Formative feedback

Providing individualised feedback to students using Excel and Word's Mail Merge to promote growth

Claire Rollinson 2022

Motivations and the end product

- Students tend to focus on the mark rather than what can be learned from a task
- The identification of strengths and areas for improvement is more informative than a grade
- There is rarely time available in class to give each student detailed feedback
- Each assessment task is a valuable learning tool that should be used to promote the development of skills and knowledge
- A visual representation of achievement-by-topic can be more informative than a grade

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Year 10 Physics Semester 2 2022
Test 1: Vectors and Motion
Name: Student 2
Class: 10SPH02

Ch	Description	Qns	Marks awarded	Marks available	Achievement: Revision needed	Achievement: Good: revision advised	Achievement: Very Good: revision advised	Achievement: Excellent
8.2	Adding vectors in one and two dimensions	8,10	1	2		•		
8.3	Subtracting vectors in 1 and 2 dimensions	9	1	1				•
8.4	Vector components	12,14	4	5			•	
9.1	Displacement, speed and velocity	1,4,15ab	2	4		•		
9.2	Acceleration	5,11	1	2		•		
9.3	Graphing position, velocity & accn over time	7,13	6	7			•	
9.4	Equations for uniform acceleration	15cd	0	3	•			
9.5	Vertical motion	2,3,6	3	3				•
	Deduction for incorrect direction		0					
	Deduction for incorrect units		0					
	Total marks awarded (out of 27)		18					
	Scaled grade		C+					

Feedback:
Well done Student 2. You have demonstrated a good understanding of the content covered in the vectors and motion topics.

- As in Q1, you are adding vectors well in 1 dimension and considering vector directions effectively.
- As in Q2, you are analysing vertical motion problems effectively.
- As in Q3, you are correctly identifying that the acceleration due to gravity near Earth's surface is constant at 9.8 m/s^2 downwards toward the centre of Earth.
- As in Q4, remember to read questions carefully and that constant velocity means a = 0.
- As in Q5, you are correctly finding acceleration as the change in velocity (i.e. Δv = v - u) divided by the time interval.
- As in Q6, you are correctly identifying that a dropped object will start from rest and then accelerate due to gravity with an acceleration of g = 9.8 m/s^2 near Earth's surface if air resistance is ignored.
- As in Q7, you are correctly identifying that the acceleration of an object at a particular moment in time is given by the gradient (i.e. rise/run) of the tangent to the velocity-time graph.

Generating automated feedback

- By collecting the marks awarded for each question on a task, we can use Excel to generate automated achievement-by-topic data for each student
- We can then use Word's mail merge function to generate an individualised report for each student
- General feedback for each correct/incorrect question can be generated and then adjusted for each student

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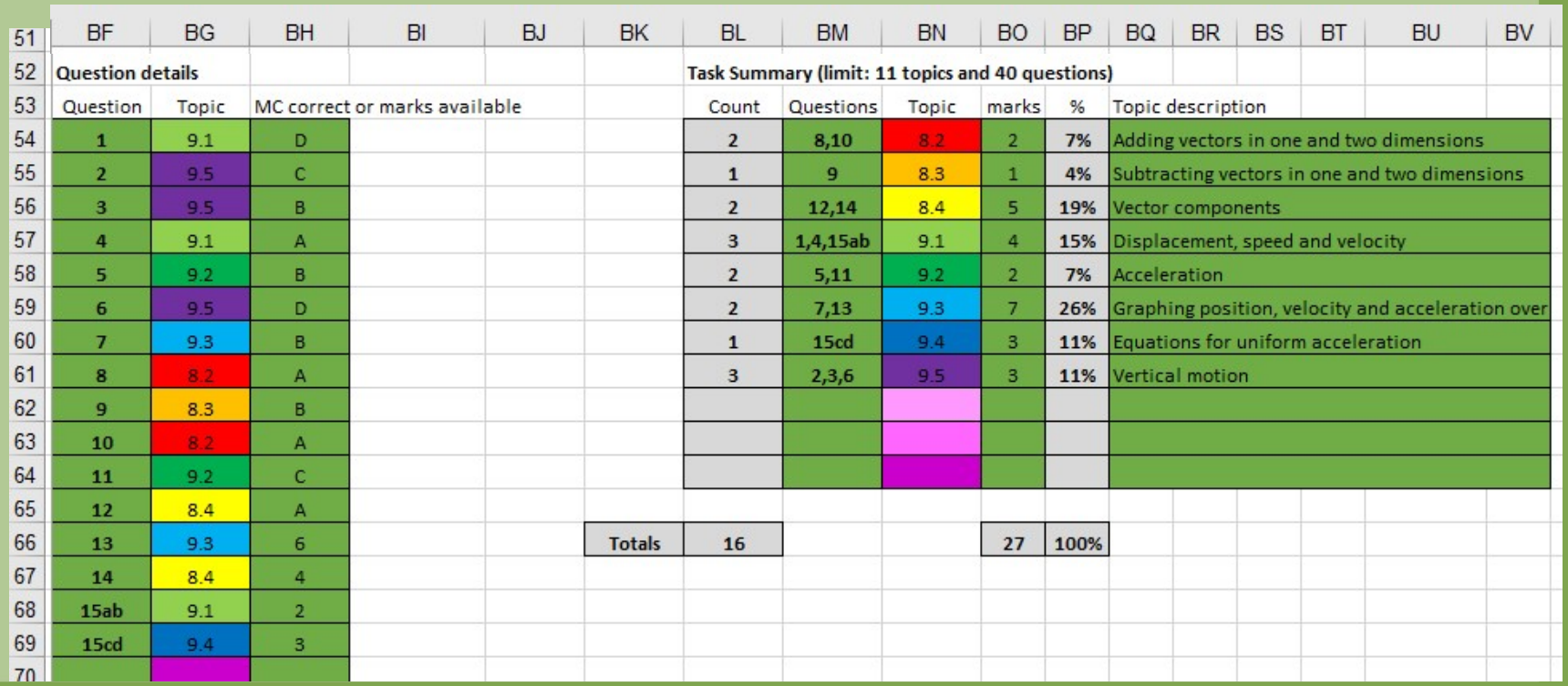
The process in Excel

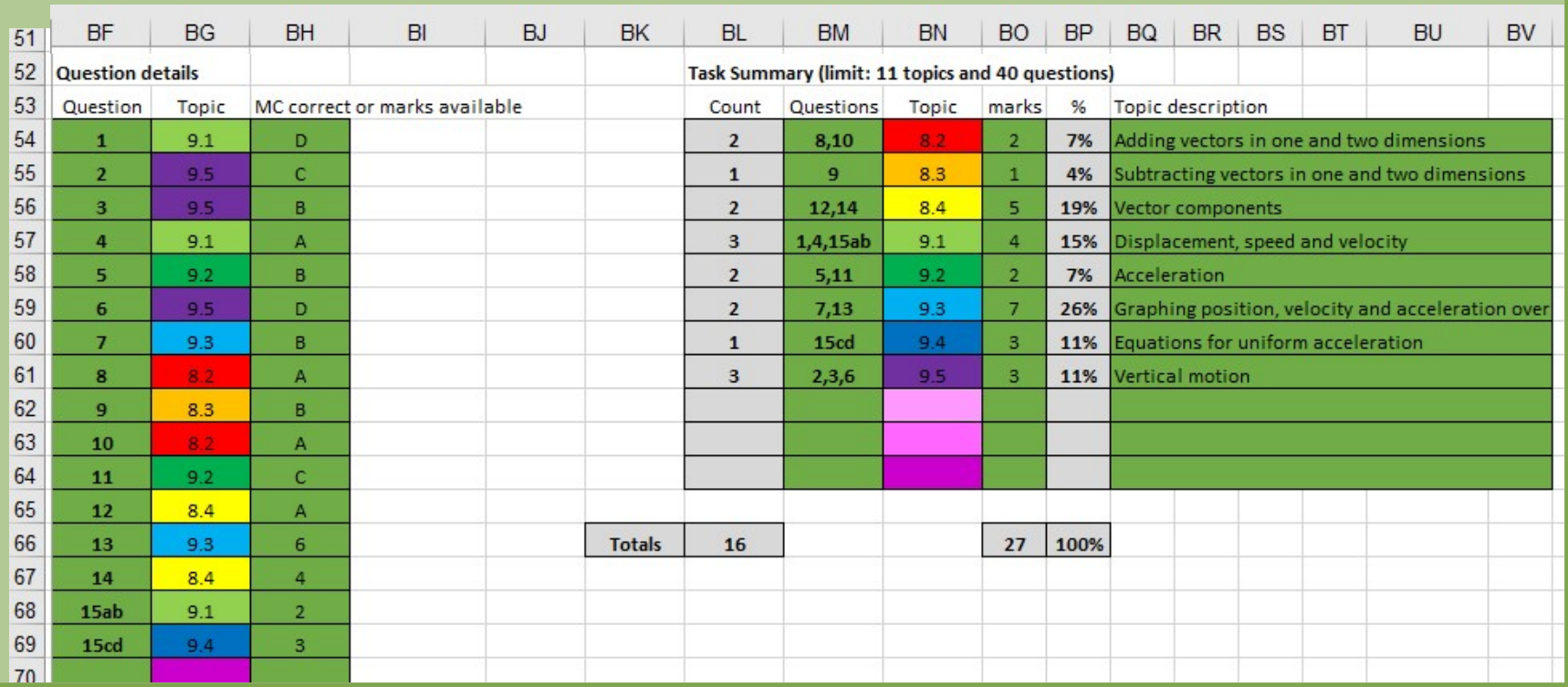
- Save a copy of the provided Excel template and enter class details on the Summary tab
- Go through the assessment task, identify the topics covered in each question
- The first step in Excel is to adjust the topics in the rainbow cells from BN54:BN64
- The spreadsheet is set up for a maximum of 11 topics and 40 questions per task
- Adjust green cells only (and BN54:BN64 and BG54:BG93)



	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV
51																	
52	Question details						Task Summary (limit: 11 topics and 40 questions)										
53	Question	Topic	MC correct or marks available				Count	Questions	Topic	marks	%	Topic description					
54	1	9.1	D				2	8,10	8.2	2	7%	Adding vectors in one and two dimensions					
55	2	9.5	C				1	9	8.3	1	4%	Subtracting vectors in one and two dimensions					
56	3	9.5	B				2	12,14	8.4	5	19%	Vector components					
57	4	9.1	A				3	1,4,15ab	9.1	4	15%	Displacement, speed and velocity					
58	5	9.2	B				2	5,11	9.2	2	7%	Acceleration					
59	6	9.5	D				2	7,13	9.3	7	26%	Graphing position, velocity and acceleration over					
60	7	9.3	B				1	15cd	9.4	3	11%	Equations for uniform acceleration					
61	8	8.2	A				3	2,3,6	9.5	3	11%	Vertical motion					
62	9	8.3	B														
63	10	8.2	A														
64	11	9.2	C														
65	12	8.4	A														
66	13	9.3	6			Totals	16			27	100%						
67	14	8.4	4														
68	15ab	9.1	2														
69	15cd	9.4	3														
70																	

The process in Excel

- Once cells BN54:BN64 are completed, complete the 'Question details' from BF54 down
- Adjust the cells in columns BF:BH under the headings 'Question', 'Topic' and 'MC correct or marks available'
- The colours of the 'Topic' cells in column BG will auto-update as per the topic colours in column BN
- Now complete 'Task Summary' section in BL52



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54	1	9.1	D				2	8,10	8.2	2	7%	Adding vectors in one and two dimensions					
55	2	9.5	C				1	9	8.3	1	4%	Subtracting vectors in one and two dimensions					
56	3	9.5	B				2	12,14	8.4	5	19%	Vector components					
57	4	9.1	A				3	1,4,15ab	9.1	4	15%	Displacement, speed and velocity					
58	5	9.2	B				2	5,11	9.2	2	7%	Acceleration					
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60	7	9.3	B				1	15cd	9.4	3	11%	Equations for uniform acceleration					
61	8	8.2	A				3	2,3,6	9.5	3	11%	Vertical motion					
62	9	8.3	B														
63	10	8.2	A														
64	11	9.2	C														
65	12	8.4	A														
66	13	9.3	6			Totals	16			27	100%						
67	14	8.4	4														
68	15ab	9.1	2														
69	15cd	9.4	3														
70																	

The process in Excel

- If including comments: Mark all tasks by hand before entering the marks so that you get an idea of general feedback or advice to be offered for each question
- Adjust the ‘General advice for each question’ section as required from AX39
- Adjust the ‘Task description’ in AY50
- Adjust the advice for achieving ‘Full marks’ on each question from AY54 down
- Adjust the advice for ‘Full marks not awarded’ on each question from AZ54
- Comments will be generated for each student from AX9 when marks are entered

	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG
39	General advice for achievement									
40	<50%	A great effort								
41	>50%	Well done								
42										
43	0	You have demonstrated some understanding								
44	0.45	You have demonstrated a good foundation in your understanding								
45	0.5	You have demonstrated a good foundation in your understanding								
46	0.6	You have demonstrated a good understanding								
47	0.7	You have demonstrated a very good understanding								
48	0.9	You have demonstrated an excellent understanding								
49	1	You have demonstrated an excellent understanding								
50	sk description	of the content covered in the vectors and motion topics.								
51										
52	General advice for each question								Question details	
53	Question	Full marks	Full marks not awarded						Question	Topic
54	1	As in Q1, you	As in Q1, rem						1	9.1
55	2	As in Q2, you	As in Q2, rem						2	9.5
56	3	As in Q3, you	As in Q3, rem						3	9.5
57	4	As in Q4, you	As in Q4, rem						4	9.1
58	5	As in Q5, you	As in Q5, rem						5	9.2
59	6	As in Q6, you	As in Q6, rem						6	9.5
60	7	As in Q7, you	As in Q7, rem						7	9.3
61	8	As in Q8, you	As in Q8, rem						8	8.2
62	9	As in Q9, you	As in Q9, rem						9	8.3
63	10	As in Q10, yo	As in Q10, re						10	8.2
64	11	As in Q11, yo	As in Q11, re						11	9.2
65	12	As in Q12, yo	As in Q12, re						12	8.4

