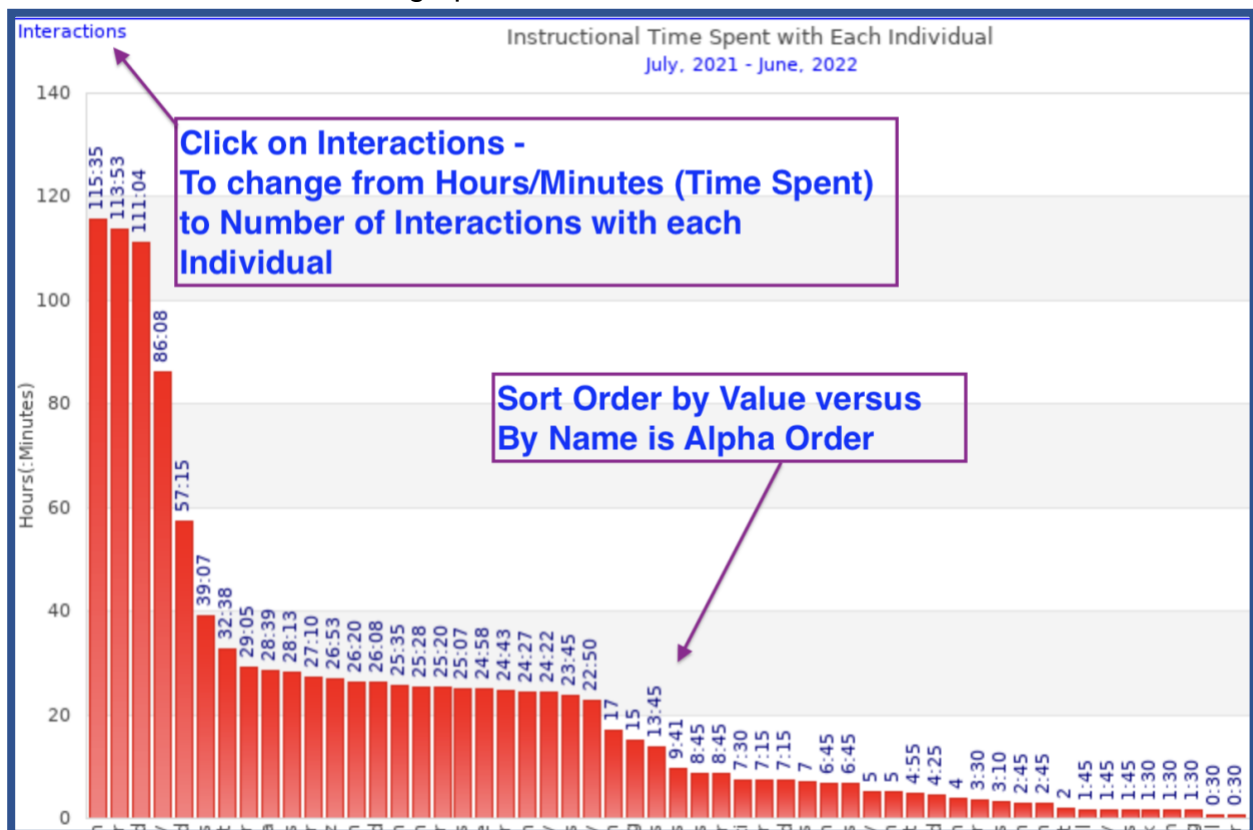


## Instructional: Top 5 Individuals – Instructional Time Spent with Each Individual

**Part 1 – Identifying/Selecting Groups of Individuals for comparison of Time Spent or Number of Interactions.** First look is all individuals. Would looking at the Focus group or another select group be more beneficial.

### Part 1a: All Individuals - Instructional Time Spent with Each Individual

This graph is located on the top right of the Dashboard. It shows the instructional time spent with each individual for the current school year. It is the data collected from setting associations when scheduling and reconciling. Click on [Expand](#) to view all individual as seen in the bar graph below.



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. Consider:

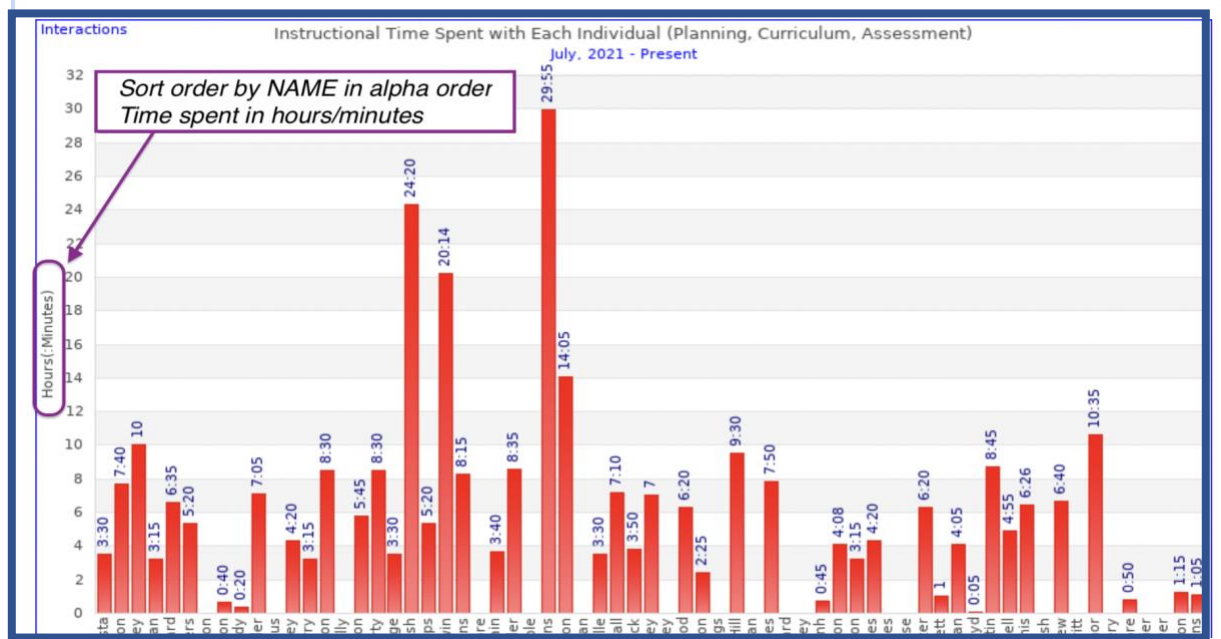
1. time spent with each teacher, or a select group of teachers, on a specific instructional practice
2. number of interactions, on a specific instructional practice, with each teacher or a select group of teachers

This first graph displays individuals in descending order of Time Spent or Interactions. To view individuals in alphabetical order of time spent change the Sort Order to By Name. (This choice is in the OPTIONS tab)

