**How To use the feedback**

## **get clear**

* Keep an eye out for module leader notifications that feedback is ready and make sure to read it thoroughly (Dissertation students think about the feedback from your supervisors here)
* 📝Summarize the feedback in your own words (For example, you could summarise into 3 strengths and 3 improvements). Add in more rows in the journal if you have more assessments, as needed.
* If any of your feedback is unclear, reach out to your module leader/supervisor for clarification

## **Get productive**

* + Brainstorm ideas on how to improve your work based on the summary of your feedback
  + Create new ‘To Do’ lists in the ✍️Action section
  + Give each of the ✍️Action items a 📍Status (e.g. Solved, Ongoing, Pending) to keep track of your progress

## **Review**

* Use the end of semester summary section to think about your work over the semester as a whole. What are you generally doing well at and what areas overall need work. Hold yourself accountable and review this again at the start of your next semester as a reminder.

## **Feedback journal**

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| --- | --- | --- | --- | --- | --- |
| **Classroom outline Module** | **📖 Assessment** | **📝Summarise in your own words** | **✍️Actions** | **📍 Status** | **🔗Link** |
| **e.g Intro to management** | **e.g. An essay about...** | **Summarise your feedback into your own words. What was good, what needs work?**  **👍: My sentence structure, grammar and referencing is good and I should keep it up.**  **😢: The quality of the critique and range of the sources needs work.** | **What actions do you need to take to work on this for your next work?**  **E.g.**  **Continue to proof read my work to keep up good referencing and grammar. Seek help/ info about critical thinking. Access more recommended reading.** | **e.g.**  **👏Solved**  **🏃‍♀️Ongoing**  **⌛️Pending**  **Warning with solid fill Need extra help** | **Qr code  Description automatically generated  What support services/ resources will you use? Find ideas here…** |
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| **End of semester summary** |  | **What trends have you noticed in your feedback? Highlight key strengths and key areas of improvement to consider for next semester.** | **What action do you need to take into next semester to improve?** | **CHECK – revisit to remind you. Check when done.** | **What resources or support do you need to access?** |
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