



# ***SOME THINGS TO CONSIDER WHEN PULLING TOGETHER “MAIN IDEAS” OF DISCUSSION GROUPS:***

- Pulling together main ideas from group discussions builds understanding about what has been said
- It's helpful to have a process when summarizing the “main ideas”
- There is no single or best way.  
Your team will learn along the way



# 4-STEP PROCESS FOR PULLING TOGETHER “MAIN IDEAS”

## *1) Become familiar with the feedback*

- Read through the feedback
- You may start to see similar comments
- These similar comments may become a “main idea”

# 4-STEP PROCESS FOR PULLING TOGETHER “MAIN IDEAS”



## 2) *Sort the feedback into common groups*

- Look at the comments in each group and determine a name for each “main idea”
  - Examples of “main ideas” may include: transportation, programming, impact on students

# 4-STEP PROCESS FOR PULLING TOGETHER “MAIN IDEAS”

## *3) Identify connections within and between “main ideas”*

- Within each main idea identify similar comments to create topic areas (if possible)
  - Example: Student Impact may be split into:
    - impacts on achievement
    - impacts on relationships
    - impacts on extra-curricular activities
- Merge main ideas into larger categories (if possible)
  - Combine two or more categories that are similar

# 4-STEP PROCESS FOR PULLING TOGETHER “MAIN IDEAS”



## 4) *Share what you've learned*

*What does it all mean? What is really important?*

- Look at “main ideas” and their topic areas
- Decide what is most important for your group
- Share your findings with others (ie. groups working on the same question or with the larger working group)
  - Discuss similarities and differences that you've found
  - Make note of questions that need to be answered by school board staff

# ***SOME THINGS TO BE AWARE OF***

- **Be specific** when identifying a “main idea” or category
  - Remember we are trying to understand another person’s perspective
- **Be objective** in capturing the main concept
  - Capture only what was said in the feedback, not why we think the comment was said
- **Be open** to new ideas
  - Look for all ideas present, not just the ones that you agree with or support your own thoughts



# ***LET'S REVIEW***

## ***4-Step Process for theming data:***

- 1. Become familiar with the feedback***
- 2. Sort the feedback into common groups***
- 3. Identify connections within and between “main ideas”***
- 4. Share what you’ve learned***

**We may only get through steps 1 & 2 tonight (that's okay)**



# ***AN EXAMPLE***

Question # 1: How does the staff recommendation follow the reference criteria?

“Parents like small school feel in the community, not necessarily being evolved into a larger group of community”

- ❖ Does this comment answer the question?
  - ✓ If yes, record this idea as a “main idea” or assign a ‘main idea’ to the comment
  - ✓ If no, decide if the idea relates to another question
    - If it does, place the idea under that question
- ❖ Your group may also want to create a “Questions” category to capture questions that were asked

# ***SMALL GROUP WORK***

- Divide into pairs or small groups
- Each group will be given one question to focus on
- Work through the 4-step process:
  1. *Become familiar with the feedback*
  2. *Sort the feedback into common groups*
  3. *Identify connections within and between “main ideas”*
  4. *Share what you’ve learned*
- Assign a note-taker / “taper” to capture “main ideas”