



WISCONSIN DEPARTMENT OF **Public Instruction**

Inclusive Services Assessment Rubric

Instructions & Tips

The [Inclusive Services Assessment and Guide](#) was designed by Wisconsin public library and public library system staff for Wisconsin public library directors, staff, and boards with the intent to foster inclusive library environments where everyone is safe, welcomed, and respected. The tool was designed to be used by individuals and groups for evaluating current services and planning for the future. Inclusion is not a one-size-fits-all concept, nor a complete-and-move-on challenge.

The Inclusive Services Assessment Rubric is available as a Google Sheet and Excel Workbook from the [DPI Inclusive Services webpage](#) to assist individuals and groups with tracking points, calculating percentages, and making comparisons; e.g. from year to year, from person to person, etc. The instructions/tips below offer modest directions on how to get started.

Using the Assessment Rubric in Google

STEP 1:

Make a copy for local use:

1. Sign into your Google account
2. Open the **Inclusive Services Assessment Rubric Google Sheet** from the DPI Inclusive Services webpage
3. Click File > Make a copy
4. Rename the file and choose your desired Google Drive folder location
5. Adjust the [sharing settings](#) so your colleagues can collaborate

STEP 2:

Fill out your local copy in Google:

1. Open your local copy as saved in STEP 1
2. If you wish to have separate worksheets (tabs) for each individual, for example one worksheet is for the Youth Services Librarian, another for the Director, and a third for your Marketing Coordinator, simply RIGHT CLICK on the existing Individual worksheet tab and select DUPLICATE. The new worksheet will be named 'Copy of...!' and will appear directly to the right of the existing worksheet.
3. To rename the worksheets, RIGHT CLICK on the tab and select RENAME.
4. Select whether you are entering points as an Individual or Group, and choose the appropriate worksheet (tab).

5. **For Individual Entries:**

NOTE - this worksheet will contain formula errors until at least one Point value is added

- Replace the YYYY-MM-DD with your assessment date as applicable.
- Enter your points in the green cells of the appropriate "YYYY-MM-DD Points" column.
- The Google Sheet will automatically calculate the "YYYY-MM-DD Topic %" and "YYYY-MM-DD Section Average %."
- To enter additional Assessment dates, copy and paste the outlined section to the right of the existing section. The formulas will also copy over.

6. **For Group Entries:**

NOTE - this worksheet will contain formula errors until at least one Point value is added

- Replace the YYYY-MM-DD with your assessment date(s) as applicable.
- To add "YYYY-MM-DD Individual Points" columns simply highlight the existing column, RIGHT CLICK and select INSERT 1 RIGHT (OR LEFT).
- To delete "YYYY-MM-DD Individual Points" columns simply highlight the column, RIGHT CLICK and select DELETE COLUMN.
- COPY the Points from each Individual worksheet (tab) and PASTE into one of the "YYYY-MM-DD Individual Points" columns in the Group worksheet.
- The Google Sheet will automatically calculate the "YYYY-MM-DD Average Points," "YYYY-MM-DD Average Topic %," and "YYYY-MM-DD Average Section %."
- To enter additional Assessment dates, copy and paste the outlined section to the right of the existing section. The formulas will also copy over.

Using the Assessment Rubric in Excel

STEP 1:

Make a copy for local use:

1. Open the **Inclusive Services Assessment Rubric Excel Sheet** from the DPI Inclusive Services webpage
2. Save a copy

STEP 2:

Fill out your local copy:

1. Open your local copy as saved in STEP 1
2. If you wish to have separate worksheets (tabs) for each individual, for example one worksheet is for the Youth Services Librarian, another for the Director, and a third for your Marketing Coordinator, simply RIGHT CLICK on the existing Individual worksheet tab and select DUPLICATE. The new worksheet will be named 'Copy of...!' and will appear directly to the right of the existing worksheet.
3. To rename the worksheets, RIGHT CLICK on the tab and select RENAME.
4. Select whether you are entering points as an Individual or Group, and choose the appropriate worksheet (tab).
5. **For Individual Entries:**

NOTE - this worksheet will contain formula errors until at least one Point value is added

- Replace the YYYY-MM-DD with your assessment date as applicable.
- Enter your points in the green cells of the appropriate "YYYY-MM-DD Points" column.
- Excel will automatically calculate the "YYYY-MM-DD Topic %" and "YYYY-MM-DD Section Average %."
- To enter additional Assessment dates, copy and paste the outlined section to the right of the existing section. The formulas will also copy over.

6. **For Group Entries:**

NOTE - this worksheet will contain formula errors until at least one Point value is added

- Replace the YYYY-MM-DD with your assessment date(s) as applicable.
- To add "YYYY-MM-DD Individual Points" columns simply highlight the existing column, RIGHT CLICK and select INSERT 1 RIGHT (OR LEFT).
- To delete "YYYY-MM-DD Individual Points" columns simply highlight the column, RIGHT CLICK and select DELETE COLUMN.
- COPY the Points from each Individual worksheet (tab) and PASTE into one of the "YYYY-MM-DD Individual Points" columns in the Group worksheet.

- Excel will automatically calculate the "YYYY-MM-DD Average Points," "YYYY-MM-DD Average Topic %," and "YYYY-MM-DD Average Section %."
- To enter additional Assessment dates, copy and paste the outlined section to the right of the existing section. The formulas will also copy over.

Using the Assessment Rubric on Paper

Instructions for manual calculations:

Scoring Rubric

Each answer is assigned the following number value:

Yes "Y" = 1

No "N" = 0

In Progress "IP" = 0.5

Not Applicable "NA" = 1*

**While the score of "NA" seems counterintuitive, a score of "1" is necessary for the purpose of the scoring formula. Value-wise, the rare "NA" score seemingly should not be worthy of points. However, formula-wise, "NA" cannot be zero or negative because it would offset the "Y" and "N" scores. Therefore, the "NA" is essentially point neutral in the formula.*

For Individual Entries:

1. Enter your points in the appropriate row of the "YYYY-MM-DD Points" column.
2. Divide each of your scores by the Maximum Points value; multiple that number by 100 to get your percentage.
3. Enter these percentage results in the appropriate spaces in the "YYYY-MM-DD Topic %" column.
4. Add the "YYYY-MM-DD Topic %" in each section, then divide by the number of topics in that section. Enter these results in the appropriate "YYYY-MM-DD Section %."
5. Add the "YYYY-MM-DD Topic %" in each section and divide by 21. Enter this result in "Overall Average."

For Group Entries:

1. Enter Points from each Individual into one of the "YYYY-MM-DD Individual Points" columns.

2. Add each Individual Point value across each row, divide by the number of Individuals, and enter the value (average) into the corresponding "YYYY-MM-DD Average Points" row.
3. Divide the Average Point value from each row by the Maximum Point value from column D, and multiply by 100. Enter this value into the corresponding "YYYY-MM-DD Average Topic %" row.
4. For each section, add all Topic % values and divide by the number of entries per section. Enter this % value into the corresponding "YYYY-MM-DD Average Section %" cell.