Instructions for Covid-PD Courses

Thank you for registering for our Covid PD course(s) through ISU. Please send your log of hours spent learning new technology, communicating with parents/students virtually, preparing your classroom for in person classes, creating online lesson plans, etc. Hours can be counted for anytime since February 2020-present, but must be from work completed during non-contract hours (unless your district will allow contract hours to be counted). If you register for multiple courses at once, you have the option to send one email/log of hours. (e.g. If you register for 6 courses/12 credits, you will send one log with 180 hours or if you register for all 12 courses/24 credits, you will send one log with 360 hours).

For each credit, you should document 15 hours of work and include supporting evidence. If you are unable to attach photos, files, etc., we will accept written synopses (1 paragraph max) for each activity. If you cannot remember the exact day for an activity, we will accept month/year. For a sample log and evidence, please see the following page.

Email your log and supporting evidence to covidpd@isu.edu. The subject for your email should be this format LAST NAME:COVIDPD. Submissions are evaluated by our staff/faculty and we will reach back out to you if we need additional documentation, although this is rare. You may send multiple emails if your attachments are too large. We do not require a specific format for submissions. Due to the high volume of registrations, we are not able to assess your log before submission. Please know that if we need additional information (this is rare), we will allow you time to submit again.

Lastly, request your transcript at: www.isu.edu/educationpd/transcript-request/. Using this link, you can log in to your unofficial transcript to check grades. It can take up to 5 days for grades/credits to post after receiving your documentation. Due to the high number of registrants, we will not email you a notification when your transcript is ready, so please check it on your own after emailing your log. If you check your transcript and only part of your grades/credits have posted, please allow the full 5 days for the other courses to be graded and credits added. Thank you for choosing ISU!

For more information, please visit: isu.edu/covidpd

ROAR

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Sample Log and Evidence
15 logged hours per 1 Credit

Name: _____

DATE:	ACTIVITY:	NUMBER OF HOURS:
9/12/20	• Learned and Implemented Google Classroom Attach: 1 paragraph synopsis	2 hours
	• Changed lesson plans for remote learning	
Dec '20	Attach: Photo or screenshot of lesson plans	1 hour
	• Watched tutorial videos on YouTube	
1/18/21	Attach: URL of video	.5 hour
	• Read (insert name of article), pages 30-52	
1/25/21	Attach: URL, if article is online Attach: 1 paragraph synopsis	.5 hour
	• Created a math game on subtraction using technology	
2/1/21	Attach: Picture of game or sample	3 hours
	• Watched webinar on adding technology to curriculum	
Mar '20	Attach: Link of webinar Attach: 1 paragraph synopsis	3 hours
	• Learned and Implemented Canvas	
4/28/21	Attach: URL of tutorial videos and time stamps (if applicable) Attach: Photo or screenshot of lesson plans	5 hours

TOTALS

15 hours

Examples of Evidence

- Photos or screenshots
- Video or article URLs
- PowerPoint presentations
- Segments of lesson plans
- If any of the above evidence cannot be provided, please write a synopsis (1 paragraph max) of the activity.

ROAR