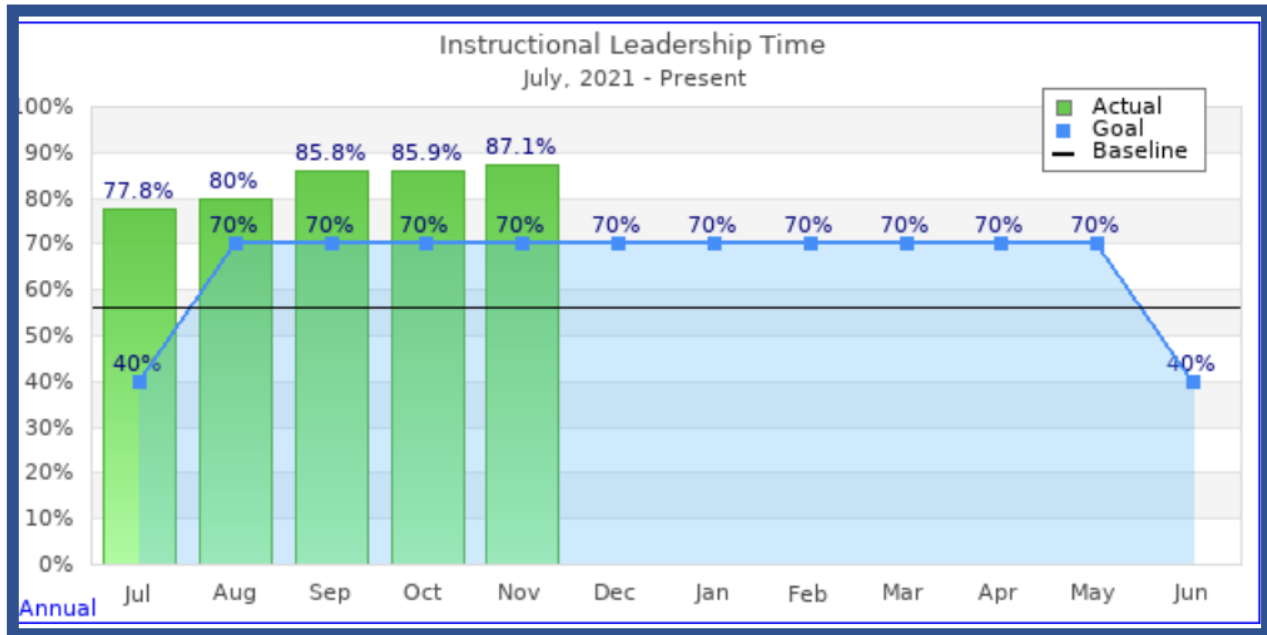


**Instructional Leadership Time** -This graph is located on the upper left-hand corner of the Dashboard. It shows the average percent of instructional time for each month of the current school year. It is the aggregate data collected from the fifteen instructional descriptors compiled into a month-by-month summary.



The Legend in the top right indicates:

- Green bar graph - actual monthly instructional percentage time
- Blue line graph - Monthly Instructional Goal % set by the TT owner
- Black line graph - instructional baseline data (Note: TT owners who began prior to March of 2020 have baseline from data collection.)

