

## Teleworking Log for Online Training

Name: \_\_\_\_\_ Org: \_\_\_\_\_ Week: \_\_\_\_\_

Please fill out a log below for each document, video, or webinar you complete.

<https://transportation.wv.gov/highways/training/Pages/Online-Training.aspx>

If you have internet access and are going through the documents online, there will be a questionnaire link in the document or directly below each document/video.

If you are using printed documents there will be a questionnaire page(s) at the end of the document.

Questionnaire pages need to be turned in with your log below to your supervisor when you return to work. If your questionnaire has 1-6 questions, you can put your answers in the log below. If there are more questions, you can use additional page(s) to record your answers. When you return to work, give your supervisor your log sheets for hours teleworking and any additional pages you used to record your answers.

Date: _____	Video or webinar, time length: _____			
Approximate time spent reading document and doing questionnaire: _____				
Title of video, webinar or document: _____				
	Poor	Fair	Good	Excellent
Rate the video, webinar or document:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Questionnaire/Answers:				
1. _____	2. _____	3. _____		
4. _____	5. _____	6. _____		
What I learned:				

Date: _____	Video or webinar, time length: _____	
Approximate time spent reading document and doing questionnaire: _____		
Title of video, webinar or document: _____		
Rate the video, webinar or document:	Poor      Fair      Good      Excellent	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Questionnaire/Answers:		
1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
What I learned:		

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Rate the video, webinar or document:	Poor      Fair      Good      Excellent	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Questionnaire/Answers:		
1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
What I learned:		