

## Kaizena Mini

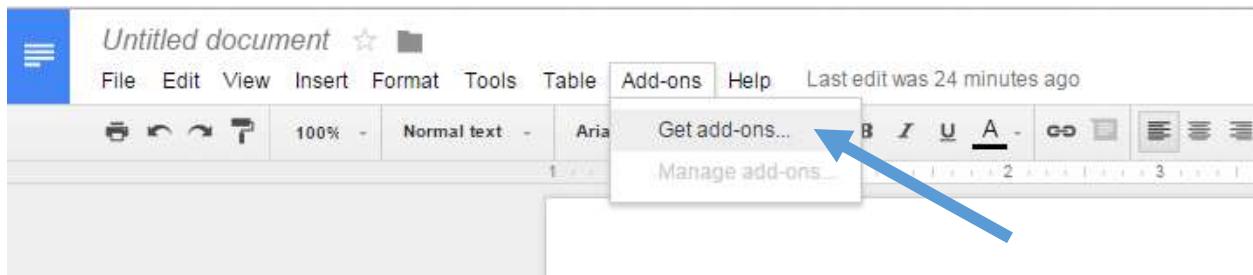
Kaizena Mini allows you to provide three types of feedback to students on papers they have written and shared with you in Google Docs. You simply highlight the section you want to provide feedback and then

- You can record an audio message. Verbal feedback lets you use tone of voice to make your comments sound encouraging.
- You can type a message.
- Or you can attach a “lesson.” Lessons can consist of audio, text, and/or links to websites. Once you’ve created a lesson, you can easily attach it as feedback to any student’s paper.

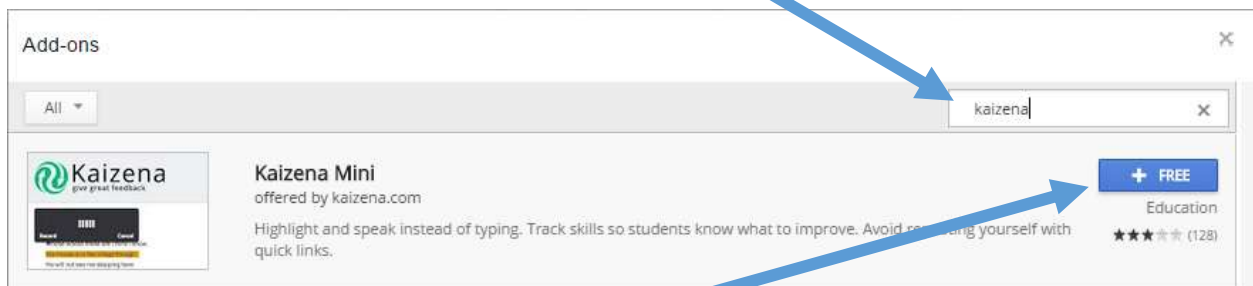
Kaizena Mini is an add-on in Google Docs, so you first need to install it. Your students will need to install it too.

### Installing Kaizena Mini

Within a Google document, go to Add-ons and click Get add-ons...



In the search box in the add-ons window, type Kaizena



Then click Free to install Kaizena Mini. You'll also need to accept the permissions.

## Providing Feedback with Kaizena Mini

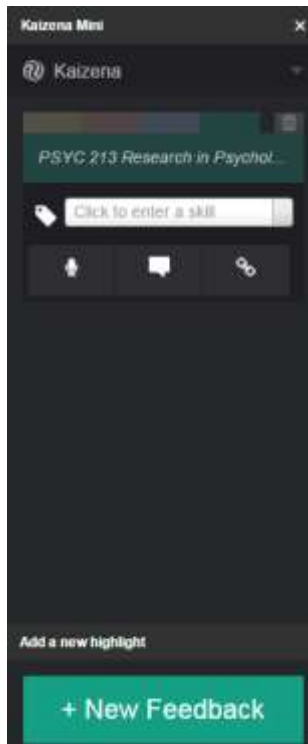
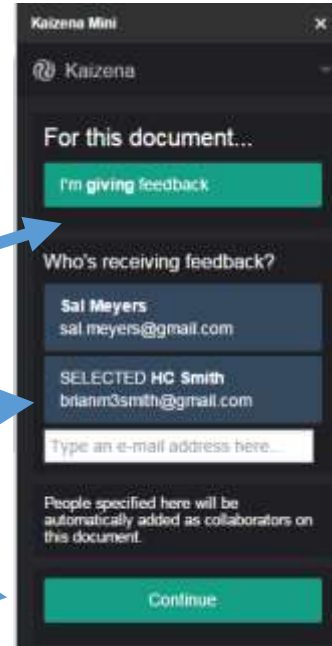
Start by opening the Google Doc you want to provide feedback on. The students will need to have shared the document with you for you to be able to do this.

Now launch Kaizena Mini. From the Add-ons menu, select Kaizena Mini and then select Open Kaizena Mini.

Click the box saying “I’m **giving** feedback”

Select the name of the person who will be receiving the feedback. You can select multiple names.

Click Continue



Highlight the section of the paper you want to provide feedback about and click +New Feedback at the bottom of the Kaizena Mini menu.

You do not need to enter a skill. Skills are meant to be rubric items. If you enter a skill, you'll be prompted to indicate a rating to describe the student's mastery of that skill.

Click the type of feedback you want to provide: audio, text, or link.

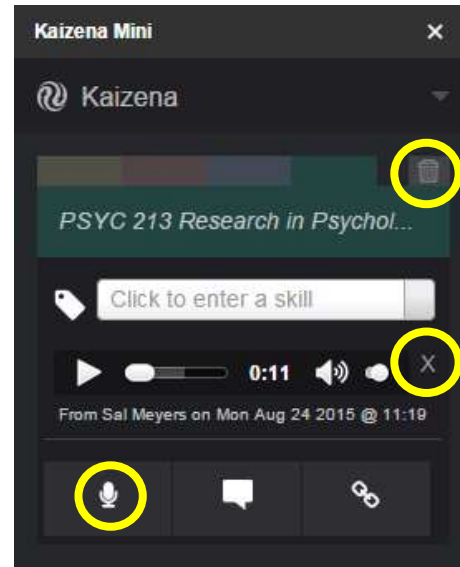
## Audio Feedback

Click the microphone and give the program permission to access your microphone. The buttons to start and stop recording will appear as needed. It will take the program a moment to process your recording. You can add other feedback while the audio processes.

There are two ways to delete an audio comment.

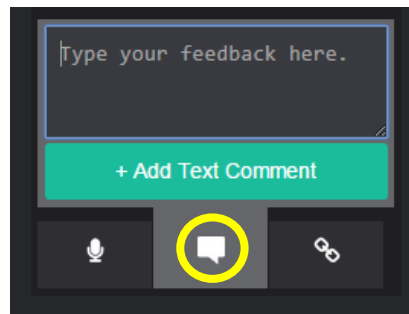
You can delete just the audio by clicking the x next to the audio controls.

You can delete all the audio, any other feedback, and the highlighting, by clicking the trash can located toward the top of the Kaizena window.



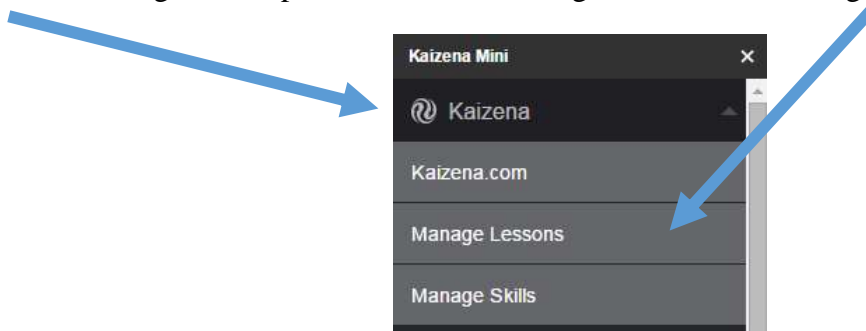
## Text Feedback

To provide a written comment, click the icon in the center. Enter your comment and then click +Add Text Comment.



## Lessons

Before you can attach a link or a lesson as feedback, you need to create the lesson. Click the Kaizena heading at the top of the menu on the right. Then click Manage Lessons.



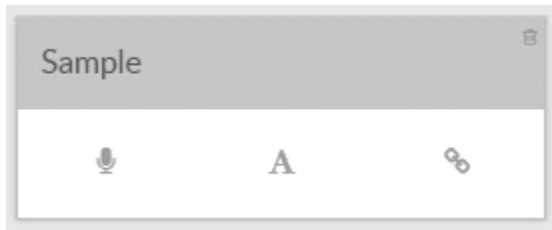
Kaizena will open a new tab in your browser.

Click



Enter the name for the lesson. This should be a short word or phrase that helps you find the item out of the entire list of lessons you've created.

Click Add



You can now add an audio explanation, a written comment, and/or a link to a website.

My list of lessons includes grammar tips from the Purdue Owl (<https://owl.english.purdue.edu/owl/>)

To attach a particular lesson to a highlighted segment of a student's paper, click the link button located on the Kaizena Mini menu on the right side of the screen in Google Docs. Select the lesson you want to attach from the drop-down menu, and then click +Attach Lesson.