*SAMple reflective questions for **Instructional Leadership Time** graph.*

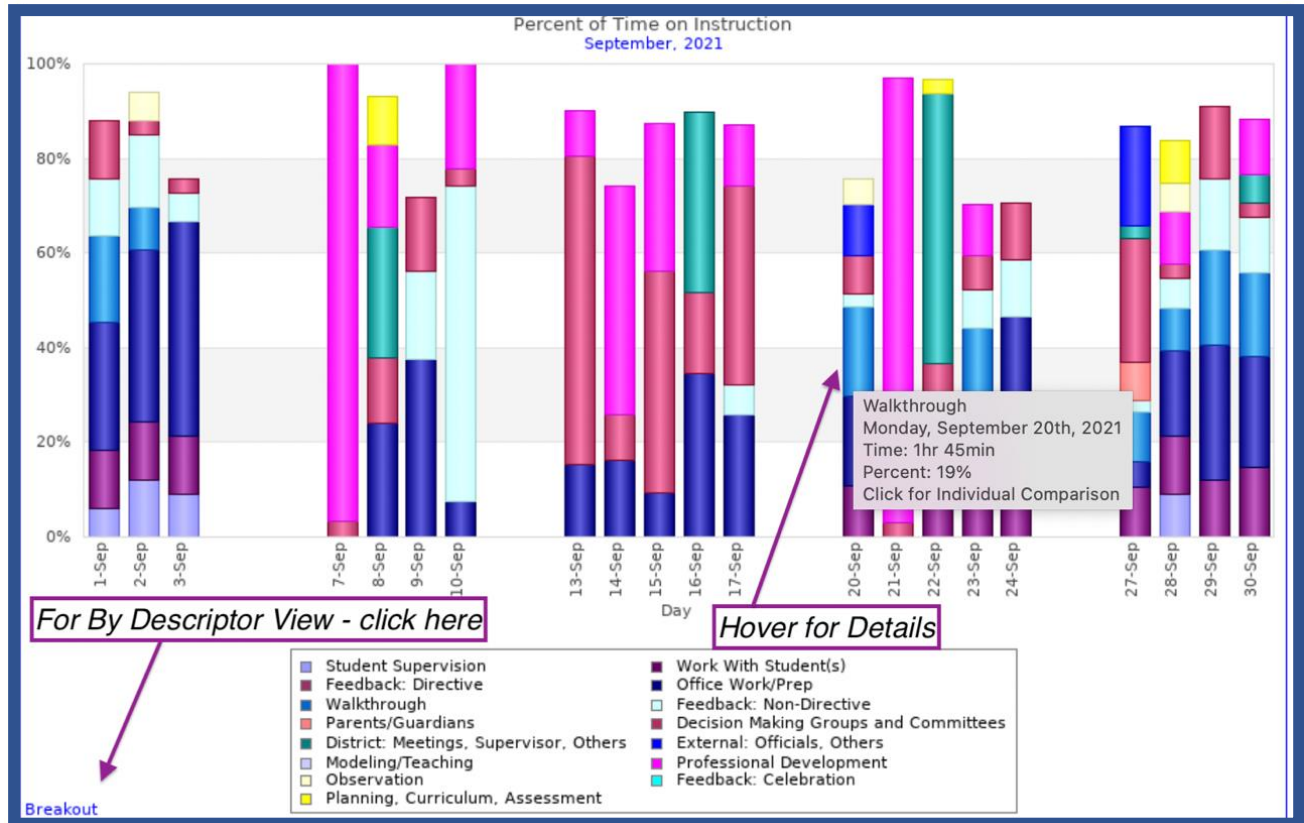
- *Are you meeting or exceeding your monthly goal? If yes, celebrate the win!*
- *Do you need to consider raising or lowering your monthly goal?*
- *If not meeting your monthly goal:*
  - *What do you think is getting in the way of meeting your goal?*
  - *Who or what do we need to schedule so that you can be on track to meet goal this month?*

*Mid-year do this reflection -*

- *Based on this data where would you like to set your goal for the next semester?*

Within the **Instructional Leadership Time** graph additional data sets are available. Click on a specific month to separate the compiled instructional time into smaller units to reveal underlying trends and patterns. This step allows for disaggregation of the data, often critical to generating valuable information for exposing hidden trends.

Example; click on the green bar for September. The month of September view displays percent of instructional time spent on the various descriptors for each day of the month.



