DIGITAL EQUITY CO-CREATION WORKBOOK

Watch this video for the Co-Creation Cycle Dance

DIGITAL EQUITY CO-CREATION WORKBOOK

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INTRODUCTION

This Toolkit Will Help You To...

- Assess digital equity in ways that reflect lived realities. Design and carry out assessments that are culturally grounded, accessible, and responsive to community priorities—not just standardized forms.

- Build trust and partnership. Use participatory practices that recognize the value of community wisdom, leadership, and time, centering those most impacted by digital inequities.

- Surface insights and tell meaningful stories. Gather and interpret data—whether through stories, surveys, or visuals—in ways that reflect what matters to your community.

- Inform policy, funding, and action. Translate findings into tools for advocacy, reporting, and program design—ensuring communities have a say in how resources are shaped and shared.

- Sustain digital equity work. Plan for long-term impact by investing in relationships, shared leadership, and tools communities can use again and again.

INTRODUCTION

This Toolkit Includes...

A Workbook
A bound guide with two types of pages:

- Black background pages introduce each stage of the co-creation cycle—Plan, Connect, Collect, Analyze, and Act—explaining what the stage means and how to lead it effectively.

- White background pages contain hands-on activities you can facilitate directly, complete with instructions and space for participant notes.

Templates
Optional fill-in-the-blank worksheets and forms designed to support workbook activities or Activity Cards. Use these when you want a structured agenda, data-capture sheets, or debrief logs to keep documentation consistent and prep time minimal.

Activity Cards
A deck of quick-reference cards for every activity in the workbook. Each card includes:

- Recommended group size and time estimate
- Materials list
- Step-by-step instructions
- Sample prompts and facilitator tips
- Real-world examples

Use any combination of these tools—Workbook pages, Templates, or Activity Cards—to fit your group's needs and run smooth, engaging co-creation sessions.

INTRODUCTION

How to use this toolkit...

The Digital Equity Co-Creation Toolkit is a flexible, modular resource designed to help you build community-driven solutions to digital inequities—wherever you're starting from. Whether you're planning your first outreach or wrapping up a participatory evaluation, this toolkit offers tools you can adapt to your context, timeline, and goals.

The toolkit is organized around a **five-part Co-Creation Cycle:**

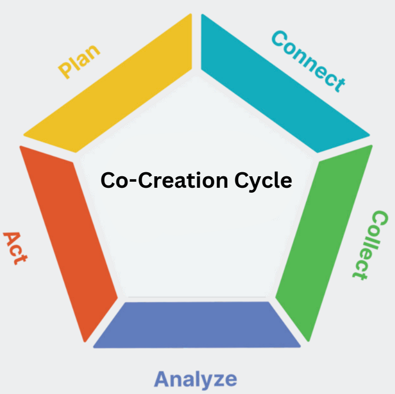
Plan → Connect → Collect → Analyze → Act

Plan

Focus on defining research goals and creating a clear roadmap for the project (Research questions, project goals, planning tools)

Connect

Develop partnerships, build trust with communities, and establish a foundation for co-creation (Stakeholder mapping, team building, outreach, consent, MOUs)



Act

Share findings and consider next steps (Data reporting, action planning, advocacy, measuring results)

Collect

Gather and manage data effectively, ethically, and inclusively (Data collection methods, surveys, assessments, data management)

Analyze

Analyze the findings to uncover actionable insights and better understand equity gaps (Data cleaning, analysis techniques, visualization tools)

These phases reflect common parts of participatory projects, but they don't have to be linear. You can revisit stages, move between them, or begin wherever your community needs support most. The process is cyclical, not one-size-fits-all.

INTRODUCTION

Toolkit Anatomy

This toolkit is made up of three parts—**Workbook**, **Templates**, and **Activity Cards**—that you can mix and match to guide your co-creation sessions from start to finish.

First, open the Workbook. Pages with a black background introduce each stage of the co-creation cycle—Plan, Connect, Collect, Analyze, and Act—explaining what the stage is for and offering tips on how to lead it well. When you're ready to run an exercise, flip to the white pages: each one lays out a complete activity you can facilitate, with clear prompts and space to capture notes.

If you need extra structure—say, pre-formatted agendas, data capture sheets, or reflection logs—grab one of the Templates. These optional handouts pair with workbook activities or the Activity Cards to give you more fill-in-the-blank support. They're not required, but they can save prep time when you want a polished worksheet.

Finally, pull out the Activity Cards when you want a quick reference. Each card tells you in seconds how many people the activity works for, how long it takes, what materials you'll need, and exactly what to say and do—including sample questions and facilitator tips. Keep these cards on hand during your session so you can move smoothly from one activity to the next without missing a beat.

As you work through the cycle, you'll use these tools to:

- **Plan: Goals, priorities, and resources.**
- **Connect: Deeper in relationships and trust-building.**
- **Collect: Stories, numbers, maps, and photos.**
- **Analyze: Turning raw data into clear insights.**
- **Act: On findings and next steps.**

By choosing the mix of workbook pages, templates, and cards that fits your group, you'll have everything you need to run a focused, inclusive, and effective co-creation session.

INTRODUCTION

A Living Tool

This toolkit was co-created with community partners across Washington. It's designed to reflect the realities and wisdom of those most impacted by digital inequity. Use what resonates, adapt what you need, and make it your own.

Role of the facilitator

The facilitator's job is to hold the space for honest, creative, and focused conversation without ever positioning themselves as the "expert" who holds all the answers. From the moment everyone arrives, the facilitator sets a welcoming tone and reminds participants of the shared goals. They work behind the scenes—watching the clock, gently redirecting tangents, and stepping in with an open-ended question when the room grows quiet—so that the group moves steadily through each activity without losing energy or focus.

Creating a safe environment is at the heart of facilitation. The facilitator makes it clear that every voice matters, inviting quieter participants to speak up and gently managing anyone who begins to dominate the discussion. When debates grow heated or off-track, they don't silence individuals; instead, they remind the group of the ground rules and steer the dialogue back to the agenda by asking questions that re-anchor the conversation around the core objectives. Meanwhile, a note-taker (or the facilitator themselves) records participants' exact words—on chart paper or a shared digital board—so that everyone sees their input honored and remembered in real time.

Throughout the session, the facilitator balances structure with warmth. They keep the agenda and time targets in view, yet remain flexible enough to explore unexpected insights. When it's time to wrap up, they guide the team through a quick debrief—celebrating successes, unpacking challenges, and capturing "roses, thorns, and buds"—so that the group leaves not only with tangible outcomes but also with a shared sense of progress and purpose.

INTRODUCTION

Selecting your format

Different environments require different facilitation strategies. Choose the format that best fits your goals, audience, and resources:

In-Person

Leverages physical presence for energy, nonverbal cues, and hands-on materials. Arrange seating to encourage collaboration—circles, clusters, or U-shapes. Have printed worksheets, chart paper, and physical tokens ready. Be prepared to adapt if space or accessibility needs change.

Online

Offers flexibility and reach but requires extra attention to engagement and technology. Select a reliable video platform with polling, breakout rooms, and captioning features. Share a clear agenda in advance, and provide links to digital worksheets or collaborative whiteboards. Schedule shorter segments (20–30 minutes) with regular breaks to combat screen fatigue."

Hybrid

Combine the benefits of in-person and online formats to include participants wherever they are. Ensure high-quality audio and video streaming for remote attendees, and use collaborative tools (e.g., shared docs, polls) that both audiences can access. Assign an onsite moderator to manage room logistics and a remote facilitator to monitor chat and questions. Test connectivity and run a rehearsal to align timing and transitions for seamless participation.

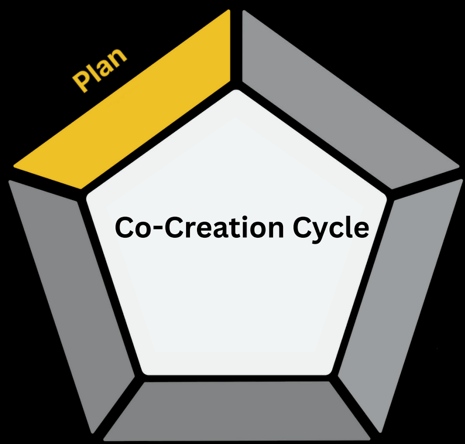
Plan

Scan this QR code to see the Plan Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

What is “PLAN”?

Plan means thinking ahead about what kinds of goals, priorities, resources, recommendations, and projects you want to work on together.



Key Questions to Ask

- What would success look like?
- What SMART goals would help us understand people’s skills and experiences?
- What story do I want to tell about our work?

Five Easy Steps

1. Bring together the people, inspiration materials, and goal-setting activities needed to help you get organized.
2. Create a prioritized list of questions to explore together.
3. Create SMART goals for the project. You can use the project plan template for this.
4. Create materials that represent your plan so you can share with new partners, community members, or funders.
5. Review your plan for gathering information - also called a data plan (notes, surveys, photos, consent forms, codebook).

How to prepare to plan

Start by deciding what you want success to look like and the kinds of stories you want to be able to tell after the project is done. Try to write the plan down or record it somehow (e.g., video) so that someone can look at it later. Decide who to talk to and how you'll ask for people's consent and help (see sample forms in the appendix).

Most importantly, make sure you think about how the data you collect will be kept safely and how to make sure it can't be used to harm the participants.

Watching Out for Bias

- No plan is perfect. Stay open to unexpected results.
- Check that all of your plans are recorded somewhere in case there are changes in staff, funding, or capacity.
- Check you've included people from different voices and perspectives when you make your plan. The more the merrier.

Watch Out for These Traps

- Pushy: Build relationships at the speed of trust, it might take a while for new partners.
- Vague: Document or record details in plans to minimize confusion and to help projects not be overly-reliant on one person to execute well.
- Literacy-focused: People may not have time to read long plans or may not read in the languages they use every day. Create plans that don't rely on reading long documents to understand.

How to plan together?

Start by using a big paper or sticky notes to quickly draw or write your goals. Sketch simple bar graphs or pictures to imagine patterns you might see at a glance in the data you'll collect laer. Draw or connect quotes or photos to the key priorities.

Most importantly, bring it all together—use your goals and priorities to create a simple project charter and project plan that outlines the actions you'll take based on what you learn from participants.

Power Matters

- Be intentional. The people who make the plan for the project will affect the goals, questions, and even how success will be determined and described.

- All data and patterns are affected by context. Be sure to discuss what contexts the project will prioritize and who may be included or left out based on the plan.

Documentation Matters

- A project charter gets everyone on the same page about what you're doing and why it matters. Write or record this helps review it throughout the project.
- A project plan add more details - it explains who will do what, by when, and what resources are needed

Quick Tip

Project charter, project plan, kick off guides, and run of show guides will help you prepare

How to make a data plan

The very first meetings you have about a project are sometimes called the kickoff or launch meetings. During kickoff, it's important to discuss the questions you want to answer with data, the kinds of data you need, who your partners are, how you'll collect or access the data, how you will handle privacy and security, the project timeline, and how you'll share or take action after the data part of the project is done.

You can use the data plan template if you'd like to see an example of how this works.

Do's and Dont's

- Write what you want to know (or the question you want to ask) in plain language.

- Think about what you already have and know, you might already be doing something that can help.

- Consider what organizations, people, and systems might already be available to help you. Don't forget that people like librarians, professors, and more may help for no cost or know someone who can help.

- Decide how often you will want to check in with each other to see how things are going. Set reminders.

- Using data to get funding? See if you can determine what story each funder wants to tell to their stakeholders, too. Try asking them if you don't know.

Quick Tip

Capacity Building (CB) providers are typically paid by funders to help people at no cost to the people who need the help.

How to handle real data

When working on projects, things rarely go according to plan. Still, there are some common issues that you can decide how to address early on in the project, before you even start collecting any data. Don't forget to document what you do and why.

Here are some common issues and ways that teams may decide to deal with them.

1 How will we deal with missing data?

Circle or note any and all strategies you'll use:

○ Drop all the person's answers / scores	○ Have a meeting to decide	○ Document why it's missing	○ Ask a research methods expert
○ Ignore it	○ Skip the whole question	○ Try to get the person to answer again	○ Ask someone who knows the person
○ Replace with the word "missing"	○ Check to see if it is a tech issue	○ Ask the community	○ Ask the person who owns the data what to do
○ Skip it	○ Check if it is a mistake	○ Ask the funder	○ Ask a librarian
○ Google it	○ Use math to estimate or solve	○ Check Digital Equity Co-Creation Toolkit	Other ______

Quick Tip

It is common to use multiple strategies. Try to find out if there is a pattern to data that is missing.

How to handle real data

In addition to missing data, sometimes data can be unclear. This is especially common with handwritten or paper surveys. Decide how to address issues like this early on in the project, before you even start collecting any data. Don't forget to document what you do and why. (see Data Plan templates for examples)

Here are some common issues and ways that teams may decide to deal with them.

2 How will we deal with data that is hard to decipher?

Messy handwriting? Scrambled data? It happens. Choose any and all strategies you'll use:

Delete it	Have a meeting to decide	Document why it's hard to read	Ask a research methods expert
Ignore it	Skip the whole question	Try to get the person to answer again	Ask someone who knows the person
Replace with the word "missing"	Check to see if it is a tech issue	Ask the community	Ask the person who owns the data what to do
Skip it	Check if it is a mistake	Ask the funder	Ask a librarian
Google it	Use math to estimate or solve	Check Digital Equity Co-Creation Toolkit	Other ____________

Quick Tip

Try to find out if there is a pattern to why it is indecipherable, like a step that may have been skipped or that went wrong.

How to handle real data

When collecting data, some participant responses may not make sense. Decide how to address common issues like this early on, before you even start collecting any data. Don't forget to document what you do and why. (see Data Plan Templates).

Here are some ways that teams may decide to deal with data that is unexpected or unusual in some way. Check for issues both during data collection and after it is done.

3 How will we deal with data that is really weird?

Glitches? Misunderstandings? Outliers? It happens. Choose any and all strategies you'll use:

○ Delete it	○ Have a meeting to decide	○ Document why it may be weird	○ Ask a research methods expert
○ Ignore it	○ Skip the whole question	○ Try to get the person to answer again	○ Ask someone who knows the person
○ Replace with the word "_____________"	○ Check to see if it is a tech issue	○ Ask the community	○ Ask the person who owns the data what to do
○ Skip it	○ Check if it is a mistake	○ Ask the funder	○ Ask a librarian
○ Google it	○ Use math to estimate or solve	○ Check Digital Equity Co-Creation Toolkit	Other ________________

Quick Tip

Check early and often for issues like everyone skipping a certain question or section of an activity. It might be a problem you can solve before it is too late.

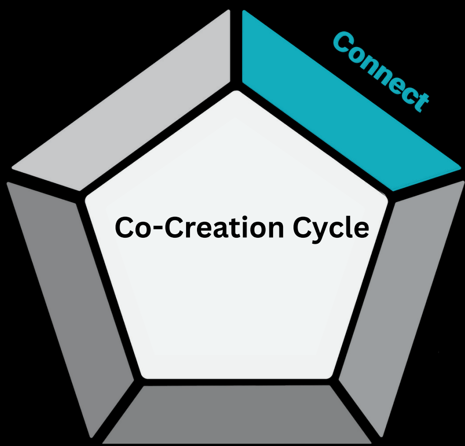
Connect

Scan this QR code to see the Connect Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

What is "CONNECT"?

Connect means developing deeper partnerships, building more trust with communities, and establishing a foundation for co-creation.

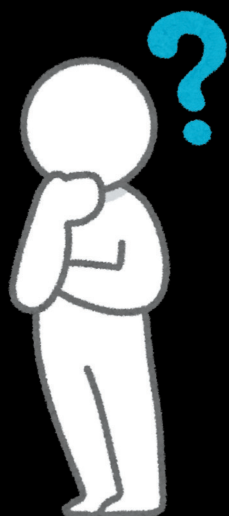


Key Questions to Ask

- Who are our plans accountable to?
- How do we reach people where they are already at with their skills and experiences?
- How might we make sure we're on the same page with participants?

Five Steps to Connect

1. Listen to potential participants' histories, hopes, dreams, and goals before offering any solutions or specific approaches.
2. Determine what you're willing to do to build effective solutions and help find support after the data is collected and the project is done.
3. Use ice breakers, shared meals, and creative activities or co-creation games to deepen relationships and create a shared culture.
4. Work with partners to build capacity to share the work with new partners, community members, or funders.
5. Review your plan for gathering information about the people involved (Stakeholder mapping, team building, outreach, consent, MOUs).



How to prepare to “Connect”

Start by deciding the kinds of stories you want to be able to share with participants after the project is done. Try to record the plan (e.g., video, writing) so that someone can look at it in the future. Make sure that you know who you want to talk to, how you’ll ask for consent (See Consent Form Templates), and who you can ask for help.