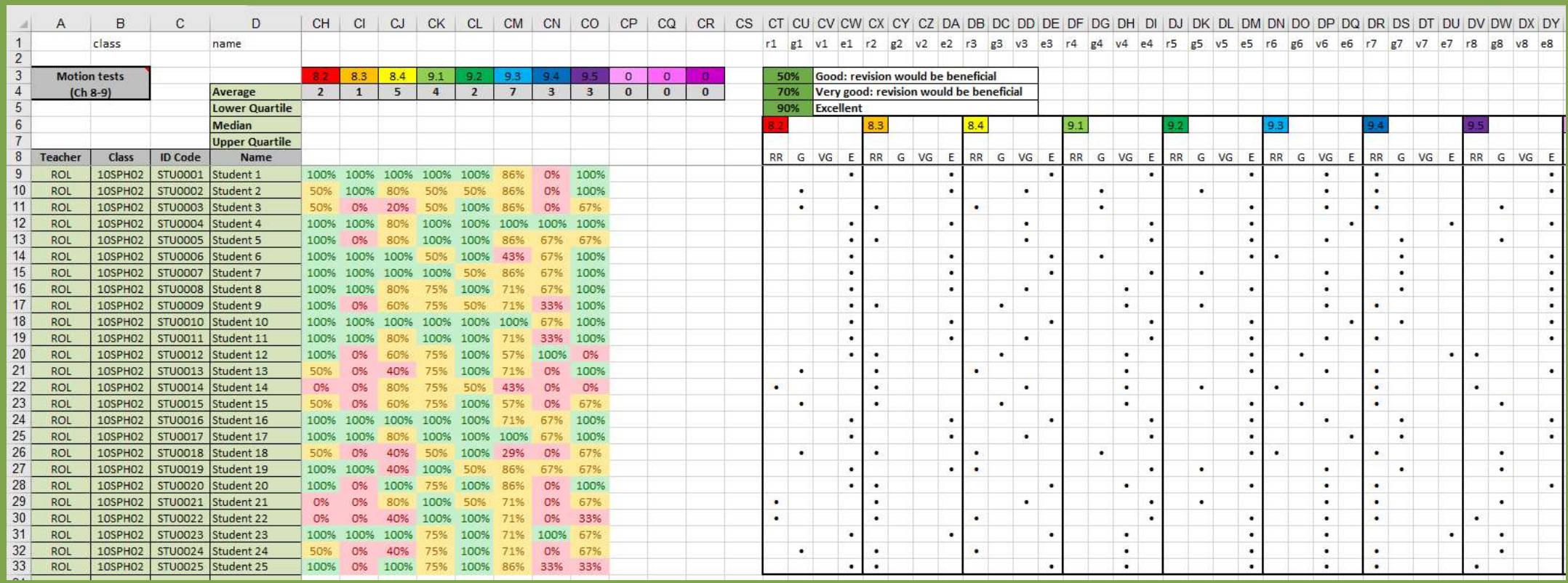
The process in Excel

- Once your task details are entered, the question numbers, their topics and the correct MC options or full marks per question will appear in rows 2, 3 and 8 respectively
- Do not edit rows 1-8; edit details from cell BF52 as shown on previous slides
- If any columns are not required, leave them blank (deleting will mess up formulae)
- Unhide columns between X and AS if more question columns are required
- Enter the multiple choice options and marks awarded for each student from column E
- Any deductions (i.e. sig figs, directions, units etc) are entered as negative values
- Enter '0' for any omitted questions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	AS	AT	AU
1		class		name	m1	m2	m3	m4	m5	m6	m7	m8	m9	m10	m11	m12	m13	m14	m15	m16	m17	m18	m19	m20	sigfigs	d	u
2					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15ab	15cd							
3	Motion tests (Ch 8-9)				9.1	9.5	9.5	9.1	9.2	9.5	9.3	8.2	8.3	8.2	9.2	8.4	9.3	8.4	9.1	9.4							
4				Average	####	0	####	####	####	####	####	####	####	####	####	0	5	3	2	1	####	####	####	####	####	-1	0
5				Lower Quartile	####	0	####	####	####	####	####	####	####	####	####	0	4	2	1	0	####	####	####	####	####	-1	0
6				Median	####	0	####	####	####	####	####	####	####	####	####	0	5	4	2	1	####	####	####	####	####	-1	0
7				Upper Quartile	####	0	####	####	####	####	####	####	####	####	####	0	5	4	2	2	####	####	####	####	####	0	0
8	Teacher	Class	ID Code	Name	D	C	B	A	B	D	B	A	B	A	C	A	6	4	2	3	0	0	0	0	sigfigs	d	u
9	ROL	10SPH02	STU0001	Student 1	D	C	B	A	B	D	B	A	B	A	C	A	5	4	2	0						-1	0
10	ROL	10SPH02	STU0002	Student 2	D	C	B	B	B	D	B	A	B	B	D	C	5	4	1	0						0	0
11	ROL	10SPH02	STU0003	Student 3	D	C	C	C	B	D	B	C	C	A	C	0	5	1	1	0						-1	-1
12	ROL	10SPH02	STU0004	Student 4	D	C	B	A	B	D	B	A	B	A	C	C	6	4	2	3						-1	0

The process in Excel

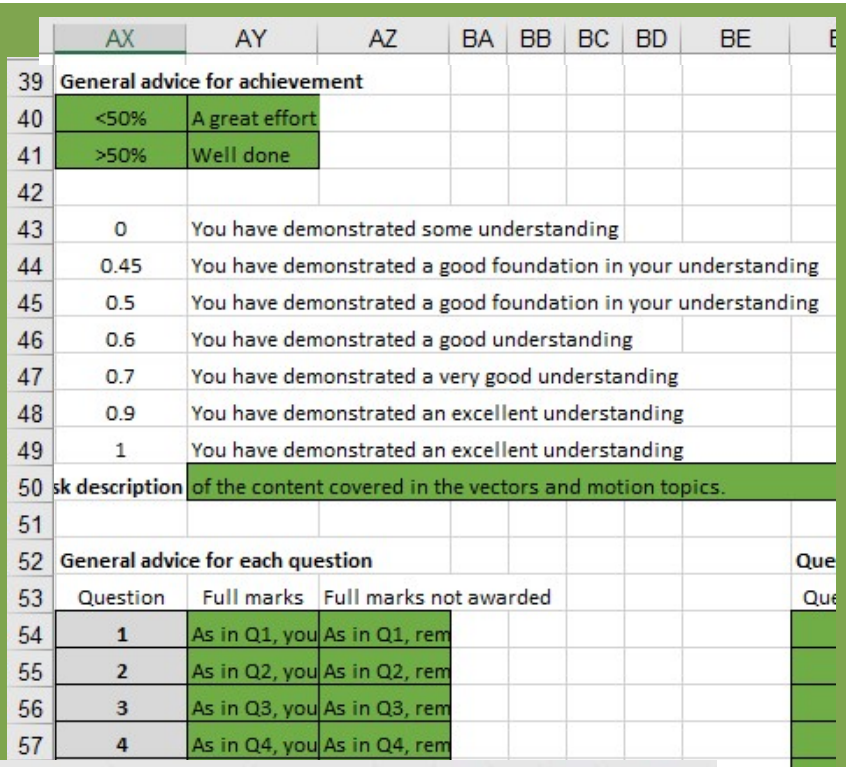
- Columns CH onwards show the % achievement-by-topic and the achievement dots
- Adjust the green cells in CT3:CT5 to set the achievement levels as required



