Tool: Feedback Protocol

Feedback is a gift, but it's also challenging (for adults and kids) to give effective feedback. This tool can be used for teachers, peers and experts to provide feedback to learners on their work.

A key to providing feedback is to get very clear on what the learning outcome, or goal is, and what success looks like. Providing or co-creating a rubric with learners *before* they begin their work is a helpful strategy for ensuring that work is aligned to the goal and feedback is more effective. Then, when beginning the feedback process, it's important to re-anchor on the learning outcome and what success looks like with all who are giving and receiving feedback.

In order for feedback to be most effective, there must be a safe environment where there is mutual trust and respect. To create that environment, educators can discuss and even co-create feedback norms with those that are giving and receiving feedback. Below are a few norms you could begin with.

FEEDBACK NORMS

Be Kind. Always treat others with dignity and respect. This means we never use words that are hurtful, including sarcasm.

Be Specific. Focus on particular strengths and weaknesses, rather than making general comments like "It's good" or "I like it." Provide insight into WHY it is good or what, specifically, you like about it. Connect the feedback back to the learning outcome or goal.

Be Open to Feedback. Feedback is a gift. Accept new ideas and suggestions with welcome arms and think about how you might implement that feedback before rejecting it.

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GOAL

Learning Outcome: What does success look like?

I can use at least 3 pieces of evidence, including data, to defend a claim.

Feedback Question: What do you think about...

Does the data I share really back up my claim or is it not clear enough?

WARM & COOL FEEDBACK

The strongest part of your work is...

The quote you included from the president of the association very clearly shows your claim that people in the community do not support the bill.

I wonder...

Are additional quotes that you could include?
Have you considered showing a different perspective?

I suggest...

Finding a different data point from a local poll that is more clearly connected, one that asks if people approve of the bill or not.

REFLECTION

Now I am going to...

Find another quote to add and look at poll data to change my data evidence.

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Feedback Question: What do you think about…

WARM & COOL FEEDBACK

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I wonder…

I suggest…

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Whether it is a teacher, peer, or expert providing feedback, actionable feedback that supports the learning process starts with being clear and aligned about the desired learning outcomes. One way to do this is by co-creating rubrics.

Try next... →

1. [Co-create rubrics with learners](#) that create clarity about outcomes while giving learners a sense of ownership.

Who might provide feedback to learners next? Think teachers, peers, experts

How are you making feedback part of the learning process?

💡 NEW INSIGHTS

What new insights do you have after using a feedback protocol tool? What worked well? What surprised you? Did any areas for improvement surface? How might you use this tool with a different group providing feedback? What is your next step in your feedback practice?

🌿 KEEP GROWING AND LEARNING

❏ Take our course, [Use Assessment as a Tool for Learning](#), to further develop a feedback practice that fuels the learning process.

❏ [Provide other peer feedback protocols](#) that help integrate feedback into the learning process.

❏ [Support learners with self-reflection](#), a key step in turning feedback into action.