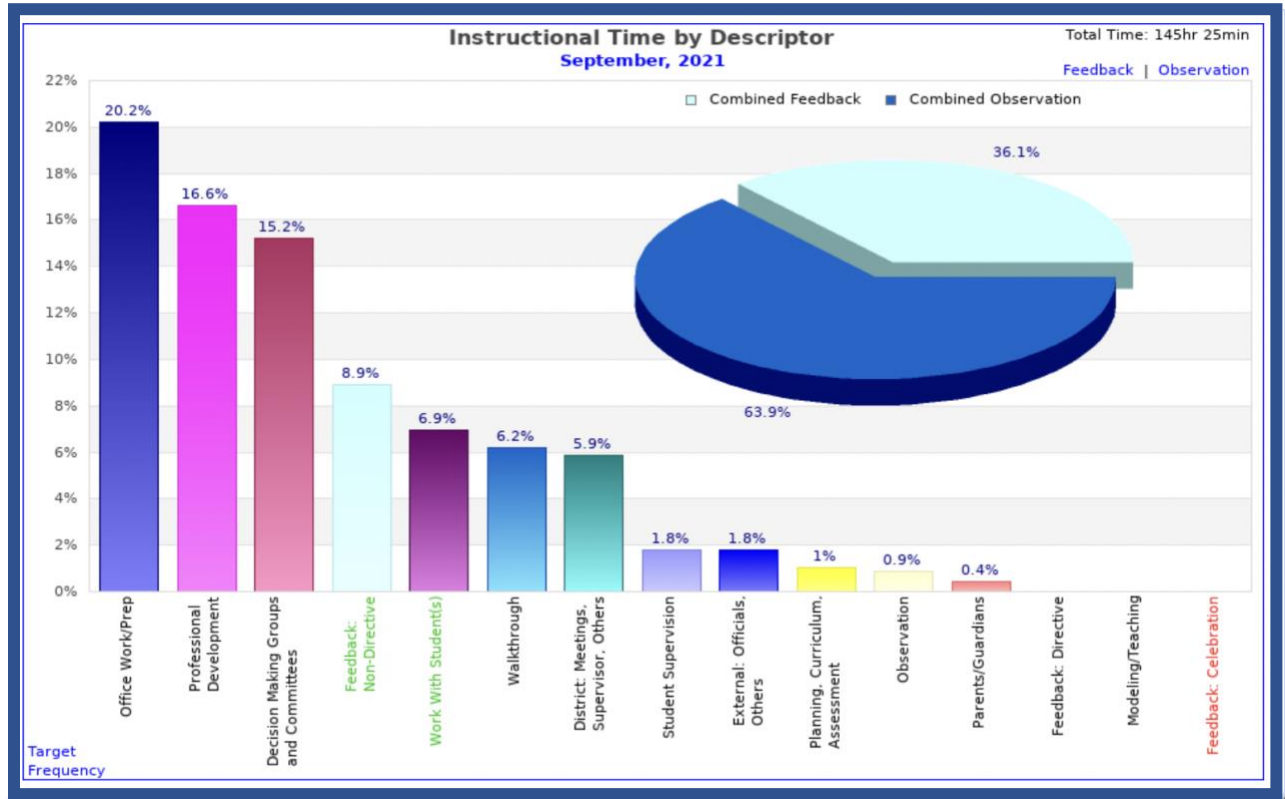
Hover over a particular color on a bar for details:

- descriptor name
- time spent in hours and minutes
- percent of time spent on a particular descriptor

*SAMple reflective questions when using the **Percent of Time on Instruction** for a particular month graph.*

- *What do you observe?*
- *What are some patterns/trends that you notice?*
- *What surprises you?*
- *What do you think the data suggests? Why?*

To review percent of Instructional time by descriptor click on breakout, in the lower left-hand corner for that month.



To view percents for previous or next month, click on the month and year at the top of the graph. (It is in blue and a hot link)  
Use the arrows to scroll back and forth between previously opened monthly graphs.

**Dashboard**    Options    Elementary School

*Use arrows to toggle between months*

**Instructional Time by Descriptor**  
September, 2021

*To view multiple months in succession click on the month and year (hot link)*

Select a Date Range:

- [Next Month: October, 2021](#)
- [Previous Month: August, 2021](#)
- [Current School Year \(July - June\)](#)
- [Current TimeTrack Year \(August - July\)](#)
- [The Last Month](#)
- [The Last 6 Weeks](#)
- [The Last 2 Months](#)
- [The Last 3 Months](#)

Toggling back and forth between the months provides time for deeper reflection on how time is being spent and it's effectiveness.

