

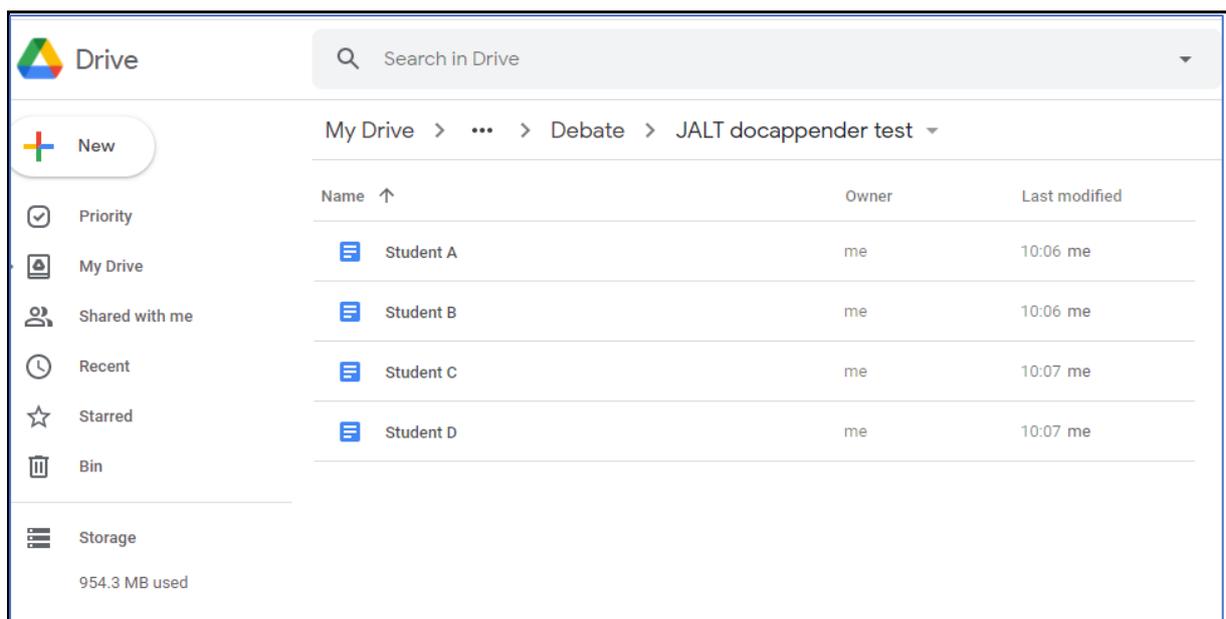
# Peer Feedback in Speaking Classes using Google Forms with DocAppender

## What is DocAppender?

Docappender is an add-on for Google Forms that sends responses to a specific Google Doc using parameters that the user sets up ahead of time. Once the initial set-up is complete, you have a form that will send each response to a specific (student-named) Google Doc. This form can then be used multiple times to create an ongoing record of feedback for students. It has the additional benefit of being more-or-less instantaneous, so students can read all the feedback from their peers in one place shortly after they have finished their speaking task.

