

Teacher Reflection Log: Tips for Use in Your School

This is an example of an instrument developed by Crossnore Elementary, a North Carolina IMPACT school, to capture the number of times teachers use technology for instruction or planning, the number of times teachers use technology with their students, evidence of something new they learned, and general reflections.

- In General:
 - Edit this form to best meet your data collection needs:
 - Ask teachers for suggestions for improving the form;
 - Give teachers electronic copies of the form.
 - Use the same log throughout the year:
 - Teachers will become familiar and comfortable with the form;
 - Ensures you gather the same data each month for comparison.
- Data Analysis
 - *Checklists or Numbers*: Summarize and compare the number of times teachers and students used technology monthly.
 - For example, “50% of teachers used a data projector at least 10 times in October. 75% of teachers used a data projector at least 10 times in December.”
 - For example, “Students used the Smartboard in every class at least once in October. Students used the Smartboard in every class at least five times in December.”
 - *Open-Ended Questions*: Read responses, identify common themes, and then count the number of times that theme appears.
 - For example, “In February, 7 teachers indicated they used digital images in instruction for the first time after their training.”
 - For example, “3 teacher reflections indicated they wanted more help from the technology facilitator on locating online resources.”
- Using the Data
 - Provides insight into teacher and student technology use. What technologies are used most often for teaching and learning? What are teachers doing differently this month? What are teachers thinking this month?
 - Provides comparison data – how have teachers’ and students’ technology use evolved over the course of the project?

Monthly Reflection Log

Month of: _____ Name: _____

Number of times I have used the following programs this month:

| | |
|--|---------------------|
| | Projector |
| | Smartboard |
| | Word-Processing |
| | Excel (spreadsheet) |
| | Power Point |
| | |

| | |
|--|--------------------|
| | CPS |
| | Accelerated Reader |
| | Orchard |
| | Star Reader |
| | Elmo's |
| | Other |

| | |
|--|------------------|
| | United Streaming |
| | Online Resources |
| | Palm |
| | Digital Camera |
| | Movie Camera |
| | Email |

Number of times my students have used the following programs this month:

| | |
|--|---------------------|
| | Projector |
| | Smartboard |
| | Word-Processing |
| | Excel (spreadsheet) |
| | Power Point |

| | |
|--|--------------------|
| | CPS |
| | Accelerated Reader |
| | Orchard |
| | Star Reader |
| | Elmo's |

| | |
|--|------------------|
| | United Streaming |
| | Online Resources |
| | Palm |
| | Digital Camera |
| | Movie Camera |
| | Other |

Something new that I have used this month: (i.e. workshop, online, colleague, magazine, etc)

My reflection for this month: