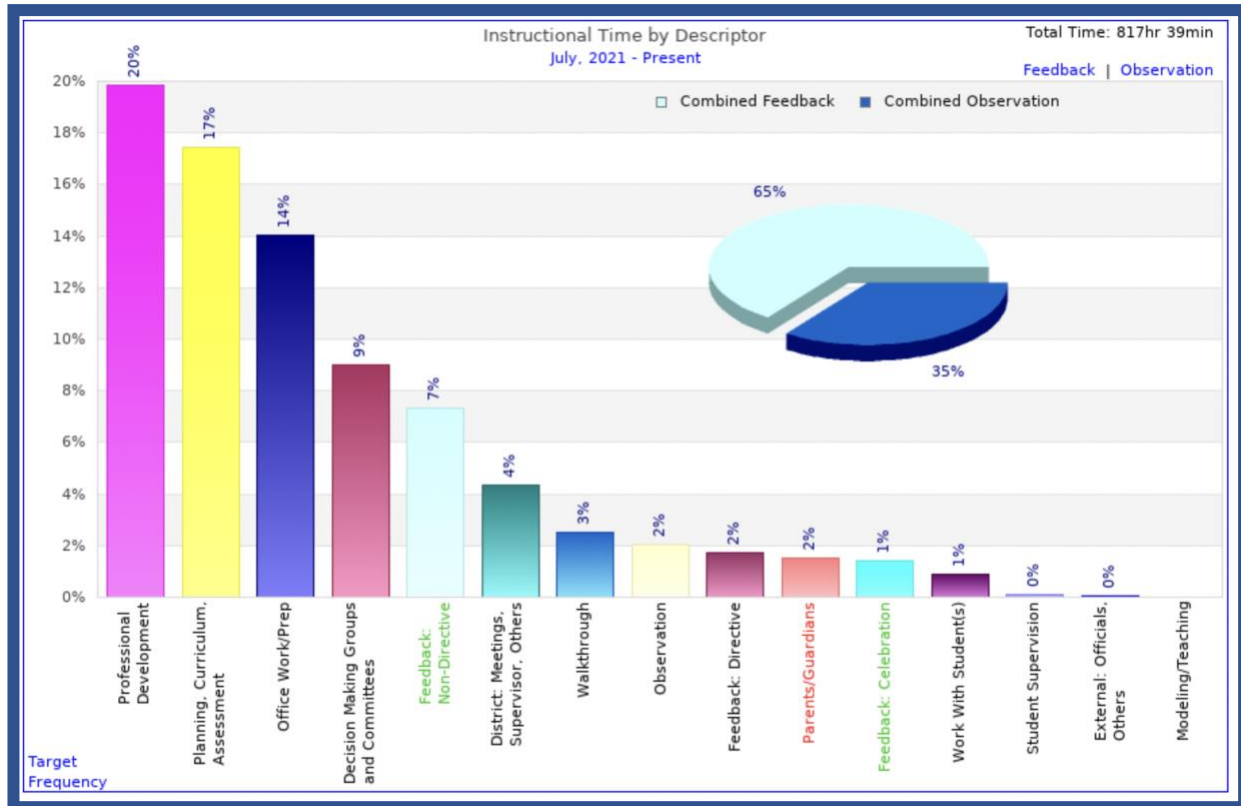


Top 5 Instructional Descriptors – Instructional Time by Descriptor

Part 1: Bar Graph Data

This graph is located on the bottom middle of the Dashboard. It shows the average percent of instructional time spent on instructional descriptors for the current school year. It is the aggregate data collected from the fifteen instructional descriptors compiled into a summary to date. Click on [Expand](#) to view all the descriptors as seen in the bar graph below. The upper right pie chart contains data specific to the four types of seeing instruction and three types of feedback. (refer to Part 2: Pie Chart document)