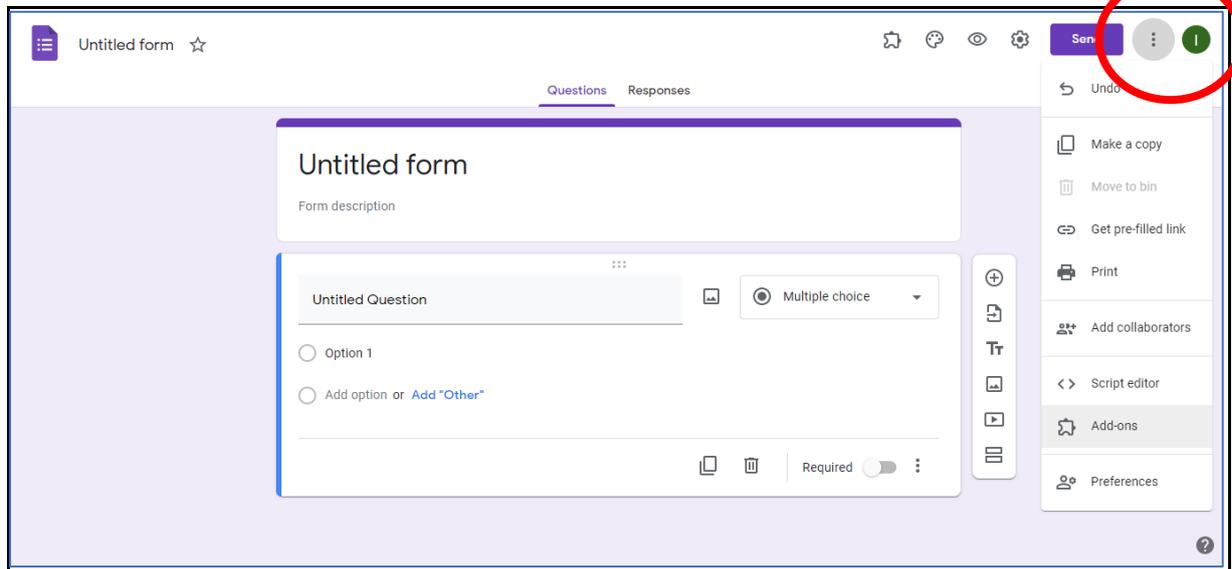
## Step 1 - Set up your Google Forms to receive the data

The first step is to create a folder - I have named it Docappender test - then within the folder, create blank Google Docs that use your students' names as titles. It should be noted that these target documents all need to be in one Google Drive folder together by themselves. In the example below, I have created 4 Google Documents for students A, B, C & D. The Google Form that we create later will send the appropriate information to each individual Google Document.