Most importantly, make sure you think about how the data you collect will be kept secure and how to make sure it won’t be used to harm the participants in the future.

Watching Out for Bias

- Asking leading questions. Make sure questions don’t overly push or limit people towards certain answers. When in doubt, ask.
- Overlooking outliers. Stay curious about what makes people unique.
- Assuming an experience someone has is the default experience or perspective for other people, too.

Watch Out for These Traps

- Tokenizing: Build relationships where people are asked not just for input but also to help make decisions early and often.
- Overloading: Doing too much too fast can overwhelm people. This is especially true for projects with short timelines.
- Prioritizing top-down strategies: Approach building relationships with participants before data collection by centering lived experience and local knowledge.

ON THE TOPIC OF CONNECT

How to connect carefully

Start by using a big paper or online document to draw or write who your project will affect, who your project will include, and who your project will rely on. Include simple pictures of who your project is already reaching and the people you need to build with in the future. Look for gaps where trust, interest, or power is still growing or where communications need to improve.

Use your project charter, stakeholder map, and other docs (e.g., MOU) to outline how you'll move at the speed of trust and keep people engaged throughout the project.

Move at the Speed of Trust

- Be intentional. The people who are the core team for the project will affect the goals, questions, and even how success will be determined and described.

- Often, communities affected by digital inequities are busy and find themselves multi-tasking often. Build in an abundance of time to slow down and connect.

Build Relationships That Matter

- Relationships are affected by context. Be sure to discuss what contexts the project will prioritize and who may be included or left out based on the plan.

- The best partnerships lay the groundwork for more collaboration in the future, too. Be sure to check-in between meetings and projects so future work can go more smoothly.

Quick Tip

Investing deeply in new partnerships often helps future projects move more quickly since the pre-work is done.

How to anticipate conflict

Conflict is a natural part of collaboration. At its best, it can move projects forward and surface long-neglected issues. But too often, research is used to sidestep conflict, undermining trust and collaboration with the very communities it seeks to understand.

In participatory work, conflict often arises not because something has gone wrong, but because something real is being asked of people. It is a sign that people are invested enough to show up honestly. Anticipating conflict as part of the process, not a sign that something is broken, can help teams build capacity to engage it thoughtfully.

Start with the following prompts to create shared practices for addressing conflict.

1 What systems do we need to navigate conflict thoughtfully?

- What shared commitments or agreements do we want to name at the start, to remind us of our shared purpose when we encounter conflict?
- What power differences or risks (e.g., professional, cultural, interpersonal) might shape who feels safe naming a concern?
- How will we make space for those most impacted to share feedback safely and meaningfully?
- What structures can we build, like shared agreements, regular check-ins, or facilitation roles, to help hold space for difficult conversations?
- What does repair look like to us? What would it mean to be accountable to one another after a breach of trust?

Quick Tip

Make your shared commitments visible. Document them so your team can come back to them when needed.

How to keep everyone up to date

During all meetings, it's important to make sure everyone's working from the most recent understanding. Documentation can help, especially if it is reviewed regularly and sent before and after meetings. Administrative support can make this easier.

Use the Digital Equity Co-Creation templates if you'd like to see examples.

Do's and Dont's

- Consider who you want to connect with and the translations, interpreters, calendar reminders, technology, and other supports that would make connecting with them more accessible.

- Think about what you already know you can meaningfully commit to the project long-term, you might already be doing something that can help.

- Consider using stakeholder maps, MOUs, and notes to document the organizations, people, and systems that are already available to help. Don't forget that people like librarians, professors, and more may help for no cost or know someone who can help.

- Decide how often you will want to check in with each other to see how things are going. Set reminders.

Quick Tip

Administrative staff are often underappreciated. Taking the time to send an authentic note of appreciation may help a lot.

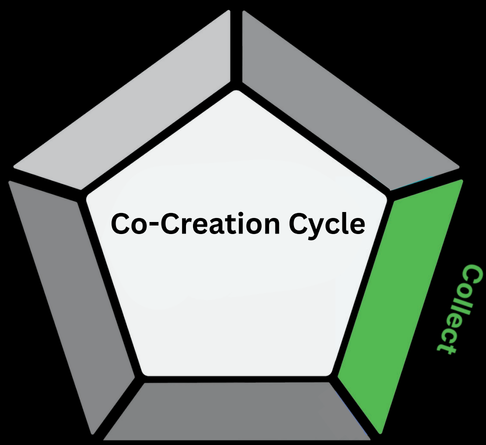
Collect

Scan this QR code to see the Collect Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

What Is "Collect"?

Collect means gathering the data you want to look at - these can be stories, notes, numbers, maps, or photos.

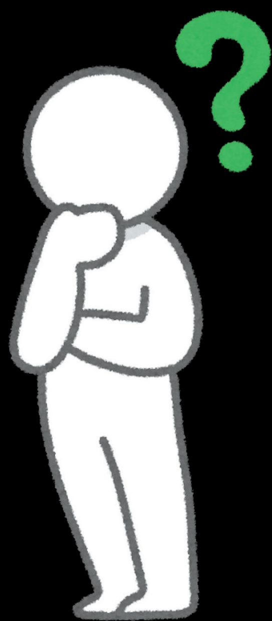


Key Questions to Ask

- What stories do I want to tell?
- What information would surprise me?
- What story do I want the data to tell about my project?

Five Easy Steps

1. Review your plan for gathering information (notes, surveys, photos, consent forms).
2. Organize similar questions together so that they're easier to answer and remember.
3. Meet and finalize the research questions. If you're part of the team, make sure everyone's on board.
4. Test your data collection activities and see if they help you learn what you need.
5. Collect the data in a way that will allow you to look at them more closely later.



How to “Collect”

Start by deciding what you want to know and how you’ll ask for people’s consent to participate (there are sample consent forms in the appendix). Consider how to make sure participants get the most out of the experience with you — making it fun or making it aligned with their own goals can help a lot. Pay them if you can.

Most importantly, make sure the data you collect is kept safely and can’t be used to harm the communities you’re working with.

Watching Out for Bias

- Stay open to unexpected results.
- Check that all of your instructions and questions are clear and accessible with people who are similar to the people you want to hear from.
- Check you’ve heard from different voices and perspectives.

Watch Out for These Traps

- Pushy: Take the time to get permission.
- Over-reliance: Using only one approach (e.g., only using surveys) or type of data (e.g., scores) can limit what you learn.
- Confusion: Keep questions simple and easy to answer.
- Literacy-focused: People may not read in the languages they use. Try an approach that could work for those who don’t read.

How to Make Data Fun

Data collection can be fun, too. Start by thinking about what it might look like to turn your data collection into a game, challenge, or creative activity. Think about how tools like stickers, drawings, music, or movement can make it feel less like a chore and more like a conversation. Consider if people can co-create the questions or vote on topics they care about.

Most importantly, when it feels fun and meaningful, people come back—and they often bring a friend. This can lead to less wasted money on outreach strategies that yeild limited results.

Do's and Dont's

- Do make it playful with music, visuals, or games to spark curiosity.
- Don't rely only on clipboards and long forms.

- Do invite people to help shape the questions or process.
- Don't assume one-size-fits-all tools will work for every group.

- Do create a space that feels welcoming and social.
- Don't ignore power dynamics or who feels left out.

- Do ask, "Who might be missing from this activity?"
- Don't treat silence or gaps in data as unimportant.

Quick Tip

Co-Creation activities or games like Wild 8's are simple, effective, and memorable.

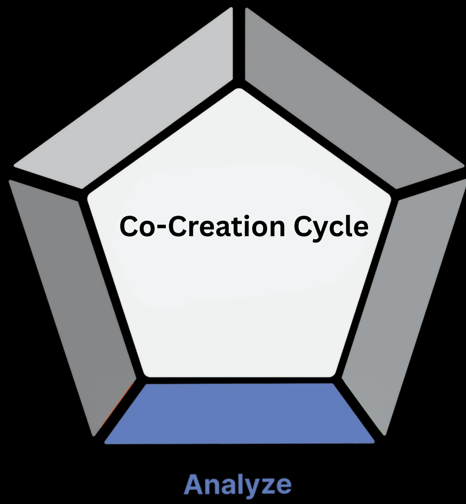
Analyze

Scan this QR code to see the Analyze Cycle

as represented in
“Co-Creation Cycle in Movement”,
a choreographic interpretation by
Brandy “Unique the Deaf Dancer”
Mimms. Check it out!

What Is "Analyze"?

Analyze means making sense of the data you gathered. You turn notes, numbers, and photos into clear insights to guide your next steps.



