

Weekly Activity Summary Instructions - 1

Summarizing Weekly Time

Purpose	<ul style="list-style-type: none"> - This form is used for tracking and analyzing the time spent on this course. - These data are summarized from the Time Recording Log.
General	<ul style="list-style-type: none"> - Summarize the data from the Time Recording Log at the end of each week. - If the task categories are not appropriate, change them. - If you do not have enough columns for all the tasks, use additional copies of the form.
Header	Enter the following: <ul style="list-style-type: none"> - your name - today's date
Task	<ul style="list-style-type: none"> - Enter the names of the principal tasks on which you spent time for this course.
Example	Class, Write Prog., Quiz prep., Read text, etc.
Date	By S (for Sunday), enter the date for that day.
Example	9/8
Columns	<ul style="list-style-type: none"> - For each day of the week, find the total time spent on each task type from the Time Recording Log. - Enter this number in the appropriate column for that day.
Example	<ul style="list-style-type: none"> - For Monday, 9/9, the Write Prog. times on the Time Recording Log were 38 and 58 minutes. - Enter the sum, or 96 minutes under Write Prog. in row 4 for Monday 9/9.
Week Totals (row 10)	Total the numbers for each task for the entire week and enter them on row 10.
Example	$96+62+69+114=341$ for row 10 under Write Prog.
Totals	<ul style="list-style-type: none"> - For each row, total the task times to give the daily total in the right-most column. - If you use several forms, put the total for all the columns from all the forms in the right-most column of the first form.
Example	$50+96+80=226$ for the Total for Monday 9/9.
First Check	Total the total numbers to get the total time spent for the week and enter it in the Total column and Total row for that week
Example	$226+62+147+114+88+134=771$ is the total for the week.
Final Check	$150+341+134+146=771$ for the task totals in row 10. Since this equals the total of the right column, there is no addition error.

Weekly Activity Summary Instructions - 2

Summarizing Period Times and Rates

Purpose	<ul style="list-style-type: none"> - This form is used for tracking and analyzing the time spent on this course. - These data are summarized from the Time Recording Log.
General	<ul style="list-style-type: none"> - These instructions are a continuation of those given in Weekly Activity Summary Instructions - 1. - For header and other information, consult those instructions.
Number of Weeks (row 11)	<ul style="list-style-type: none"> - This is the number of weeks covered by the summary data. - Consult the Number of Weeks entry on row 11 of the prior week's summary. - Add one to that number, and enter the total here.
To Date Times (rows 13-16)	<ul style="list-style-type: none"> - For rows 13 to 16, copy, column by column, the data from rows 18 to 21 of the previous week's summary. - Include the Total, Avg., Max., and Min. rows for every column, including the total column.
Current Times - Total (row 18)	<ul style="list-style-type: none"> - To calculate the values in row 18, add the numbers in row 10 and row 13. - Do this for every column of this table.
Example	On Table 4.5, the Write Prog. column value for row 18 is calculated as $339+341=680$.
Current Times - Avg. (row 19)	The Avg. value is calculated by dividing the row 18 entry in each column by the Number of Weeks in row 11.
Example	In Table 4.5, the Write Prog. Avg. entry is $680/2=340$.
Current Times - Max. (row 20)	<ul style="list-style-type: none"> - The row 20 values are found by comparing row 15 to row 10. - Enter the larger of the two numbers. - Do this for every column, including the Total column.
Example	From Table 4.5 and for Write Prog., the Max. value was 341 and the value for this week is 339 so the new Max. value is still 341.
Another Example	From Table 4.5 and for Read Text, the Max. value was 146 and the value for this week is 224 so the new Max. value is 224.
Current Times - Min. (row 21)	<ul style="list-style-type: none"> - The row 21 values are found by comparing row 16 to row 10. - Enter the smaller non-zero number. - Do this for every column, including the Total column.
Example	From Table 4.5 and for Write Prog., the Min. value was 341 and the value for row 10 is 339 so the new Min. value is 339.
Another Example	From Table 4.5 and for Read Text, the Min. value was 146 and the value for row 10 is 224 so the new Min. value remains 146.
A Further Example	From Table 4.5 and for Quiz prep., the Min. value was 134 and the value for row 10 is 0, so the new Min. value remains 134.