Using screen capture to give feedback

A checklist for recording feedback

The main aim of giving feedback is to help students improve their writing and want to write more. Five minutes of negative feedback is not going to be very motivating! Here's a checklist to help you get started with screen capture videos of feedback:

1. Do a test recording and check the sound quality.

2. If the sound is not good or you're planning to use screen capture regularly, consider getting a good-quality webcam, headset or microphone.

3. Make sure learners know what to expect and can open and watch your image or video. You could do a class activity to prepare them for this.

4. Speak slowly and clearly. If the sound quality is poor, you speak too quickly or use language that learners don't understand, they won't listen to what you say. School-age learners may find it difficult to concentrate and understand your feedback, especially if they're not used to intensive listening.

5. Identify the language and skills areas you want to focus on before you start – you might find it easier to highlight the text before you start recording. This is especially important if the tool you use gives you a limited time to give feedback.

6. Use criteria to help you, especially if you're preparing learners for an exam.

7. Say something that helps the learner feel you have a connection with what you've read. Respond as a reader, not just as the teacher. *Oh I like this story!* Or, *What an interesting ending*! Or, *I like the way you …*

8. Start and end with positive comments: tell learners what their strengths are.

9. Give them two things to do to improve. If the quantity of feedback is too much, too long or unstructured, learners will find it hard to identify the actions they should take.

10. Keep it short and simple. For lower levels just 1 or 2 minutes might be more appropriate. If you're giving feedback on an essay for a university student, then your recording might be longer, but keep it as simple and encouraging as you can.

11. Introduce learners to screen capture feedback over time – alternate between written feedback and spoken feedback to help them get used to it.

12. And you might choose to give this kind of feedback at the end of a project or on selected longer work.

Checklist:

1. Do a test recording.

2. Use a good-quality webcam, headset or microphone.

3. Tell learners what to expect.

4. Speak slowly and clearly.

5. Identify your focus before you start recording.

6. Use marking criteria.

7. Respond as a reader.

8. Start and end with positive comments.

9. Choose two things for the learner to improve.

10. Keep it short and simple.

11. Introduce it to learners over time.

12. Video record feedback at the end of a project.