Key Questions to Ask

- What patterns or themes do I see?
- What surprised me most?
- What story is this data telling about my project?

Five Easy Steps

1. Review all your raw data (notes, surveys, photos).
2. Organize similar items together (themes, categories).
3. Visualize with simple charts or sketches.
4. Interpret what it means for your goals.
5. Summarize your top findings.

How to “Analyze”?

Start by using tally marks or sticky notes to quickly count and group your information. Sketch simple bar graphs or dot plots to see patterns at a glance. Connect quotes or photos to the key questions you're exploring.

Most importantly, bring it all together—let the evidence guide your story and point the way to action!

! Watching Out for Bias

- Stay open to unexpected results.
- Don’t only look at data that fits your ideas.
- Check you’ve heard from different voices and perspectives.

! Common Pitfalls

- Rushing: don’t skip steps to save time.
- Overlooking details: small quotes can be powerful.
- Over-complicating visuals: keep charts clear and simple.

Quick Tip

No tech? Draw charts by hand on big paper!

How to Count Data?

Start by using tally marks, sticky notes, or small objects to count and group what you see or hear. Group your counts by category to spot what shows up most. You may use technology to help, if you want. Sketch simple bar graphs or dot plots to see patterns at a glance. Add quotes, notes, or photos to the bring meaning to the numbers

Let the evidence guide your story and help decide what to do next!

! Correlation vs Causation

- Notice when things happen together, but don't assume one causes the other.
- Ask what else could explain the pattern you see.
- Look for ways to test if changing one thing (e.g., number of training sessions) changes the other (e.g., scores).

! Representation Matters

- Sticker shock: Don't let big numbers distract you from what they mean.
- Missing totals: Watch for percentages without context. Ask "percent of what?"
- Averages can anchor: Be careful not to treat averages like they tell the whole story.

How to Clean Data?

Start by reviewing your data plan. Then, start scanning your data for anything that looks off (e.g., missing info, duplicates, or answers that don't make sense). If it is an online survey check to see if the answers came in at the same time or all from the same place. If you see anything that is strange then keep track of it so you can show your team and discuss. Use sticky notes, color coding, or some similar way to flag what needs to reviewed. Group similar issues together to spot patterns, and keep notes on what you fixed and why.

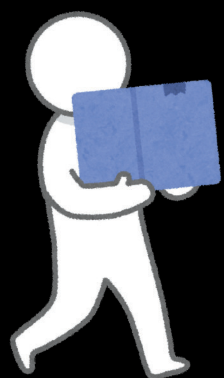
Most importantly, keep in mind that clean data helps tell a clearer story and builds trust in what comes next!

Do's and Dont's

- **Do check for missing, duplicate, or wrong data.**
- **Don't assume all the data you collected is accurate as-is.**

- **Do keep notes on what you changed and why.**
- **Don't delete things without documenting your steps.**

- **Do ask if patterns in "bad" data reflect real issues (e.g., a technical failure, translation error).**
- **Don't clean away or sift away meaningful outliers without digging deeper.**



Quick Tip

Treat your data like a rough draft. Check it, test it, and ask others if it makes sense before you finalize anything.

ON THE TOPIC OF ANALYZE

How to Chart Data?

Start by using tally marks or sticky notes to quickly count and group your information. Sketch simple bar graphs or dot plots to see patterns at a glance. Connect quotes or photos to the key questions you're exploring.

Most importantly, bring it all together by letting the evidence guide your story and motivate you to take action!

! Do’s and Dont’s

- Do make your charts easy to read. Use clear labels and titles.
- Don’t overload with colors, effects, or too much information.

- Do choose chart types that match the story you want to tell.
- Don’t force your data into a fancy format that would confuse the reader or audience.

- Do show your charts or visualizations to people similar to those you want to see your work.
- Don’t assume everyone will interpret your charts or visualizations in the same way you do.

Quick Tip

Check out templates from the Collect cycle, “Tally or Count Data with Graphs” for samples

How to Tell Data Stories

Making Sense of Stories

Some data isn't numbers—it can be words, feelings, experiences, and stories. These might come from conversations, interviews, community meetings, open-ended survey responses, or notes from fieldwork. This kind of data tells us what people think, why they think it, how they feel, and what matters to them.

Instead of charts or percentages, this kind of data is about patterns in people's words. To understand it, we slow down and listen. We look for common themes, powerful quotes, and repeated ideas that help paint a picture of what's happening.

Storytelling Steps To Consider

Think of it like storytelling:

- Look for repeated messages. Are several people talking about the same challenge or hope?
- Notice strong language or emotion. These can be clues to what's most important.
- Group similar ideas together. You might find clusters of responses about safety, access, cost, or care.
- Lift voices. Highlight words and experiences that speak powerfully or represent a shared feeling.

You're not just reporting what people say—you're honoring their truth by helping others see the big picture behind their words.

How to Report Numbers

Making Sense of the Numbers

Some data comes in the form of numbers, counts, or measurements. This might be how many people showed up to an event, how often something happens, how long it takes to get help, or how much something costs. This data helps us see trends, track progress, and compare things over time or across groups.

- It can help answer questions like:
  - How many?
  - How often?
  - What's going up or down?
  - Who's being served — and who's being left out?

But numbers don't speak for themselves. They need context — and meaning.

How to Work With Numbers Aloud

Think of it like spotting patterns in a puzzle:

- Look for highs and lows. Where are things going well? Where are there gaps?
- Compare across groups. Are some neighborhoods getting more resources? Are outcomes different by age, race, or zip code?
- Ask questions when things don't make sense. Numbers can hide problems just as easily as they reveal them.
- Turn results into insight. Instead of saying "62% of people lack internet," you might say, "More than half of our community is disconnected — that's a crisis, not just a statistic."

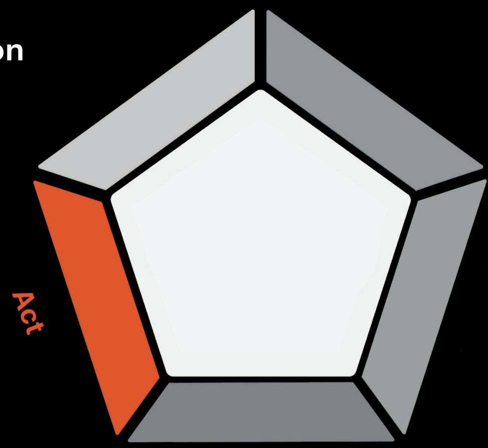
Act

Scan this QR code to see the Act Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

What Is “Act”?

Act means sharing and translating findings into actionable steps through reporting strategies, action planning, advocacy, and impact measurement.



Key Questions to Ask

- How might we use this project to meet some of our other strategic goals?
- Is there an opportunity to use what we learned to make a new action plan?
- How might we discuss what we learned and reflect on next steps with our community?

Five Easy Steps (see Fishbowl Activity Template)

1. Set the Stage – Gather researchers and participants to reflect on the research findings. Discuss what needs to be shared or acted on, and who might benefit from these actions
2. Invite Voices In – Invite a small group to start sharing some insights and challenges. Everyone else can listen, take notes, and prepare to share.
3. Listen Out Loud – Invite community members that had been listening to now share their reflections about what they heard.
4. Rotate & Reflect – Create opportunities for new voices to enter the conversation. Build on earlier ideas, don’t repeat anything already said.
5. Map the Moves – As a full group, sketch an action plan: Decide who needs to know what, who can act, and how impact will be tracked.

How to Act for Advocacy

Start by sharing your research findings with the communities involved in the project. Sketch simple action plans to see possible next steps at a glance. Connect quotes or photos to the key findings and next steps you're exploring.

Most importantly, align the evidence with your story and understanding of your context. (see Stakeholder Mapping Template in the Connect phase and the Action Planning Template in the Act stage for ideas of what this can look like.

! Watching Out for Bias

- Stay open to new ideas and be aware that there may be multiple ways to solve any issue.
- Don’t limit yourself to only showing data that fits your ideas.
- Check you’ve heard from different voices and perspectives.

! Common Pitfalls

- Too many/few numbers: Use a mix of numbers (e.g., scores, surveys) and stories (e.g., quotes, storytelling) to tell a more complete and compelling story.
- Working alone: Include partners that can help create or review the assessments or data.

Quick Tip

No tech? In-person advocacy can be effective.