Sort Order

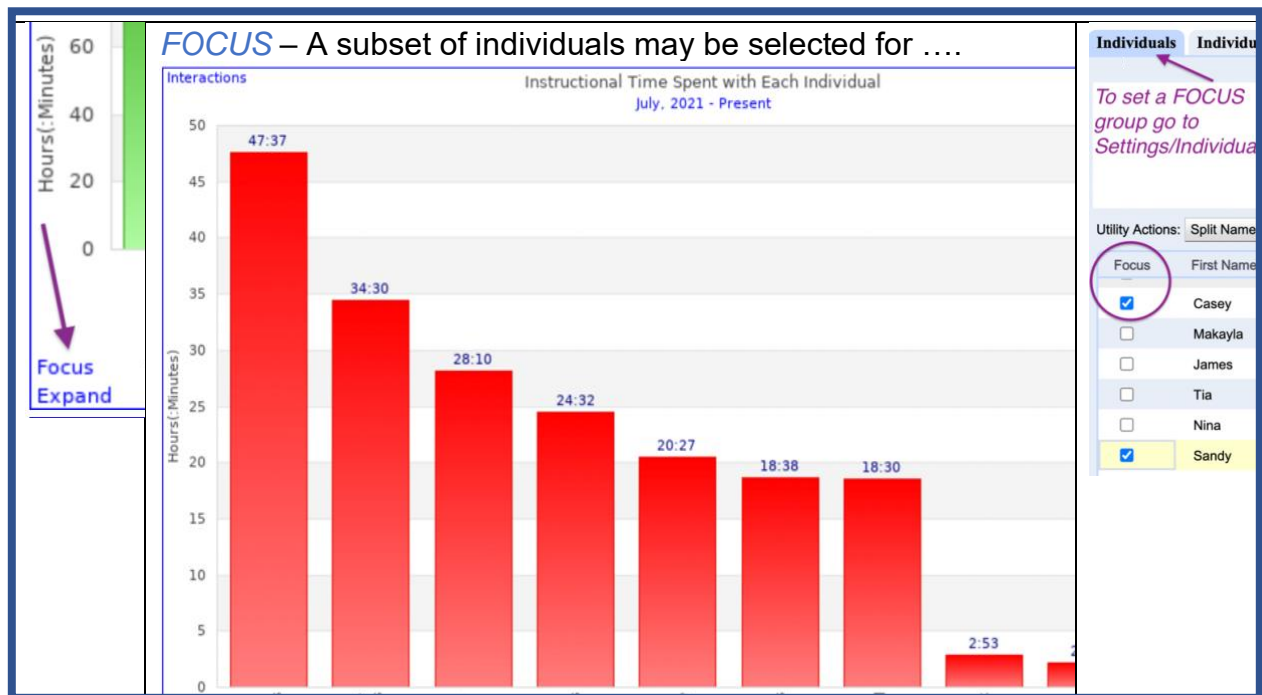
☒ By Name ☐ By Value Use options tab to choose the SORT ORDER

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



### Part 1b: FOCUS Individuals - Instructional Time Spent with Each FOCUS Individual [HOTLINK: FOCUS \(individuals\)](#) on the bottom left, above expand.

To set a group of Focus Individuals go to Settings – Individual/Group Setup. Check the Focus box, to the left of First Name.



Click on “Dashboard” to go back to the main dashboard screen.

## Part 1C: SELECT Individuals - Instructional Time Spent with Select Group of Individuals

**Individuals**

Use this option to select a priority subset of individuals for data analysis.

**Select Individuals**

☐ All Individuals ☐ All Individuals with Time Spent ☒ Focus Individuals ☐ From a Group ☐ Select Individuals

Select Individuals from a group. *Note: groups may be created for the sole purpose of looking at data. The group does not need to be associated with events. The group allows for comparison of data between individuals to be reviewed and analyzed.*

**Individuals**

**Select Individuals**

☐ All Individuals ☐ All Individuals with Time Spent ☐ Focus Individuals ☒ From a Group

☐ 1st Grade  
☐ 2nd Grade  
☐ 3rd Grade  
☐ 4th Grade  
☐ 5th Grade

Select a Grade Level to Compare Leaders Time Spent or Number of Interactions

**Individuals**

**Select Individuals**

☐ All Individuals ☐ All Individuals with Time Spent ☒ From a Group

☐ ALL Teachers  
☐ AP Teachers  
☐ Core Team  
☐ CTAE Department  
☐ ELA Department  
☐ GBF Teachers  
☐ Leadership Team  
☐ Lighthouse Team  
☐ Literacy Team  
☐ Math Department  
☐ New Teachers  
☐ PBIS Team  
☐ Personalized Learning Leadership Team  
☐ Science Department  
☐ Social Science Department

Select a Department or Group of Teachers to Compare Leaders Time Spent or Number of Interactions

Another Option is to select the names of individuals to be viewed in the same graph.

**Individuals**

**Select Individuals**

☐ All Individuals ☐ All Individuals with Time Spent ☐ Focus Individuals ☐ From a Group ☒ Select Individuals

☐ Rashad Abad  
☐ Kaitlin Abrams  
☐ Latoria Adside  
☒ Cleo Alexander  
☐ Frances Anderson  
☐ Winfred Ashmore  
☐ Curtisa Barnes  
☐ Felicia Batts  
☒ Porsha Bellaire  
☐ Shalonnna Bentley  
☐ Jamesha Bivins  
☒ Kristen Blake  
☐ Latanya Booker  
☒ Denna Bradford  
☐ Andrea Bright-Powell  
☒ Ashley Brown

Check the name of individuals to review or compare and analyze Time Spent or Total Number of Interactions

Click on “Dashboard” to go back to the main dashboard screen.

Consider entering a custom date range or select a date range from the HOTLINK drop-down menu.

**Date Range**

Current TimeTrack Year (June - May) ▾ ☐ Include Future Events

Current School Year (July - June)

Current TimeTrack Year (June - May)

The Last Month

The Last 6 Weeks

The Last 2 Months

The Last 3 Months

✓ Custom Date Range 

Chose a week or two-week time frame

All Years

2020 - 2021

2021 - 2022 

Previous Years

2022 - 2023

Instructional Time Spent with Each Individual

June, 2022 - Present

Select a Date Range: 

HOTLINK X

[Current School Year \(July - June\)](#)

[Current TimeTrack Year \(June - May\)](#)

[The Last Month](#)

[The Last 6 Weeks](#)

[The Last 2 Months](#)

[The Last 3 Months](#)

*SAMple 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 Time Spent 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?*

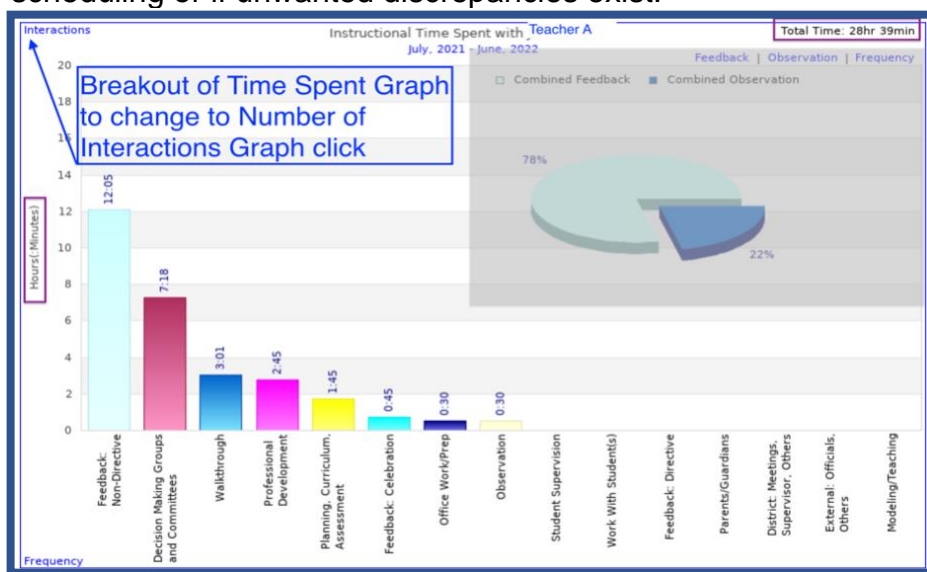
Click on “Dashboard” to go back to the main dashboard screen.

## PART 2 – Identifying and Selecting an Individual Graph for Review and Analysis

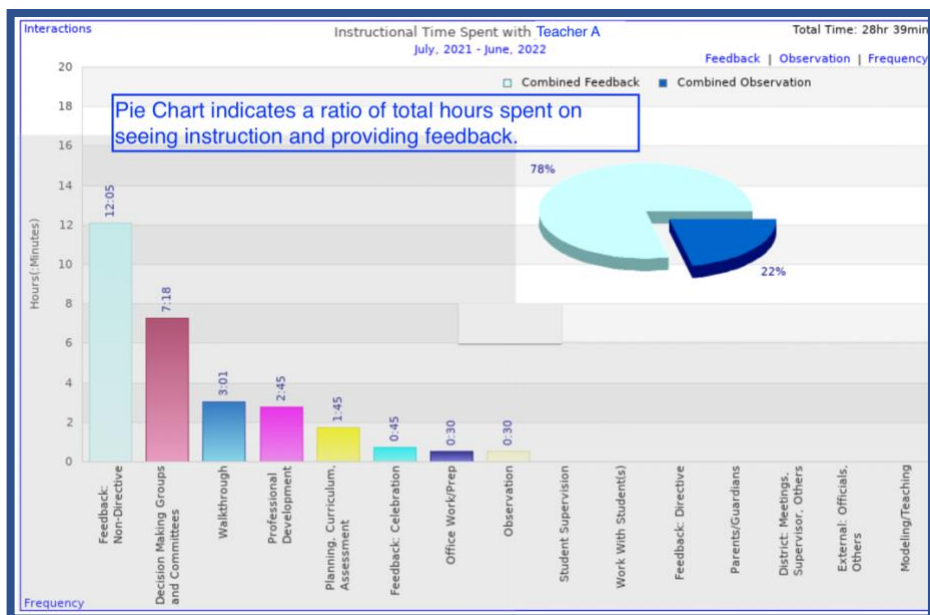
Within the **Instructional Time Spent with Each Individual** bar graph disaggregation of data, for any individual, can be viewed by clicking on the red bar above the individual's name. This view provides two graphs, on the same screen, a bar graph and a pie chart.

