



## 1. Installing the Kaizena Add-on

Teachers and student will both need to install the Kaizena add-on. Installing the add-on is easy!

First, [visit the add-on store](#).

Then click the blue "Free" button.

## 2. Opening Kaizena

The add-on needs to be opened from inside Google Docs, so the first step is to open a file on Google Docs.

- 1 Click "Add-ons."
- 2 Click "Kaizena."
- 3 Click "Open Kaizena."

-The first time you open Kaizena, you'll see a message saying "A script attached to this document needs your permission to run." - click "Continue."

-You'll see a popup asking you to select your account: if you have multiple Google accounts, make sure to select the account you use with your students. Kaizena will ask for permissions - click "Allow"

## 3. Signing in for the first time

The first time you open Kaizena, you'll need to sign in.

**Students:** If you're a student, you don't need to create an account.

Open Kaizena, then click "Student"

**Teachers:** If you're a teacher, you'll need to create a Kaizena account in order to create feedback. Don't worry - this is done entirely inside Google Docs!

1. Once you've opened Kaizena, the first step is to select "Teacher."
2. Next, enter the school you teach at: just type the name of the school and select it from the dropdown.
3. Next, enter the grades and subjects you teach. You can add as many subjects and grades as you like - just click "Add another subject"! When you're satisfied with your grades and subjects, click "Set subjects and grades."
4. Finally, add your name. This is the name the students will see when they review your feedback. Click "Set teacher name."

## 4. Teachers: Adding Feedback

Now you're ready to start adding feedback! There are four comment types available:

- Voice Comments
- Skills
- Lessons
- Text Comments

Note: Students will need to have the add-on installed in order to review your feedback. For any comment type, you can change the color of the highlight by clicking on one of the colored circles.

### Voice Comments

Voice comments are a fast and effective way to bring your feedback to life for your students. Your students can not only hear what you said, they can also hear how you said it. It's also a great way to demonstrate pronunciation for language students.

To add a voice comment:

- 1 Make a highlight on the document.
- 2 Click the microphone button.
- 3 If this is your first voice comment, click "Allow" in the box that pops up to give Kaizena access to your microphone.
- 4 Record your voice comment – voice comments can be up to 30 seconds long.
- 5 Click "stop to finish your comment", then "post" to upload it.

### Skills

Skills allow you to rate students on specific skills that they demonstrate in their work. If you've used rubrics to grade, you can think of a skill as a single category on a rubric. Skills could also include learning objectives or outcomes – anything you want to track and rate, you can create a skill for it!

To add a skill, make a highlight and click on the graph icon. You'll need to set some skills up before you can use them: click "[Manage Skills on app.kaizena.com](#)" to get started. [This guide](#) has details about how to set up new skills. If you've created skills on the Kaizena web app before, you can access these skills from here as well!

Once you've created a skill:

- 1 Make a highlight on the document.
- 2 Click the graph icon.
- 3 Type the name of the skill you want to use, then select it from the dropdown.
- 4 Click on the rating you want to give the student.

## Lessons

Lessons let you save and reuse voice and text comments: instead of recreating the same comment over and over again, you can save it to use with other students.

To add a lesson, make a highlight and click on the light bulb icon. Just like skills, you'll need to create a lesson before you can use it: click "[Manage Lessons on app.kaizena.com.](#)" [Here's a guide](#) to creating lessons.

Once you've created a lesson:

- 1 Make a highlight.
- 2 Click the light bulb icon.
- 3 Type the name of the lesson you want to use
- 4 Select it from the dropdown, and click "post."

## Text Comments

Finally, you can also add text comments, which can include links. Just like other types of comments, you start by making a highlight. Then click the "T" to add your text comment. Type in your comment, then click "Post":

## 5. Students: Reviewing feedback from your teacher

When you open Kaizena, you'll see all the messages your teacher has given you. Most comments will be attached to a highlight on your file. The part in the colored box is the text that's highlighted. The comment underneath is the feedback your teacher gave you. If you aren't sure which comment goes with which highlight, you can click the comment at the right, or the highlight on the file. This will make the highlight brighter and will open the comment.

### Replying to a comment

Once you've opened a comment, you can reply to it.

Click the microphone to reply with a voice comment.

Or, click the "T" to reply with a text comment.

The reply will be attached to the first comment.