Plan

Scan this QR code to see the Plan Cycle

PLAN

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

KICKOFF PLANS

Planning Meetings

60 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 5 mins)
- Templates for Plan cycle
  - Project Plan
  - Project Charter
  - Data plan
  - Project Kickoff
  - Run of Show
  - Codebook Plans
- Optional: Background music (wordless, Lo-fi, etc), previous discussion notes

Participants think about goals, brainstorm answers for each planning question, and discuss together!

HOW TO PLAN MEETINGS

Step #1. Prepare to Plan
Ahead of time, invite meeting participants to review all the relevant templates before the meeting. Ask and answer any clarifying questions. Determine how much time you want for to spend on each section.

Step #2. Start the Timer
Set a timer for the time you've agreed to for each section in your plan template (start with 10 minutes if you don't have an agreed-upon time). Then start the timer for your plan discussion.

Step #3. Discuss
Wrap up discussions once everyone feels they are done or once the timer is finished.

Tips and Tricks

- Unless you're planning a multi-hour meeting or retreat, use only one Plan template per meeting.
- Make sure everyone understands the prompts fully before starting the timer.
- Notice what answers are most popular, which ones are unique, and which ones that seem to meet the project goals.
- Create a shared list of key notes or takeaways for all participants to continue their reflections afterwards.
- Use the answers from an activity as a foundation for future conversations.
- Vote on which findings to share.

Planning Meetings

Projects May Need Multiple Kickoffs or Sessions

<u>Project kickoff</u> explores the "big picture" (See Kickoff Templates). Be sure your kickoff meetings all cover:

- Project Purpose & Vision
- Community Goals & Hopes
- Who is Involved
- Community Strengths & Resources
- Communication & Check-Ins
- Key Activities & Timeline
- Possible Challenges & Support Plans
- Next Steps

<u>Data kickoff</u> emphasizes how success will be measured and reported (See Data Plan and Codebook Plan Templates). Prepare for:

- Measurement and Evaluation (Detailed Data Planning Overview Templates)
- Understanding Participants Lived Experiences (Empathy Map Template)
- Data Analysis Skills for Stories (SIFT-SORT-LABEL Templates)
- Data Analysis Skills for Numbers (Tally Template)

<u>New partner kickoff</u> catches people up and invites collaboration (See Project Charter Templates). Update partners by sending a part of the plan Instead of the whole thing. Most want to know the following:

- Purpose & Vision
- Goals
- Core Team & Partners
- Community Involvement
- Activities & Boundaries
- Success Metrics
- Actions and Next Steps

THE CODE BOOK

Design The Codebook

120 minutes

Materials Needed

- Paper
- Pens, pencils, or markers
- Codebook Templates
- Optional: Background music (wordless, Lo-fi, etc), discussion notes, data analysis software

Create a Codebook by creating a chart for each survey or interview question (and answer)!

Instructions

Create a Codebook by making a chart for each survey question (See Codebook Templates). For each question write down:

- The question number (e.g., Q1, Q2.)
- A short version of the question (e.g., “Internet access?”)
- Answer options (e.g., Yes, No, Unsure)
- Leave space to make notes in case you need them or notice anything unusual.

Tips and Tricks

- Putting each question on its own table makes it easier to print out and put in a binder, folder, or file.
- Using a codebook as part of onboarding for any team that is collecting or analyzing the data will make it easier to get on the same page
- Codebooks may be helpful when explaining projects to stakeholders, including community members, funders, and collaborators
- It may take several hours to make a codebook, so most teams assign this task to happen between meetings and just do regular updates until it is done.

Team Codebook Design

Instructions: Follow the steps below to create a codebook with your data team members. Start independently, before comparing and sharing. The codebook templates may help you if you get stuck.

1. Team Codebook

Each team develops a codebook by using and refining a codebook template in a chosen format (e.g., Large paper, sticky notes, Google Document, Poster, video, website)

2. Collaboration

Direct each data team members to look at each others' codebook and decides which ideas to keep for the whole team codebook.

This can be done with activities like Group Discussion, voting (e.g., Ranked vote.co) or some other strategy participants agree would work well.

When in doubt, get everyone to choose their top 3 codes, add the most popular options as long as they aren't repetitive with something already selected, and keep going until the codebook feels complete.

3. Codebook Voting

Facilitator puts the team's codebook into a format they can use to vote on how clear the codes and descriptions are. Add a numerical score (e.g., 5 stars, 4 stars)

4. Collaboration

Compare and share the codes that have low scores for clarity.

Decide as a team what to do with codes or definitions that are unclear.

Team may decide to clarify, drop, combine, or replace anything that is unclear or confusing.

Continue until all codes are clear enough for the team.

5. Codebook Complete

Team's codebook has been created. Use it as-is or put it into a data analysis software, following the software's instructions.

PLAN JAM

Plan Jam

120 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- 30-minute timer
- Prompt (clearly written or displayed)
- "How Might We" answers listed, prioritized
- Optional: Wordless background music, notes

Participants get TWO HOURS to share, research, and explore IDEAS on a chosen assessment topic, then share and discuss!

Instructions

Step #1. Invite people to review the materials beforehand. Kick off meeting with brief intros.

Step #2. Read a prompt aloud and answer any quick questions. Then start a 20-minute timer. It's okay if people finish early or run out of time. After time is up, take a 5-minute break.

Step #3. Share and discuss (25 mins). Wrap up once ideas slow down or time's up. Summarize key insights so everyone can reflect and build on them later.

Step #4. Reflect and connect (10 mins). In small groups (2-3 people), think and jot down (optional) key digital skills, experiences, notes, features, or ideas.

Step #5. Do a big group share (30 mins). Each small group creates a prioritized list of its top ideas and presents to the big group. Share takeaways.

Step #6. Note and vote (20 mins)! Rank the top research questions for each assessment priority. Vote on the top ideas. Thank all participants. After, send notes.

Plan Jam

Facilitator Tips

- Take time to make sure everyone understands the assessment goals fully before starting any timer.
- Start with "How Might We" before doing a plan jam.
- Use the Plan Jam Template to keep ideas organized.
- Provide key notes or takeaways for all participants to continue their learning and reflections afterwards.
- Use the answers from this activity as a foundation for future activities and conversations.

Sample Prompts

"Let's have a Plan Jam. We'll revisit the top 'How Might We' questions we discussed before, and we'll spend some time looking at what we feel might be good solutions to these challenges we posed.

Then, we'll take a short break and share out what we found.

The goal is to try to come up with a short list of appealing solutions so that we won't have to start from scratch."

"Let's have a Plan Jam. We'll revisit the top 'How Might We' questions we discussed before, and we'll spend some time looking at what we feel might be good surveys, interview guides, or other data tools to explore the barriers our community faces online.

Then, we'll take a short break and share out what we found.

The goal is to vote on a short list of research tools we can later tweak to work for us."

CONNECT

Scan this QR code to see the Connect Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

SUPERPOWER MEETING

Superpower Meeting

45 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 15 mins)
- Templates for Connect cycle
  - Superpowers Icebreaker
  - Superpowers Cards
- Optional: Background music (instrumental, Lo-fi, etc.), previous discussion notes, large posters or large paper, lists of identified strengths, Stakeholder Mapping Templates

Participants think about individual strengths, come up with memorable phrases for each strength, and discuss together!

How to Connect Superpowers

Step #1. Prepare to Connect
Ahead of time, invite meeting participants to review all the relevant templates before the meeting. Ask and answer any clarifying questions. Determine how much time you want to spend on each section.

Step #2. Start Brainstorming Strengths
Set a timer for the agreed-upon time (start with 10 minutes if you don't have a set time). Then, brainstorm individual and team strengths.

Step #3. Label Participants' Superpowers
Allow people to sign their names next to all their superpowers, then explore the room.

Step #4. Share and Compare
Wrap up discussions once everyone feels they are done or once the timer is finished.

Tips and Tricks

- Make sure everyone understands the prompts fully before starting the timer.
- Large posters can be used for each superpower so that people can sign their names next to each superpower that they have.
- If there is a large group, try pair and share, instead of a big group discussion.
- Use superpowers as a foundation for future conversations (e.g., MOUs, icebreakers, or co-creation games.

Superpower Teams

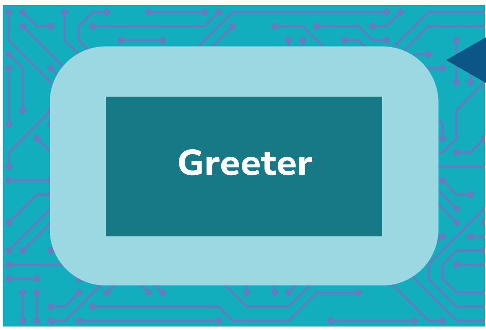
Some teams prefer to start this activity by doing a co-creation game like Wild 8's or another brainstorming activity to list their strengths quickly.