	A	B	C	D	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY
1		class		name													r1	g1	v1	e1	r2	g2	v2	e2	r3	g3	v3	e3	r4	g4	v4	e4	r5	g5	v5	e5	r6	g6	v6	e6	r7	g7	v7	e7	r8	g8	v8	e8
2																																																
3	Motion tests (Ch 8-9)				8.2	8.3	8.4	9.1	9.2	9.3	9.4	9.5	0	0	0		50%	Good: revision would be beneficial																																		
4				Average	2	1	5	4	2	7	3	3	0	0	0		70%	Very good: revision would be beneficial																																		
5				Lower Quartile													90%	Excellent																																
6				Median													8.2				8.3				8.4				9.1				9.2				9.3				9.4				9.5			
7				Upper Quartile																																												
8	Teacher	Class	ID Code	Name													RR	G	VG	E	RR	G	VG	E	RR	G	VG	E	RR	G	VG	E	RR	G	VG	E	RR	G	VG	E	RR	G	VG	E	RR	G	VG	E
9	ROL	10SPH02	STU0001	Student 1	100%	100%	100%	100%	100%	86%	0%	100%								•				•				•				•				•				•				•				•
10	ROL	10SPH02	STU0002	Student 2	50%	100%	80%	50%	50%	86%	0%	100%						•						•			•			•				•				•				•				•		
11	ROL	10SPH02	STU0003	Student 3	50%	0%	20%	50%	100%	86%	0%	67%						•			•				•					•				•				•				•				•		
12	ROL	10SPH02	STU0004	Student 4	100%	100%	80%	100%	100%	100%	100%	100%								•				•			•				•				•				•				•				•	
13	ROL	10SPH02	STU0005	Student 5	100%	0%	80%	100%	100%	86%	67%	67%								•	•						•				•				•				•				•					
14	ROL	10SPH02	STU0006	Student 6	100%	100%	100%	50%	100%	43%	67%	100%								•				•				•		•				•	•				•				•				•	
15	ROL	10SPH02	STU0007	Student 7	100%	100%	100%	100%	50%	86%	67%	100%								•				•				•				•		•				•				•				•	
16	ROL	10SPH02	STU0008	Student 8	100%	100%	80%	75%	100%	71%	67%	100%								•				•			•				•				•				•				•				•	
17	ROL	10SPH02	STU0009	Student 9	100%	0%	60%	75%	50%	71%	33%	100%								•	•					•					•				•				•				•				•	
18	ROL	10SPH02	STU0010	Student 10	100%	100%	100%	100%	100%	100%	67%	100%								•				•				•				•				•				•				•				•	
19	ROL	10SPH02	STU0011	Student 11	100%	100%	80%	100%	100%	71%	33%	100%								•				•			•				•				•				•				•				•	
20	ROL	10SPH02	STU0012	Student 12	100%	0%	60%	75%	100%	57%	100%	0%								•	•					•					•				•				•				•			•	•	
21	ROL	10SPH02	STU0013	Student 13	50%	0%	40%	75%	100%	71%	0%	100%						•			•				•					•				•				•				•				•	
22	ROL	10SPH02	STU0014	Student 14	0%	0%	80%	75%	50%	43%	0%	0%					•				•						•				•				•				•	•			•				•	
23	ROL	10SPH02	STU0015	Student 15	50%	0%	60%	75%	100%	57%	0%	67%						•			•					•					•				•				•	•			•				•	
24	ROL	10SPH02	STU0016	Student 16	100%	100%	100%	100%	100%	71%	67%	100%								•				•				•				•				•				•				•				•	
25	ROL	10SPH02	STU0017	Student 17	100%	100%	80%	100%	100%	100%	67%	100%								•				•			•				•				•				•				•				•	
26	ROL	10SPH02	STU0018	Student 18	50%	0%	40%	50%	100%	29%	0%	67%						•			•				•					•				•				•	•			•				•	
27	ROL	10SPH02	STU0019	Student 19	100%	100%	40%	100%	50%	86%	67%	67%								•				•	•					•				•				•				•				•	
28	ROL	10SPH02	STU0020	Student 20	100%	0%	100%	75%	100%	86%	0%	100%								•	•						•				•				•				•				•					•
29	ROL	10SPH02	STU0021	Student 21	0%	0%	80%	100%	50%	71%	0%	67%					•				•						•				•				•				•				•				•	
30	ROL	10SPH02	STU0022	Student 22	0%	0%	40%	100%	100%	71%	0%	33%					•				•				•						•				•				•				•				•	
31	ROL	10SPH02	STU0023	Student 23	100%	100%	100%	75%	100%	71%	100%	67%								•				•				•				•				•				•				•				•	
32	ROL	10SPH02	STU0024	Student 24	50%	0%	40%	75%	100%	71%	0%	67%						•			•				•						•				•				•				•				•	
33	ROL	10SPH02	STU0025	Student 25	100%	0%	100%	75%	100%	86%	33%	33%								•	•						•				•				•				•				•					•

The process in Excel

- If including comments, the cells from AX9 under heading ‘auto1’ contain formulae for generating an overall achievement comment as per details entered from AX39
- The cells from AY9 down under heading ‘auto2’ contain formulae for generating advice comments on each question according to marks awarded
- Copy the ‘auto2’ comments and ‘paste as values’ into column AZ for editing
- The ‘aaaaa…’ cells in row 2 are required to mail merge these large text strings



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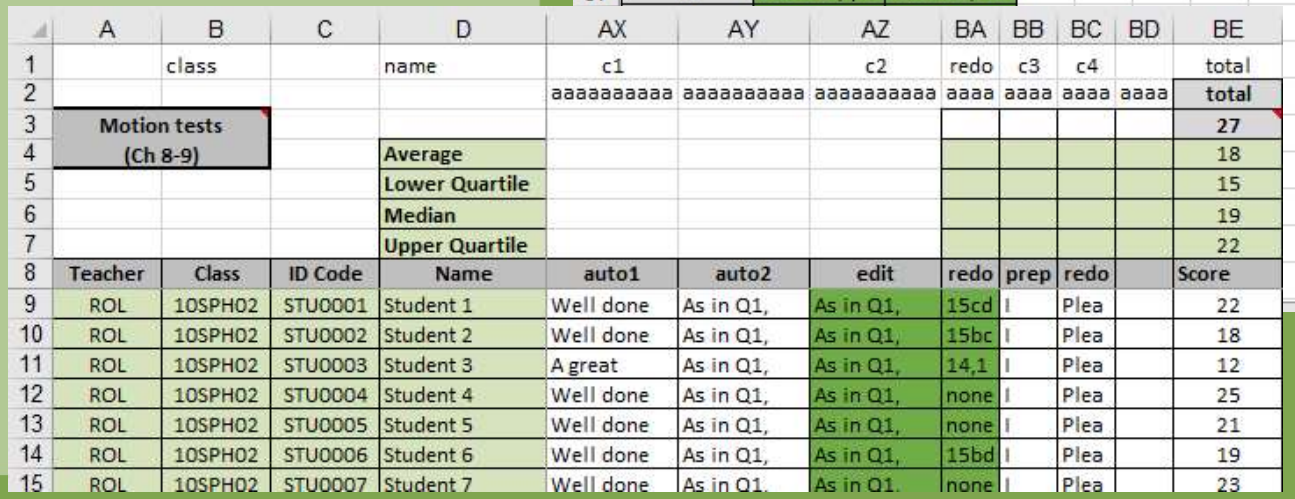
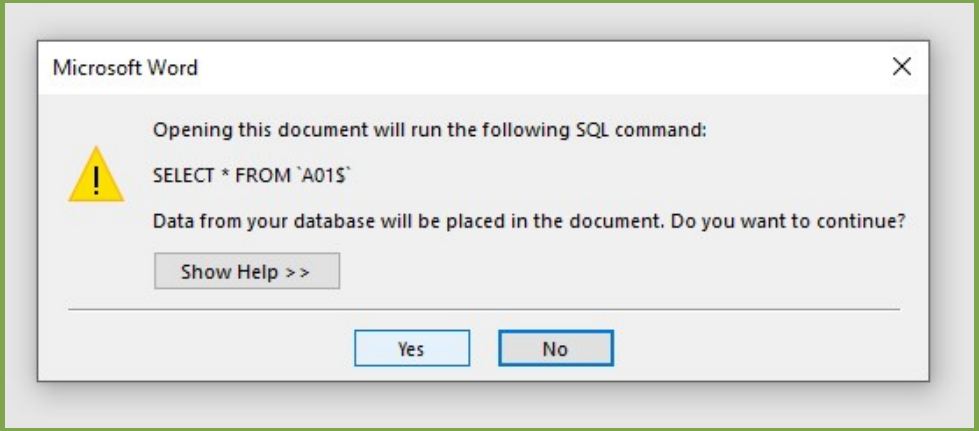
46	0.6	You have demonstrated a good understanding						
47	0.7	You have demonstrated a very good understanding						
48	0.9	You have demonstrated an excellent understanding						
49	1	You have demonstrated an excellent understanding						
50	sk description	of the content covered in the vectors and motion topics.						
51								
52	General advice for each question							Que
53	Question	Full marks	Full marks not awarded					Que
54	1	As in Q1, you	As in Q1, rem					
55	2	As in Q2, you	As in Q2, rem					
56	3	As in Q3, you	As in Q3, rem					
57	4	As in Q4, you	As in Q4, rem					