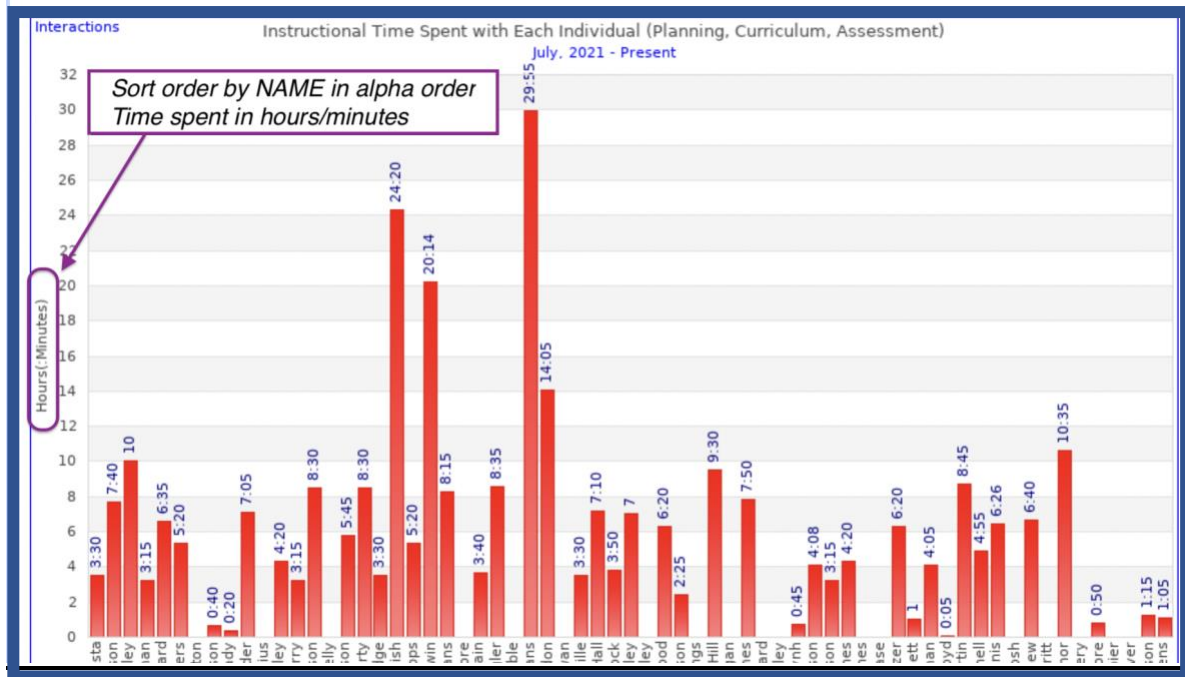


*SAM*ple reflective questions for *Instructional Time by Descriptor* graph.

- *Is there(a particular descriptor(s) that has consumed a good deal of time? By spending all that time in that area are you accomplishing what you want?*
- *Are your Target Descriptors in the green? Are they in the Top 5?*
- *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?*

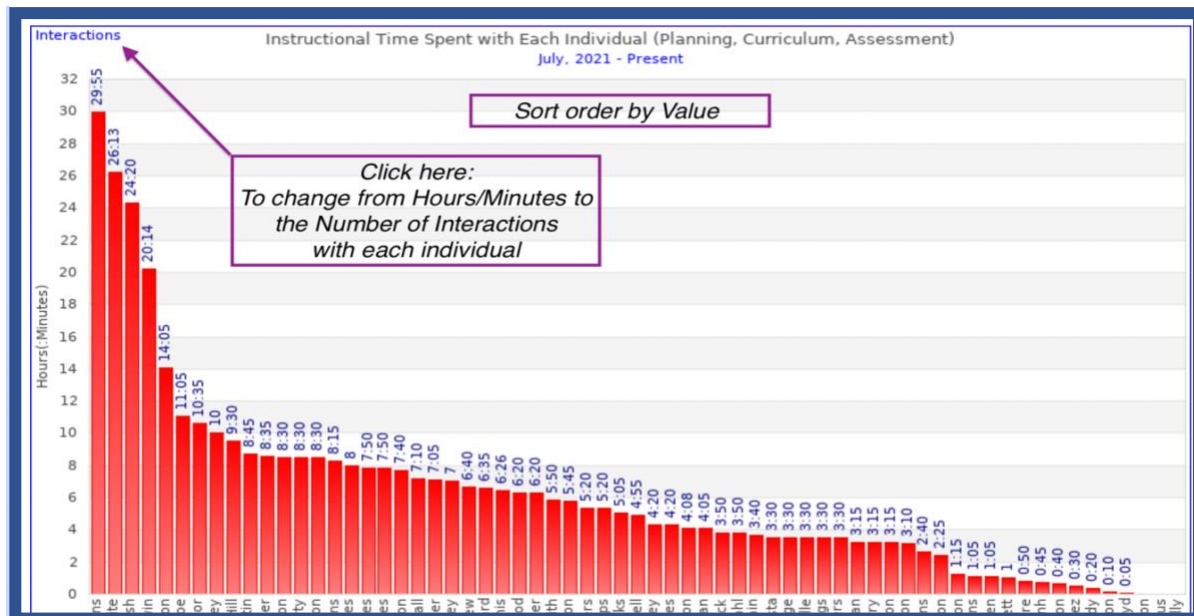
Within the **Instructional Time by Descriptor** bar graph disaggregation of descriptor data can be viewed by clicking on the bar above a descriptor. The new graph shows information for the **amount of time** you spent with each individual for that instructional activity. This information could be used to provide reflective analysis if the time being spent is achieving intended results. It could also inform any needed adaptations to future scheduling or if unwanted discrepancies exist.