Many people prefer to start brainstorming their individual strengths first and then do their team strengths. Some prefer the opposite; when in doubt, ask.

This activity involves creating and discussing two decks of cards.
- **One deck has the name of the superpower (i.e., stregth).**
- **On the other deck, write how each superpower would work.**

Allow people to sign their names (or place their name tag) next to all the superpowers that they have that are listed.

Invite participants to explore the room and discuss what they notice.



Top Card (Superpower)

Represents the name of the superpower. You can choose whatever names feel like they would work best for your team.

Bottom Card (Description)

Describes how that superpower would work. This allows teams to understand what the ideas mean together.

ICE BREAKERS

Icebreakers

2 - 15 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 2 minutes)
- Optional: Background music (instrumental, Lo-fi, etc.), previous discussion notes, large posters or large paper, lists of identified strengths, Icebreaker Prompts Wall Templates

Icebreakers help people feel more comfortable, spark conversation, and build shared energy before jumping into the work

How to Host Icebreakers

Step #1. Choose the Icebreaker
Decide which activity you want to use to open your session. You can rotate who chooses the icebreaker each time, or let the group vote.

Step #2. Start Breaking the Ice
Briefly walk through how the icebreaker works so everyone knows what to expect. Set a timer (2–15 minutes, depending on the group and activity), then start!

Step #3. Quick Reflection (Optional)
You might ask what stood out or what people learned about each other.

Tips and Tricks

- Make sure everyone understands the prompts fully before starting the timer.
- If there is a large group, try pair and share, instead of a big group discussion.
- Use icebreakers as a foundation for future conversations (e.g., MOUs, superpowers, or co-creation games.

Team Ice Breakers

Icebreakers are quick activities to get participants prepared for the activities later. (See Superpowers Icebreakers Templates for inspiration)

Quick Warmups Prompts

- What's your superpower today? Something you're good at or ready to bring.
- If our team were a band - Take 2 minutes to brainstorm a fun collective name.
- Neighborhood Wishes - What's one thing you wish people knew about your neighborhood?
- Show and tell time - what's within arm's reach that says something about you?

Physical Activities

- Data Blocks Challenge - Everyone draws 3 blocks (real, virtual, or imagined) that represent their relationship to data. Share & compare.
- Sticky Sort - Each person writes what they need to feel safe creating together on a sticky. Group the themes together.
- Spectrum Game - Read a statement (e.g., "I love spreadsheets." Then, stand (or describe) your spot on a line from Agree to Disagree.

Reflection Activities

- Co-creation moment that felt powerful - "What's a co-creation moment you've seen or experienced that felt powerful?"
- Something missing from projects - "What's something that's usually left out of data projects, but matters to you?"
- Opportunities to make projects more fun or engaging - "What's an opportunity we can take to make this more fun or engaging?"
- How might we make sure everyone gets something good - "How might we make sure that every participant is getting something good out of this activity?"

Prioritization Activities

- Rank snacks or local needs from most to least important. No ties allowed.
- Imagine you have a magic wand but you only have 60 minutes to make your community better. How would you divide your time?
- Take turns naming a single priority for the project (e.g., youth voices). The next person must say "yes, and..." and add another. After a while, pick just 3 priorities to start the next activity in the plan.
- Create a mock "menu" with several options: quick games, big priorities activities, and nice-to-have experiences.

Team Building Tips

Instructions: Follow the tips below to help get teams anticipate and manage conflict so they can build strong data teams. Start slow, before diving into collecting mock or real data for the project.

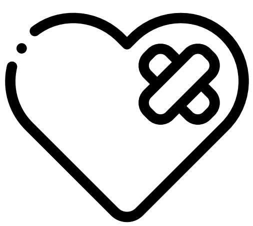
1. Appreciate Often

Give specific praise and explain how others' efforts are creating positive impact for the team and the project as a whole. This helps protect from unhelpful criticism.

2. Be Curious

It is important to recognize that people may feel shame or judgment, especially for projects involving topics where there has been repeated harm, like digital inequities that affect people's daily lives.

Before reacting to someone who is responding negatively to an activity, ask question to learn about someone's lived experience or expertise.



3. Own Your Mistakes

When things go wrong, take responsibility without being defensive. This can look like acknowledging tardiness or not preparing for technical difficulties.

4. Stay Present

Compare and share how you and your partners deal with tension.

Decide as a team what will be done to keep things moving so that the team doesn't shut down when an issue happens.

Sometimes the best strategy is to take a pause, get some fresh air, and reconnect when there is a better opportunity for dialogue.

Presence takes practice. Explore how the team will cope together and consider including details in consent forms and MOU documents (See MOU Templates and Consent Form Templates).

MAKING AN MOU

Reminder: MOU means Memorandum of Understanding

Making MOUs

Three 60-minute Sessions

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 30 seconds)
- Templates for Connect cycle
  - MOU Templates
- Optional: Background music (instrumental, Lo-fi, etc.), previous discussion notes, large posters or large paper, lists of identified strengths, Additional templates
  - Stakeholder Mapping, Superpowers Icebreaker

Partners talk through their shared goals, clarify who does what, and write it down so everyone's on the same page!

How to Make an MOU

Step #1. Prepare to Get Grounded Together
Before the meeting, share the MOU templates you'll use and invite participants to read through them. Ask everyone to reflect on their values, goals, and what a good partnership looks like. Decide how much time you'll need for each section.

Step #2. Talk Through What Matters
Use the MOU template to guide a conversation about shared purpose, roles, communication styles, and how decisions will be made. Encourage participants to speak from their own experiences and name what's important to them.

Step #3. Capture Commitments Clearly
Document what each partner is committing to, how they'll show up, and what support looks like. Be clear but flexible. This is a living agreement that can evolve.

Step #4. Review and Reflect
Read the agreement aloud or summarize each section together. Ask: Does this feel fair? Do we see ourselves in this? Make changes as needed before finalizing.

Tips and Tricks

- Expect it to take many meetings and time between meetings to finalize the MOU
- Appoint a note-taker or facilitator to gently guide the conversation and capture what's said in real time

Building Agreements

Agreements can be verbal, written, or video, and help capture how people understand the work and their roles. (See MOU Templates for inspiration)

- **Brainstorming Prompts**
  - How might we use our team strengths to design a good pre-test next week? (see Superpower Template, see How Might We Template)
  - Let's take 8 minutes to come up with 8 ideas for roles and responsibilities we'll need to do this this project well (see Wild 8s Template, see MOU Template)
  - Using the answers from the icebreaker, let's make a quick list of what we want to include in an agreement about sharing data (see Icebreaker templates)

- **Consent Form Prompts**
  - Using our stakeholder map, make a list of who should review the consent form before it is finalized and sent for translations
  - Using Sticky Sort themes (see Icebreaker Templates) where we wrote what we need to feel safe when collaborating, update the consent form templates.
  - Who can take the first attempt at updating the Consent Forms with the details from our data plan we made last week?

- **MOU Prompts**
  - Make pairs. Using the answers from the prompt "What's something that's usually left out of data projects—but matters to you?" (see Icebreakers Template), share ideas for how to update the first four sessions of the MOU.
  - Let's take 8 minutes to come up with 8 ideas for this prompt - "How can we make this assessment more fun or engaging?" (see Wild 8s Template)
  - Pair and share - "How might we make sure that everyone who participates is getting something good out of this activity?"

- **Outreach Strategy**
  - Rank local gathering spots from most to least important to reach. No ties allowed. (see Icebreaker Templates)
  - Imagine you have a magic wand but you only have 60 minutes to invite as many people as possible. How would you divide your time? (see Icebreaker Templates)
  - Create a mock "menu" with several options: quick outreach materials, high-impact outreach materials, and nice-to-have but optional activities.

OUTREACH

Discussing Outreach

60 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 30 seconds)
- Optional: Background music (instrumental, Lo-fi, etc.), previous discussion notes, large posters or large paper, lists of identified strengths, additional templates
  - Stakeholder Mapping
  - Superpowers Icebreaker
  - Project Plan
  - MOU Templates

Partners share ideas for how to reach participants and how to build positive relationships with partners.

How to Approach Outreach

Step #1. Discuss Motivations
Before the meeting, share any templates you'll use and invite participants to review. Ask people to come ready to talk about: Why do we want to reach out? What goals do we have - raising awareness, inviting participation, or building trust?

