# Slide 6: Provide Timely and Effective Feedback

Timely feedback is essential for learners to be able to move forward in the course. In some cases, students cannot make further progress in their work until a question is answered.

**Feedback for Email**:

* A generally accepted guideline is to provide feedback to emails within one business day. If the response will take longer, reply to the email noting when a full response can be expected.
* Set student expectations in the “Expectations” document for returned email. Otherwise, students will expect you to reply “IMMEDIATELY.”
* Model the rules of netiquette. ALWAYS be respectful.

**Feedback for Graded Discussions or Assignments**

* Set student expectations for returned graded discussions or assignments. The return time will vary based on the type and complexity of the assignment and whether it is auto graded.
* Where appropriate, release model answers after assignments have been submitted.

**Quality of Feedback**

* Feedback may be a completed rubric.
* Provide more than “good job” or “needs improvement.”
* Provide clear, concise explanations or instructions to help the student understand what needs improvement.

**TIP:** Keep a copy of responses to student inquiries or for comments on graded assignments. Cut and paste responses when appropriate. If the question is asked multiple times, edit and improve the instructions or create a Q & A document to answer questions.