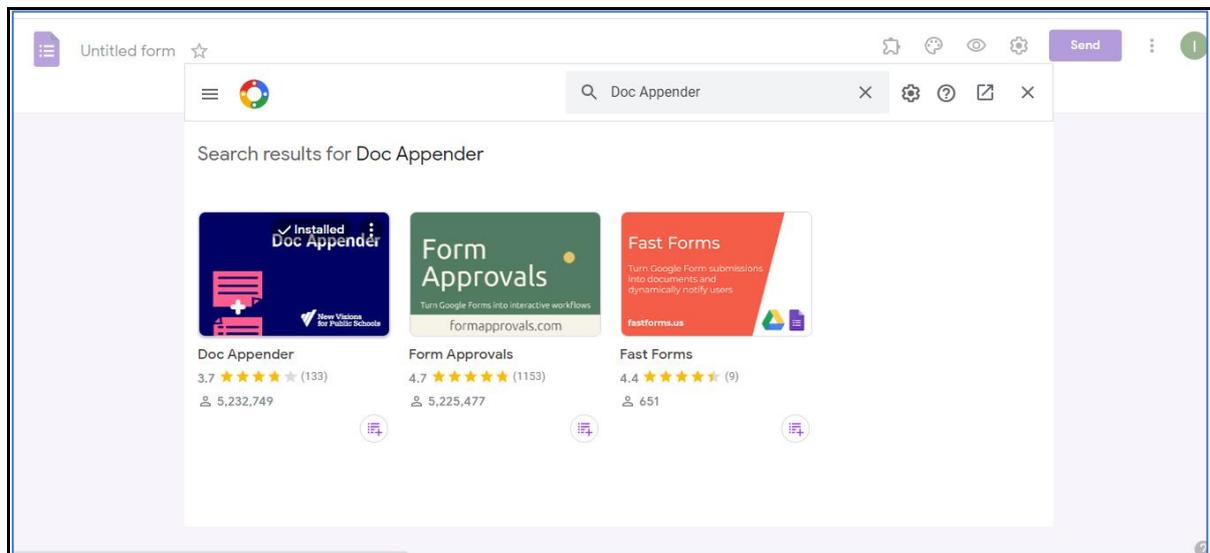


## Step 2 - Install DocAppender

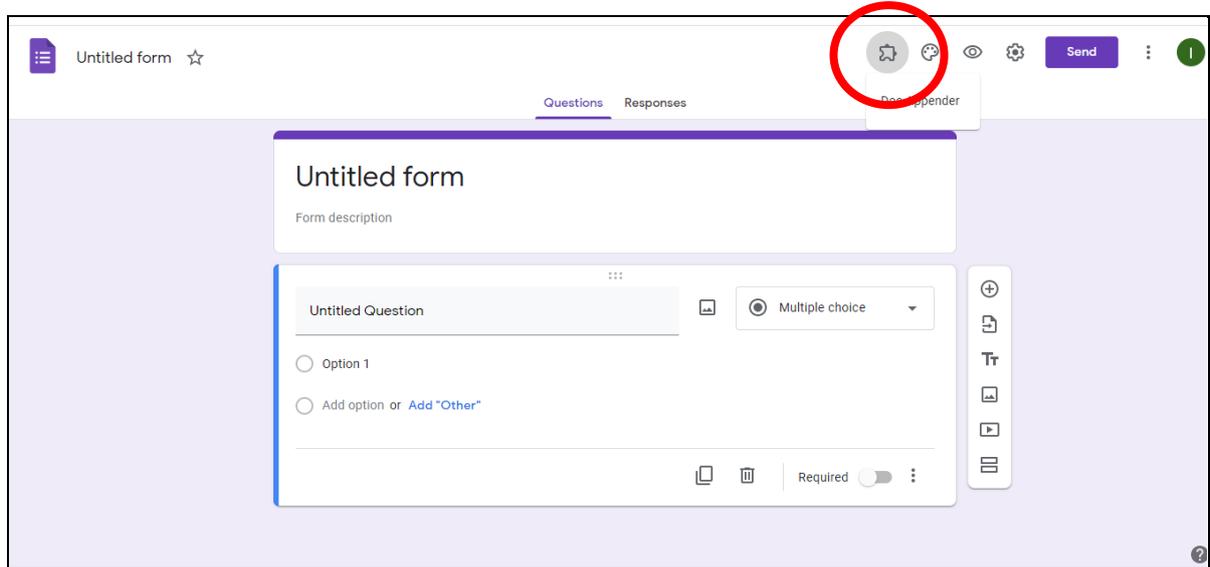
The next stage is to install the add-on called Doc Appender. Open a blank Google Form, click the three vertical dots on the right and choose “Add-ons”.



Next, search for and install DocAppender:

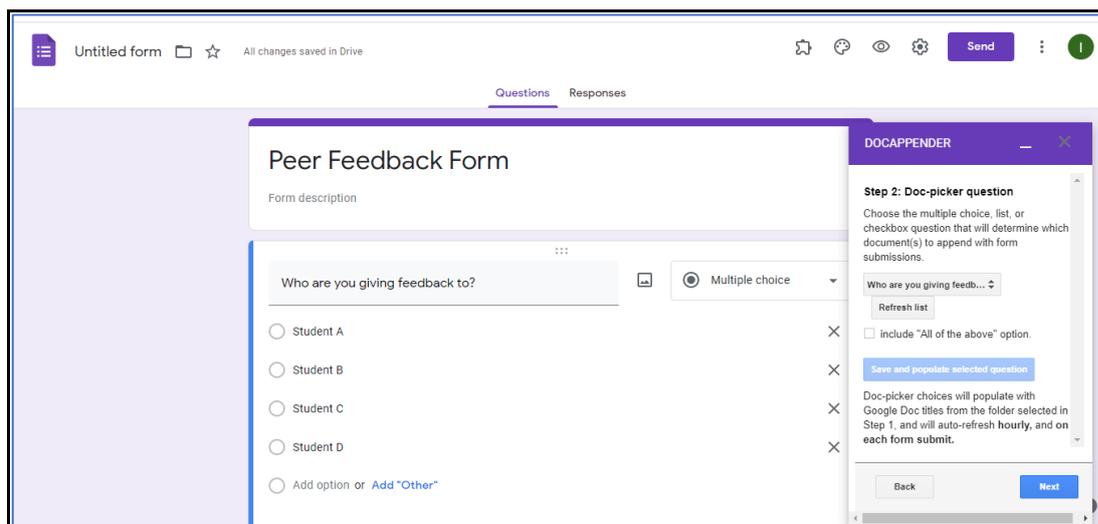


Once installed, the add-on button will appear as a jigsaw piece icon in the top right of the screen, next to the customise icon. Click this and choose Doc Appender each time you want to use it on a Google Form