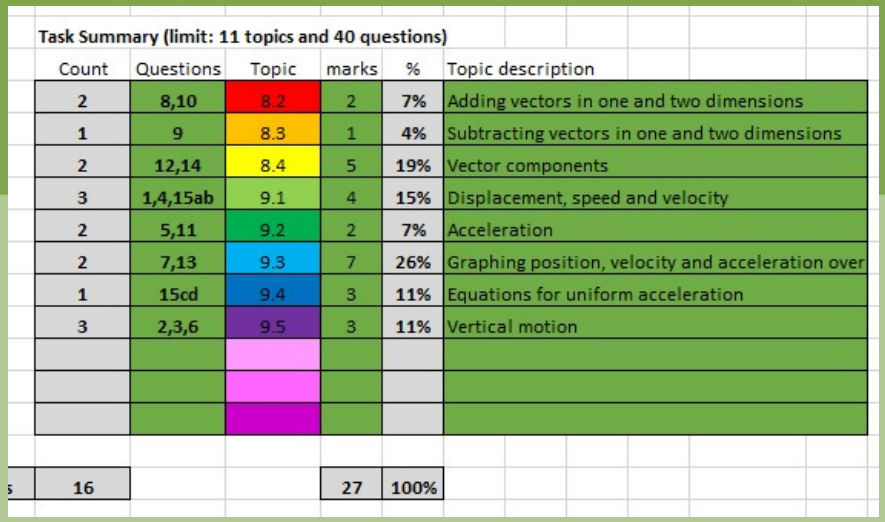
	A	B	C	D	AX	AY	AZ	BA	BB	BC	BD	BE
1		class		name	c1		c2	redo	c3	c4		total
2					aaaaaaaaaa	aaaaaaaaaa	aaaaaaaaaa	aaaa	aaaa	aaaa	aaaa	total
3	Motion tests (Ch 8-9)											27
4				Average								18
5				Lower Quartile								15
6				Median								19
7				Upper Quartile								22
8	Teacher	Class	ID Code	Name	auto1	auto2	edit	redo	prep	redo		Score
9	ROL	10SPH02	STU0001	Student 1	Well done	As in Q1,	As in Q1,	15cd	I	Plea		22
10	ROL	10SPH02	STU0002	Student 2	Well done	As in Q1,	As in Q1,	15bc	I	Plea		18
11	ROL	10SPH02	STU0003	Student 3	A great	As in Q1,	As in Q1,	14,1	I	Plea		12
12	ROL	10SPH02	STU0004	Student 4	Well done	As in Q1,	As in Q1,	none	I	Plea		25
13	ROL	10SPH02	STU0005	Student 5	Well done	As in Q1,	As in Q1,	none	I	Plea		21
14	ROL	10SPH02	STU0006	Student 6	Well done	As in Q1,	As in Q1,	15bd	I	Plea		19
15	ROL	10SPH02	STU0007	Student 7	Well done	As in Q1,	As in Q1,	none	I	Plea		23

The process in Word

- Save a copy of the provided Word template
- Leave the saved Excel file open and then open the saved Word file (otherwise you will be restricted to ‘Read only’ access when you try to re-open the Excel file)
- Word will then try to connect to the Excel file to read the data
- Select “No” from the dialog box.



The process in Word



Task Summary (limit: 11 topics and 40 questions)

Count	Questions	Topic	marks	%	Topic description
2	8,10	8.2	2	7%	Adding vectors in one and two dimensions
1	9	8.3	1	4%	Subtracting vectors in one and two dimensions
2	12,14	8.4	5	19%	Vector components
3	1,4,15ab	9.1	4	15%	Displacement, speed and velocity
2	5,11	9.2	2	7%	Acceleration
2	7,13	9.3	7	26%	Graphing position, velocity and acceleration over
1	15cd	9.4	3	11%	Equations for uniform acceleration
3	2,3,6	9.5	3	11%	Vertical motion
16			27	100%	

- In the Word file, adjust the task title and details in the columns under the headings ‘Ch’, ‘Description’, ‘Qns’ and ‘Marks available’ by copying from the ‘Task Summary’ in Excel
- Don’t edit any of the codes (i.e. <<name>> etc); these correspond to the headings of the columns in the Excel file which needs to be linked for the data to be read

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Year 10 Physics Semester 2 2022
Test 1: Vectors and Motion
Name: «name»
Class: «class»

Ch	Description	Qns	Marks awarded	Marks available	Achievement: Revision needed	Achievement: Good: revision advised	Achievement: Very Good: revision advised	Achievement: Excellent
8.2	Adding vectors in one and two dimensions	8,10	«s1»	2	«r1»	«g1»	«v1»	«e1»
8.3	Subtracting vectors in 1 and 2 dimensions	9	«s2»	1	«r2»	«g2»	«v2»	«e2»
8.4	Vector components	12,14	«s3»	5	«r3»	«g3»	«v3»	«e3»
9.1	Displacement, speed and velocity	1,4,15ab	«s4»	4	«r4»	«g4»	«v4»	«e4»

The process in Word

- Delete/amend anything as required (i.e. unwanted topic rows, deduction rows, feedback, signature, teacher name, re-do questions etc)
- <<c1>> is the achievement comment
- <<c2>> will output the advice you entered for each question (or not)
- <<c3>> and <<c4>> are optional general advice and redo Q comments (amend on 'Grading' tab in Excel file)
- Don't worry about formatting until reports are generated later

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Year 10 Physics Semester 2 2022
Test 1: Vectors and Motion
Name: «name»
Class: «class»

Ch	Description	Qns	Marks awarded	Marks available	Achievement: Revision needed	Good: revision advised	Very Good: revision advised	Excellent
8.2	Adding vectors in one and two dimensions	8,10	«s1»	2	«r1»	«g1»	«v1»	«e1»
8.3	Subtracting vectors in 1 and 2 dimensions	9	«s2»	1	«r2»	«g2»	«v2»	«e2»
8.4	Vector components	12,14	«s3»	5	«r3»	«g3»	«v3»	«e3»
9.1	Displacement, speed and velocity	1,4,15ab	«s4»	4	«r4»	«g4»	«v4»	«e4»
9.2	Acceleration	5,11	«s5»	2	«r5»	«g5»	«v5»	«e5»
9.3	Graphing position, velocity & accn over time	7,13	«s6»	7	«r6»	«g6»	«v6»	«e6»
9.4	Equations for uniform acceleration	15cd	«s7»	3	«r7»	«g7»	«v7»	«e7»
9.5	Vertical motion	2,3,6	«s8»	3	«r8»	«g8»	«v8»	«e8»
			«s9»		«r9»	«g9»	«v9»	«e9»
			«s10»		«r10»	«g10»	«v10»	«e10»
			«s11»		«r11»	«g11»	«v11»	«e11»
	Deduction for incorrect significant figures		«sigfigs»					
	Deduction for incorrect direction		«d»					
	Deduction for incorrect units		«u»					
	Total marks awarded (out of «task_tot»)		«total»					
	Scaled grade		«grade»					

Feedback:

«c1»

- «c2»

«c3»