Step #2. Imagine Your Ideal Participants
Guide a conversation about who you want to reach. Name specific groups, experiences, communities, or individual people. What do they care about? Where do they gather?

Step #3. Gather Tools Participants Value
Document what each partner is committing to do to help reach people, how they'll show up, and what support looks like. List the ways you might connect (e.g., flyers, social media, door knocking, community events, trusted messengers).

Step #4. Sketch the Timeline
Read the agreement aloud or summarize each section together. Decide what should happen first, next, and later. Use a calendar or big paper to map it out. Note who's responsible for each part.

Step #5. Reflect and Refine
Make changes as needed before finalizing. Check in with the group and see if you need to adjust your plan together. Keep it flexible for real-life changes.

Collect

Scan this QR code to see the Collect Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

WILD 8'S

Wild 8's

20 minutes

Materials Needed

- Paper or whiteboard (divided into 8 sections)
- Pens, pencils, or markers
- 8-minute timer
- Prompt (clearly written or displayed)
- Optional: Background music (wordless, Lo-fi, etc), discussion notes, survey to collect answers.

Participants get EIGHT MINUTES to sketch or jot down EIGHT IDEAS on a chosen topic, then share and discuss together!

How to Play

Step #1: Prepare Wild 8's
Set a timer for eight minutes. Invite people to divide a paper or whiteboard into eight equal parts. An online survey tool is also an option to collect answers for this activity.

Step #2 Start the Timer
Read the prompt you have prepared, ask if there are any questions. Answer any clarifying questions, then start the timer for eight minutes.

Step #3 Discuss
Wrap up the discussion once the discussion has reached saturation or once the allotted time is up.

Tips and Tricks

- Take time to make sure everyone understands the prompt fully before starting the timer.
- Play some instrumental or lo-fi music so that folks are not bored sitting in silence (and are not tempted to talk)
- Provide key notes or takeaways for all participants to continue their learning and reflections afterwards.
- Use the answers from this activity as a foundation for future activities and conversations.

Wild 8's

Sample Prompts

💻 **Tech in Libraries**

- Sketch 8 ways libraries could use AI to help patrons discover new books or resources.
- Imagine 8 futuristic gadgets a library could loan out besides books.
- Design 8 digital experiences that would make visiting the library irresistible for teens.
- List 8 tools or apps that could make library orientations more interactive.

🌐 **Community Access & Equity**

- Come up with 8 ways libraries could help close the digital divide in your community.
- Imagine 8 tech-infused services libraries could offer for people with disabilities.
- Sketch 8 ways a library could turn into a tech empowerment hub for elders.

📚 **Future of Learning**

- What are 8 tech-based workshops or programs libraries should offer by 2030?
- Brainstorm 8 new forms of “media” the library of the future might collect.
- Imagine 8 ways libraries could support lifelong learning through emerging technologies.

🎮 **Gamification & Creativity**

- Create 8 challenges or games that make learning digital literacy fun.
- List 8 ways makerspaces could evolve to include community-driven AI projects.

THE CODE BOOK

The Codebook

120 minutes

Materials Needed

- Paper
- Marks, pencils, or pens
- Relevant Templates
  - Codebook Planning
  - Codebook Design Templates
  - Codebook Analysis Templates
- Optional: Background music (e.g., jazz, Lo-fi), discussion notes, Art All Ages Templates

Create a Codebook by creating a chart for each survey question!

Instructions

Step #1: Review the Data Plan
(See Codebook Planning Template)

Step #2: See a Codebook
Make a chart for each data question (See Codebook Design Template). Write down:

- The question number (e.g., Q1, Q2)
- A short version of each question (e.g., “Internet access?”)
- Answer options (e.g., Yes, No, Unsure)
- Leave space for notes with each answer.

Step #3: Test Data Collection and Analysis (See Codebook Analysis Template). Collect mock data from data team members. Jot down meaningful quotes or ideas.

Tips and Tricks

- Begin with your planned questions—but feel free to add or split topics up as new ideas occur to you or the team.
  - If people keep giving you a mix of both positive and negative experiences, you may decide to track positive ideas separately from negative ones.
- Assigning each person a distinct color or row helps make analysis easier.

Creating a Codebook Table for Stories Realtime

If you want to sketch a codebook during a data collection activity meeting, you can make a large poster for each question to help organize what people share during interviews, conversations, or open-ended survey responses.

When people share answers, see if you start noticing patterns, themes, or surprising ideas. In the table below, each column reflects a question or topic.

Each cell in the sample below helps find key themes and insights for the next step.

CODEBOOK BASIC DETAILS FOR STORIES

- **You can use quotes or summarize people's answers, but stay true to what people said and be clear about how you decided to describe their response.**
- **Add new columns when topics pop up that weren't in your original questions—these "emergent themes" can help you find unexpected insights.**
- **If you want to compare responses later, you can also add a column to track relevant demographics (like age, language, or role).**

Participant ID	Question 1: Why learn digital skills?	Question 2: Who do you trust to teach digital skills?
P001	"So that I can help others and get a good job"	"I guess my Mom, my teacher, a ibrarian"
P002	"I don't want to depend on others"	Eldest daughter

CATEGORIES

INSPIRED BY
SCATTERGORIES

Categories

20 minutes

Materials Needed

- Deck of letter cards (or use a digital random letter generator)
- Deck of category cards (see below for tech & community themes)
- Paper and something to write with (1 per player)
- Timer (set for 2–3 minutes)

Think of unique words that start with a specific letter — all related to tech, digital safety, and libraries!

How to Play

1. Every player gets paper and something to write with.
2. Flip one letter card and one category card (e.g., "B" and the card “Apps You Use Every Day”).
3. Start a 2-minute timer.
4. Players write as many words as they can that start with the chosen letter and match the category.
    - Example: "B" + “Apps You Use Every Day” = “Bank app” or “Bluetooth settings.”
5. When time’s up, take turns reading answers aloud.
6. If two or more players have the same word, no one scores for that word.
7. Unique words earn 1 point each. Highest score wins!

Tips and Tricks

- For younger players, allow a little more time or give hints.
- For groups of mixed ages, try pairing kids with adults!
- Use this game to spark conversations — ask, “Has anyone ever used or seen that word before?” at the end of each round.

Categories

Here is what a player card template could look like.

CATEGORIES

(TECH & LIBRARIES EDITION)

Letter of the Round: _______ Category: __________

Timer: ___ minutes

#	Your Answer	Did Anyone Else Write It?
1		
2		
3		
4		
5		
6		
7		
8		
9		
	Total Points This Round:	

Bonus Questions (Optional, to spark discussion)

- Which answers surprised you?
- Did someone use a word you've never heard before?
- How did this category relate to real-life tech or library experiences?

Analyze

Scan this QR code to see the Analyze Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

WILD 8'S

Wild 8's

60 minutes

Materials Needed

- Paper or whiteboard (to show the groups of answers you've noticed)
- Pens, pencils, or markers
- Timer (at least 30 mins)
- Prompts (clearly written or displayed)
- Optional: Background music (wordless, Lo-fi, etc), discussion notes

Participants review the answers shared for a chosen topic, then share and discuss together!

How to Analyze Wild 8's

Step #1: Prepare Wild 8's Data
Place gathered data together. Ahead of time, Invite others to review all the Wild 8's data including analysis prompts and participant responses. Ask and answer any any clarifying questions.

Step #2 Start the Timer
Set a timer for the discussion time you've agreed to in your plan (start with 30 minutes if you don't have an agreed-upon time). Then start the timer for your analysis discussion.

Step #3 Discuss
Wrap up discussions once everyone feels they are done or once the timer is finished.

Tips and Tricks

- Take time to make sure everyone understands the prompts fully before starting the timer.
- Notice what answers are most popular, which ones are unique, and which ones that seem to meet the project goals.
- Create a shared list of key notes or takeaways for all participants to continue their reflections afterwards.
- Use the answers furom this activity as a foundation for future activities and conversations.
- Vote on key findings to share with others.

Wild 8's

Sample Prompts

💻 Tech in Libraries

- What are the most popular ways libraries could use AI to help patrons discover new books or resources.
- What are the most unique futuristic gadgets a library could loan out besides books.
- Which digital experiences does the community say would make visiting the library irresistible for teens.
- List all the tools or apps that could make library orientations more interactive. Order from easiest to hardest to do.

🌐 Community Access & Equity

- List all the ways people said that libraries could help close the digital divide in your community.
- What were the top three tech-infused services participants voted for when asked about accessible technology?
- What were the most popular topics for how a library could turn into a tech empowerment hub for elders.

