Learning Log

Please complete the Learning Log prior the Final Report Card request.

In order to gain credit for your course, you must spend a minimum of 110 hours working on course materials and final evaluation. Please record the amount of time you spent on the online/offline learning.

* **Instructional Time:** lessons, videos, lesson related links, formative assessments, etc.
* **Collaboration Time:** forums/ discussions, emails with the teacher, group projects, etc.
* **Planned Learning Time:** assignments, tests, research, reading, labs, etc. with teacher access

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit (Please add all of the units learned in the course)** | **Instructional & Collaboration Time (hours)** | **Planned Learning Time (hours)** | **Total hours** |
| **Unit 1:**  |  |  |  |
| **Unit 2:**  |  |  |  |
| **Unit 3:**  |  |  |  |
| **Unit 4:**  |  |  |  |
| **Unit 5:**  |  |  |  |
| **Unit 6:**  |  |  |  |
| **Unit 7:**  |  |  |  |
| **Culminating Activity & Final Exam** |  |  |  |
|  |

Consistent attendance is the path to student success. Students need to actively participate and login to their courses to learn to their highest potentials.

Students are expected to complete their course within 6 months of registration but are free to work at a faster pace. Students should log in regularly depending on their completion plans. It is recommended all students log into their course at least ten (10) hours a week to ensure they keep up with course content. Students are not expected to log in daily but should log in at least three (3) times every week.

Attendance will be based on the amount of completed lessons for each individual course. If a course has 44 lessons for completion and a student has completed 22 lessons, the student would have 22 out of 44 attendances for that course. Attendance will also be shown on the mid and final semester report cards.

Learning Skills and Work Habits

Please complete this self-assessment to reflect on your learning skills and work habits

|  |  |
| --- | --- |
| **Responsibility*** fulfills commitments in online learning environments;
* completes and submits class work, homework, and assignments according to the agreed upon timelines;
* manages his/her behaviour.
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement  |
| **Organization*** Devises and follows a plan and process for completing work and tasks
* Establishes priorities and manages time to complete tasks and achieve goals
* Identifies, gathers, evaluates and uses information, technology and resources to complete tasks
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement  |
| **Independent Work*** Independently monitors, assesses and revises plans to complete tasks and meet goals
* Uses class time appropriately to complete tasks
* Follows instructions with minimal supervision
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement  |
| **Collaboration*** Responds positively to the ideas, opinions, values, and traditions of others
* Builds healthy peer-to-peer relationships through personal and media-assisted interactions
* Shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement |
| **Initiative*** Looks for and acts on new ideas and opportunities for learning
* Demonstrates the capacity for innovation and a willingness to take risks
* Demonstrates curiosity and interest in learning
* Approaches new tasks with a positive attitude
* Recognizes and advocates appropriately for the rights of self and others
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement |
| **Self-Regulation*** Sets own individual goals and monitors progress towards achieving them
* Seeks clarification or assistance when needed
* Assesses and reflects critically on own strengths, needs, and interests
* Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals
* Perseveres and makes an effort when responding to challenges
 | Excellent |
| Good |
| Satisfactory |
| Needs Improvement |