- 1) The bar graph is showing **time** spent with the individual within the fifteen different instructional area descriptors.
- 2) The pie chart, upper right, displays data specific to seven of the instructional descriptors. The **four types of seeing instruction** (combined observation) and **three types of feedback** (combined feedback). It indicates the ratio of total hours spent on seeing instruction to providing feedback. The percentage of combined observation or combined feedback is calculated based on the total hours of seeing instruction and providing feedback.

This information could be used to provide reflective analysis if time being spent is achieving intended results. It could also inform any needed adaptations to future scheduling or if unwanted discrepancies exist.



BAR GRAPH



PIE CHART

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

## Part 2a: Access to Individual Bar Graph Data

There are three ways to access instructional time spent with identified individual.

### 1. Dashboard

Open the Dashboard  
Expand  
Click on an individual

### 2. Event Hotlink

Individual Names  
Hotlink to Graphs  
for that individual

### 3. Create an event email ... Hotlink

-Open a new event  
-Select an individual  
-Click on the three dots next to email: HOTLINK to Data

Selecting either Hotlink for Time Spent with an individual will provide easy access to the following graphs:

Show Breakout of Time Spent Graph

Show Breakout of Interactions Graph

Show Frequency of Time Spent Graph

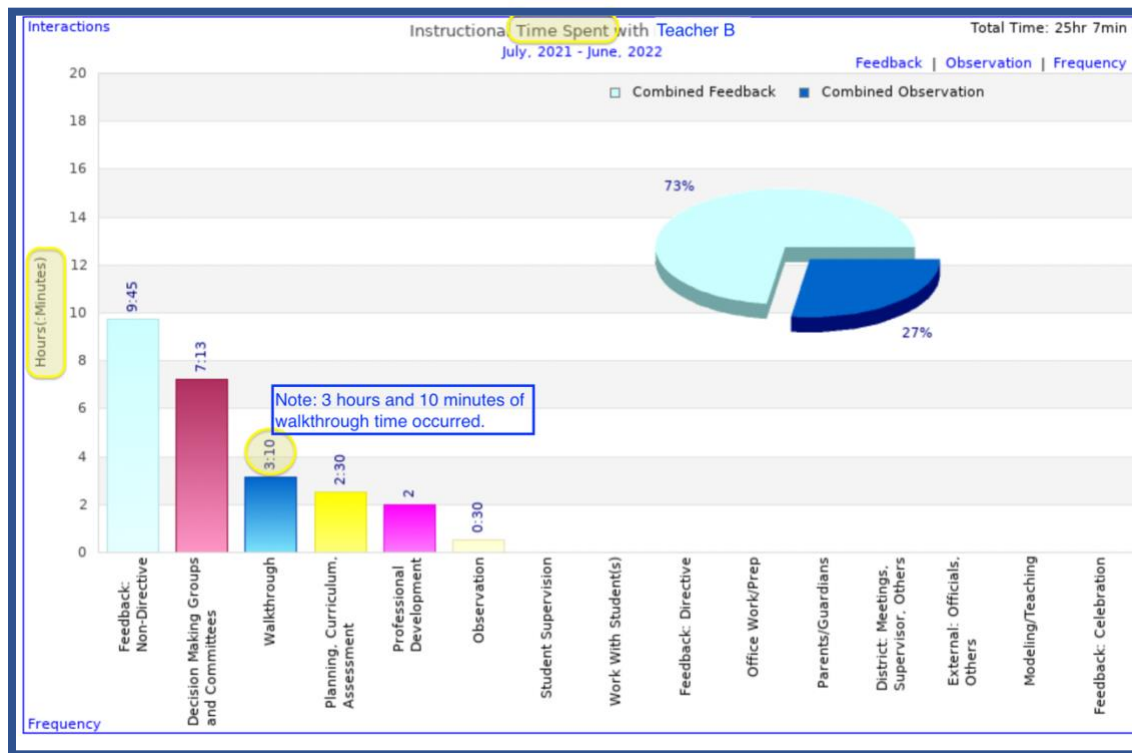
Show Frequency of Interactions Graph

Click on “Dashboard” to go back to the main dashboard screen.

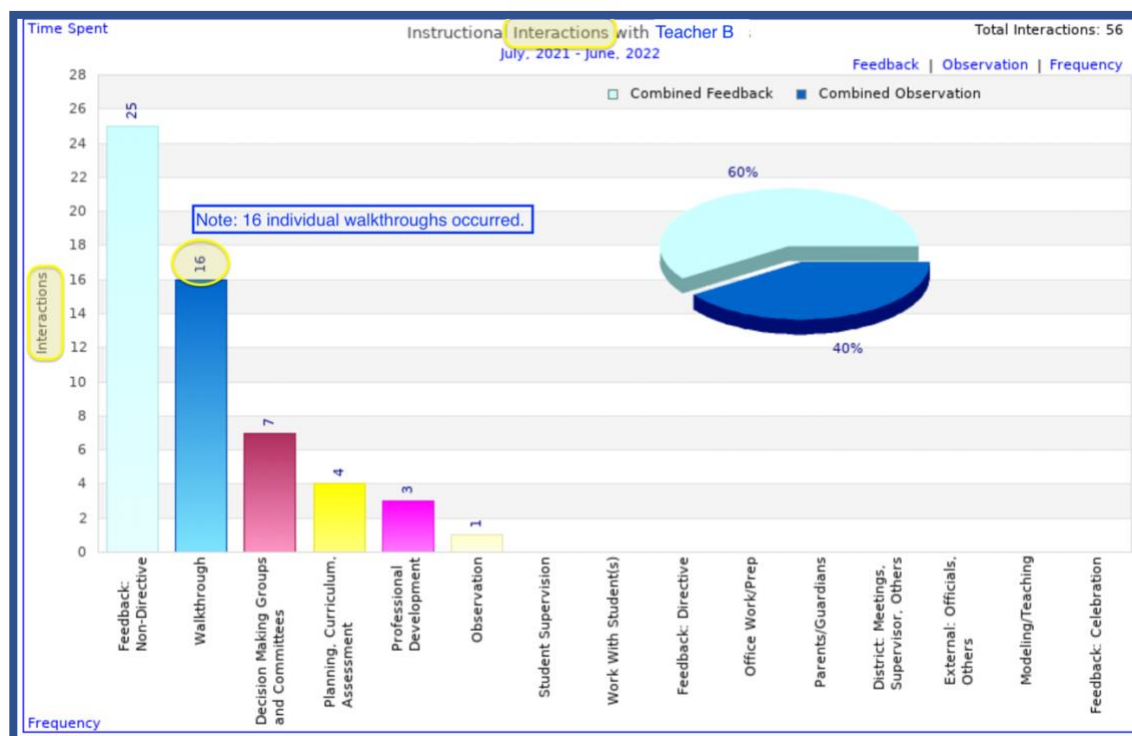


## Part 2b: Four Types of Individual Instructional Bar Graphs

### 1) Breakout of Time Spent Bar Graph

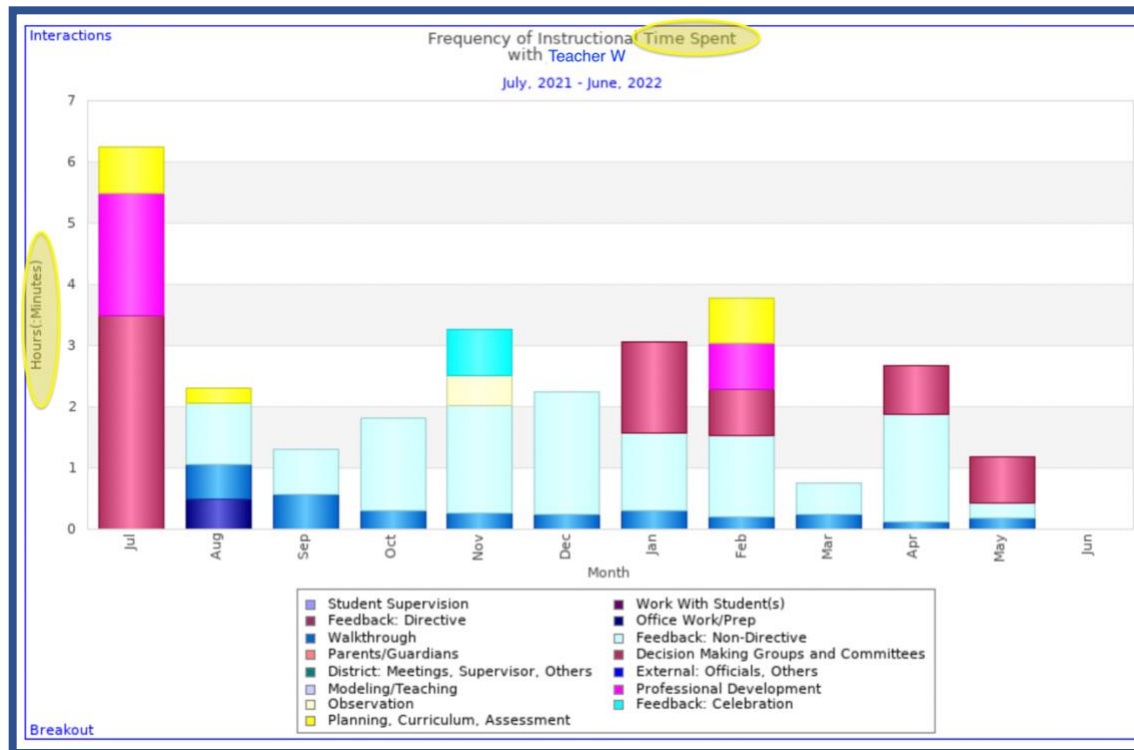


### 2) Breakout of Interactions Graph

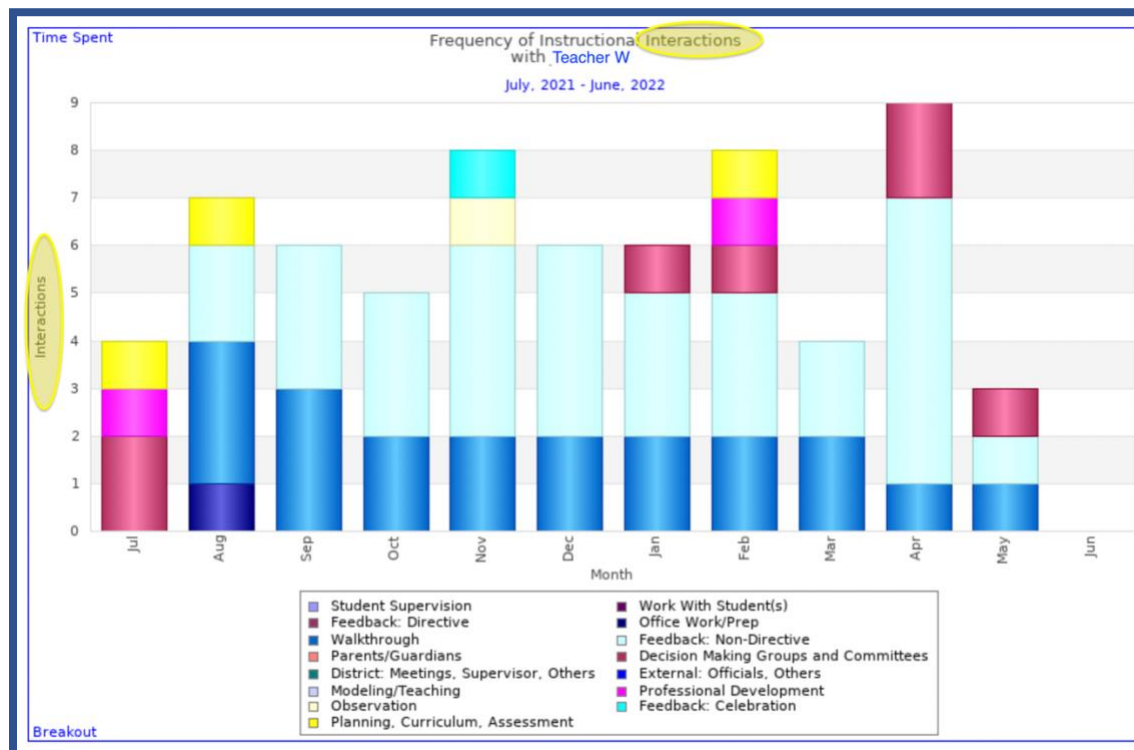


Click on "Dashboard" to go back to the main dashboard screen.

### 3) Frequency of Time Spent Graph



### 4) Frequency of Interactions Graph



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



To further disaggregate the data consider using the OPTIONS tab to

- ask questions at a deeper level
- sort through the available data
- identify which data are needed to answer the questions at hand
- analyze the data, and, ultimately,
- use the information gained from the analysis to make good decisions and carry out meaningful action for school/teacher improvement.

Think about the “why” for filtering data:

- Should a specific date range be identified? A week view, compare individual months, etc?
- Would it be better to view fewer individuals? Identify different subsets of individuals for data review and analysis.
- Should select descriptors be identified for data review rather than all descriptors? Only one descriptor?
- Are there other TimeTrack users that are supporting the same individual? Would it be useful to merge the data?

**Graph Options** **USE THE OPTIONS TAB for Defining Data to be Reviewed and Analyzed** Apply

**Date Range** *Step 1. Enter a custom date range or select a range from the drop down menu*

Custom Date Range  to  ☐ Include Future Events

**Category/Descriptor/Optional Descriptor** *Step 2. Choose the category and descriptor in the drop down menus. You may choose all descriptors or a specific one.*

Instructional ☐ Combined Feedback ☐ Ignore Optional Descriptor ☐

**Merge with Calendars** *Step 3. Select the TimeTrack(s) you want to merge data with. Select all or select specific individuals.*

Active Calendars:

☒ This Calendar\* ☒ GA - Dr Martin Luther King Jr Elementary School - Dinkins ☒ GA - Dr Martin Luther King Jr Elementary School - Stewart ☒ GA - Dr Martin Luther King Jr Elementary School - Williams

Inactive Calendars:

☐ GA - Dr Martin Luther King Jr Elementary School - Alexander ☐ GA - Dr Martin Luther King Jr Elementary School - Batts ☐ GA - Dr Martin Luther King Jr Elementary School - Kendall ☐ GA - Dr Martin Luther King Jr Elementary School - Merrell ☐ GA - Dr Martin Luther King Jr Elementary School - Watkins\*

☒ Separate Merged Data *NOTE: Data will automatically be separated by individuals unless you deselect here.*

**Individuals** *Step 4. Select individuals for the graph. Consider creating groups for review and analysis of a subset of individuals such as, new teachers, all classroom teachers, etc.*

**Select Individuals**

☐ All Individuals ☐ All Individuals with Time Spent ☐ Focus Individuals ☒ From a Group ☐ Select Individuals

- ☐ 1st Grade
- ☐ 2nd Grade
- ☐ 3rd Grade
- ☐ 4th Grade
- ☐ 5th Grade
- ☐ Academic Coaches
- ☐ Access
- ☐ Admin team
- ☒ All Certified Staff
- ☐ ARP Paras
- ☐ Clasified Staff
- ☐ Custodians
- ☐ EIP
- ☐ Guided Coalition Team
- ☐ Kindergarten
- ☐ Lead Teachers
- ☐ Lighthouse Team
- ☐ New Teachers for SY 21-22
- ☐ Office Staff
- ☐ Paraprofessionals
- ☐ PBIS Team
- ☐ PEC
- ☐ PreK
- ☐ School Council Team
- ☐ Specials

*Step 5. Go back to the top and APPLY the Selected Options*

Click on “Dashboard” to go back to the main dashboard screen.