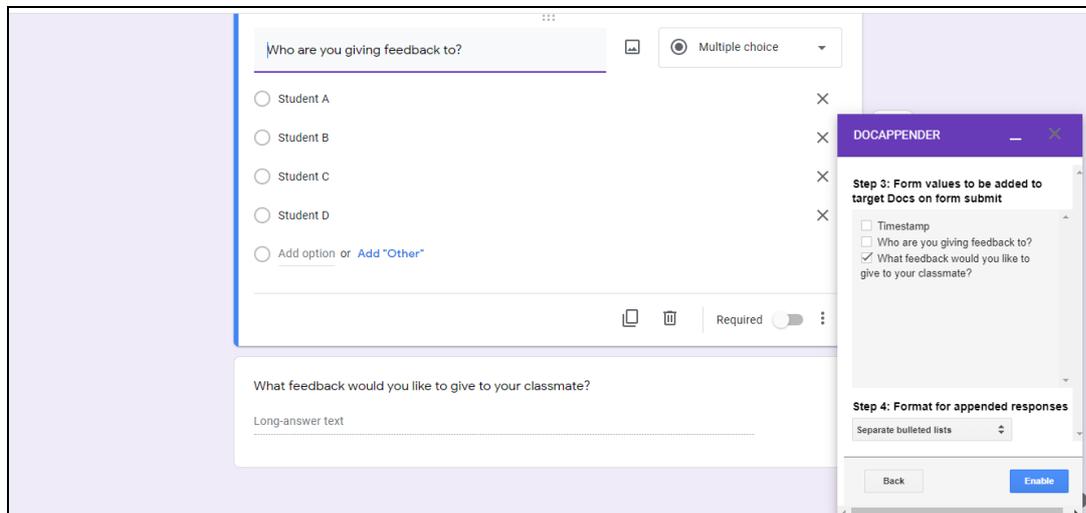


### Step 3 - Set up the Google Form and link it to the Google Docs with DocAppender

To set up the process, choose Doc Appender, then the “open in sidebar” option. Then choose the folder containing the Google Documents that you set up previously. (In my example, the folder named JALT Docappender test.) My first question is “Who are you giving feedback to?”. You don't need to type the names in manually - DocAppender will automatically put the names of the files here (in my example, Student A, B, C & D).



Next, choose the information from the form to be sent to each Google Document. In the examples here, I have only created one question - "What feedback would you like to give your classmate?". This appears as a check box option, so I choose this option. The final step is to choose the layout for the data to appear each Google Doc. The Form is then ready to use.

The image shows a Google Forms editor interface. The main question is "Who are you giving feedback to?" with a "Multiple choice" type. The options are "Student A", "Student B", "Student C", "Student D", and "Add option or Add 'Other'". Below this is a second question, "What feedback would you like to give to your classmate?", with a "Long-answer text" type. A "DOCAPPENDER" overlay is visible on the right side, showing "Step 3: Form values to be added to target Docs on form submit" with checkboxes for "Timestamp", "Who are you giving feedback to?", and "What feedback would you like to give to your classmate?". The "What feedback..." option is checked. Below that is "Step 4: Format for appended responses" with a dropdown menu set to "Separate bulleted lists". At the bottom of the overlay are "Back" and "Enable" buttons.

## In Use

It's then a simple matter of sharing the Google Form with the students, who can complete it with the appropriate feedback, then send it using the "submit" button. Students can then fill out the form as many times as needed to provide feedback to one or more peers. The comments will appear on the Google Documents within the drive, so these can be shared with each student individually so that they can access their feedback.

## Conclusion and other Possible Uses

Overall, I have found this to be a highly effective method of providing students with feedback from their peers speaking classes. I use the Form at the same time as the students to provide my own feedback. I hope to continue to use this method when, and if, we return to the classroom in the future

Whilst I have used this method in my debate and presentation classes, I envisage it being used for several other potential purposes. For example, it could be used by the teacher to give feedback to individual students, or even for students to give feedback to the teacher. It could also be used to provide peer feedback in writing classes. There are many possibilities, and since using Google Forms eliminates the need to use paper, it is environmentally friendly too.