the OK button to visually display the results of the class poll.

**To Get Back To The Question Screen from the Results Screen**

Click the Back button.

**To Enter A New Question**

Click the Back button to get back to the Question Screen. Then press the Clear button to clear out the previous question and results. You are now ready to enter the next question.

**To Import Multiple Questions**

Click the Import button to toggle to the Import mode. You will be taken to an Import screen. Type in your questions or copy and paste your questions from a text document using the proper format (see Multiple Choice Import Format below). Click the OK button when done. This will take you back to the Question Screen with your first question showing. In the upper left corner, you will see two Arrow buttons and a number (e.g., 1 of 10) indicating which question you are on and how many questions you imported. To find the question you want to use, you may flip through your imported questions by clicking the Arrow buttons.

After polling the class and entering the results, click the OK button to display the results. When there are more questions, you will see a Next arrow button under the Back button. Click the Next arrow button to access the next question.

**To Return to the Import Screen**

Click the Import button in the upper right corner.

**To Return to the Single Question Mode from Import Mode**

Click on the One button in the upper right corner to exit the Import mode and return to the default Single Question mode.

**Multiple Choice Import Format**

Follow this format exactly:

1. Type in the question. Press Enter or Return.
  2. Type in answer A. Press Enter or Return.
  3. Type in answer B. Press Enter or Return.
  4. Type in answer C. Press Enter or Return.
  5. Type in answer D. Press Enter or Return.
  6. Press Enter or Return twice.
- Repeat for each new question.

*Here's what two questions should look like:*

Abraham Lincoln:

Was the first president

Issued the Emancipation Proclamation

Signed the Constitution

Served one term

Two trains leave different stations at different times. One is traveling at 50 mph and the other is traveling at 40 mph. The stations are 1,350 miles apart. How long does it take for them to meet?

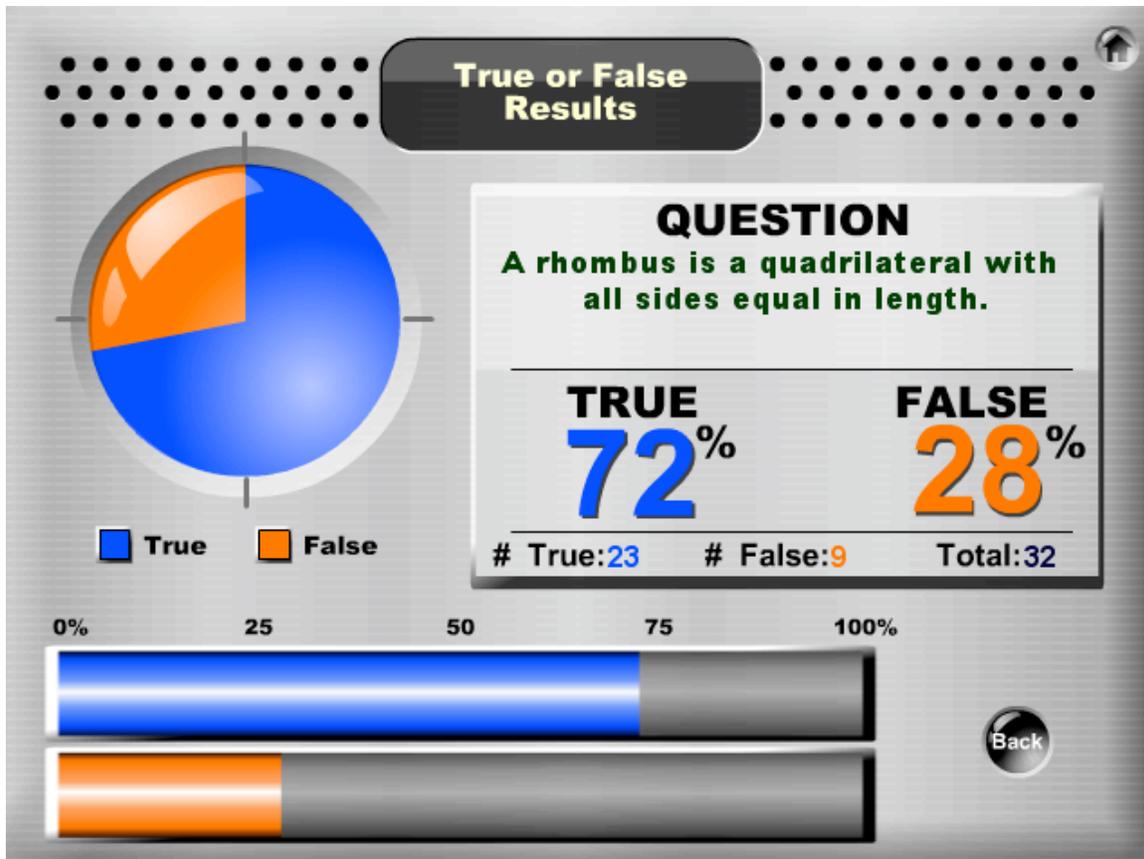
5 hours

10 hours

15 hours

Not enough information

To verify proper import format, click the OK button on the Import Screen. You will be taken to the Question Screen. Use the arrow buttons in the upper left corner to flip through your questions. If you see a problem, you may click the Import button and correct your questions.



## True or False

Ask the class a true or false question, and display the results.

### Getting Ready

Highlight the large question field and type in a true or false question.

### Steps

#### Step 1. Display Question

Display and read the question to the class.

#### Step 2. Think and Write Time

Provide think time for students, then have them each write down their own answer.

#### Step 3. Share Answers

Have partners take turns sharing their answers, or in small teams, have each student in turn share his/her answer. Give students the option of changing their answers.

**Step 4. Poll the Class**

Ask the class, "How many think the answer is True?" Have students stand up or put a hand up. Count, and then enter the number of students in the "True" number field by highlighting the field then typing the number. Repeat for False.

**Step 5. Display Results**

Click the OK button to visually display the results of the class poll.

**To Get Back To The Question Screen from the Results Screen**

Click the Back button.

**To Enter A New Question**

Click the Back button to get back to the Question Screen. Then press the Clear button to clear out the previous question and results. You are now ready to enter the next question.

**To Import Multiple Questions**

Click the Import button to toggle to the Import mode. You will be taken to an Import screen. Type in your questions or copy and paste your questions from a text document using two returns between each question (see True or False Import Format below). Click the OK button when done. This will take you back to the Question Screen with your first question showing. In the upper left corner, you will see two Arrow buttons and a number (e.g., 1 of 10) indicating which question you are on and how many questions you imported. To find the question you want to use, you may flip through your imported questions by clicking the Arrow buttons.

