

APPENDIX D. TEACHER LOG

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OMB Number:
Expiration Date:



Regional Educational Laboratory Mid-Atlantic: Evaluation of A Toolkit to Support Evidence-Based Writing Instruction in Grades 2 Through 4

Teacher Log

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is [xxxx-xxxx]. The time required to complete this information collection is estimated to average 5 minutes per log or 50 minutes total, including the time to review and complete the teacher log each day. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the content or the status of your individual submission of this form, write directly to: U.S. Department of Education, Institute of Education Sciences, 550 12th Street, SW, Washington, DC 20202.

ALL

PROGRAMMER: THIS SCREEN SHOULD ONLY APPEAR UPON FIRST LOGIN BEFORE THE FIRST QUESTIONS. ONCE THEY AGREE, THEY DO NOT NEED TO SEE IT AGAIN UPON SUBSEQUENT ATTEMPTS

REL Mid-Atlantic is collecting this weekly activity form, part of the Evaluation of *A Toolkit to Support Evidence-Based Writing Instruction in Grades 2 Through 4*, for the Institute of Education Sciences within the U.S. Department of Education under contract 91990022C0012 with Mathematica. This activity form collects information about the amount of time you spent on specific writing activities as well as other instructional topics such as math, science, or reading. If you have any questions about the study or your school's participation, email us at [\[study email\]](#).

We would like you to know the following:

- The activity form takes about 5 minutes to complete each day. You will be asked to complete the form at the end of every school day, for two weeks. It will take 50 minutes total to complete all forms.
- ***In reporting the study's results, your answers will be completely confidential; no information that identifies you, your school, or your district will be reported.*** Your responses are protected from disclosure per the policies and procedures required by the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. REL Mid-Atlantic will present the information collected as part of this study in an aggregate form and will not associate responses to any of the people who participate. We will not provide information that identifies you, your school, or your district to anyone outside the study team except as required by law. Your responses will be used only for statistical purposes. Any willful disclosure of such information for nonstatistical purposes, without the informed consent of the respondent, is a class E felony.
- This log is voluntary. You may skip any questions you do not wish to answer or opt out of the entire log without any consequences. However, your response is critical for producing valid and reliable data and we hope that you answer as many questions as you can. Your answers to questions will not affect your job or any hiring decisions now or in the future.
- After completing all 10 logs over the two weeks, you will receive a \$60 e-gift card via email.
- Participation in this log does not pose any risks to you as a respondent other than accidental disclosure of information. REL Mid-Atlantic has safeguards in place to ensure respondents' confidentiality, including restricted access to survey data and separating identifying information such as teacher and school names from survey responses. All REL Mid-Atlantic staff sign a confidentiality pledge, and all staff with access to identifiable study data have received clearance from the U.S. Department of Education and are subject to severe legal consequences for any breach of confidentiality. Any data that identifies you will be destroyed at the end of the study. If you have any questions about your rights as a research volunteer, contact the Health Media Lab Institutional Review Board (HML IRB) toll free at 1-202-753-5040 and reference IRB number [\[insert\]](#).

Check here to proceed if you have read and understand the above statements and agree to participate in the teacher log.

ALL
FILL DROPDOWN WITH SCHOOL NAMES FROM SAMPLE LOAD FILE

A1. Please select your school.

- [DROPDOWN OF SCHOOL NAMES].....1

ALL

A2. Please select the grade level(s) you teach directly.

Select all that apply

- Grade 2.....1
- Grade 3.....2
- Grade 4.....3

ALL

A3. Please select the subject(s) you teach directly.

Select all that apply

- English language arts (including writing or reading).....1
- Math.....2
- Science.....3
- Social studies.....4
- Other subject (Please specify).....5

(STRING 150)

ALL
FILL [INSERT DAY] WITH APPROPRIATE DAY

A4. How much time did you spend today, [insert day], on each of the following instructional topics?

Please report your time in minutes. If part of the instructional time included writing please enter in the time spent on that instructional topic and also select "Part of the instructional time included writing." Some examples of including writing within these instructional topics are:

- *Having students write word problems, define or describe terms and concepts, or explain their process for answering a problem (Math and Science)*
- *Having students write about the text(s) they read (Reading and Social Studies)*
- *Having students use content-specific words from the text or lesson(s) in their writing (Spelling)*

If you did not spend any time on an instructional topic or you do not teach that instructional topic, please select "I did not spend any time on this instructional topic."