Using Options to identify specific descriptor(s) and a specific time frame can be used to compare support for Teacher M in January and February (graphs below).

**Category/Descriptor/Optional Descriptor**

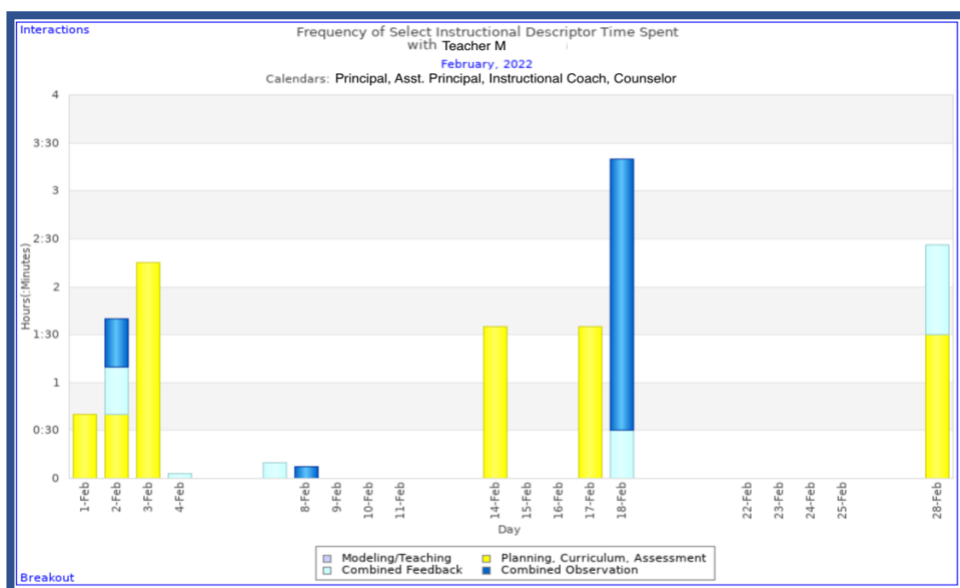
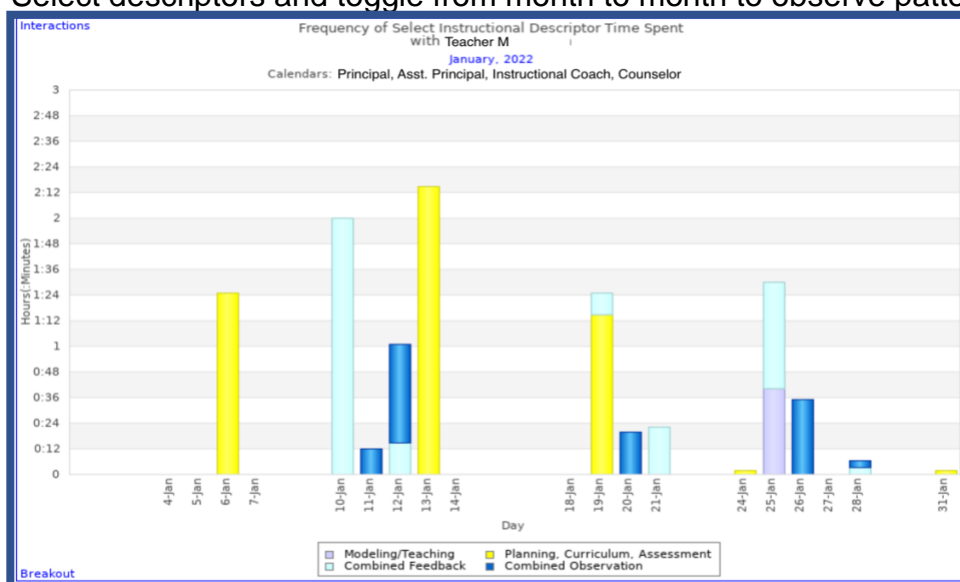
Instructional  Select Descriptors  Ignore Optional Descriptor

- ☒ Combined Feedback
- ☒ Combined Observation
- ☐ Student Supervision
- ☐ Work With Student(s)
- ☐ Feedback: Directive
- ☐ Office Work/Prep
- ☐ Walkthrough
- ☐ Feedback: Non-Directive
- ☐ Parents/Guardians
- ☐ Decision Making Groups and Committees
- ☐ District: Meetings, Supervisor, Others
- ☐ External: Officials, Others
- ☒ Modeling/Teaching
- ☐ Professional Development
- ☐ Observation
- ☐ Feedback: Celebration
- ☒ Planning, Curriculum, Assessment

Sample reflective questions to be used with example graphs:

- What does the data show is my focus with this individual?
- Do I see improvement of practice?
- How does it tie to the time I am spending with the individual?
- My next steps are...

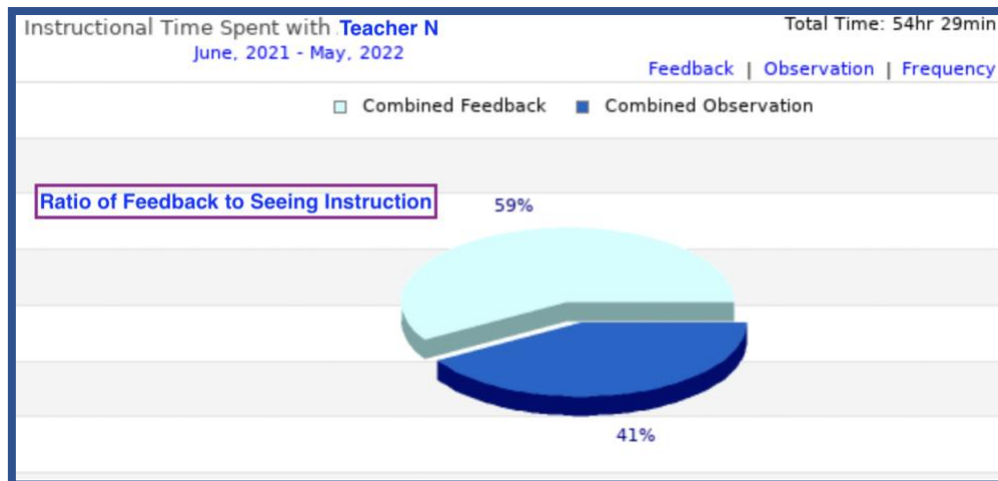
Select descriptors and toggle from month to month to observe patterns and trends.



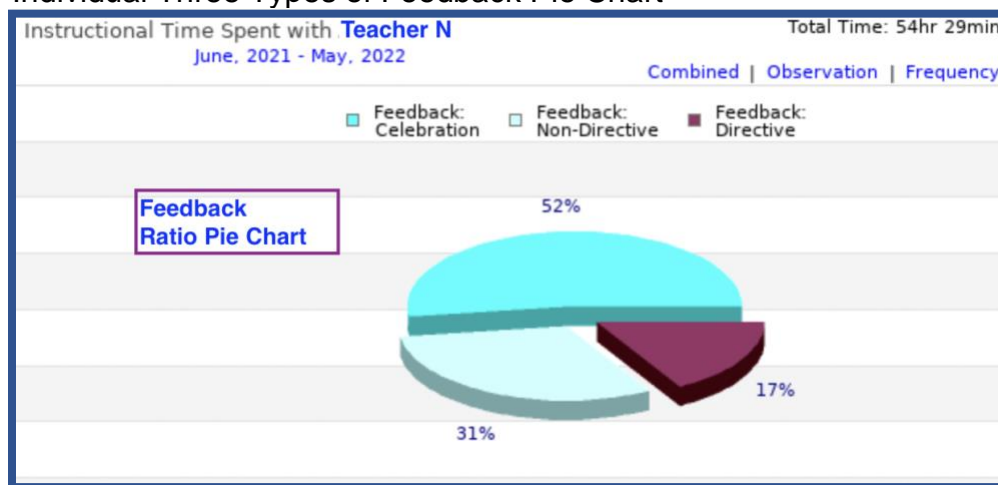
Click on "Dashboard" to go back to the main dashboard screen.