After polling the class and entering the results, click the OK button to display the results. When there are more questions, you will see a Next arrow button under the Back button. Click the Next arrow button to access the next question.

**To Return to the Import Screen**

Click the Import button in the upper right corner.

**To Return to the Single Question Mode from Import Mode**

Click on the One button in the upper right corner to exit the Import mode and return to the default Single Question mode.

**True or False Import Format**

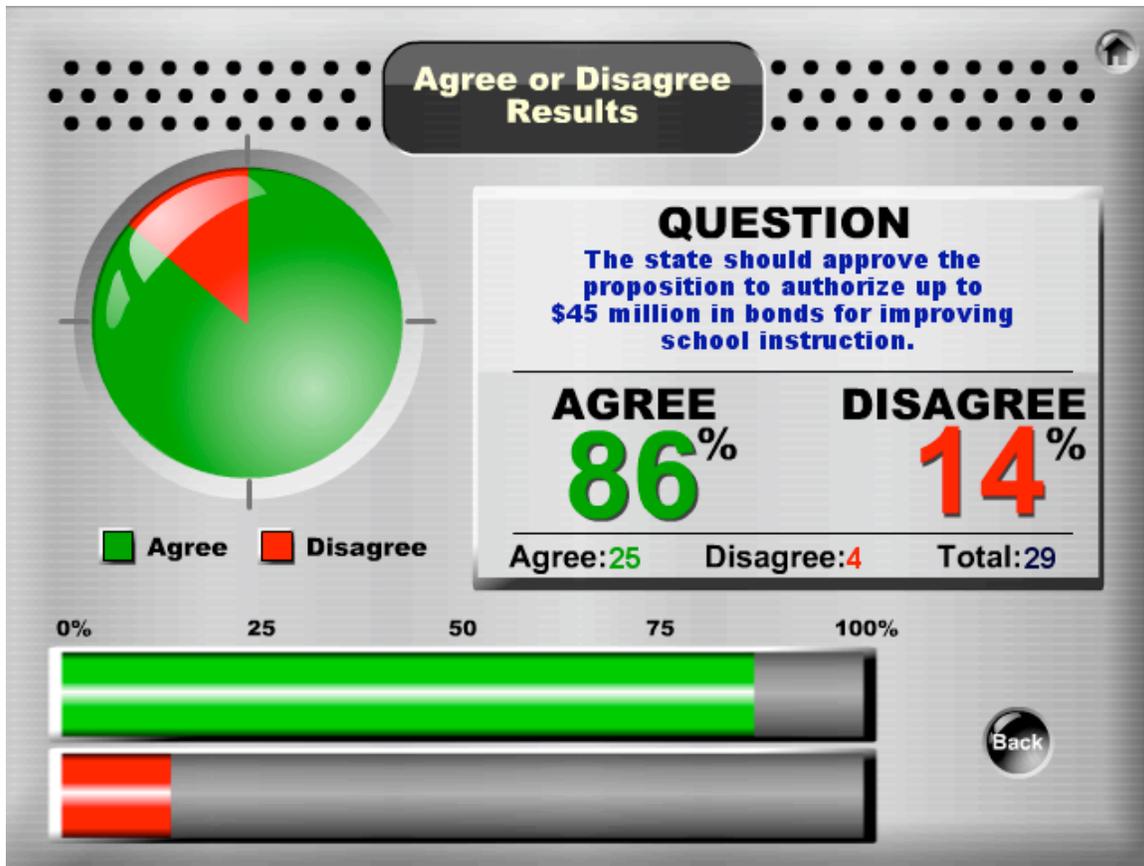
Use two returns between each question: Type in the first question. Press Enter or Return twice. Type in the second question. Press Enter or Return twice. Repeat for each new question.

*Here's what two questions should look like:*

Plant cells and animal cells are identical. True or false?

India has the world's largest population. True or false?

To verify proper import format, click the OK button on the Import Screen. You will be taken to the Question Screen. Use the arrow buttons in the upper left corner to flip through your questions. If you see a problem, you may click the Import button and correct your questions.



## Agree or Disagree

*Pose an agree or disagree statement to the class, have them respond, and display the results.*

### Getting Ready

Highlight the large statement field and type in a statement with which students may agree or disagree.

### Steps

#### Step 1. Display Statement

Display and read the statement to the class.

#### Step 2. Think and Write Time

Provide think time for students, then have them each write down their own answer.

#### Step 3. Take Sides

Have the Agree students go to one side of the class and Disagree students to the other side of the class. Have students take turns in pairs stating their stance on the issue.

**Step 4. Enter Counts**

As students interact, count and enter how many students are on the Agree side of the issue by highlighting the field then typing the number. Repeat for Disagree.

**Step 5. Display Results**

Click the OK button to visually display the results of the class poll.

**Step 6. Optional Interaction**

Have students pair with students with different beliefs and take turns sharing their stance.

**To Get Back To The Statement Screen from the Results Screen**

Click the Back button.

**To Enter A New Statement**

Click the Back button to get back to the Statement Screen. Then press the Clear button to clear out the previous statement and results. You are now ready to enter the next statement.

**To Import Multiple Statements**

Click the Import button to toggle to the Import mode. You will be taken to an Import screen. Type in your statements or copy and paste your statements from a text document using two returns between each statement (see Agree or Disagree Import Format below). Click the OK button when done. This will take you back to the Statement Screen with your first statement showing. In the upper left corner, you will see two Arrow buttons and a number (e.g., 1 of 10) indicating which statement you are on and how many statements you imported. To find the statement you want to use, you may flip through your imported statements by clicking the Arrow buttons.

After polling the class and entering the results, click the OK button to display the results. When there are more statements, you will see a Next arrow button under the Back button. Click the Next arrow button to access the next statement.

**To Return to the Import Screen**

Click the Import button in the upper right corner.

**To Return to the Single Statement Mode from Import Mode**

Click on the One button in the upper right corner to exit the Import mode and return to the default Single Statement mode.