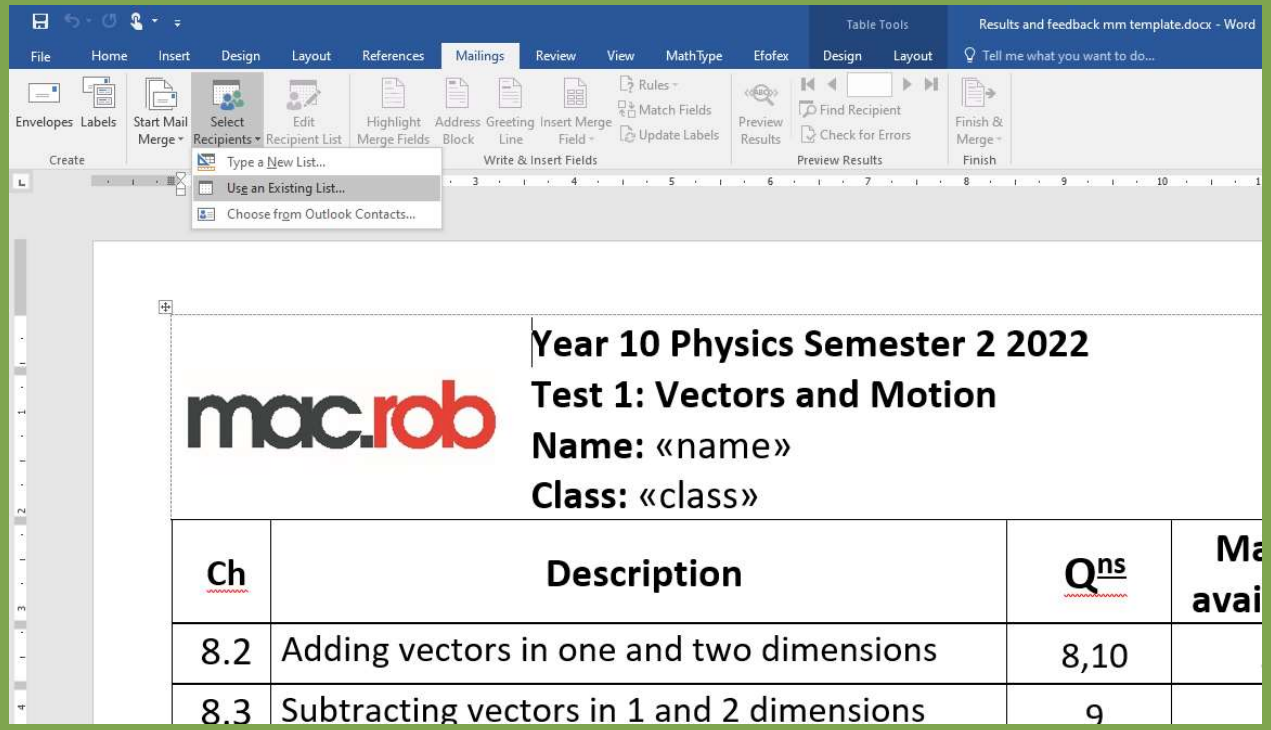
«c4»

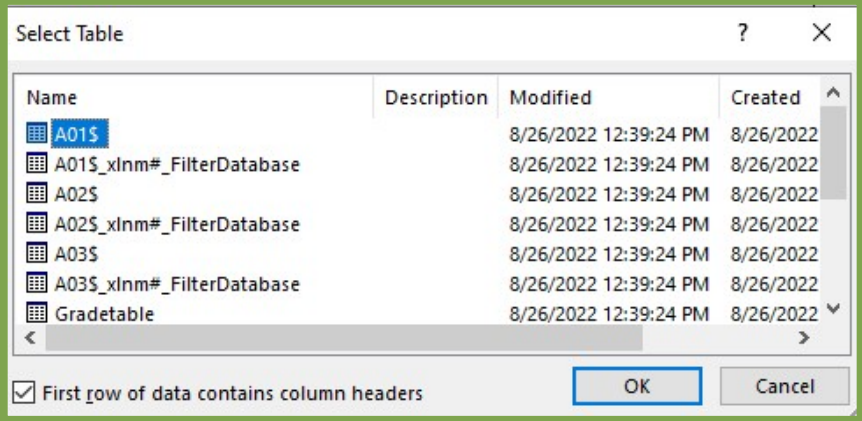
(Ms) C Rollinson

Re-do question/s: «redo»

The process in Word

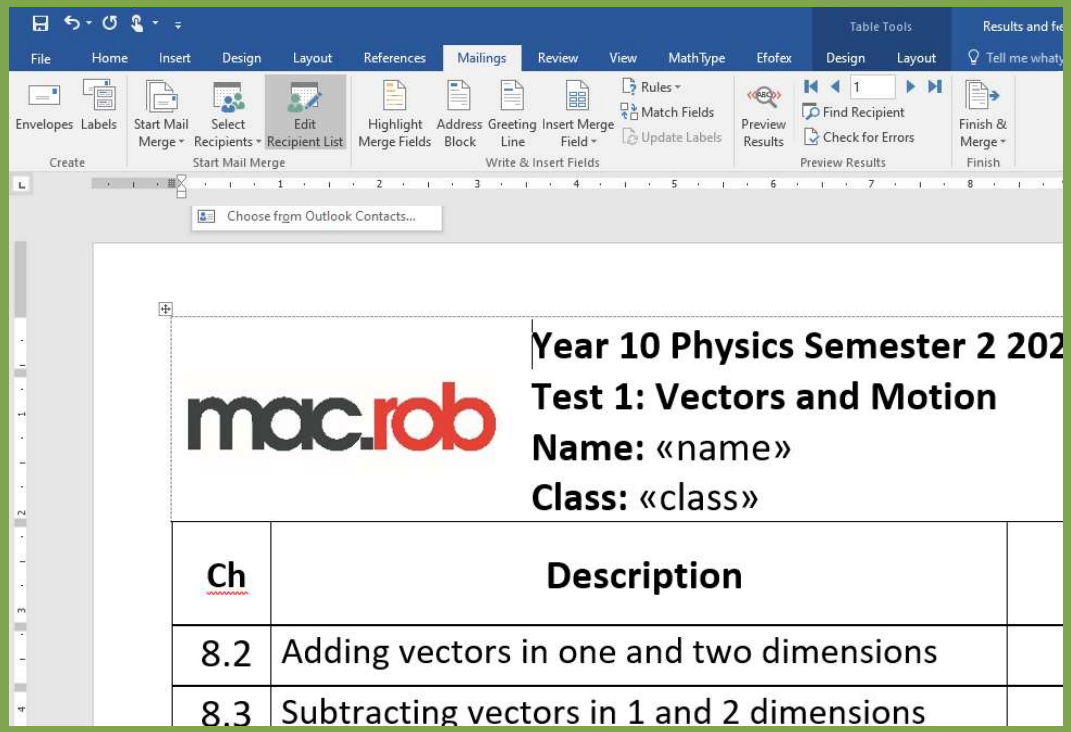
- On the Mailings tab, select “Select Recipients” and “Use an Existing List…”
- Navigate to your saved Excel file, select the desired tab (i.e. “A01$”) and press OK
- Be patient; Word may take a minute or two make the connection

