

**Description:**

Students in a lecture course respond to a question written by the instructor on a large envelope which is passed around the class. The purpose is to provide feedback about what he or she notices about the teaching and learning, engagement and involvement occurring at a given moment during a class session.

**Step-by-Step Procedure:**

1. Compose a question that will help you – and your students – capture a moment of their mental activity during the class session. Your Chain Note might ask students what they are focusing attention on, or how well.
2. Make sure the question can be answered quickly, regardless of the moment during the class when the Chain Note reaches him or her. (e.g. Immediately before this reached you, what exactly were you paying attention to?)
3. Have a large envelope, print the question, and directions for responding.
4. At the beginning of class, explain what you are doing and why, and go over directions for responding to the Chain Note. Emphasize the importance of not writing before the envelope arrives, and of writing a quick, honest, and anonymous response when it does. Pass out index cards or slips of paper.
5. Pass the envelope.
6. Review the data and detect patterns of responses. Are students engaged/not engaged, focused on self/teacher/others/content, question/praise/neutral comment or complaint, on target/off target/can't tell.
7. Discussing patterns of response with the class can often lead to suggestions for more effective teaching and learning.