

## Case Study: Using Online Tools to Give Feedback

### Abstract

In order to provide quick and easily accessible written feedback to students on their short essays in preparation for face-to-face meetings, I have utilised Sitebuilder's Data Reveal page format. This template allows me to quickly upload a CSV or Excel document, which contains student data, and for students to access, via a password-protected webpage, secure and personalised feedback information on their previous essays. The aim to provide student concrete feedback as long as possible face-to-face discussions so that they can re-examine their writing and formulate questions and comments to bring to me at our meeting.

**Key words:** assessment, feedback, sitebuilder

<b>Context</b>	<b>Project rationale (link to pedagogic research)</b>
<p>Subject: History</p> <p>Level: 1<sup>st</sup> Year Undergraduate</p> <p>Number of students: c. 40</p> <p>Format: (e.g. seminar) Assessment</p>	<p>Students who were provided with their written feedback at face-to-face feedback sessions often felt overwhelmed and unable to absorb the information, reconcile it with their writing and pose useful questions in the allotted timeframe.</p> <p>Providing written feedback prior to face-to-face meeting was inconsistent, relying on students picking up essays or being present in seminar, and further delayed setting up a face-to-face meeting. By providing electronic written feedback, such as by email, both of these difficulties are overcome, but with significant administrative work for the tutor.</p> <p>Using the Data Reveal option in Sitebuilder alleviates this burden.</p>

<p><b>Initiative outline</b></p> <ul style="list-style-type: none"> <li>• Create a template spread sheet from the standard marks sheet provided by the university.</li> <li>• Label the columns ID; Mark; Feedback</li> <li>• Use your own ID and sample text as a test field.</li> <li>• Create a new page in Sitebuilder, using page type <b>Data Reveal</b></li> <li>• Upload data file.</li> <li>• Return to page. Your sample text should appear.</li> <li>• Once essays are marked, students can be directed to the <b>Markspage</b> to collect written feedback.</li> </ul>	<p><b>Implementation advice (including resources)</b></p> <ul style="list-style-type: none"> <li>• The student's name will appear on the page if the ID has been entered correctly, so no additional column is necessary.</li> <li>• If using the standard Mark Sheet to obtain ID numbers, the /1 at the end of each ID number will need to be removed. This is easily done with the Search-and-Replace function in Excel ( highlight relevant cells and use ctrl+h to replace %1 +with a blank field)</li> <li>• For those ID numbers which begin with zero, these initial zeros can be omitted</li> <li>• For formatting sake, adding blanks columns labelled %0_____+can be useful</li> </ul>
<p><b>Benefits for teaching and learning</b></p> <ul style="list-style-type: none"> <li>• Provides instantaneous and simultaneous deliver of written feedback to all students</li> <li>• Ensures privacy of students by requiring log-on to view</li> <li>• Provides students a chance to review written feedback before engaging in face-to-face feedback</li> </ul>	
<p><b>Troubleshooting tips</b></p> <ul style="list-style-type: none"> <li>• Spread sheets can be uploaded as .xls or .csv but will download as csv. These files can be opened by Excel but sometime will bring up error messages so it is best to maintain a .xls version for your records.</li> <li>• ID numbers must be entered as the first column, labelled ID</li> </ul>	
<p><b>Contact details</b></p> <p>Dr Melodee Beals m.beals@warwick.ac.uk</p>	

Clipboard		Font		Alignment		Number		Styles		Cells		Editing					
A1		fx		ID													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ID	3rd Essay	Mark	Feedback	2nd Essay	Mark	Feedback	1st Essay	Mark	Feedback							
2		Marked	52	Returned	55	Returned	55	Returned	55								
3		Marked	52	Returned	42	Returned	42	Returned	52								
4		Marked	65	Returned	65	Returned	65	Returned	65								
5		Marked	62	Returned	58	Returned	58	Returned	52								
6		Marked	62	Returned	58	Returned	58	Returned	52								
7		Marked	62	Returned	55	Returned	58	Returned	58								
8		Marked	62	Returned	42	Returned	42	Returned	62								
9		Marked	48	Returned	59	Returned	55	Returned	55								
10		Marked	65	Returned	58	Returned	58	Returned	48								
11		Marked	58	Returned	68	Returned	58	Returned	58								
12		Marked	55	Returned	48	Returned	48	Returned	48								
13		Not yet submitted		Returned	49	Returned	52	Returned	52								
14		Marked	65	Returned	68	Returned	48	Returned	48								
15		Marked	68	Returned	65	Returned	62	Returned	62								
16		Marked	58	Returned	68	Returned	48	Returned	48								
17		Marked	65	Returned	55	Returned	48	Returned	48								
18		Marked	48	Returned	49	Returned	55	Returned	55								
19		Marked	52	Returned	52	Returned	52	Returned	52								
20		Marked	58	Returned	62	Returned	58	Returned	58								
21		Marked	74	Returned	68	Returned	62	Returned	62								
22		Marked	49	Returned	58	Returned	55	Returned	55								
23		Marked	62	Returned	65	Returned	52	Returned	52								
24		Marked	74	Returned	74	Returned	62	Returned	62								
25		Marked	48	Returned	35	Returned	42	Returned	42								
26		Marked	58	Returned	62	Returned	55	Returned	55								
27		Marked	65	Returned	55	Returned	42	Returned	42								
28		Marked	58	Returned	62	Returned	62	Returned	62								
29		Marked	55	Returned	55	Returned	52	Returned	52								

## American Studies

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### Essay Marks

Please find your essay marks and feedback below. If you have any questions, please email Melodee Beals ([m.beals@warwick.ac.uk](mailto:m.beals@warwick.ac.uk))

**MELODEE BEALS**  
ID **871505**

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**3rd Essay** **Marked**  
Mark **62**  
Feedback

Feedback for the 3rd Essay: [Blurred text]

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**2nd Essay** **Returned**  
Mark **58**  
Feedback

Feedback for the 2nd Essay: [Blurred text]

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**1st Essay** **Returned**  
Mark **52**  
Feedback

Feedback for the 1st Essay: [Blurred text]