PROGRAMMER: RANGE FOR MINUTES IS 1-480 IN INCREMENTS OF 1. RESPONDENTS CAN ENTER MINUTES AND SELECT "PART OF THE INSTRUCTIONAL TIME INCLUDED WRITING." DO NOT ALLOW RESPONDENTS TO ENTER MINUTES AND "I DID NOT SPEND ANY TIME ON THIS INSTRUCTIONAL TOPIC."

	Time spent today – [INSERT DAY]	Part of the instructional time included writing	I did not spend any time on this instructional topic
a. Math	# MINS	1m	0m
b. Reading	# MINS	1m	0m
c. Science	# MINS	1m	0m
d. Social studies	# MINS	1m	0m
e. Spelling	# MINS	1m	0m
f. Writing – handwriting	# MINS		0m
g. Writing – processes and strategies	# MINS		0m
h. Other instructional topic (Please specify) <input type="text"/> (STRING 150)	# MINS	1m	0m
i. Other instructional topic (Please specify) <input type="text"/> (STRING 150)	# MINS	1m	0m

SOFT CHECK: EACH ACTIVITY FOR A-I **MUST** HAVE A VALUE OF 1 OR GREATER IN MINUTES **OR** HAVE "I DID NOT SPEND ANY TIME" SELECTED. IF ANY ROW IS MISSING A RESPONSE, TRIGGER SOFT CHECK.

Please provide a response for each instructional topic. To continue to the next question without providing a response, click the next button.

SOFT CHECK: IF SUM OF MINUTES IS > 480 OR < 240: **Please review the minutes you entered for each instructional topic. Once you've confirmed your responses, click the next button.**

HARD CHECK: IF SUM OF MINUTES IS > 720 OR < 120: **Please review the minutes you entered for each instructional topic. The total number of minutes does not currently match the amount of time that would be expected in a typical school day. Once you've confirmed your responses, click the next button.**

IF A4A_2 = 1 OR A4B_2 = 1 OR A4C_2 = 1 OR A4D_2 = 1 OR A4E_2 = 1 OR A4F_1 > 1 OR A4G_1 > 1 OR A4H_2 = 1 OR A4I_2 = 1

FILL [INSERT DAY] WITH APPROPRIATE DAY

ONLY DISPLAY ROWS SELECTED IN A4

A5. For each of the following instructional topics, how long did the students write for today, [insert day], in minutes?

(Modified, Gallagher et al., 2017)

PROGRAMMER: RANGE 1-300

	Time spent writing today – [INSERT DAY]
a. Math	_ _ _
b. Reading	_ _ _
c. Science	_ _ _
d. Social studies	_ _ _
e. Spelling	_ _ _
f. Writing – handwriting	_ _ _
g. Writing – processes and strategies	_ _ _
h. [FILL RESPONSE FROM A4] _____	_ _ _
i. [FILL RESPONSE FROM A4] _____	_ _ _

IF A4A_2 = 1 OR A4B_2 = 1 OR A4C_2 = 1 OR A4D_2 = 1 OR A4E_2 = 1 OR A4F_1 > 1 OR A4G_1 > 1 OR A4H_2 = 1 OR A4I_2 = 1

FILL [INSERT DAY] WITH APPROPRIATE DAY

A6. When asked to write today, [insert day], did student work include: (Modified, Gallagher et al. 2017, and Brindle et al., 2016)

Select all that apply

- Studying and then imitating models of good writing.....1
- Completing a pre-writing activity.....2
- Establishing goals for their writing.....3
- Working alone to plan, draft, revise, and edit a piece of writing.....4
- Working with other students to plan, draft, revise, and edit a piece of writing.....5
- Assessing their own writing performance.....6
- Writing using software tools such as Microsoft Word or Google Documents.....7
- Writing a narrative (this could include students responding to a narrative writing prompt).....8
- Writing to inform (this could include students responding to an informational writing prompt).....9
- Writing to persuade (this could include students responding to a persuasive writing prompt).....10
- Writing in a creative capacity (this could include students writing poetry).....11
- Something else (Please specify).....99

Specify

(STRING 150)

Thank you for completing the log!