Example; click on the yellow bar for Planning, Curriculum, Assessment to view the total hours and minutes you have spent with each individual for this activity.



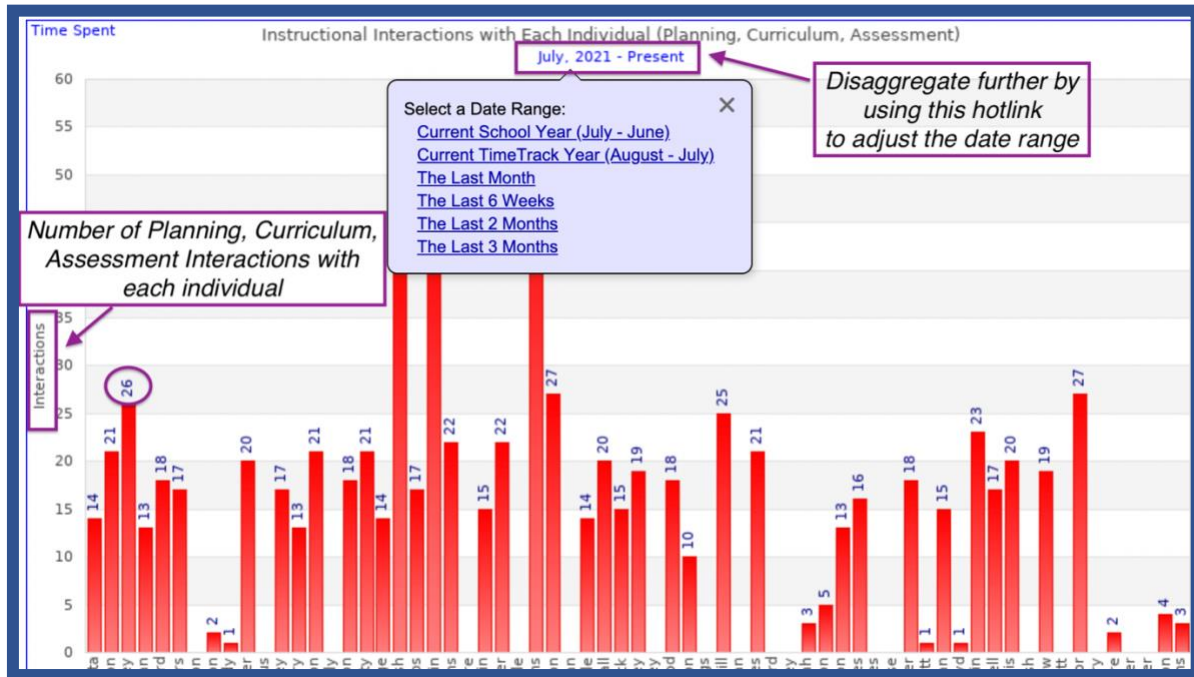
The graph displays the individuals in alphabetical order. To view individuals from greatest amount of time spent to least amount of time change the Sort Order to

By Value. By Name By Value *Use options tab to choose the SORT ORDER* (This is under the OPTIONS tab)



The button in the upper left of a chart allows you to toggle back and forth between **Time Spent** and **Interactions**. Using this function, leaders can reflect and consider whether enough work with the teacher is being done.

1. time spent with each teacher on a specific instructional practice
2. number of interactions on a specific instructional practice with each teacher

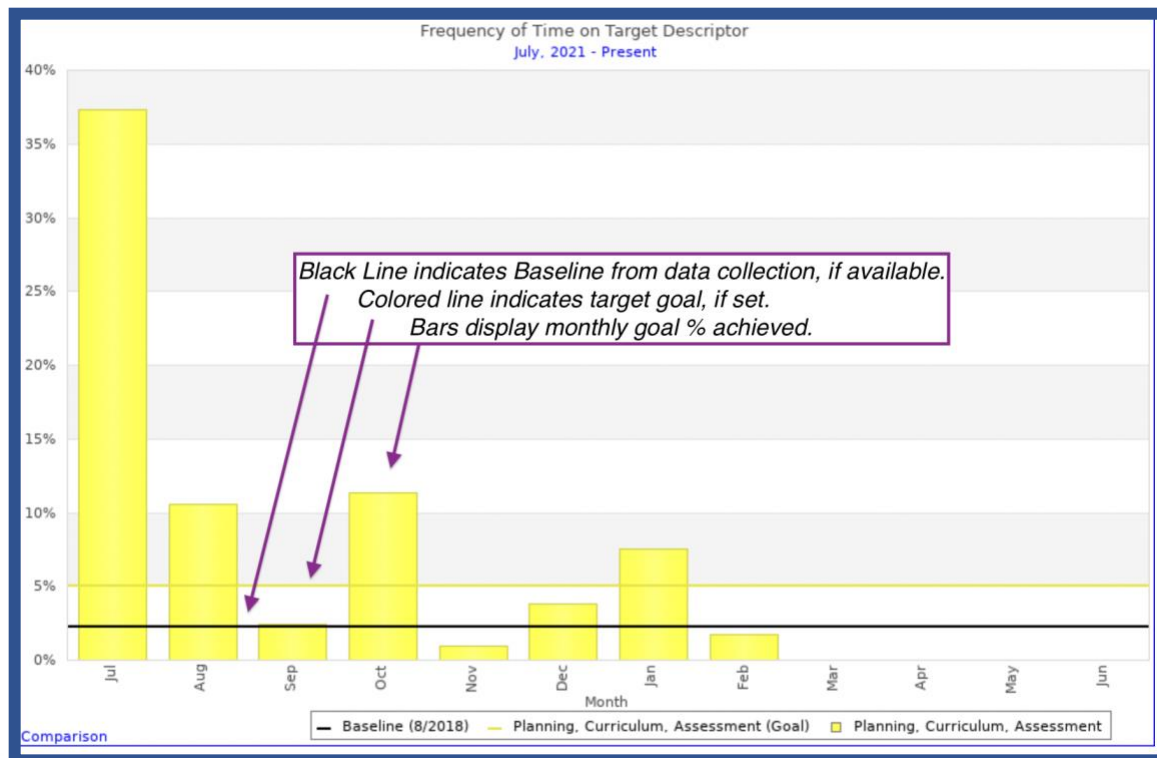
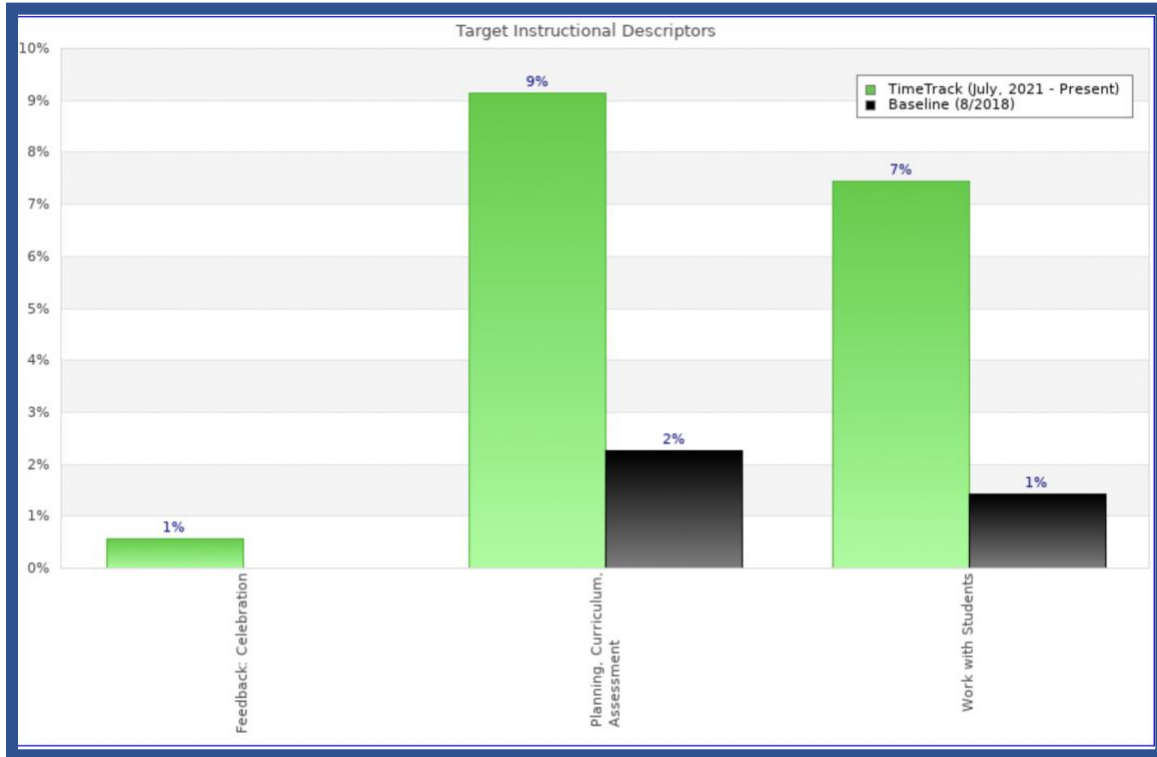