**Agree or Disagree Import Format**

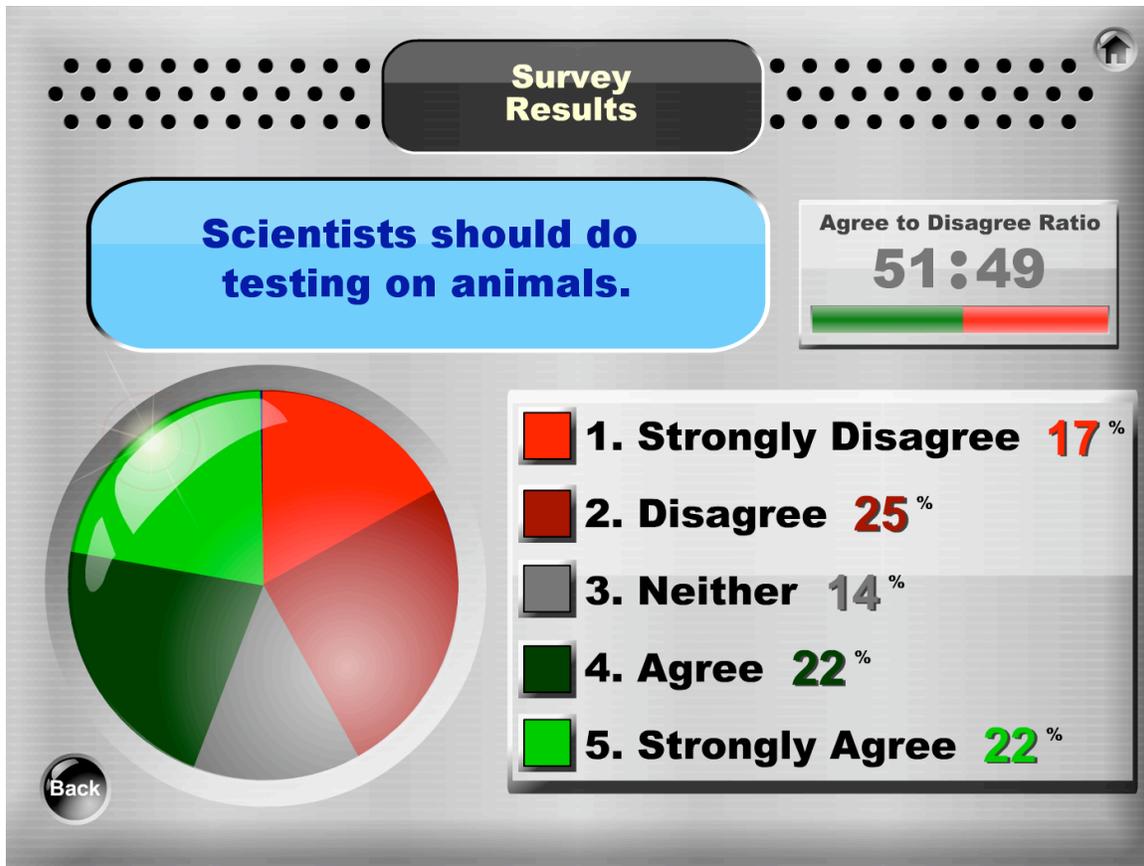
Use two returns between each statement: Type in the first statement. Press Enter or Return twice. Type in the second statement. Press Enter or Return twice. Repeat for each new statement.

*Here's what two statements should look like:*

Cloning humans should be legal. Agree or disagree?

Our school should have mandatory student uniforms. Agree or disagree?

To verify proper import format, click the OK button on the Import Screen. You will be taken to the Statement Screen. Use the arrow buttons in the upper left corner to flip through your statements. If you see a problem, you may click the Import button and correct your statements.



## Survey

*Pose a statement to the class on which they have differing opinions from Strongly Agree to Strongly Disagree. Have them respond, and display the results.*

### Getting Ready

Highlight the large statement field and type in a statement with which students may have differing opinions.

### Steps

#### Step 1. Display Statement

Display and read the statement to the class.

#### Step 2. Think and Write Time

Provide think time for students, then have them each write down their own answer.

#### Step 3. Line Up

Have students line up in proportion to their agreement or disagreement with the statement, with the Strongly Agree students on one side of the line and the Strongly Disagree students on the other side.

**Step 4. Enter Counts**

Ask the class, "How many Strongly Agree?" Have students raise a hand up. Count, and then enter the number of students in the "Strongly Agree" number field by highlighting the field then typing the number. Repeat for all fields.

**Step 5. Display Results**

Click the OK button to visually display the results of the class poll.

**Step 6. Interaction with Similar Opinions**

Have students pair up with someone next to them and take turns sharing their stance.

**Step 7. Interaction with Different Opinions**

Fold the line so Strongly Agree and Strongly Disagree students are facing each other. They pair up to take turns sharing their stance.

**To Get Back To The Statement Screen from the Results Screen**

Click the Back button.

**To Enter A New Statement**

Click the Back button to get back to the Statement Screen. Then press the Clear button to clear out the previous statement and results. You are now ready to enter the next statement.

**To Import Multiple Statements**

Click the Import button to toggle to the Import mode. You will be taken to an Import screen. Type in your statements or copy and paste your statements from a text document using two returns between each statement (see Survey Import Format below). Click the OK button when done. This will take you back to the Statement Screen with your first statement showing. In the upper left corner, you will see two Arrow buttons and a number (e.g., 1 of 10) indicating which statement you are on and how many statements you imported. To find the statement you want to use, you may flip through your imported statements by clicking the Arrow buttons.

After polling the class and entering the results, click the OK button to display the results. When there are more statements, you will see a Next arrow button under the Back button. Click the Next arrow button to access the next statement.

**To Return to the Import Screen**

Click the Import button in the upper right corner.

**To Return to the Single Statement Mode from Import Mode**

Click on the One button in the upper right corner to exit the Import mode and return to the default Single Statement mode.

**Survey Import Format**

Use two returns between each statement: Type in the first statement. Press Enter or Return twice. Type in the second statement. Press Enter or Return twice. Repeat for each new statement.

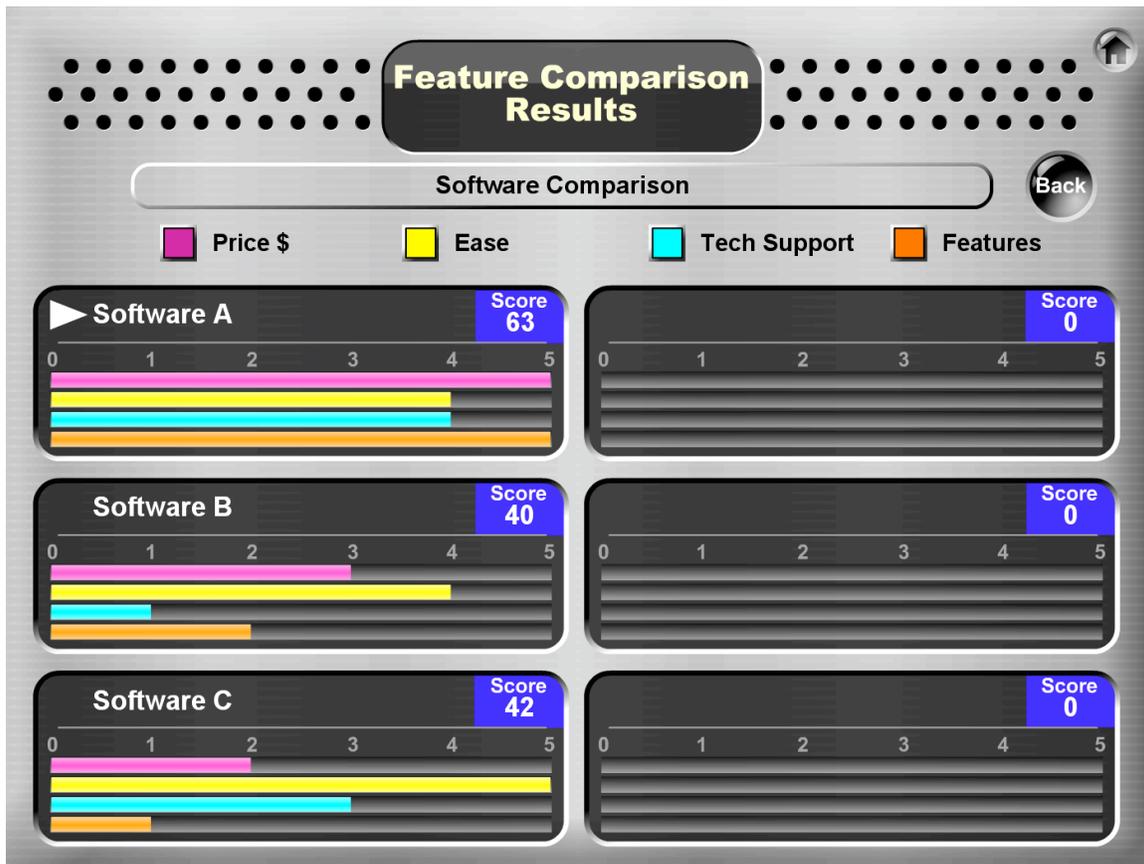
*Here's what two statements should look like:*

The Constitution guarantees the right to bear arms, so any arms are acceptable.

Funds spent on our space program should be directed toward solving hunger and homelessness problems instead.

To verify proper import format, click the OK button on the Import Screen. You will be taken to the Statement Screen. Use the arrow buttons in the upper left corner to flip through your statements. If you see a problem, you may click the Import button and correct your statements.

## Comparing



## Feature Comparison

*Compare items by rating their features.*

### Getting Ready

Enter the title of your comparison near the top of the screen.

### Steps

#### Step 1. Enter Options

The options are the items you will compare. Type the first option in the first blue field, then tab to enter each new option in a separate field. You may enter 2 to 6 options. Click the OK button when done.

#### Step 2. Enter Comparison Features

The comparison features are the dimensions on which you will compare your options. For example, if your options are different types of cars, the comparison features may be "mileage," "comfort," "appearance," and "cost." Type in the first option in the first yellow field, then tab to enter each new comparison feature in a separate field.

You may enter 1 to 4 comparison features. (Keep your comparison features short to fit the space provided.) Click the OK button when done.

### **Step 3. Enter Feature Weights**

Feature weights are the importance of each feature. Click on a small gray number 1 to 5 at the bottom of the field to represent the importance of the feature. 1 means the feature is not very important and 5 means the feature is very important in the outcome of your decision. If all features are equally important, click on 1 for each feature. (In Feature Comparison, keyboard number entry is disabled.) Click the OK button after giving each feature a weight.

### **Step 4. Score Options**

Score each option on each feature. Start with the first feature for the first option (light yellow field). Click on the small gray number 1 to 5 at the bottom of the field. 1 is the lowest score possible and 5 is the highest score. For example, if you were rating an SUV on gas mileage it would likely get a 1. If you were rating a historical figure on impact, Lincoln would earn a 5.

### **Step 5. Display Results**

After scoring each option on each feature, click the OK button. A white arrow will blink, pointing to the option with the highest score. If two or more options have the same score, the word "Tie" will blink. The graphs show the feature ratings for each option.

### **How Scores Are Calculated**

Each option receives a final score. The score is the sum of each feature score multiplied by the feature weight.

### **To Modify a Feature Comparison**

Click the Back button and you may make any modifications desired. When done, click the OK button to display the results.

### **To Do a New Feature Comparison**

Click the Back button on the Results Screen. You will be taken back to the Comparison Screen. Click the Clear button to clear out the previous comparison. You are now ready to do a new Comparison. If you would like to do the comparison step-by-step. Click the Main Menu button in the upper right hand corner, and then click Feature Comparison on the Main Menu.

**Plus/Minus Results**

Book Review

Plus + Advantages			Minus - Disadvantages		
		0-5			0-5
1	Likeable characters	5	1	Poor ending	5
2	Good storyline	5	2	Too long	3
3	Uplifting theme	5	3	Weak antagonist	3
4	Funny	4	4	Predictable in parts	2
5	Great writing	4	5		
6	Strong imagery	3	6		
7	Very entertaining	3	7		
8	Excellent foreshadowing	2	8		
9	Believable	2	9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		

Total Plus **33**

---

Total Minus **13**

---

Overall Total **20**

20

Back

## Plus/Minus

Compare the positives to the negatives of one idea or item to determine if there are more positive or negative attributes.

### Getting Ready

Enter the title of your plus/minus session near the top of the screen.

### Step 1. Brainstorm Positives

As a group, brainstorm all the advantages. For example, if you are comparing the positives and negatives of starting an after-school tutoring program, the first positive may be "Improved achievement." Type in the first advantage on line 1 in the Plus box. Tab to enter each advantage on its own line (up to 15 advantages).

### Step 2. Brainstorm Negatives

As a group, brainstorm and all the negatives, and enter them in the Minus box.