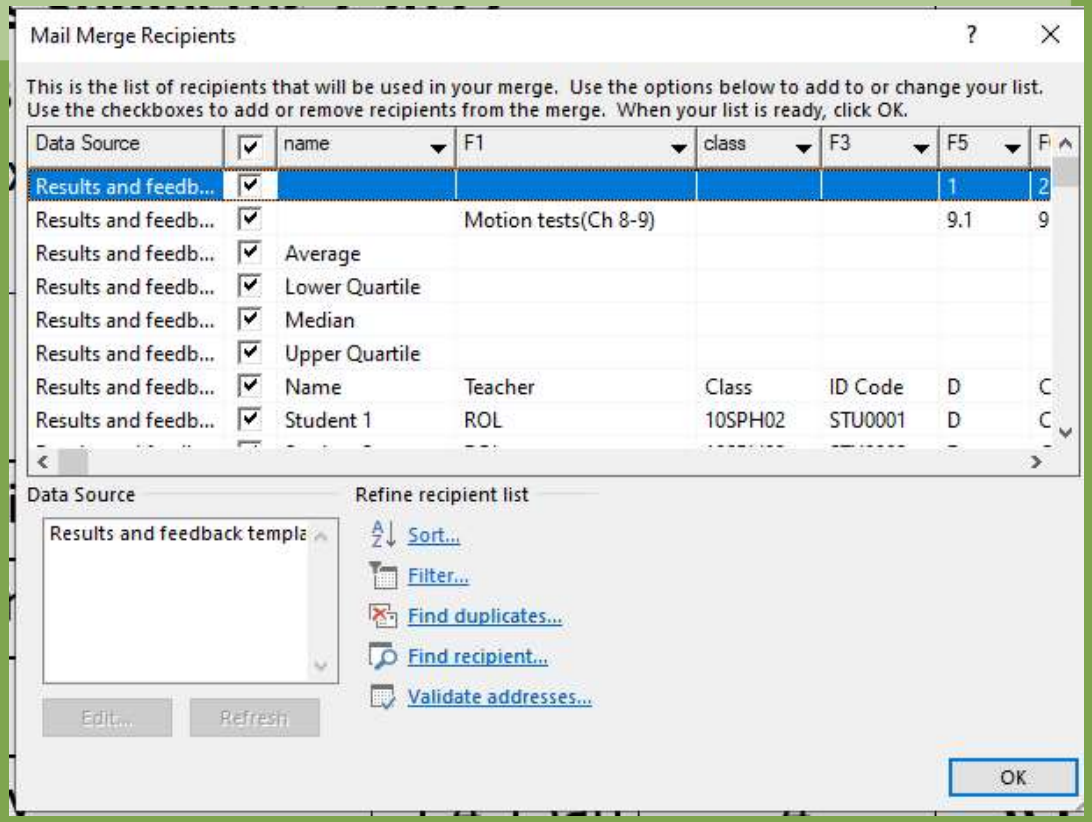




The process in Word

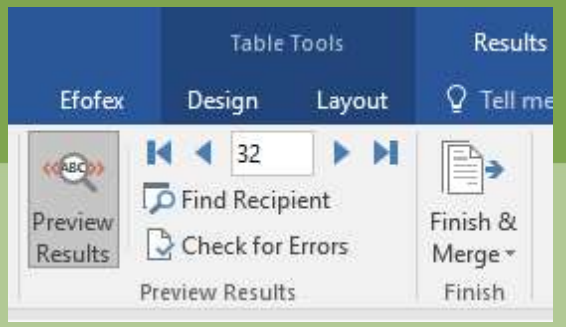
- On the Mailings tab, select “Edit Recipients” and untick the top tick box to deselect all
- Scroll down and select required students in the “name” column
- Click OK

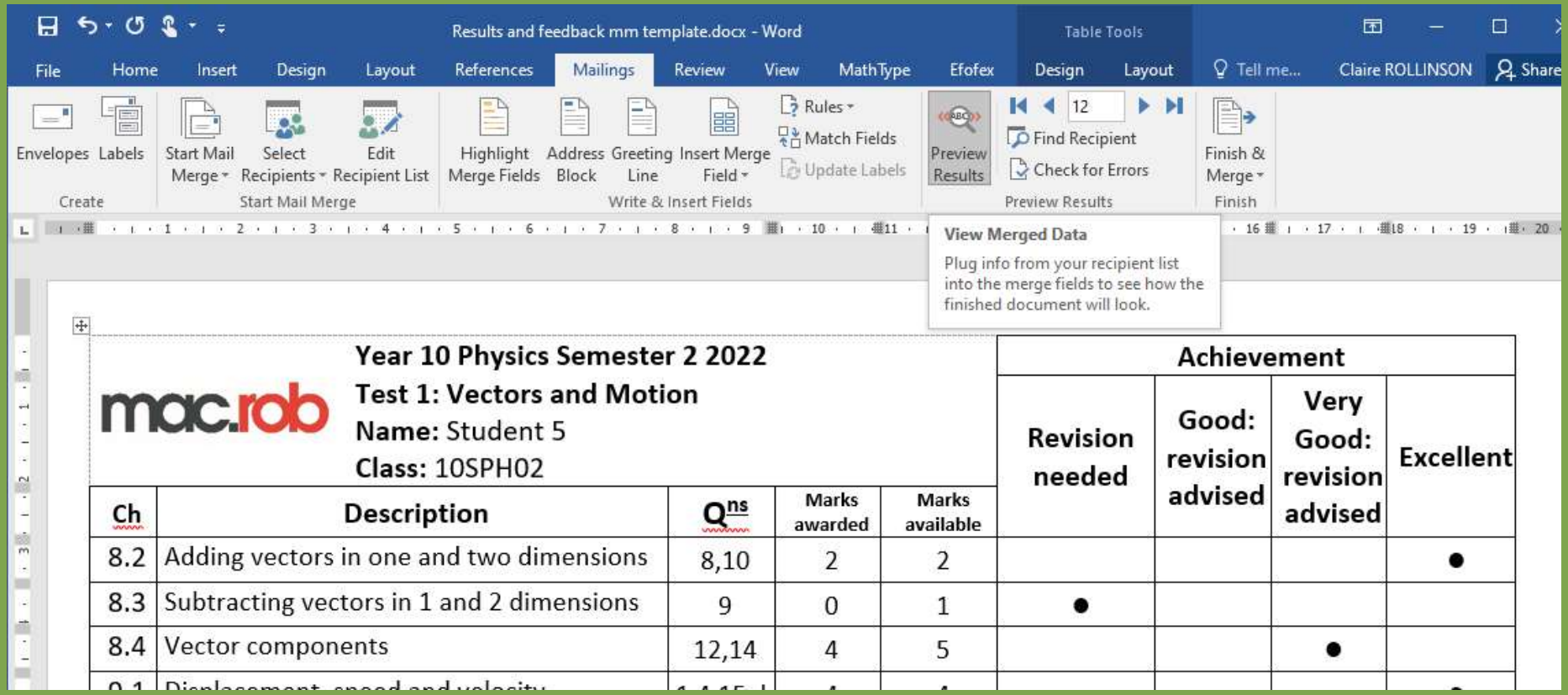




The process in Word

- On the Mailings tab, select “Preview Results” and use the controls to view each student’s report