**Part 3 Individual Pie Chart** The pie chart contains data specific to three types of feedback: celebration, non-directive, and directive and four types of seeing instruction: Walkthrough, observation, work with students, and student supervision.

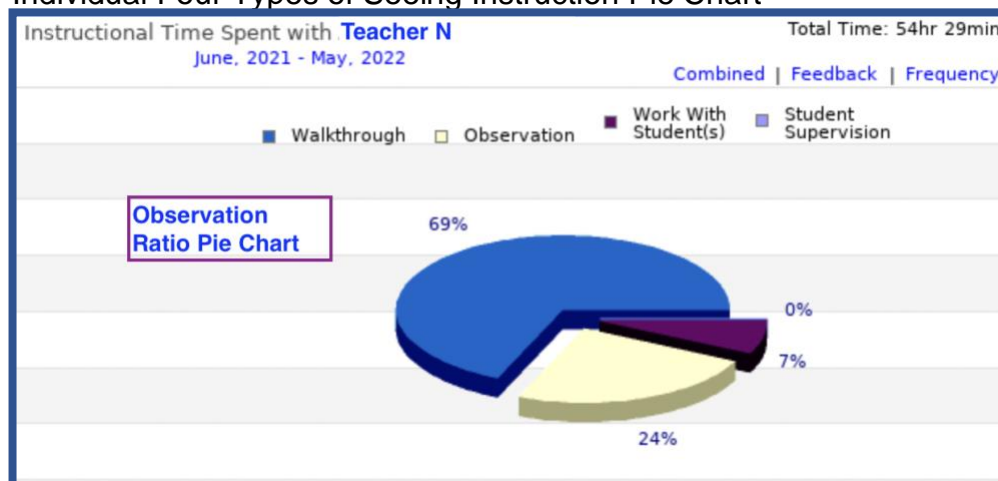
### Part 3a: Individual Pie Chart Feedback – Observation Ratio



### Individual Three Types of Feedback Pie Chart



### Individual Four Types of Seeing Instruction Pie Chart



Click on “Dashboard” to go back to the main dashboard screen.

*SAMPLE reflective questions for Feedback/Observation **Pie Chart**.*

- *What is this graph telling you? How might you use this data?*
- *Are you satisfied with the feedback/observation ratio? Would you like to maintain your current ratio or increase one of the areas?*

*SAMPLE reflective questions for **Combined Feedback Pie Chart**.*

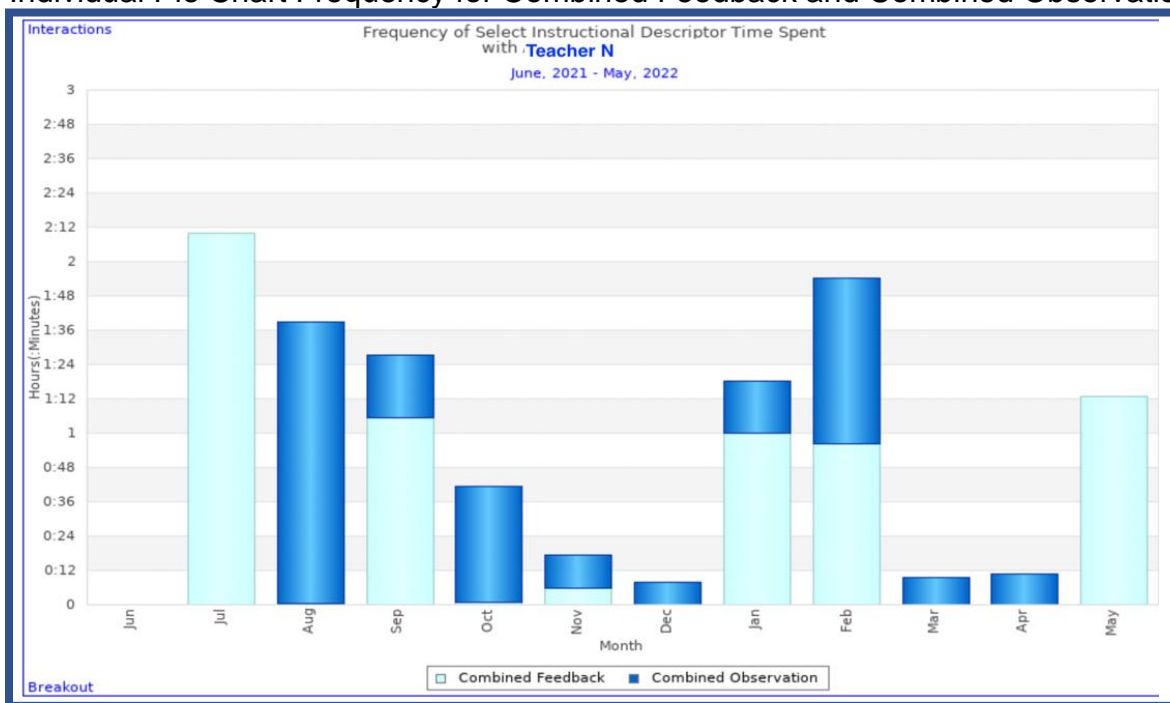
- *What is this graph telling you? How might you use this data?*
- *Are you satisfied with the feedback ratios? Would you like to maintain your current ratios or increase one of the areas?*

*SAMPLE reflective questions for **Combined Observation Pie Chart**.*

- *What is this graph telling you? How might you use this data?*
- *Are you satisfied with the observation ratios? Would you like to maintain your current ratios or increase one of the areas?*
- *Which of the four types of observation gives you the evidence you need to provide feedback?*
- *What is your priority when in the classroom?*