### Step 3. Score Items

Give each item a score from 0 to 5, with 0 having the least impact on your decision, and 5 the most. For the plus items, a 5 is the greatest advantage. For the negative items, a 5 is the greatest disadvantage. **Note:** Any item without a score will not be displayed in the results.

#### Step 4. Display Results

After entering all items and all scores, click the OK button. The plus items are sorted from highest (5) to lowest score (0) in the Plus box. The minus items are similarly sorted in the Minus box. The results box shows the Total Plus score, Total Minus score, and the Overall Total. If the Overall Total is positive, the box is green, indicating the positives outweigh the negatives; if the total is negative, the box is red, indicating the negatives outweigh the positives; if the total is 0, the box is blue, indicating the positives and negatives are equally balanced.

#### To Get Back To The Comparison Screen

Click the Back button. You may make modifications if desired.

#### To Do a New Plus/Minus Comparison

Click the Back button on the Results Screen. You will be taken back to the Comparison Screen. Click the Clear button to clear out the previous comparison. You are now ready to do a new comparison.

#### To Delete One Item

Click the red Delete button next to the item.

#### To Import Multiple Items

Click the Import button to be taken to an Import screen. Type in your plus items in the Plus Items column your Minus items in the Minus Items column. Or you may copy and paste your items from a text document. (See Plus/Minus Import Format below for how to format the text for import). Click the OK button when done. This will take you back to the Plus/Minus screen with all your text imported.

#### Plus/Minus Import Format

Enter your plus items in the Plus Items column and your minus items in the Minus Items column. You may enter up to 15 items per column. Use one return between each item.

*Here's what two plus and minus items should look like:*

Plus Items	Minus Items
Increase productivity	Initial cost
Easy-to-use	Requires training

**Cost/Benefit Results**

Purchase New Building

<b>Cost</b> Disadvantages		\$	<b>Benefit</b> Advantages		\$
1	Improvements	600	1	Cancel lease	96
2	Downpayment	400	2	Close storage facility	36
3	Annual payment	384	3	Appreciation	32
4	Association fees	72	4	Tax benefit	10
5	Property tax increase	38	5		
6	Additional maintenance	14	6		
7	Insurance increase	9	7		
8	Closing costs	5	8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		

Total Cost  
**1522**

---

Total Benefit  
**174**

---

Overall Total  
**-1348**

Back

## Cost/Benefit

Compare the dollar costs to the benefits of one idea or item to determine if the costs outweigh the benefits or vice versa.

### Getting Ready

Enter the title of your cost/benefit session.

### Steps

#### Step 1. Brainstorm Costs

As a group, brainstorm all the associated costs of an idea. Type in the first cost on line 1 in the Cost box. Tab to enter each cost on its own line (up to 15 costs).

#### Step 2. Brainstorm Benefits

As a group, brainstorm all the benefits, and then enter them in the Benefits box.

#### Step 3. Assign Dollar Value

Give each item a dollar value from 0 to 999 (do not use the "\$" symbol). The number can stand for either dollars, thousands of dollars, or millions of dollars. For example, if you choose for the numbers to stand for thousands of dollars, a 6 represents \$6,000. The dollar values can be actual or estimated amounts.

**Note:** Any item without a dollar value will not be displayed in the results.

#### **Step 4. Display Results**

After entering all items and all dollar values, click the OK button. The costs are sorted from highest (999) to lowest (0) in the Cost box. The benefits are similarly sorted in the benefits box. The results box shows the Total Cost, Total Benefit and Overall Total. If the Overall Total is positive, the box is green, indicating the benefits outweigh the costs; if the Overall Total is negative, the box is red, indicating the costs outweigh the benefits; if the Overall Total is 0, the box is blue, indicating the costs and benefits are equally balanced.

#### **To Get Back To The Comparison Screen**

Click the Back button. You may make modifications if desired.

#### **To Do a New Cost/Benefit Comparison**

Click the Back button on the Results Screen. You will be taken back to the Comparison Screen. Click the Clear button to clear out the previous comparison. You are now ready to do a new comparison.

#### **To Delete One Item**

Click the red Delete button next to the item.

#### **To Import Multiple Items**

Click the Import button to be taken to an Import screen. Type your cost items in the Cost Items column and your Benefit items in the Minus Items column. Or you may copy and paste your items from a text document. (See Cost/Benefit Import Format below for how to format the text for import). Click the OK button when done. This will take you back to the Cost/Benefit screen with all your text imported.

#### **Cost/Benefit Import Format**

Enter your cost items in the Cost Items column and your benefit Items in the Benefits Items column. You may enter up to 15 items per column. Use one return between each item.

*Here's what two cost and benefit items should look like:*

Cost Items	Benefit Items
Set-up costs	Time savings
Annual subscription	Cancel old subscription

## Either/Or Comparison

*Compare 3 or more options by comparing each option head-to-head with each other option.*

### Getting Ready

Enter the title of your Either/Or session near the top of the screen.

### Steps

#### Step 1. Enter Options

Highlight the first option field and type in the first option. Tab to access and enter the other comparison options. You may enter 3 to 6 options. For example if you are picking a class pet or a school mascot, then the options might be: 1) Fish, 2) Iguana, 3) Hamster. Click the OK button when done.

**Step 2. State Preferences**

Two options will be displayed. You must select which one you prefer. If you are making a group decision, you may have students stand up to vote on which of the two options they prefer. The most votes wins the head-to-head decision. Next, determine how much more you prefer the selected option over the non-selected option: Small Difference, Medium Difference, or Large Difference. If you have students vote, the size of the difference can be the difference in the number of votes. For example, if only a few more students wanted an Iguana than a Hamster, you would select, "Small Difference." However, if it was a landslide, you would select, "Large Difference."

Each option is paired up with every other option. Repeat the process for each head-to-head comparison. (There is a small number, e.g. "1 of 3," at the bottom right of the screen that tracks your progress.)

**Step 3. Display Results**

When done, you will see the results of your decision-making.

**How Scores Are Calculated**

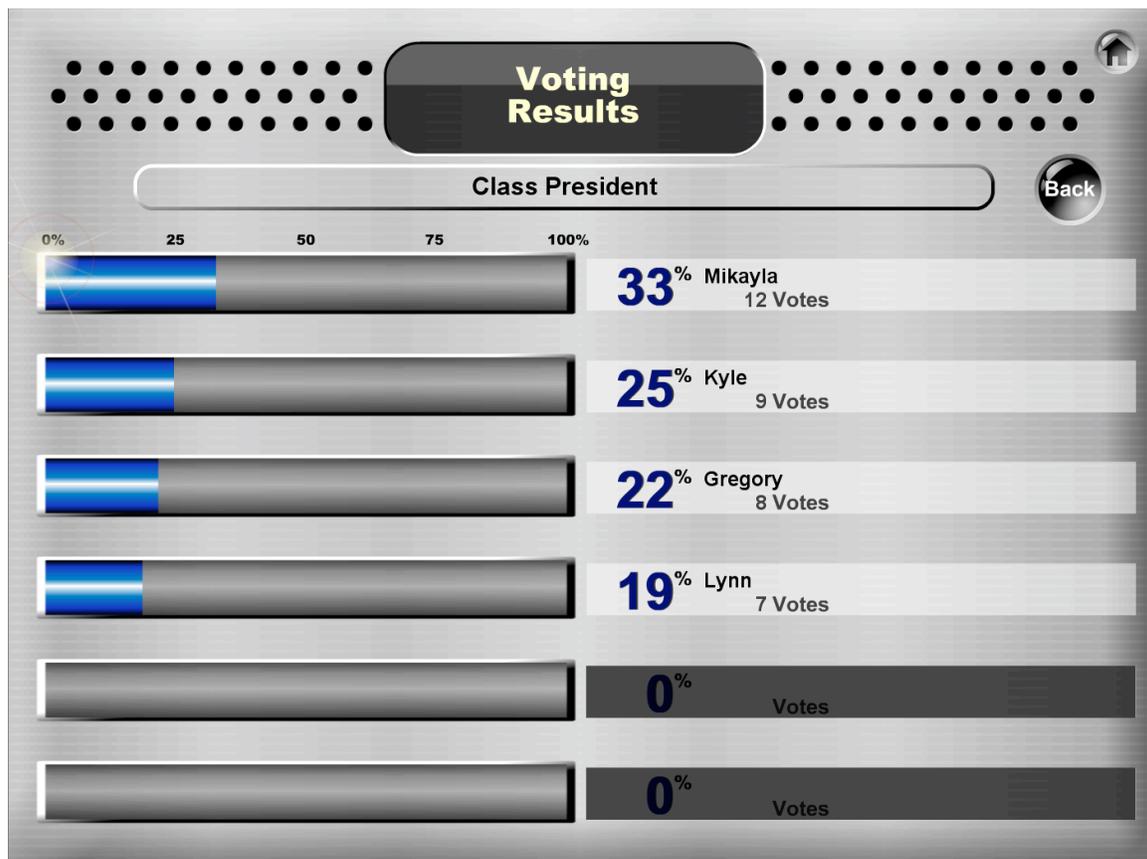
Each option receives a final score. The item receives points when it is selected as follows:

- Small Difference – 1 point
- Medium Difference – 2 points
- Large Difference – 3 points

**To Do a New Either/Or Comparison**

Click the New button on the Results Screen.

## Selecting



### Vote

*Vote on different options.*

### Getting Ready

Enter the title of your voting session near the top of the screen.

### Steps

#### Step 1. Enter Options

Highlight the first option field and enter the first voting option, then tab to enter each new option. You may enter 2 to 6 options. For example, if you are voting for Class President, then the student candidates are the voting options. If you are voting on restaurants to cater your staff holiday party, then the restaurants are the voting options.

**Step 2. Think and Write Time**

Provide think time for students, then have them each write down their preference.

**Step 3. Share Votes**

Have partners take turns sharing their vote and rationale, or in small teams have each student in turn share his/her vote and rationale. Give students the option of changing their vote in light of new information.

**Step 4. Poll the Class**

Ask the class, "How many vote for Option 1?" Have students stand up or put a hand up. Count, then enter the number of students in # Votes field by highlighting the field then typing the number. Repeat for each voting option.

**Step 5. Display Results**

Click the OK button to visually display the results of the vote. The options are sorted from most to least number of votes and percents and totals are shown. Tab to access each field.

**To Get Back To The Voting Screen**

Click the Back button. You may make modifications if desired.

**To Do a New Vote**

Click the Back button on the Results Screen. You will be taken back to the Voting Screen. Click the Clear button to clear out the previous vote. You are now ready to do a new vote.

**To Import Voting Options**

Click the Import button to be taken to an Import screen. Type in your voting options or copy and paste your options from a text document. You may enter up to 6 options. Use one return after each option. Click the OK to import your voting options.

The screenshot shows a 'Consensus Results' screen with a table of data. The table has five columns: 'Score', 'Options', 'First Choice', 'Second Choice', and 'Liked Least'. The 'Options' column contains book titles, some in red text. The 'Score' column has blue buttons with numbers. The 'First Choice', 'Second Choice', and 'Liked Least' columns have white buttons with numbers. A 'Back' button is at the bottom center.

Score	Options	First Choice	Second Choice	Liked Least
-20	The Hobbit	0	0	2
-10	Hamlet	0	0	1
-10	David Copperfield	0	0	1
15	Catch-22	1	1	0
25	The Grapes of Wrath	2	1	0
10	A Farewell to Arms	1	0	0

## Consensus

*Reach consensus as a group by allowing individuals or smaller groups to weigh in on their preferences.*

### Steps

#### Step 1. Enter Options

Highlight the first option field and type in the first option. Tab to access and enter the other consensus options. You may enter 3 to 6 options. For example, if the class is selecting the next book to read, then the options may be book titles (above). Or, if the staff is trying to reach consensus on professional development they want to receive, then the options may be: 1) cooperative learning, 2) brain-friendly instruction, 3) classroom discipline. Another example, is a team trying to reach consensus on a team name or logo. The different ideas are entered as options.

## Step 2. Select Preferences

Individuals or small groups select their:

- 1) First Choice – Top pick
- 2) Second Choice – Second pick
- 3) Like Least – Don't want

- **Individual Rankings** – Use individual rankings when you have a small group. Each individual independently rates and enters his/her preferences or informs the leader to enter his/her preferences. The individual or leader then presses the Enter button.

- **Small Group Rankings** – Use small group rankings when you have a large group. Break the larger group into small groups of 2 to 4 people. The small group must reach consensus on their decisions. A representative from the group enters the group decisions or informs the leader to enter the group preferences. The group rep or the leader then presses the Enter button.

