



Microsoft Ambassador Log- Fall Semester 2020

Employee ID#:	41465	Employee Name:	Lashondra Smith
Job Title:	Librarian	School Name:	Hamilton K-8

Date:	Description of Activity or Session <small>(Preparing digital lesson, attended professional learning, assisting teachers, etc.)</small>	Time In	Time Out	Hours worked	Principal's Signature
9/21/2020	1. Mon, 9/21 (7:15-7:30) – Scheduled (daily) Teams meeting for each 7 th grade support class in absence of a Teacher-of-Record	7:15a	7:30a	0.25	<i>Pamela S. Chapman</i>
9/21/2020	2. Mon, 9/21 (3:30-4:30) – 1:1 Device Training	3:30p	4:30p	1	<i>Pamela S. Chapman</i>
9/22/2020	3. Tues., 9/22 (7:15-7:30) – Scheduled (daily) Teams meeting for each 7 th grade support class in absence of a Teacher-of-Record	7:15a	7:30a	0.25	<i>Pamela S. Chapman</i>
9/23/2020	4. Wed, 9/23 (7:15-7:30) – Scheduled (daily) Teams meeting for each 7 th grade support class in absence of a Teacher-of-Record	7:15a	7:30a	0.25	<i>Pamela S. Chapman</i>
9/23/2020	5. Wed., 9/23 (3:00-4:00) – Assisted students (A. Young, M. Martin, M. Hancock, B. Sutton) with navigating Teams account and sending emails with attachments via their Microsoft Outlook accounts (15-minute meeting with each student)	3:00p	4:00p	1	<i>Pamela S. Chapman</i>
9/25/2020	6. Fri, 9/25 (3:15-3:45) – Assisted students (K. Caraway, A. Cole, A. Conway) with updating their Teams app and applying a background effect	3:15p	3:45p	0.5	<i>Pamela S. Chapman</i>
9/29/2020	7. Tues., 9/29 (3:00-4:00) – MIE Trainer Academy	3:00p	4:00p	1	<i>Pamela S. Chapman</i>
9/30/2020	8. Wed., 9/30 (3:00-4:00) – MIE Trainer Academy	3:00p	4:00p	1	<i>Pamela S. Chapman</i>
10/1/2020	9. Thurs., 10/1 (3:15-3:45) – Trained 8 th grade team on creating and posting an announcement; an announcement was used to direct students and parents to Parent-Teacher conferences	3:15p	3:45p	0.5	<i>Pamela S. Chapman</i>
10/3/2020	10. Sat, 10/3 (1:45-2:00) – Assisted C. Johnson in setting up a Team for mentoring and uploading an Avatar	1:45p	2:00p	0.25	<i>Pamela S. Chapman</i>
10/5/2020	11. Mon., 10/5 (3:20-4:30) – Issued new devices to staff and updated Teams	3:20p	4:30p	1	<i>Pamela S. Chapman</i>

Total Hours 7

Page # 1 of 4

* Hours logged must be outside the contracted workday.

* Principal should sign each date/activity logged.



Microsoft Ambassador Log- Fall Semester 2020

Employee ID#:	41465	Employee Name:	Lashondra Smith
Job Title:	Librarian	School Name:	Hamilton K-8

Date:	Description of Activity or Session <small>(Preparing digital lesson, arcaded professional learning, assisting teachers, etc.)</small>	Time In	Time Out	Hours worked	Principal's Signature
10/6/2020	12. Tues., 10/6 (7:25-7:40) – Issued new devices to staff and updated Teams	7:25a	7:40a	0.25	<i>Janet L. Cyprien</i>
10/6/2020	13. Tues., 10/6 (4:30-4:45) – Issued new devices to staff and updated Teams	4:30p	4:45p	0.25	<i>Janet L. Cyprien</i>
10/7/2020	14. Wed., 10/7 (7:25-7:40) – Issued new devices to staff and updated Teams	7:25a	7:40a	0.25	<i>Janet L. Cyprien</i>
10/7/2020	15. Wed., 10/7 (3:20-4:30) – Issued new devices to staff and updated Teams	3:20p	4:30p	1	<i>Janet L. Cyprien</i>
10/8/2020	16. Thurs., 10/8 (7:25-7:40) – Issued new devices to staff and updated Teams	7:25a	7:40a	0.25	<i>Janet L. Cyprien</i>
10/8/2020	17. Thurs., 10/8 (3:30-5:00) – NIE Teacher Ambassador Getting Started as a Teacher Ambassador	3:30p	5:00p	1.5	<i>Janet L. Cyprien</i>
10/19/2020	18. Mon., 10/19 (3:45-4:00) – Updated Teams on M. Todd's device	3:45p	4:00p	0.25	<i>Janet L. Cyprien</i>
10/23/2020	19. Fri., 10/23 (3:30-4:30) – NIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Janet L. Cyprien</i>
10/26/2020	20. Mon., 10/26 (3:15-4:30) – Prepped two laptop carts to be used as student loaner devices	3:15p	4:30p	1.25	<i>Janet L. Cyprien</i>
10/28/2020	21. Wed., 10/28 (3:15-3:30) – Assisted student (K. Mickens) with Microsoft PowerPoint skill	3:15p	3:30p	0.25	<i>Janet L. Cyprien</i>
10/30/2020	22. Fri., 10/30 (3:30-4:30) – NIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Janet L. Cyprien</i>
11/4/2020	23. Wed., 11/4 (3:30-3:45) – Updated Teams on A. Cox's device	3:30p	3:45p	0.25	<i>Janet L. Cyprien</i>

Total Hours 7.5

Page # 2 of 4

* Hours logged must be outside the contracted workday. * Principal should sign each date/activity logged.



