Courses4Teachers Inc. Log Guide

Table of Contents

INTRODUCTION

You've registered, congratulations! What's next?

After you register with us, you have 1 year to complete all your work and log your hours. The hours you log can be work/research/books/activities/curriculum development, educational workshops, seminars, conferences, etc. You may log work that you are currently working on during non-contractual hours as well as work you have done in the past year (one year prior to your registration). There will be no reminders of your due date, and it is your responsibility to get your coursework evaluated on time.

1 unit   = 15 hours of professional development work logged
2 units = 30 hours of professional development work logged
3 units = 45 hours of professional development work logged
4 units = 60 hours of professional development work logged

CREATING YOUR LOG

Complete your coursework and prepare your log for review.

You may backdate your log to receive credit for any professional work you've done in the past 12 months, as long as you have not previously received any university or district credit for that particular work. Provide us dates, to the best of your recollection.
You may not lump dates together in one entry (i.e. no "4/12– 4/19" entries.) Each activity requires a separate entry.

You may log different activities on the same date.

Include samples/notes of your activities; including curriculum development, reading and/or research that enhances your knowledge, curriculum, skills and/or classroom environment.

For books: please make sure to provide the title, author, pages read with each entry, and a summary of what you've read.

If you're researching online, include a link to the website.

Certificates of completion from one of our educational company partners:

If you have a certificate of completion after completing a training from one of our educational client partners, do not meet with a grader. Please email our office directly to receive your grade.

Please see our log template as a guide for formatting and organizing your own log:

NAME: _____

COURSE NUMBER AND TITLE: _____
_____

NUMBER OF UNITS: _____

TOTAL HOURS: _____

Date	Activity Title	Explanation and Reflection / Links to Research and Samples of Work if Applicable	# of Hours

EXAMPLES:

Date: 10/11/25
Activity: Attended (name of conference, workshop webinar, seminar)
Explanation & Reflection: Linked: A one-paragraph synopsis/reflection of how the conference was useful Include the names of the workshops/lectures/activities attended
Hours: 4.5

Date: 10/12/25
10/11 Activity: Developed a new rubric for math assessment, re: integers
Explanation & Reflection: Attached: Photo of rubric
Hours: 1

Date: 10/12/25
10/12 Activity: Read _____, pages 1-30
Explanation & Reflection: Include a 2-3 sentence written synopsis.
Hours: .5

Date: 10/12/25
Activity: Continued to read the above book, pages 30-52
Explanation & Reflection: Include a 2-3 sentence written synopsis.
Hours: .5

Date: 10/13/25
Activity: Created a math game on subtraction using technology
Explanation & Reflection: Linked: Picture of game or sample
Hours: 3

Date: 10/14/25
Activity: Researched the life of Van Gogh online
Explanation & Reflection: List websites/links visited. Include a 2-3 sentence written synopsis about how your research will benefit your curriculum in the classroom.
Hours: 2

Date: 10/14/25
Activity: Watched webinar on adding technology to curriculum
Explanation & Reflection: Link to webinar. Include a 2-3 sentence written synopsis of what you learned from the webinar.
Hours: 3.5

Date: 10/15/25
Activity: Revised a math lesson plan on subtraction
Explanation & Reflection: Link to a copy of lesson plan that you created.
Hours: 3

KEY SUGGESTIONS FOR YOUR LOG

Suggestions of excellent words to begin your log entries: Read, Researched, Developed, Created, Revised, Enhanced, Modified, Toured, Previewed, Attended conference/workshop/seminar.

DO NOT begin your log with: Planned, Prepared, Organized, Sorted, Set-up, Classified, Presented, Met with; these phrases are related to prep work and we do not count prep work for this program.

Your logged activities don't have to relate to each other, but they have to be professional activities that enhance your knowledge, skills and/or classroom curriculum. You may log activities from educational events, such as an educational conference, summit, workshop, training, seminar, or webinar; as long as you are not getting paid to attend or receiving credit from anywhere else.

You may count the time you spend developing curriculum with other teachers outside of contract work hours.