## Step 3. Display Results

Click the Enter button after entering the last preferences, and then click the Results button. Each item is scored. A white arrow will blink, pointing to the option with the highest score. If two or more options have the same score, the word "Tie" will blink. Each option shows how many times it was selected as the First Choice, Second Choice, and Liked Least.

### How Scores Are Calculated

Each option receives a final score. The item receives points when it is selected as follows:

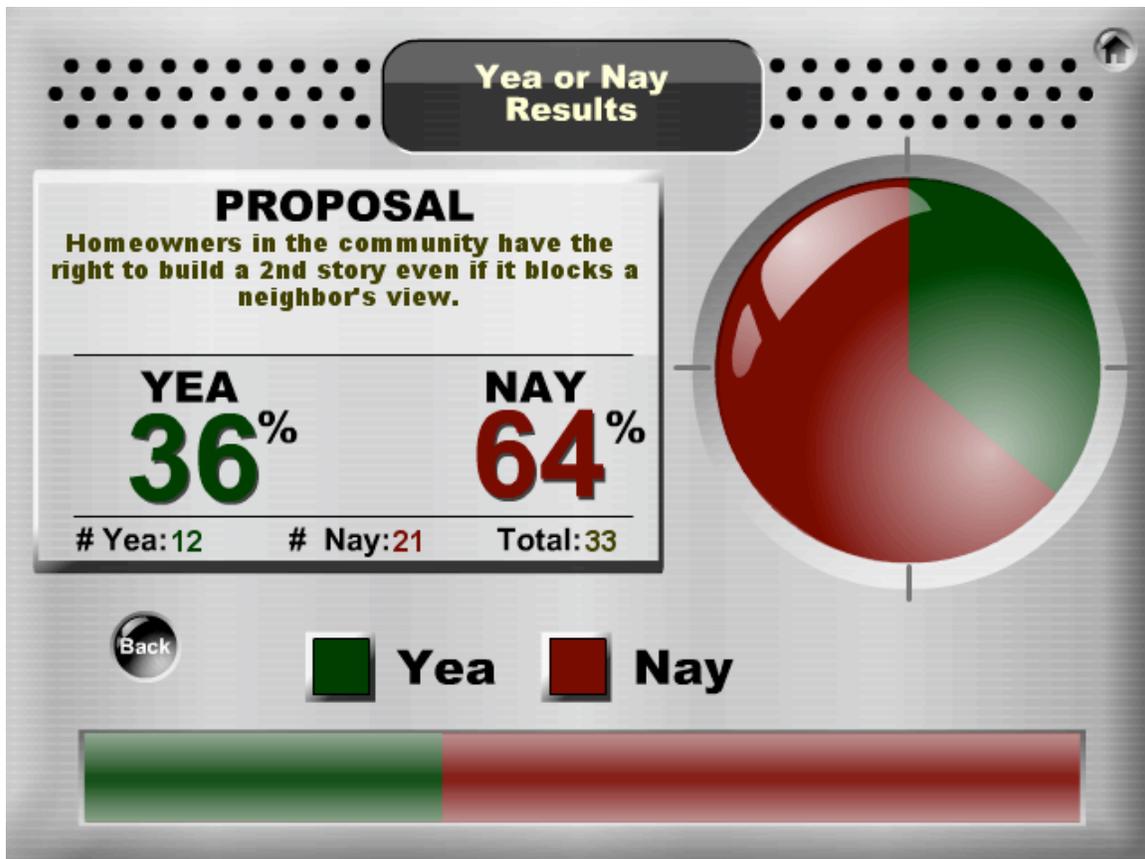
- First Choice – 10 points
- Second Choice – 5 points
- Like Least – Minus 10 points

### A Word About Consensus

The goal with reaching consensus is seeking common ground. It may not be everyone's top pick, but the selected option is something that most people are comfortable with. An item that was selected as "Liked Least" may still come out on top if enough people were in favor of it. However, you may have a rule that states that if any item is selected as "Liked Least," then that option is not available, and you go with the next highest score as long as it has no "Liked Least" ratings.

### To Seek Consensus Again

From the Results Screen, click the New button. Click the Clear button at any time to start again.



## Yea or Nay

*Display a proposal for the group, have them respond Yea or Nay, then display the results.*

### Getting Ready

Highlight the large proposal field and type in a proposal.

### Steps

#### Step 1. Display Proposal

Display and read the proposal to the class.

#### Step 2. Think and Write Time

Provide think time for students, then have them each write down their own answer.

#### Step 3. Sharing Opinions

Allow a few Yea and Nay students to speak in favor of their position for a predetermined time limit, attempting to persuade others to their point of view.

#### Step 4. Think and Write Time

Provide think time for students, then have them write down their final vote, Yea or Nay.

**Step 5. Poll the Class**

Ask the class, "How many Yea's do we have?" Have students stand up or put a hand up. Count, and then enter the number of students in the "Yea" number field by highlighting the field then typing the number. Repeat for Nay.

**Step 6. Display Results**

Click the OK button to visually display the results of the class poll.

**To Get Back To The Proposal Screen from the Results Screen**

Click the Back button.

**To Enter A New Proposal**

Click the Back button to get back to the Proposal Screen. Then press the Clear button to clear out the previous proposal and results. You are now ready to enter the next proposal.

**A Word About Yea or Nay and the Constitution**

The U.S. Constitution calls for yea or nay votes on issues when a demand for it is supported by one-fifth of the Members present. Yea or nay votes are also required when overriding a presidential veto. Congress can override a presidential veto and enact the bill into law by having a two-thirds majority vote in the House of Representatives and Senate.

## Ordering

**Prioritizing Lab**

Highest Priority Items

1 Ensure economic stability

2 Promote equity

3 Revise the tax code

4 Invest in children and education

5 Protect the environment

6 Thwart global warming

7 Explore alternate sources of energy

8 Expand health care

9 Promote unity and cohesion

10 Create international allies

11 Restructure social security

12

13

14

15

Lowest

Memory End the war

IMPORT

CLEAR

All OFF

## Prioritize

*Prioritize items on a list.*

### Steps

#### Step 1. Brainstorm a List

Brainstorm a list of items to prioritize. For example, the list may be national priorities (above). Or in the class, the items may be Class Rules for students to prioritize in order of importance. As a staff, the list may be ideas to include in a mission statement. Enter the items on the list (up to 15 items) without regard to priority.