*SAMple reflective questions for **Instructional Time by Descriptor** graph.*

- *What do you notice when you look at all the descriptors for the month of...? Would you like to compare with any of the prior months? Are there some patterns/trends you are noticing?*
- *Is there(a particular descriptor(s) that has consumed a good deal of time? Are these the descriptors you wanted to focus on? If yes, celebrate the win!*
- *Is there an area that didn't get enough of your time?*
- *Is there anything you want me to schedule as a result of what you are seeing? (What adjustments, if any, do you need to make in your scheduling?)*
- *What impact have you noticed in the areas you are spending time?*

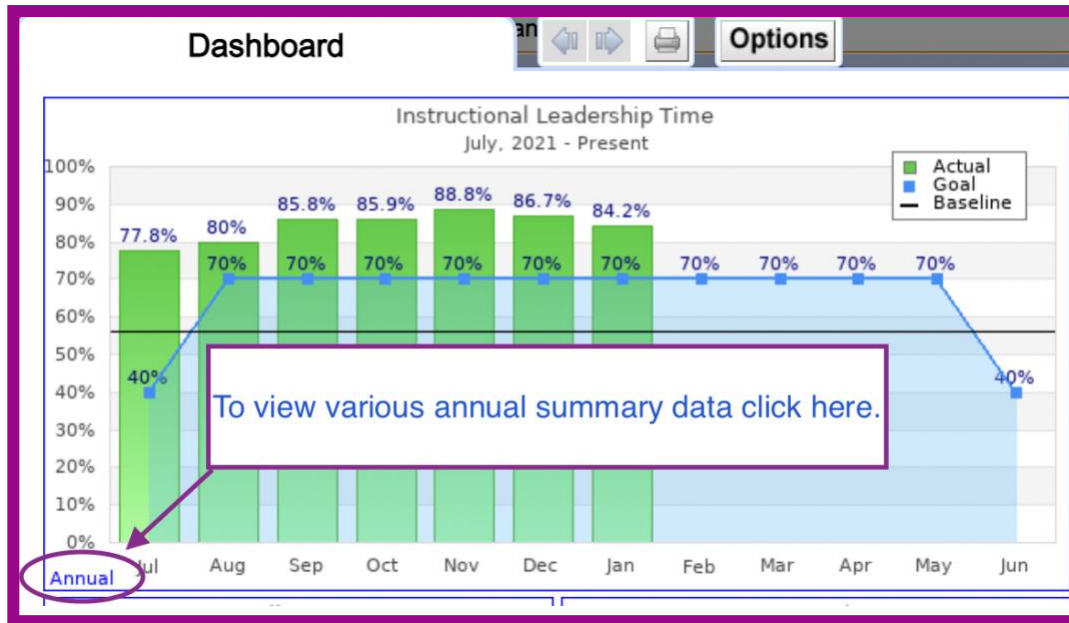
***Additional Questions***

- *What are your "big rocks" for next month?*
- *How can we organize your schedule to accomplish these goals?*
- *What question(s) do you need me to ask you this week, (this month) to keep you focused on your monthly goals?*

***Examples of suggestive but still probing questions:***

- *What's another way you could...?*
- *What sort of impact would there be if you...?*
- *What would it look like if you...?*
- *What might you see happening if you...?*
- *What would have to change in order for...*
- *What would happen if...?*
- *What could you do that might cause x to...?*
- *Have you considered/explored/looked into/thought about...?*
- *Is there away to...?*
- *How would it work if you...?*
- *Do you think there needs to be...?*

## Instructional Leadership Time – Additional Data continued...



Use for annual and semi-annual review and reflection of multi-year trend data.

Click on "Dashboard" to go back to the main dashboard screen.