The Maine Education Policy Research Institute developed the Teacher Activity Log Template to evaluate the quantity and quality of technology use in classes by teachers in Maine middle schools. The purpose of the activity log is to capture a comprehensive description of the types of technology used for classroom instruction on a single day. The Teacher Activity Log was designed for teachers to systematically record how they are using technology in their class through a daily self-assessment. The teacher records:

1. the technology TOOLS they used for classroom INSTRUCTION;
2. the SOFTWARE /SUPPORTS they used for classroom INSTRUCTION;

The log also asks each teacher to rate their competency levels with technology and what resources they use to understand technology. The template is implemented in survey form, which the teacher completes at the end of the day. The goal of the teacher log is to collect as much information on technology use without disrupting the normal daily schedule of your school. It must be noted that the Template was designed to collect information to be analyzed using statistical methods.

Following are step by step directions to use the log:

- Download the Teacher Activity Log Template.
- Edit the Log Template to reflect the periods/ sessions/classes in your school by either adding or omitting those periods/sessions individualized to your school(s) schedule.
- Either print the Log or configure into a survey software program.
- Notify teachers. The following was utilized in the evaluation project:

  “Please complete a brief ‘Instructional activity log’ that will ask you to describe all the technologies you used over the course of that day, and in what way(s). The logs will provide another way of measuring the frequency and type of technology use. The online survey may be accessed at:”

  o provide the LINK to your online survey or announce “Paper copies of the activity log will also be available if you prefer” and note the location or dissemination process (i.e. mailbox, etc.).

  o The Log will be available to you to complete at the end of the day.

- Disseminate survey at the end of the day to all participating teachers.
- Collect results and analyze.