Thank you for agreeing to complete this log for your chosen course. Be sure to log your time for only the one course that you chose and indicate that course number at the top of the log page.

As you will see, the logs are broken down into hour-long segments. Above the time breakdowns, there are abbreviated tasks (please review the next page for a detailed description of the tasks and use this page as a key as you complete your log over the upcoming three days). Please indicate how much time you spent during each hour completing each of the tasks; rounding to the nearest five minutes (5, 10, 15…50, 55, 60 minutes). If you spent no time on a given activity, just leave the block blank. Please review the sample on this page.

When working on your chosen course, each time, throughout the three days, please document your time as you work rather than attempting to do after the fact from recollection. This will help to ensure accuracy.

Please send your logs back to Adam Dircksen no later than Friday, March 3 (before Spring Break) in Neff 230 (mailbox is in Neff 230L) or via e-mail. Please also let Adam Dircksen know of any questions, comments, or concerns at 481-6543 or at dircksea@ipfw.edu. Thank you for your time.

Sincerely,

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BELOW IS A SAMPLE:

Day 1 Course:_____ COM 303I

Day of the Week (Please circle One): M (T) W R F S U Format: Online

TIME:	TSI CLASS UPDATES	TSI CLASS TEACHING	TSI CLASS ASSIGNMENTS	TSI CLASS STESTING	TSI SMALL GROUP WORK	TSI INDIVIDUAL PHONE/FACE	TSI INDIVIDUAL E-MAIL	GF GROUP GRADING	GF INDIVIDUAL GRADING	COURSE MAINTENANCE	TI FACULTY ISSUES	TI STUDENT ISSUES	OTHER
12:00-1:00AM				15									
1:00-2:00AM					30								
2:00-3:00AM					30								
3:00-4:00AM							30						

Online Teaching Research Instructor Log: Task List

Teacher-Student Interaction (TSI)

- TSI Class Updates: Teaching and/or Communicating with Entire Class Through Updating Homepage/Course Webpage, Making Announcements, and Sending Mass E-Mails Including Time Spent Doing these Activities in the Classroom
- TSI Class Teaching: Teaching and/or Communicating with Entire Class Through Developing and/or Administering Course Materials, Lectures, Class Forums, Class Discussions, Including Time Spent Doing these Activities in the Classroom
- TSI Class Assignments: Teaching and/or Communicating with Entire Class Through Developing and/or Administering Assignments, Handouts, and WebPages Including Time Spent Doing these Activities in the Classroom
- TSI Class Testing: Teaching and/or Communicating with Entire Class Through Developing and/or Administering Tests and Quizzes Including Time Spent Doing these Activities in the Classroom
- TSI Small Group Work: Teaching and/or Communicating with Small Groups In and/or Outside the Classroom Other Than Grading and Providing Feedback Through Working with Small Group Projects, Working with/in Small Group Discussion Forums, and Solving Problems in Small Groups
- TSI Individual Phone/Face: Teaching and/or Communicating with Individual Students Other Than Grading and Providing Feedback Through Telephone and Face-to-Face Communication
- TSI Individual E-Mail: Teaching and/or Communicating with Individual Students Other Than Grading and Providing Feedback Through E-Mail

Grading and Feedback (GF)

- GF Group Grading: Grading, Writing, and Administering Feedback and Grades for Group Papers, Tests, Quizzes, etc
- GF Individual Grading: Grading, Writing, and Administering Feedback and Grades for Individual Papers, Tests, Quizzes, etc

Maintenance

- Course Maintenance: Regular Course Maintenance (Checking Links, Checking Rosters, Adapting After Cancelled Class)

Technical Issues (TI)

- TI Faculty Issues: Faculty/Administrative Technical Issues: Non-Student Related (Adapting after a WebCT crash, server downtime, WebCT Glitches)
- TI Student Issues: Student Technical Issues (Developing Webpages, Ordering Equipment for Presentations, WebCT Glitches, Teaching WebCT, & WebCT Navigation)

Other

- Other: Any Activity Performed That Does not Fit into Any Category on This List

Day 1 Course:_____

Day of the Week (Please circle One): M T W R F S U Format:

TIME:	TSI CLASS UPDATES	TSI CLASS TEACHING	TSI CLASS ASSIGNMENTS	TSI CLASS STESTING	TSI SMALL GROUP WORK	TSI INDIVIDUAL PHONE/FACE	TSI INDIVIDUAL E-MAIL	GF GROUP GRADING	GF INDIVIDUAL GRADING	COURSE MAINTENANCE	TI FACULTY ISSUES	TI STUDENT ISSUES	OTHER
12:00-1:00AM													
1:00-2:00AM													
2:00-3:00AM													
3:00-4:00AM													
4:00-5:00AM													
5:00-6:00AM													
6:00-7:00AM													
7:00-8:00AM													
8:00-9:00AM													
9:00-10:00AM													
10:00-11:00AM													
11:00-12:00PM													
12:00-1:00PM													
1:00-2:00PM													
2:00-3:00PM													
3:00-4:00PM													
4:00-5:00PM													
5:00-6:00PM													
6:00-7:00PM													
7:00-8:00PM													
8:00-9:00PM													
9:00-10:00PM													
10:00-11:00PM													
11:00-11:59PM													

Day 2 Course:_____

Day of the Week (Please circle One): M T W R F S U Format:

TIME:	TSI CLASS UPDATES	TSI CLASS TEACHING	TSI CLASS ASSIGNMENTS	TSI CLASS STESTING	TSI SMALL GROUP WORK	TSI INDIVIDUAL PHONE/FACE	TSI INDIVIDUAL E-MAIL	GF GROUP GRADING	GF INDIVIDUAL GRADING	COURSE MAINTENANCE	TI FACULTY ISSUES	TI STUDENT ISSUES	OTHER
12:00-1:00AM													
1:00-2:00AM													
2:00-3:00AM													
3:00-4:00AM													
4:00-5:00AM													
5:00-6:00AM													
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7:00-8:00PM													
8:00-9:00PM													
9:00-10:00PM													
10:00-11:00PM													
11:00-11:59PM													

Day 3 Course:_____

Day of the Week (Please circle One): M T W R F S U Format:

TIME:	TSI CLASS UPDATES	TSI CLASS TEACHING	TSI CLASS ASSIGNMENTS	TSI CLASS STESTING	TSI SMALL GROUP WORK	TSI INDIVIDUAL PHONE/FACE	TSI INDIVIDUAL E-MAIL	GF GROUP GRADING	GF INDIVIDUAL GRADING	COURSE MAINTENANCE	TI FACULTY ISSUES	TI STUDENT ISSUES	OTHER
12:00-1:00AM													
1:00-2:00AM													
2:00-3:00AM													
3:00-4:00AM													
4:00-5:00AM													
5:00-6:00AM													
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10:00-11:00PM													
11:00-11:59PM													