📚 Future of Learning

- What topics were most popular for tech-based workshops or programs libraries should offer by 2030.
- What were the most unusual ideas for the new forms of “media” the library of the future might collect.
- What were the most unexpected ideas for how libraries could support lifelong learning through emerging technologies.

FAMILY FRENZY

INSPIRED BY FAMILY FEUD

Family Frenzy

30 minutes

Materials Needed

- Printed questions and top answers (can be from survey, Wild 8's, or other activities)
- Whiteboard, chalkboard, or large paper for tracking answers and points
- Bell or buzzer (optional)
- Scoreboard sheet
- Optional: Music, Analyze Templates

Two teams compete to guess the top findings from survey-style questions or other data collection. The more popular the answer, the more points earned!

How to Play

- Divide players into two teams.
- Choose a topic from the data collection.
- A host reads a prompt related to the chosen topic.
- One player from each team steps forward for a “face-off.”
- The first to answer (or ring in) gets a chance to guess the top answer.
- If correct, their team can choose to play or pass.
- The team that plays tries to guess all the top answers (usually top 4–6) without getting 3 wrong.
- If they get 3 wrong answers (strikes), the other team has one chance to steal by guessing one of the remaining correct answers.
- If they succeed, they get the points; if not, the original team keeps the points.

The team with the most points at the end wins!

Tips and Tricks

- Keep the game light and fun, but use opportunities to talk about topics important to your community.
- Mix in easier questions with ones that promote learning or reflection.
- Ask the audience to share how closely the analysis aligns with lived experience and expertise.

Family Frenzy

Sample Prompts for the Board

1. What are things you should NEVER post online?

1. Your Social Security Number
2. Your home address
3. Passwords
4. Date of Birth
5. Where you're going on vacation

2. Name a way to stay safe online.

1. Use strong passwords
2. Don't click unknown links
3. Turn on two-factor authentication
4. Don't share personal info
5. Log out of public computers

3. What are places people use free Wi-Fi?

1. Library
2. Coffee shop
3. School
4. Airport
5. Fast food restaurant

4. What are things you can do with a smartphone?

1. Call or text
2. Take photos
3. Use GPS/maps
4. Watch videos
5. Use social media

Family Frenzy

Sample Prompts for the Board

5. Name something you do on the internet.

1. Browse websites
2. Watch YouTube
3. Use social media
4. Shop online
5. Do school/work

6. What tech tools help during an emergency?

1. Phone
2. Emergency alert app
3. Flashlight
4. Portable charger
5. Radio

7. How can libraries help people now?

1. Provide internet access
2. Offer computer classes
3. Let people borrow devices
4. Print documents
5. Help apply for jobs

8. What's something that could make your password unsafe?

1. Using your name
2. Using "123456"
3. Sharing it
4. Reusing it
5. Not changing it

Family Frenzy

Sample Prompts for the Board

9. What's something older people might ask for help with online?

1. Using email
2. Video calls
3. Paying bills
4. Online shopping
5. Setting up devices

10. What's something people post online that they shouldn't?

1. Personal problems
2. Where they live
3. Drama or arguments
4. Work complaints
5. Kids' full names and photos

10. What are the things younger people struggle with when it comes to technology?

1. Setting up printers or routers
2. Typing on a full keyboard
3. Using email professionally
4. Patience when troubleshooting
5. Understanding older tech (like fax machines or landlines)
6. Avoiding distractions from apps/games
7. Recognizing online scams or phishing

Act

Scan this QR code to see the Act Cycle

as represented in "Co-Creation Cycle in Movement", a choreographic interpretation by Brandy "Unique the Deaf Dancer" Mimms. Check it out!

FISHBOWL

Fishbowl Activity

60 - 180 minutes

Materials Needed

- Large paper
- Paper and something to write with (1 per person in the outside group)
- Timer (set for 15-30 minute increments)
- Optional: Virtual conferencing software (e.g., Zoom, Meet, Teams), Action Plan Group Discussion Template

Separate participants into two groups (an inner circle and an outer circle) to discuss and reflect on next steps.

How to Play

1. On large paper, sketch an empty action plan. You may print, recreate or use the Action Plan Template for this step.
2. Separate participants into two groups (an inner circle and an outer circle).
3. The inner circle is the “fish bowl”.
   a. The main discussion happens here. Encourage participants to respond to multiple viewpoints.
4. In the outer circle, participants silently observe the discussion and take notes.
   a. These participants make insights into what makes for effective next steps.
5. After timer goes off, invite the outer circle to share their insights.
6. Fill in the action plan, including the whole group if time allows.

Tips and Tricks

- If you are doing the fishbowl in-person *only*, place several chairs in the outer circle for participants to sit comfortably.
- Suggested max of six participants (or virtual panelists) for the inner group.
- Ensure mics and camera are high-quality.
- May host multiple fishbowls at the same time, if there’s enough space and interest.

Fishbowl Activity

This activity is helpful for organizing medium- to large-group discussions, while building both discussion and action planning details. Facilitators can use this activity to bring many people together to reflect on next steps. Facilitator's main role is to moderate and facilitate the discussion.

Instructions

Separate participants into two groups (an inner circle and an outer circle). The inner circle represents the "fish bowl"; here is where the main discussion happens. Using the Action Plan Template, encourage participants to respond to multiple viewpoints. In the outer circle, participants observe the discussion and take notes. These participants generate insights into what makes for effective small-group discussions.

Fishbowl Usage

Fishbowls can engage participants with a range of abilities and is useful in multiple settings. Fishbowls can be used in:

- Digital skills interventions,
- Problem-solving discussions about addressing digital inequities,
- Debates about the best way to proceed
- Compare and share discussions about the impact of the research
- Action plans for advocacy

Facilitators

Facilitators may choose to stay outside the groups and keep a seat "open" for someone from the outside group to join the conversation.

- Whenever someone joins, another participant leaves the fishbowl to create a new "open" or empty seat.
- Facilitators can choose to sit in the "open" seat to signal it is time for final thoughts and reflections to be shared.

ACTION PLAN MEETING

Action Plan Meeting

60 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 5 mins)
- Templates for Act cycle
  - Action Plan Template
  - Action Plan Group
  - Discussion Guide
- Optional: Background music (wordless, Lo-fi, etc.), previous discussion notes, Templates for Plan cycle
  - Project Plan
  - Project Charter
  - Data plan
  - Run of Show

Participants think about goals, brainstorm answers for each planning question, and discuss together!

HOW TO PLAN ACTIONS

Step #1. Prepare to Make an Action Plan
Ahead of time, invite meeting participants to review all the relevant templates before the meeting. Ask and answer any clarifying questions. Determine how much time you want to spend on each section.

Step #2. Start the Timer
Set a timer for the time you've agreed to for each section in your plan template (start with 10 minutes if you don't have an agreed-upon time). Then, start the timer for your plan discussion.

Step #3. Discuss
Wrap up discussions once everyone feels they are done or once the timer is finished.

Tips and Tricks

- Unless you're planning a multi-hour meeting or retreat, use only one Plan template per meeting.
- Make sure everyone understands the prompts fully before starting the timer.
- Notice what answers are most popular, which ones are unique, and which ones seem to meet the project goals.
- Create a shared list of key notes or takeaways for all participants to continue their reflections afterward.
- Use the answers from an activity as a foundation for future conversations.
- Vote on which findings to share.

Reporting Impact

Action plans, fishbowl activities, and group discussions are all helpful for organizing community partners and stakeholders towards impact.

Facilitators can use these activities to reflect on how to make a difference. The Facilitator’s main role is to moderate and facilitate the discussion. Revisit the project plan to keep tracking progress toward stated goals.

Instructions

Using any of the Action Plan Templates or templates from the Collect cycle, encourage participants to respond to multiple viewpoints. Make sure to take notes during the activity and reserve the last few minutes of the meeting for final reflection.

Using Reports to Engage

Act activities can engage participants with a range of abilities and proves useful in multiple settings. Here are a few examples of how these activities may lead to larger impact:

- Residents’ pride in being part of the process led to more confidence in advocating for their needs at council.
- Sharing results inspired leaders to create a tool that they later used to build a digital training program that continues to train neighbors in tech.
- A gallery displays the research findings and inspires a donor to help.

Facilitators

Facilitators may choose to participate alongside participants or to moderate.

- Connect planned activities to sustainable funding or supports.
- Highlight transferrable skills and complementary experiences.
- Signal when it is time for final thoughts and reflections to be shared.

Quick Tip

Listening to how people describe impact reveals what outcomes matter most to them