Last updated: 7/28/20

**GIVING FEEDBACK in remote/online settings**

Reflective Journal

*Keeping track of your decisions and their outcomes will help you get better at this practice.  
Fill the form below each time you use this practice, then review all your notes to notice patterns.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *EXAMPLE:*  ***Entry (date/context/lesson):*** *(Summer 2020) EDU497 – reflective journals*  ***Brief description (including prompt used):*** *As each student wrote an individual private journal summarizing key take-aways at the end of each module, the instructor provided individual and private comment to each journal using featured in the class LMS*   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Key decisions made** *(mark all those that apply)***:** | | | | | **WHEN**:   * + ***Advanced*** *(rubrics/models)*   + ***In-the-moment***   + ***First draft*** *(before revision)*   + ***X Final draft*** *(no revisions)* | | **WHO** gives feedback*:*   * + ***X Teacher***   + ***Classmates***   + ***Real audience*** | **Level of PRIVACY:**   * + ***Public & individual***   + ***Public-collective***   + ***X Private*** *(student only)*   + ***Impersonal*** *(ex: models)* | **GRADING**:   * + ***No grade***   + ***X Effort grade***   + ***Grade after revision***   + ***Grade – no revision allowed*** |   ***What worked/didn’t work and why****: Even if the comments were shorts, students seem to appreciate them a lot*  ***What you may want to do differently next time:*** *No change* |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Entry (date/context/lesson):***  ***Brief description (including prompt used)****:*   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Key decisions made** *(mark all those that apply)***:** | | | | | **WHEN**:   * + ***Advanced*** *(rubrics/models)*   + ***In-the-moment***   + ***First draft*** *(before revision)*   + ***Final draft*** *(no revisions)* | | **WHO** gives feedback*:*   * + ***Teacher***   + ***Classmates***   + ***Real audience*** | **Level of PRIVACY:**   * + ***Public & individual***   + ***Public-collective***   + ***Private*** *(student only)*   + ***Impersonal*** *(ex: models)* | **GRADING**:   * + ***No grade***   + ***Effort grade***   + ***Grade after revision***   + ***Grade – no revision allowed*** |   ***What worked/didn’t work and why****:*  ***What you may want to do differently next time:*** |
| ***Entry (date/context/lesson):***  ***Brief description (including prompt used)****:*   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Key decisions made** *(mark all those that apply)***:** | | | | | **WHEN**:   * + ***Advanced*** *(rubrics/models)*   + ***In-the-moment***   + ***First draft*** *(before revision)*   + ***Final draft*** *(no revisions)* | | **WHO** gives feedback*:*   * + ***Teacher***   + ***Classmates***   + ***Real audience*** | **Level of PRIVACY:**   * + ***Public & individual***   + ***Public-collective***   + ***Private*** *(student only)*   + ***Impersonal*** *(ex: models)* | **GRADING**:   * + ***No grade***   + ***Effort grade***   + ***Grade after revision***   + ***Grade – no revision allowed*** |   ***What worked/didn’t work and why****:*  ***What you may want to do differently next time:*** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Entry (date/context/lesson):***  ***Brief description (including prompt used)****:*   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Key decisions made** *(mark all those that apply)***:** | | | | | **WHEN**:   * + ***Advanced*** *(rubrics/models)*   + ***In-the-moment***   + ***First draft*** *(before revision)*   + ***Final draft*** *(no revisions)* | | **WHO** gives feedback*:*   * + ***Teacher***   + ***Classmates***   + ***Real audience*** | **Level of PRIVACY:**   * + ***Public & individual***   + ***Public-collective***   + ***Private*** *(student only)*   + ***Impersonal*** *(ex: models)* | **GRADING**:   * + ***No grade***   + ***Effort grade***   + ***Grade after revision***   + ***Grade – no revision allowed*** |   ***What worked/didn’t work and why****:*  ***What you may want to do differently next time:*** |

*(Keep copying this form as many times as needed)*

***Overall comments/ observations:***