

TECH CAN MAKE GIVING FEEDBACK EASIER

Prior to a real-time feedback station, it is important to figure out which of the strategies in Figure 7.4 you want to use to save time while you are jumping in and out of documents giving students feedback on their work. I require that students use Grammarly to check their writing before I edit it in my teacher-led station. Teachers can ask students to do that at home the evening before or as a “welcome task” or “bell ringer” activity on the day when they plan to run a real-time feedback station.

I’d suggest teachers set their preferences, create comments in Google Classroom, and/or compile a comment document prior to a real-time feedback station. You want to have all of your comments ready to go prior to sitting down with your first group of students. You can always add to your preferences and comment bank as you work, but you don’t want to be creating it from scratch as you look at student work. Most teachers know which comments they frequently use when giving feedback on specific types of assignments. Try to capture those before you sit down with students.

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FIGURE 7.4 Faster Feedback Technology Tips

<p>Let Grammarly Deal With Mechanical Errors</p>	<p>It is easy to become distracted by grammar, spelling, and sentence structure errors. As a teacher, it is tempting to spend massive amounts of time editing student writing instead of providing feedback on the structure and content of a student's work. If mechanical errors send you into edit mode instead of feedback mode, ask students to do a grammar check with Grammarly <i>before</i> you look at their work in a real-time feedback session. Encourage them to make as many of the suggested Grammarly corrections as possible prior to your feedback station. That way, you can focus on the quality of the content without getting distracted by mechanical errors. This routine also gets students in the habit of checking their writing and correcting their errors. Not only does Grammarly suggest edits, but it explains the errors that the writer is making. Students can learn a lot about themselves and the common mistakes they tend to make by using a tool like Grammarly.</p>
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Faster Feedback With Google

<p>Set Your Preferences in Google Documents</p>	<p>Teachers, who tend to leave the same comment or note on multiple papers or assignments can build shortcuts right into their Google Documents.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Log into the Google account you use with students. 2. Open <i>any</i> Google document in that account. 3. Click "Tools" at the top of the document and select "Preferences." 4. At the top of the preference box, you will see empty boxes under the words "Replace" and "With." You can enter a code or abbreviation (e.g., <i>awk</i>) under the "Replace" box then put a longer comment that will appear automatically when you enter that code or abbreviation (e.g., <i>Awkward wording. Please rework this sentence for clarity.</i>). 5. Once you add a shortcut to one document, it will work for all of the documents associated with that Gmail account. 6. If you are working in "Suggesting mode" (just click the pencil icon in the upper right-hand corner), then all of your in-text comments will appear in another color and create a corresponding comment. This makes them easy for students to see, and if they have a question, they can post a reply to the comment.
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FIGURE 7.4 (Continued)

<p>Create Comment Bank in Google Classroom</p>	<p>Google has created a comment bank feature inside of Google Classroom.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Log into Google Classroom. 2. Click on an assignment. 3. Open a student document, and you'll see the comment bank feature on the right-hand side. 4. Create your comments. 5. There are two ways to add comments from the comment bank into a student's document: <ol style="list-style-type: none"> a. Copy and paste the comments into the document. b. Create a comment, type the hashtag symbol (#), and select the comment you want from the list. <p><i>Note:</i> As of the publication of this book, the comment bank requires a few clicks, and setting my preferences is more efficient.</p>
<p>Capture Most Frequently Used Comments on a Google Document</p>	<p>For each type of assignment you provide feedback on, like a lab report, research paper, or analytical response, it's helpful to create a Google Document with your most common comments, questions, links to online resources, and notes for that type of assignment. Then as you provide feedback, you can copy and paste those substantive comments on student work more quickly. Working with a split computer screen positioning the student document on one side and the comment document on the other is extremely helpful if you plan to copy and paste longer comments.</p>
<p>Audio Comments With Kaizena (Google Document Add-On)</p>	<p>Teachers who dislike providing typed feedback or struggle to get through each student's paper in a rotation because typing is cumbersome or they get bogged down in the details may want to try recording audio comments with Kaizena, a Google add-on.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Go to the Chrome Web Store. 2. Search "Kaizena." 3. Click "Add to Chrome." 4. Once you've added Kaizena to your Chrome browser, open the Google Document where you want to leave audio feedback. 5. Click "Add-ons" at the top of the document and select "Kaizena." 6. The Kaizena panel will appear on the right-hand side of the document allowing you to record comments and leave text message style comments. <p><i>Note:</i> In addition to audio comments, Kaizena allows you to identify specific skills that are done well or need improvement. Kaizena has built-in practice opportunities teachers can attach to individual documents to provide personalized practice. Teachers can also create and attach rubrics to documents using Kaizena.</p>

Faster Feedback Working Outside of the Google Environment

ProKeys (Chrome Extension)	<p>ProKeys can help teachers create shortcuts that show up in their work outside of the Google environment. If teachers are working in a learning management environment, like Schoology or Canvas, or are writing a ton of emails, ProKeys can save them time.</p> <p>Steps:</p> <ol style="list-style-type: none">1. Go to the Chrome Web Store.2. Search “ProKeys.”3. Click “Add to Chrome.”4. Once you’ve added ProKeys to your Chrome browser, click the green “K” icon.5. Create snippets, or shortcuts/codes, (e.g., hk) and type out the comment or email template you want to appear when you type that code (e.g., Hook strategy? For help with your hook strategy, watch this video: bit.ly/essay5hooks).6. When you are online typing, simply type the code and hit the hotkey combination (shift+spacebar).
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DECIDING ON THE FEEDBACK FORMAT THAT FITS

There are several different ways to give students feedback. In a real-time feedback session, teachers may jump in and out of documents looking at a specific element of the students’ work. As students practice new skills, they are bound to make mistakes. Often a quick note or link to an example or video explanation is all students need to correct this type of error. In these cases, teachers may choose to provide more free-form feedback that does not follow a specific formula or layout, while in other cases, they may want to follow a structure for narrative feedback. There isn’t one “right” way to provide feedback, but it’s helpful to keep Grant Wiggins’ advice about feedback in mind when we are sitting down to look at student work. Wiggins (2012) says that feedback should be

- Tangible
- Transparent
- Actionable
- User-friendly
- Timely
- Ongoing
- Consistent

For teachers who want to use a consistent structure for their feedback, both Mark Barnes and John Hattie provide approaches to feedback that may be useful.