STEP ONE: CLEARLY EXPLAIN FEEDBACK PRIORITIES TO STUDENTS
✓ Is the information presented **clearly**?
✓ Did the interactive activities / self-check exercises successfully **support your learning**?
✓ Are the glossaries and resources **relevant and helpful**?
✓ How easy was it to **navigate** the module?
✓ Did you identify any **mechanical** (spelling, punctuation) or **technical** (screen objects don’t load or act as expected) issues?
STEP TWO: PROVIDE NORMS AND EXAMPLES FOR CONSTRUCTING HIGH QUALITY FEEDBACK

Specific

- Clearly identify and describe the item/section for which you are providing comments and recommendations. Be specific in terms of whether you are addressing a point related to instructional content or an issue with the module delivery platform (technical issues, navigation controls, visual layout, etc.)

Constructive

- Suggest solutions for improvement; don’t simply point out problems in isolation. Provide a rationale, and connect it to the specific points of your observation.

Balanced

- Describe strengths as well as areas for improvement. Help the development team to understand what is working well, and what still needs refinement.

“The self-check exercise on section 1/page 3 includes terms that I don’t understand. I would recommend that the language be simplified or perhaps provide an introduction to the terminology prior to presenting the self-check exercise. The drag-and-drop style of the exercise is easy to use and visually interesting, which encouraged me to check my understanding of the concept before moving on to the next section.”

Preferred Attribution: