Please record the number of hours, rounded to the nearest 0.50 of an hour. **If some tasks could be classified into two or more different categories, please only put that time into one category (or divide as best as you can).**  
Please total your hours in all categories and ensure that it matches how much time you actually spent working for the week. If you find the total is less than the time you actually worked, please ensure that the amount of time in "Other work activities not listed" accurately captures all the time you spent.

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| *Track hours, to the nearest 0.5 hours* | 17-Oct | 18-Oct | 19-Oct | 20-Oct | 21-Oct | 22-Oct | 23-Oct |
|  |  |  |  |  |  |  |  |
| ALL Instruction and related work, including lesson plans\* |  |  |  |  |  |  |  |
| Creating and loading videos |  |  |  |  |  |  |  |
| All Canvas-related website work |  |  |  |  |  |  |  |
| Family/Student Communication |  |  |  |  |  |  |  |
| District/Bldg Communication\*\* |  |  |  |  |  |  |  |
| Special Education specific duties (IEPs, 504s, etc.) |  |  |  |  |  |  |  |
| Other work activities not listed\*\*\* |  |  |  |  |  |  |  |

\*All asynchronous and synchronous instruction and related work, including lesson plans (including all time, regardless if during the normal workday or outside the workday).

\*\*District/building communication (reading and/or writing emails to/from colleagues/administration).

\*\*\*Other work activities not listed. (Please total all the time you have listed in all of the categories and ensure that reflects the total tme you spent working. If you know you spent additional time on additional activities, this is the category where you would record it.)