

Level 1 & 2 Weekly Acting Log Tips

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The following tips will help you to have an acting log that will make grading easy and efficient for all!

#1 Thank you for putting your journal in a **folder**.

#2 Please use a **colored folder** with **brads in the middle**. All pages must be inside of the brads, nothing loose. Take out anything extra, extraneous, like notes from another class or blank paper. Notebooks get bulky and are hard to carry.

#3 Logs should be organized with the most recent log on top and the oldest entry on the bottom. Keep previously graded logs in your folder, behind the current log.

#4 The front of your folder should be labeled "WEEKLY ACTING LOG."

#5 Please place your full name (first and last names) across the top front of your folder along with your company number.

#6 Under your name, please indicate your level.

#7 Try securing your work with brad openings facing forward. It may be easier for you to take out and add entries. This is not a requirement. However, if you do this, make sure to write your name, focus and number on the back side, which now becomes the front side of the folder.

#8 In the "week of" section of the heading, please write Monday's day/date in the first blank and Friday's day/date in the second blank, even if you only meet on Tuesday/Thursday. Always include the year!

#9 Please pay close attention to the grading rubric. All the information you need to know to succeed is there! If you are confused about anything, ASK!

#10 Use highlighters or underlining for important phrases and topics.

#11 Each log covers an entire week, NOT each day.

#12 Write neatly. Always use a pen. Never a pencil. Think about it. You get rich and famous and someone finds your journal, and it was written in pencil, and now it's faded and lost forever...

#13 Remember, Grasshopper, you may not understand the value of the

work today. The practice will disclose the value, over time. Live in the questions and trust in the process!