#### Step 2. Prioritize the List

Individuals or small groups offer suggestions to prioritize the list. For example, "We think Student Safety should be our number one priority," or "Cooperation is more important than No Name Calling." If there is consensus among the group, items are moved up the list (higher priority) or down on the list (lower priority).

## **Two Ways to Move Items**

**1. Use Arrows** – To move an item up 1 line on the list, click the Up arrow button next to the item. To move it down 1 line, click the Down arrow button.

**2. Click to Replace** – To move an item anywhere on the list, click on the number to the left of the item. The item is stored in memory (see Memory at the bottom of the screen). Next, click on any number on the list to place the item on that line. If there is an item already on that line, that item will be placed in memory and can be placed anywhere on the list.

## **To Check Items Off The List**

You may turn each item on or off by clicking the On or Off button to the right of the item. You may wish to turn an item off when the item is complete so you can focus on the next highest priority item on the list. Or you may wish to turn the item off when you have consensus on its location on the list so you can focus on the other items to prioritize. You can toggle all items on and off by using the All On or All Off button in the bottom right of the screen.

## **To Delete Items**

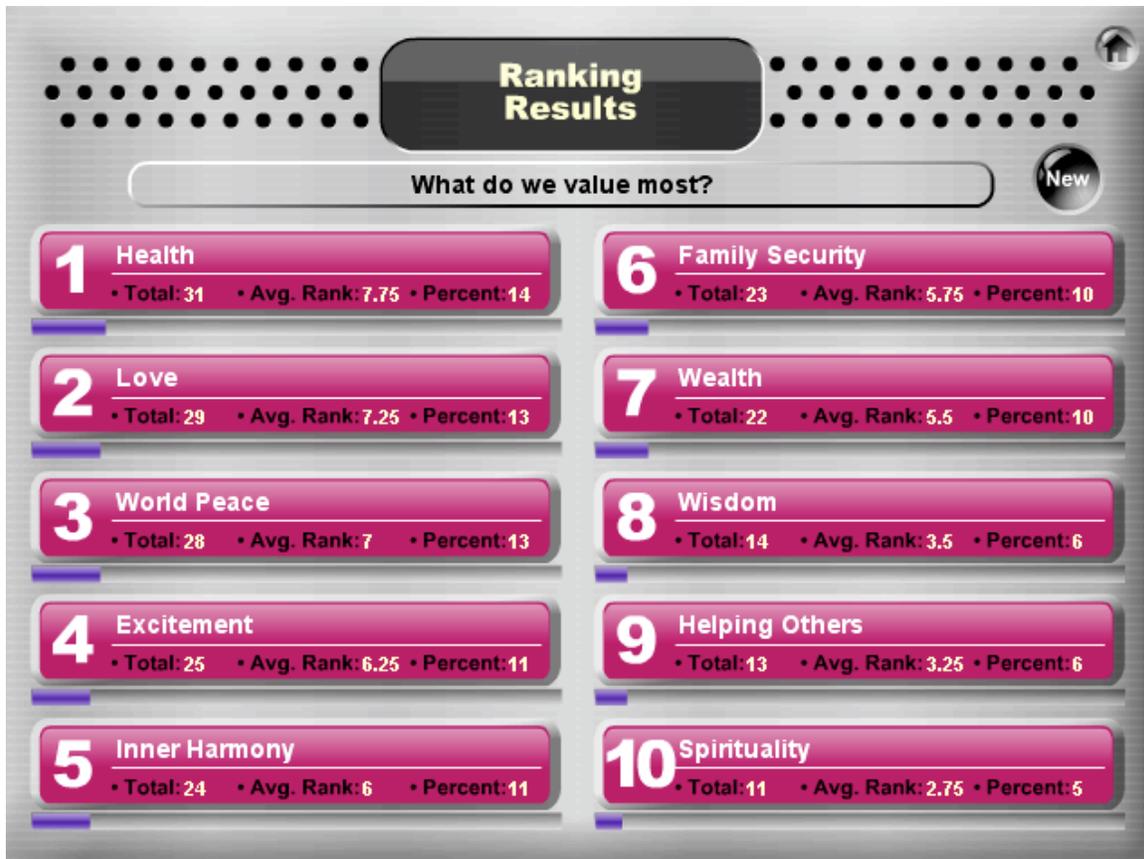
Click the red Delete button (with an X) next to the line to delete 1 item.

## **To Create a New Priority List**

Click the Clear button to clear all prior items and to start again.

## **To Import Items to Prioritize**

Click the Import button to be taken to an Import screen. Type in your priority items or copy and paste your items from a text document. You may enter up to 15 items. Use one return after each item. Click the OK to import your priority items.



## Rank

Rank order items by summarizing individual or small group ranks.

### Getting Ready

Enter the title of your ranking near the top of the screen.

### Steps

#### Step 1. Enter Items to Rank

Highlight the first item field and enter the first item, then tab to enter each new item. You may enter 2 to 10 items. For example, if you are assigning ranks to the best Suggestion Box suggestion, then each suggestion is listed as an item to rank. Another example is students ranking group research topics. Each topic is listed on its own line.

#### Step 2. Determine Ranks

Each item is given a rank. For example, if there are 5 items, the top item gets a 5, the next gets a 4, the next gets a 3, and so on. The ranks can be done either by individuals or by small groups. It is important that the individuals or small groups write down the items in the same sequence as displayed on DecisionTools, so when they read their ranks for the leader to enter, they can quickly read down the list. For example, the ranking should sound like, "4, 5, 3, 1, 2," not, "we ranked Tigers 4, then we ranked Lions 5..."

- **Individual Rankings** – Use individual rankings when you have a small group. Each individual independently ranks the items.
- **Small Group Rankings** – Use small group rankings when you have a large group. Break the larger group into small groups of 2 to 4 people. The small group must reach consensus on their ranking.

### **Step 3. Enter Ranks**

A leader enters the individual or group rankings. Each individual or group representative takes a turn reading aloud his/her ranking to a leader who enters the ranks. The leader enters the ranks as they are read off and tabs to enter each new rank. After each individual or small group ranking is entered, the leader clicks the Add button. Under the button, a number indicates how many times the items were ranked. The Total boxes show a running total with the highest rank receiving the highest score.

### **Step 4. Display Results**

Click the Add button after entering the last ranking, and then click the OK button. The items are shown from highest to lowest rank. Each item shows its Total, Average Rank, and Percent (its score out of all items scored).

### **To Do a New Rank**

Click the Clear button at any time to start again. From the Results Screen, click the New button.