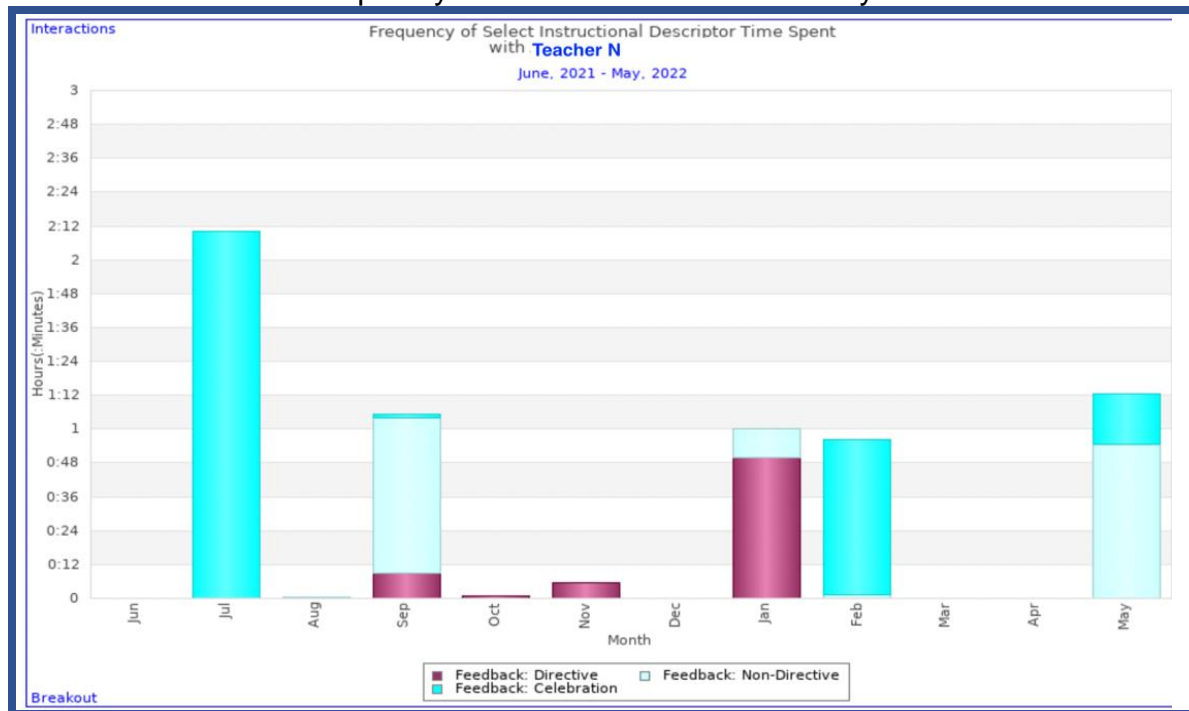
**Part 3b:**

**Individual Pie Chart Frequency for Combined Feedback and Combined Observation**

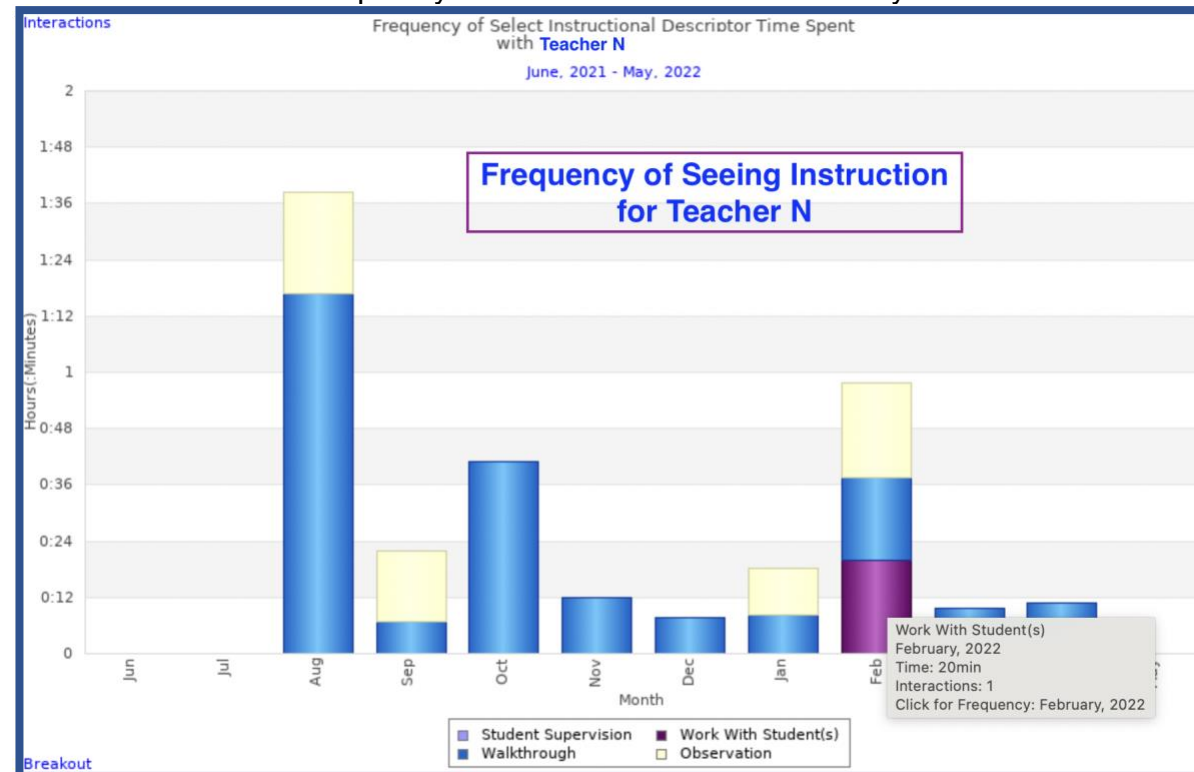


Click on “Dashboard” to go back to the main dashboard screen.

## Individual Pie Chart Frequency for Combined Feedback Only

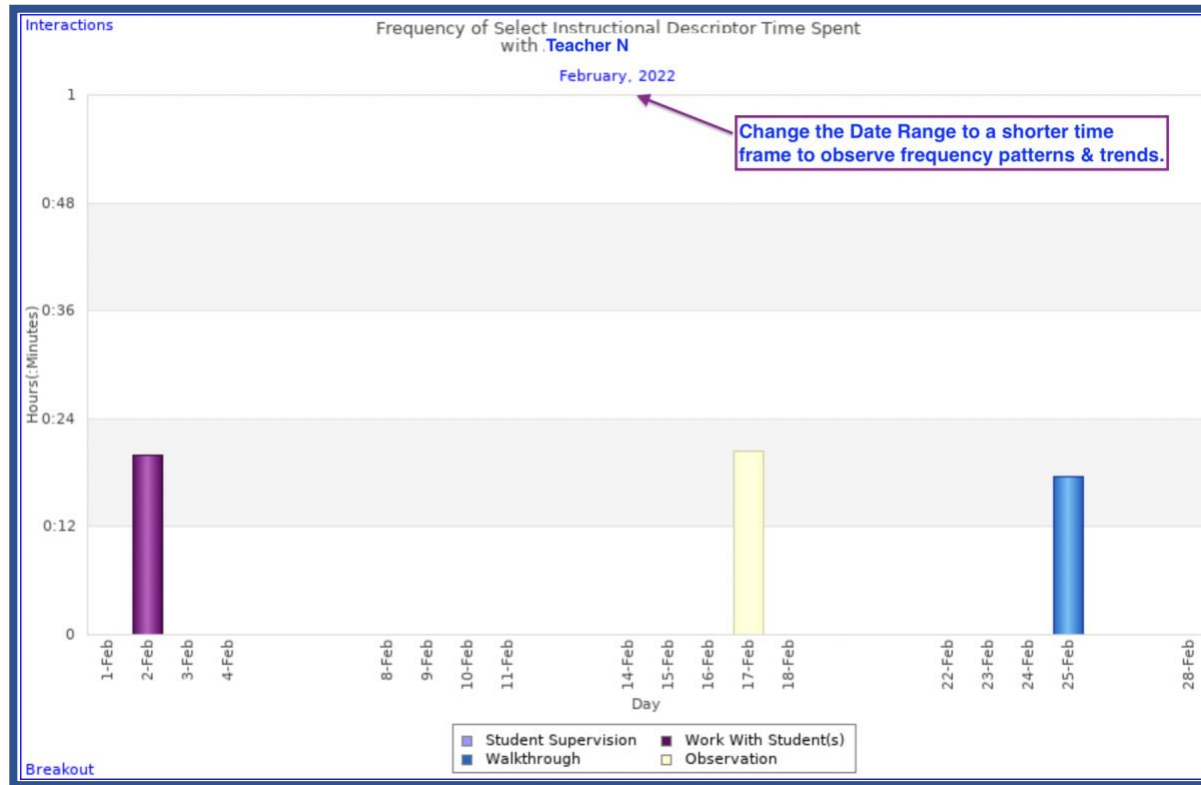


## Individual Pie Chart Frequency for Combined Observation Only



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

## Individual Frequency - Combined Observation for One Month



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



*SAMple reflective questions for **Time Spent or Interactions with an Individual's** 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 SAMple 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:**

