

# Instructions for Covid Learning Workshop Courses

Thank you for registering for our Covid Learning Workshops through Friends Graduate Workshops! Please send your log of hours spent learning new strategies, technology, teaching techniques, learner management systems, creating lesson plans for online, learning media platforms, etc. You may include hours of learning anytime from February 2020 to the present. If you have registered for multiple classes, you may send everything in one email, but please send separate logs with the title of the course. If the email is too large to send due to attachments you may send multiple emails.

For each credit you must document 12.5 hours of instructional time learning and supporting evidence of implementation. This supporting evidence must be original work and not from a pre-planned curriculum (example: just copied lesson plans from a scripted format) If you cannot remember the exact day of the training, you may put the month and year.

Email your log and supporting evidence to [educationworkshop@friends.edu](mailto:educationworkshop@friends.edu). The subject for your email should be LAST NAME: COVID WORKSHOP. Submissions will be evaluated by our Workshop staff and we will contact you if any further information is needed or we have questions on your submission. We will allow time for resubmission if necessary. Once your log and supporting evidence is received it will be reviewed in the order in which it was received and a grade posted. It could take up to five days for grades to post after receiving your documentation. We will not email you when transcripts are ready. Please check on your own after emailing your log and documentation.

For a sample log and evidence please see the following page. Thank you for choosing Friends University Graduate Workshops! We look forward to serving you!

# Sample Log and Evidence

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Workshop: \_\_\_\_\_ Name: \_\_\_\_\_

<b>DATE:</b>	<b>ACTIVITY:</b>	<b>NUMBER OF HOURS:</b>
03/12/2020	Learned Basics of Teams and Setting Up Classes Attach: screenshots of classes that were created	4
03/12/2020	How to create activities and assignments in Teams Attach: screen shot of sample lesson plans and activities	4
09/23/2020	Watched Webinar on Integrating Technology in COVID Times Attach: copies of sample lesson plan integrating technology	8
<b>Totals:</b>		<b>15 hrs</b>

## Examples of Evidence

- PowerPoint Presentations
- Sample of Lesson Plans
- Segments of lesson plans
- Video
- Photos or screen shots
- If any of the above cannot be provided please write a one to two paragraph summary of what you did to implement the new learning from your training and how this has changed, improved or affected your learning.