*SAM*ple reflective questions when using **Instructional Time Spent or Interactions** for a particular individual or cluster of individuals.

- What do you observe?
- What are some patterns/trends that you notice?
- What difference do you notice between patterns/trends in TimeSpent versus Interactions?
- Do you think your impact on a teacher is greater when you spend more time or have more interactions? Why?
- Are there certain individuals who you need to spend more time or interact with more often within this descriptor?
- What surprises you?
- What do you think the data suggests? Why?

Hotlinks on the bottom left:

- **Target** – Target Instructional Descriptor data. In the bar graph, a targeted descriptor is labeled in green if the goal is being met or exceeded. If not meeting the goal, the descriptor label is red. When starting the SAM process, three target descriptors were selected...three things to do with teachers that would help them get better faster.
- **Frequency** – Changes view to monthly view of *Percent of Time on Instruction*



*SAMple reflective questions for **Target Descriptors** graph.*

- *What do you notice when you look at percent of time spent on this descriptor each month? Are there some patterns/trends you are noticing?*
- *Is there a month(s) that didn't get enough of your time to meet the goal? Why do you think is?*
- *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 months you are meeting your goal?*
- *Did you pick the right three? Do you see improvement of practice as a result?*

*Do you need to revisit your **Target Descriptors**?*

You can change your target descriptors by clicking the TimeTrack logo, upper left, select settings and then general options. You can also set a goal for each descriptor. Once you've met the goal the descriptor will turn green.

Most SAM teams change their target descriptors annually when they are setting monthly instructional time goals. Some teams do this more frequently. Thinking about what will best improve teaching practice, and spending frequent time with teachers, makes you a successful school leader.

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