You may receive credit for participation in educational tours/travel. Just be sure to only log the time at educational tours, guided tours, or self-guided tours. Include a reflection about how the tour benefitted you in your teaching.

ACTIVITIES ACCEPTABLE FOR YOUR LOG

- Read books to enhance your curriculum
- Read and reviewed mandated educational materials, i.e. syllabus, teacher's guides
- Researched digital tools, such as Google Classroom tools, to enhance your curriculum
- Researched new ideas for lesson plans
- Analyzed teaching effectiveness of a given lesson
- Created online distance teaching curriculum
- Created a classroom website
- Created guidelines for student reflection
- Created interactive notebooks that you'll use each year
- Created lesson plans to enhance your curriculum. This includes lessons for learning technology, smart boards, mini lessons, how to use Google docs, lessons for learning centers for given subjects. Note: Actual physical set-up of learning centers does not count.
- Created power points to use as tools for teaching in the classroom Created sample art project for a lesson
- Created worksheets that coordinate with lessons for students Developed rubrics and assessment standards
- Developed objectives and strategies for teaching Common Core Developed study guides
- Participated in educational guided tours applicable to enhancing your curriculum
- Previewed websites that focus on key subjects for teaching
- Researched the best way to use fidgets for students
- Researched and designed anchor charts, instructional games
- Researched articles in key subjects for students to read or for your own information
- Researched assessment strategies online
- Researched supplemental materials and websites to teach standards
- Revised curriculum to add more technology and active learning activities
- Revised new and existing curriculum to meet Standards and District mandates or Common Core
- Interviewing a master teacher for new ideas

ACTIVITIES NOT ACCEPTABLE FOR YOUR LOG

- Attending meetings that are mandated by the school or district
- Travel time going to an educational event
- Time with family or friends, even if it is taking a guided tour for knowledge (the tour counts, but do not submit pics of family or friends)
- Any activity that is considered "prep work" such as typing, copying, laminating, printing, sorting, classifying, and organizing
- Time spent with students or with parents of students
- Time spent with other teachers during contact hours
- Attending union meetings
- Attending any after-school events, i.e., drama performances, field trips with students
- Anything to do with parents (newsletters, meetings, field trips or "Back to School" notices, letters, email correspondences, etc.)
- Preparing for, or conducting, student/parent conferences
- Anything that sounds like shopping, such as online research of supplies or ordering supplies
- Assembling "Back to School" packets
- Doing work for your school or school district rather than for enhancing your own teaching program or skills (However, if doing this work for your school also enhances your own teaching skills, it counts)
- Cleaning out, organizing, or labeling files or materials
- Creating and maintaining a blog or any other social media
- Creating calendars and or schedules
- Creating student folders
- Creating labels/putting names on student materials/making name tags
- General planning for the week (however, lesson development DOES count)
- Grant writing or fundraising planning, or efforts in fundraising
- Moving/setting-up a classroom/organizing desk layout/cleaning your classroom
- Organizing/setting up the classroom library
- Organizing cabinets/files or filing, both physical and digital
- Organizing/planning the classroom set-up/layout for the beginning of the year
- Researching or collecting classroom donations
- Setting up grade books/grading papers/doing report cards
- The actual physical set-up of learning centers (however, designing learning centers DOES count)

MEET WITH A GRADER

Once you register and receive a registration confirmation from us, you may submit your log immediately! You may meet with a grader (contact via email from our grader list) or email us at the office to review and grade your log. Our office team is always happy to answer your questions and grade you but the advantage of meeting with a grader is that you are meeting with them either virtually or physically to instantly advise you regarding your coursework or revision of coursework, should you need it.

You may select any Grader in any area since grading can also be done virtually.

Click here for a list of our Graders.

SUBMITTING YOUR LOG

If you used a Grader, your Grader will submit your log and final grade directly to us.

If you don't use a Grader and prefer to go directly through our offices, please submit your log with documentation via email.

We accept Word Docs, PDFs, Excel, and JPGs. If submitting via Google Docs or including links to Google Docs, please enable access to anyone with the link.

If you have any questions, please don't hesitate to reach out to us via email.