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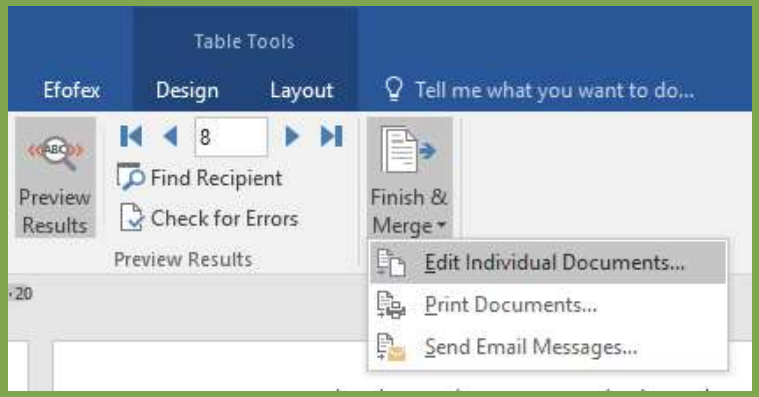
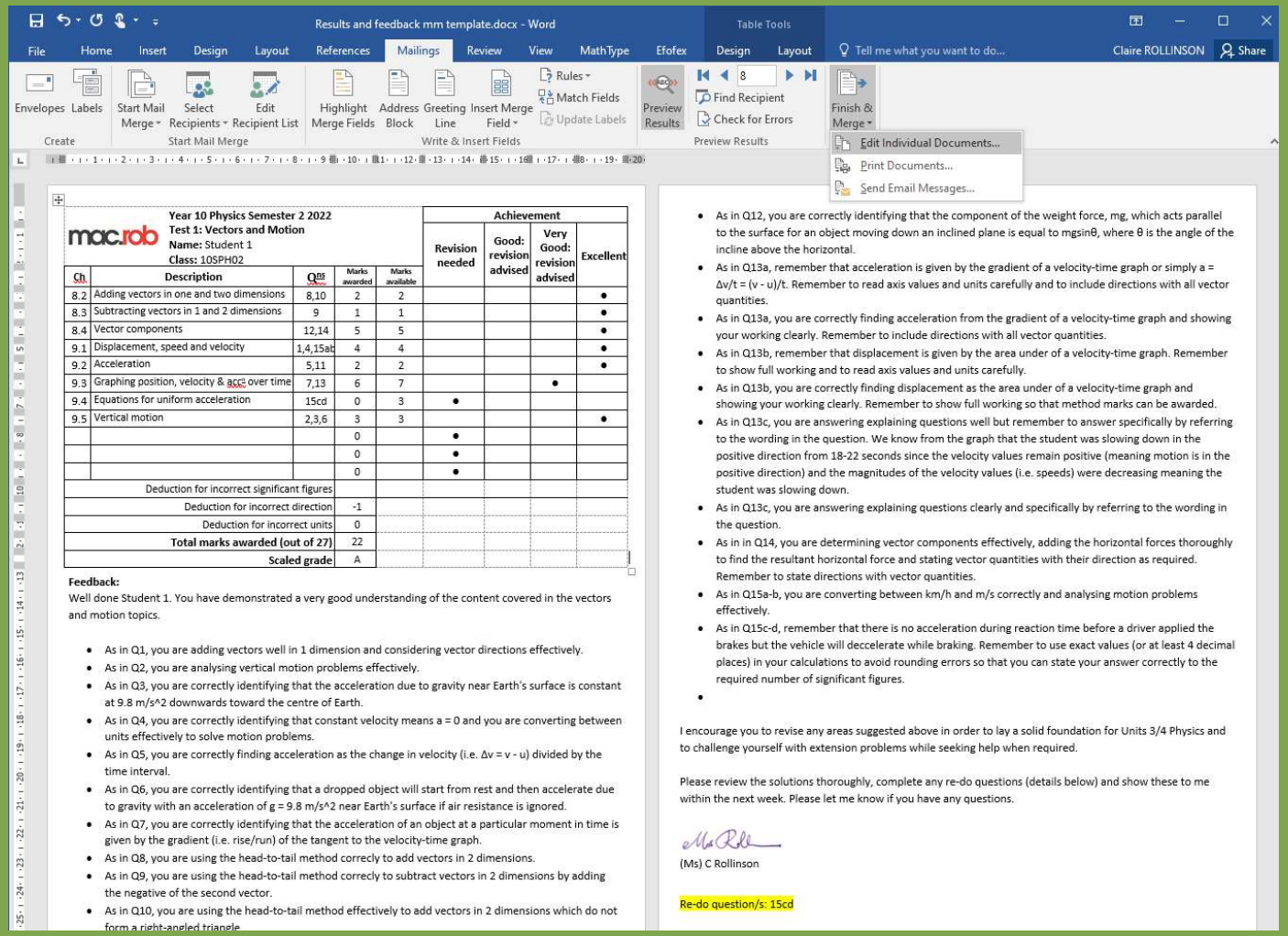
Year 10 Physics Semester 2 2022
Test 1: Vectors and Motion
Name: Student 5
Class: 10SPH02

Ch	Description	Qns	Marks awarded	Marks available	Achievement: Revision needed	Achievement: Good: revision advised	Achievement: Very Good: revision advised	Achievement: Excellent
8.2	Adding vectors in one and two dimensions	8,10	2	2				●
8.3	Subtracting vectors in 1 and 2 dimensions	9	0	1	●			
8.4	Vector components	12,14	4	5			●	
9.1	Displacement, speed and velocity							

The process in Word

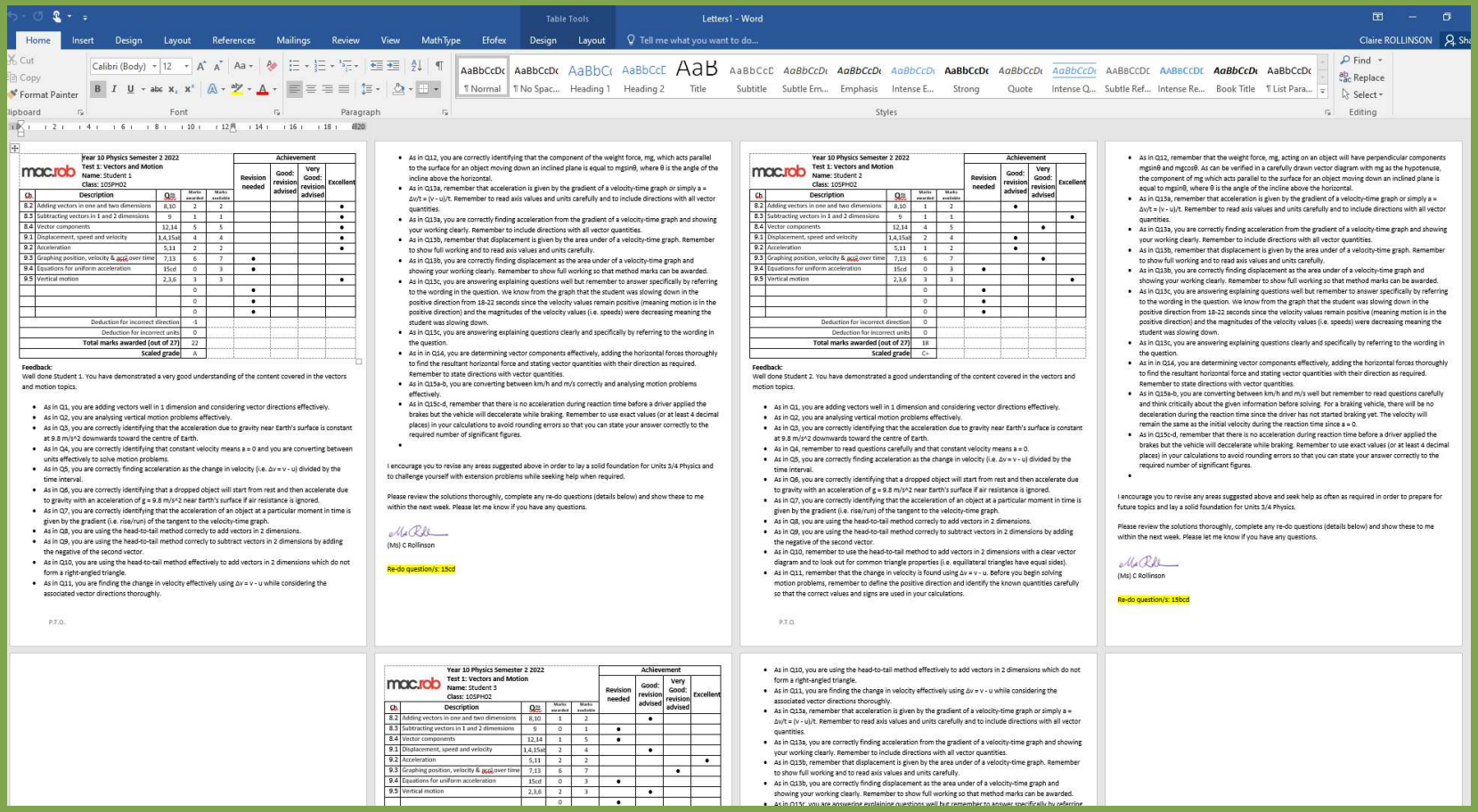
- Review each report; if you notice any errors go back and amend in the Excel file
- Once ready to generate the printable reports, select “Finish & Merge” then “Edit Individual Documents”





The process in Word

- A Word file called “Letters1” will be generated containing all reports
- Format as required for printing
- You may need to delete or insert blank pages to separate the reports



Troubleshooting

- Seeing ‘Read-only access’ message when trying to open Excel: save and close Word and Excel then re-open Excel file first, followed by Word file.
- If the achievement dots are appearing as zeros, save and close Word and Excel. Open the Excel file first and then the Word file.
- The extra bullet point in the comments can be removed by deleting the last blank line in the “edit” cell for each student in column AY.
- Use Alt+Enter to insert a blank line in a cell.
- If any comments are clipped, check that the “aaaa….” cells are in row 2 as in the template.
- Anything else, email rol@macrob.vic.edu.au!