

Elevate Teacher Professional Development Course Time Tracking Log

Name:

District/Organization:

Course Title:

Number of Credits:

Course Completion Date:

Instructions

To achieve the required level of learning, plan to spend a minimum of **15 hours of work per credit** on coursework. This translates to:

- 15 hours for a 1-credit course
- 30 hours for a 2-credit course
- 45 hours for a 3-credit course

This Time Log is designed to help you monitor your progress, track your engagement with course materials, and reflect on how you are allocating your learning time throughout the course.

For each module, record the amount of time you spend in the following columns of the Time Log (page 2):

- **Reading/Watching:** course readings, videos, presentations, and other instructional resources
- **Activities:** non-graded exercises, guided practice, simulations, discussions, and application activities
- **Quizzes:** module assessments
- **Offline:** completing activities, revising work, studying course materials, or reviewing course materials and quiz feedback (etc.) outside of online coursework

Use a **dedicated notebook/journal** to document key insights, challenges, questions, accomplishments, or other reflections related to your learning experience.

This form will automatically calculate:

- Total time spent for each module (Total Time column)
- Cumulative time spent across the course in minutes and hours (Totals row)

To ensure accurate tracking, enter all time using numerical minutes (e.g., 60) throughout the log.

Regularly updating your Time Log will help you stay on track, manage your workload effectively, and verify that you are devoting sufficient time to meet the course learning outcomes and can apply your learning to the classroom.

After completing your time log, you may print it for your records or to provide to your district or organization as documentation, if needed.

Name

Course Title

Completion Date

Time Log

Credits	Module	Reading/Watching	Activities	Quizzes	Offline	Total Time
1 credit (Modules 1-4)	Module 1					
	Module 2					
	Module 3					
	Module 4					
2 credits (Modules 1-6)	Module 5					
	Module 6					
3 credits (Modules 1-8)	Module 7					
	Module 8					
TOTALS						

How will this course enhance your teaching, and how will you implement what you've learned?

Did you find this course to be relevant to your discipline?

☐ Yes

☐ No

Comments:

Does completing this course encourage you to continue growing in your educational career?

☐ Yes

☐ No

Comments: