

# El Dorado Teacher Induction Program



## MEETING LOG INSTRUCTIONS

- Mentors are responsible for completing the Teacher Induction Program Meeting Log. The Meeting Log is the record of hours Mentors meet with their Participating Teachers. The Meeting Log link can be found on the Mentor’s eCourse, which is accessed by going to <http://www.edcoeclear.com/>, selecting the MENTORS tab, and clicking on eCourse on the drop-down menu. Once on the eCourse, the Mentor should click on “Resources” and select “Participants and Logs” (indicated by the gold arrow below).

EDCOE TIP Online Course Home About Contact Resources Hello ktiernay@edcoe.org! Log off

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El Dorado County Teacher Induction Program  
Mentor Page

**Resources & Links**

- Mentor Training Links
- Resources
- Calendars
- Participants and Logs
- Growth Plan
- Continuum of Practice
- Meeting Log Directions
- Observation Form

**WELCOME, ELMO!**

Welcome to the EDCOE Teacher Induction Program Mentor page.

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 11 New Mentor Training EDCOE: 9am - 3pm
- 18 New Mentor Training EDCOE: 9am - 3pm
- 20 New Mentor Training So. Cal.: 9am - 3pm
- 24 Program Year Begins
- 25 New Mentor Training Livermore.: 9am - 3pm

- When you click on “Participants and Logs,” you will see the names of the teachers you are supporting. (See below)

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**Meeting Log**

**My Participants**

Name	Program	Hours
Amie Aardvark	Year 1 General Education Program	13.22
Carrie Aardvark	Year 2 General Education Program	0.0

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- Click on the name of the teacher for whom you wish to record hours. This will bring you to the Meeting Log screen as shown below.

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**Meeting Log**

Participating Teacher: **Carrie Aardvark** (Year 2 General Education Program)

Date: 09/04/2018    Hours: 0.00    Topics: Add Meeting    Submit    Back

09/04/2018    0.00    Add Topic

September 2018

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- If you have already logged hours, you will see those hours along with the description of what was discussed. If not, you will not see any entries. To make an entry, you must input the date of the meeting (Gold Arrow), the number of hours (Green Arrow: expressed in hours using decimal entries for partial hours), and the topic of the meeting (Blue Arrow).

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**Meeting Log**

Participating Teacher: **Carrie Aardvark** (Year 2 General Education Program)

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Topic dropdown menu options:

- Add Topic
- Add Topic
- Completion Guide Discussion
- Just in Time Support
- Coordinated Meeting with Outside Support
- Teacher's Observation of a Colleague (2 required)
- Mentor's Observation of the Teacher (4 required)

- Enter information about one topic at a time. You can include up to 5 topics for any given meeting date. Topics should be selected using the following chart:

If discussing...	Then select...
Completion Guide discussion topics and/or the Teacher Induction Program in general.	Completion Guide Discussion
Any personal or professional topics you teacher needs to share/discuss due to immediate circumstances of their responsibilities	Just in Time Support
Topics associated with the Participating Teacher's discussion with another colleague coordinated by their Mentor	Coordinated Meeting with Outside Support
The Participating Teacher's observation of a colleague (2 are required)	Teacher's Observation of a Colleague
The observation of the Participating Teacher's practice by their Mentor (4 are required)	Mentor's Observation of the Teacher

- Once a topic has been selected you will see specific prompts to guide your response.

- If additional topics were discussed within the same meeting, click on "New Topic" at the bottom of the table.
- Once the meeting entry is complete, click the green Submit button to record the meeting.



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- [Resources](#)
- [Calendars](#)

## Meeting Log

Participating Teacher: *Carrie Aardvark* (Year 2 General Education Program)

Date	Hours	Topics
09/04/2018	2.00	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Completion Guide Discussion</b> <span style="float: right; font-size: small;">Delete Topic</span></p> <p><b>Discussion topics (Completion Guide) and/or other topics (challenges/concerns) addressed?</b></p> <p>We discussed the Teaching Context questions from the Completion Guide. Carrie was surprised how many of her students came from socio-economically disadvantaged homes and determined that this fact would have an impact on a number of aspects of her teaching including, homework policy, parent conferences, parent communication, and more.</p> <hr/> <p><b>Next Steps?</b></p> <p>Continue to assess student achievement for a more complete profile of every student and their learning needs. Work independently with students to help them overcome challenges and ensure that every student is able to achieve their goals.</p> <p style="text-align: right; font-size: small;">Add Topic</p> </div>

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