Microsoft Ambassador Log- Fall Semester 2020

Employee ID#:	41465	Employee Name:	Lashondra Smith
Job Title:	Librarian	School Name:	Hamilton K-8

Date:	Description of Activity or Session <small>(Preparing digital lesson, attended professional learning, assisting teachers, etc.)</small>	Time In	Time Out	Hours worked	Principal's Signature
11/5/2020	24. Thurs., 11/5 (3:30-5:00) – MIE Training – Microsoft Bookings	3:30p	5:00p	1.5	<i>Lashondra Smith</i>
11/6/2020	25. Fri., 11/6 (3:30-4:30) – MIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Lashondra Smith</i>
11/12/2020	26. Thurs., 11/12 (3:00-4:00) – Issued devices to new staff and updated Teams	3:00p	4:00p	1	<i>Lashondra Smith</i>
11/13/2020	27. Fri., 11/13 (3:30-4:30) – MIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Lashondra Smith</i>
11/18/2020	28. Wed., 11/18 (7:30-7:45) – Teams meeting with Kacy Taylor on adding text boxes and animations in PowerPoint IOT annotate PBOs	7:30a	7:45a	0.25	<i>Lashondra Smith</i>
11/20/2020	29. Fri., 11/20 (3:30-4:30) – MIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Lashondra Smith</i>
11/30/2020	30. Mon., 11/30 (3:30-4:30) – 1:1 Device Training	3:30p	4:30p	1	<i>Lashondra Smith</i>
12/3/2020	31. Thurs., 12/3 (3:00-3:30) – Placed work orders via phone for 12 student devices (see Peters' emails from 11/30 and 12/3)	3:00p	3:30p	0.5	<i>Lashondra Smith</i>
12/4/2020	32. Fri., 12/4 (3:30-4:30) – MIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Lashondra Smith</i>
12/9/2020	33. Wed., 12/9 (3:00-6:00) – Prepared Repair Device Forms for student devices in need of repair	3:00p	6:00p	3	<i>Lashondra Smith</i>
12/10/2020	34. Thurs., 12/10 (3:30-5:00) – MIE Training – Class Notebook (Makeup Session)	3:30p	5:00p	1.5	<i>Lashondra Smith</i>
12/11/2020	35. Fri., 12/11 (3:30-4:30) – MIE Ambassador Weekly Check-in	3:30p	4:30p	1	<i>Lashondra Smith</i>

Total Hours 19.75

* Hours logged must be outside the contracted workday. * Principal should sign each date/activity logged.



Microsoft Ambassador Log- Fall Semester 2020

Employee ID#:	41465	Employee Name:	Lashondra Smith
Job Title:	Librarian	School Name:	Hamilton K-8

Date:	Description of Activity or Session <small>(Preparing digital lesson, attended professional learning, assisting teachers, etc.)</small>	Time In	Time Out	Hours worked	Principal's Signature
12/16/2020	36. Wed, 12/16 (3:00-6:00) - Packed student devices to be mailed to central warehouse; prepared Repair Device Form for newly intake devices	3:00p	6:00p	3	Janelle S. Ely
1/7/2021	37. Thurs., 1/7 (3:30-5:00) - MIE Training - Forms	3:30p	5:00p	1.5	Janelle S. Ely
1/8/2021	38. Fri., 1/8 (3:30-4:30) - MIE Ambassador Weekly Check-in	3:30p	4:30p	1	Janelle S. Ely
1/15/2021	39. Fri., 1/15 (3:30-4:30) - MIE Ambassador Weekly Check-in	3:30p	4:30p	1	Janelle S. Ely
1/19/2021	40. Tues., 1/19 (3:30-6:00) - Device intake; troubleshoot/repair; trained K-Taylor on how to change permissions	3:30p	6:00p	2.5	Janelle S. Ely
1/20/2021	41. Wed., 1/20 (7:00-8:00) - Submitted tickets in Footprints for devices in need of repair	7:00a	8:00a	1	Janelle S. Ely
1/20/2021	42. Wed., 1/20 (3:00-6:00) - Device intake; troubleshoot/repair; confirmed devices assigned to Hamilton students (district mandate)	3:00p	6:00p	3	Janelle S. Ely
1/21/2021	43. Thurs., 1/21 (3:00-6:00) - Device intake; troubleshoot/repair; confirmed devices assigned to Hamilton students (district mandate)	3:00p	6:00p	3	Janelle S. Ely

Total Hours 16

* Hours logged must be outside the contracted workday. * Principal should sign each date/activity logged.