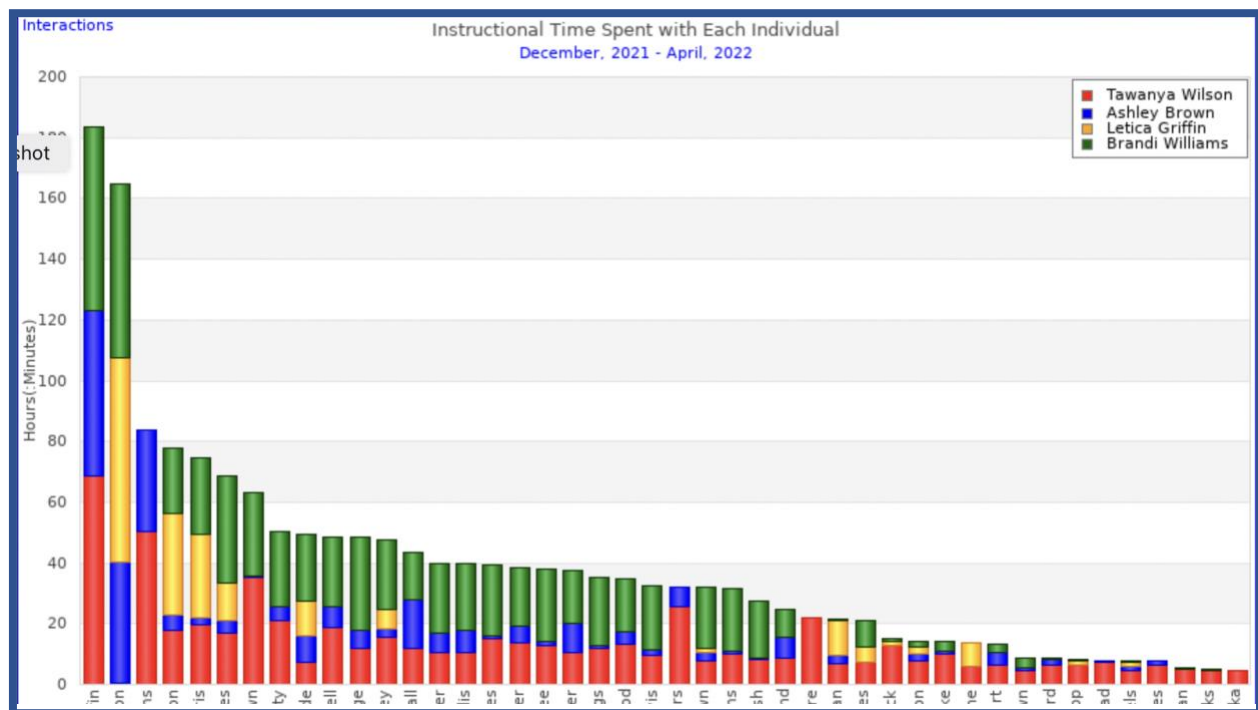
- *What's another way you could...?*
- *What sort of impact would there be if you...?*
- *What would it look like if you...?*
- *What might you see happening if you...?*
- *What would have to change in order for...*
- *What would happen if...?*
- *What could you do that might cause x to...?*
- *Have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

**Part 4 Merged Data** Active TimeTrack Calendars, in the same location, can be merged by combining two or more sets of Instructional Time with Each Individual data. Merged data has the potential for a leadership team to have collaborative data-driven reflection and discussion to probe deeper into patterns of leadership time use, identifying strengths, and problems of practice.

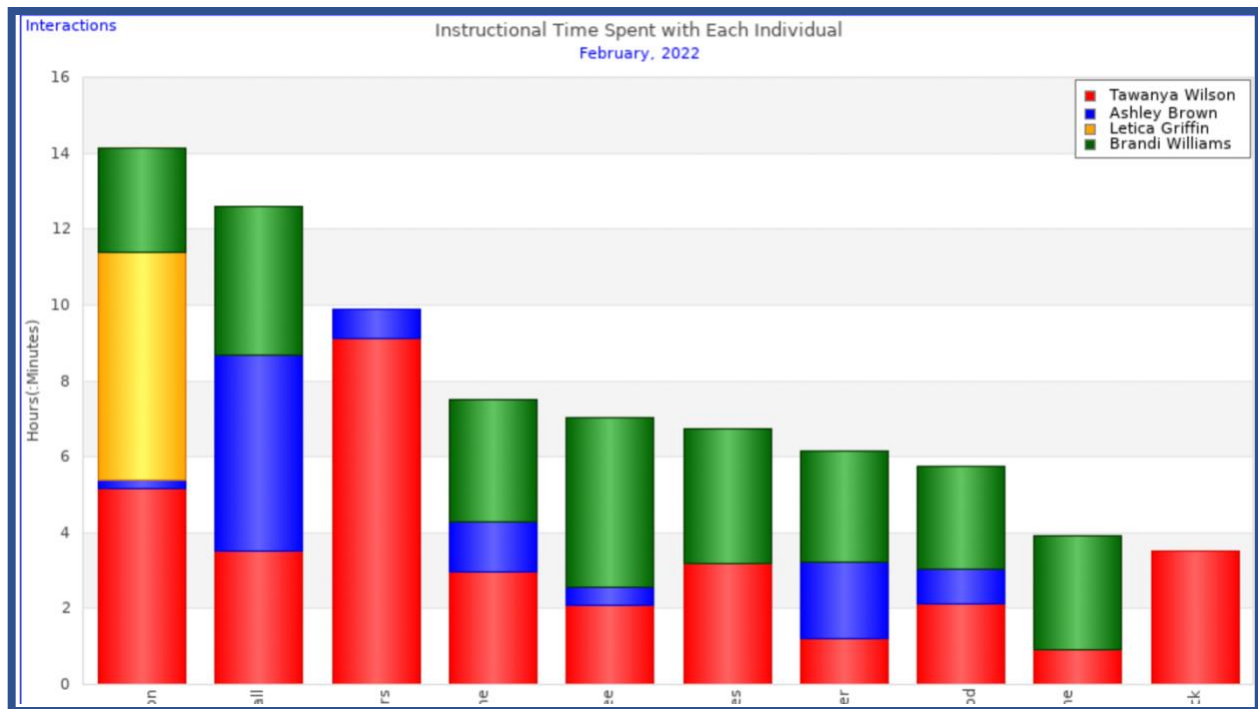
Merging data requires a few readiness prerequisites.

- Under Settings: Individual/Group Setup- all staff names must have an email address entered.
- Under User: TimeTrack Access – all TimeTrack owners must share with each other. (Read/View rights)

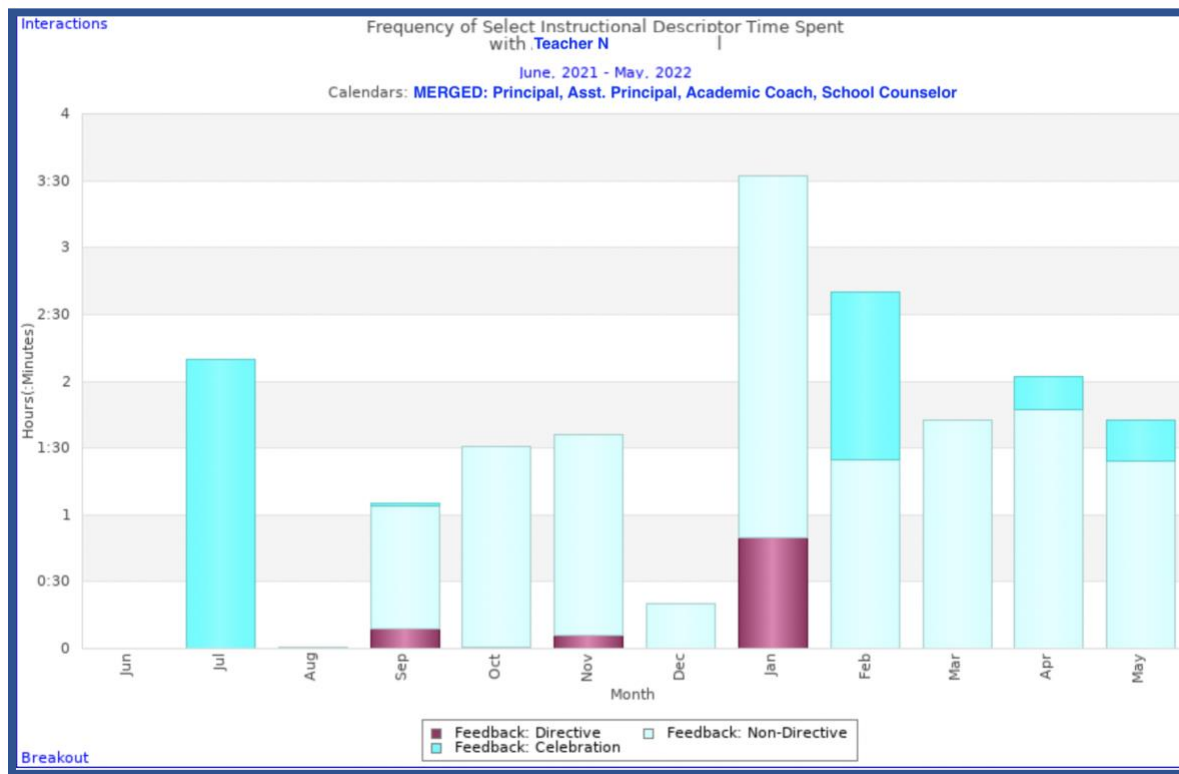
#### Part 4a: Merged Bar Graph Data for Instructional Time Spent with All Individuals



## Part 4b: Merged Bar Graph Data for Instructional Time Spent with Sub-set of Select Individual(s)

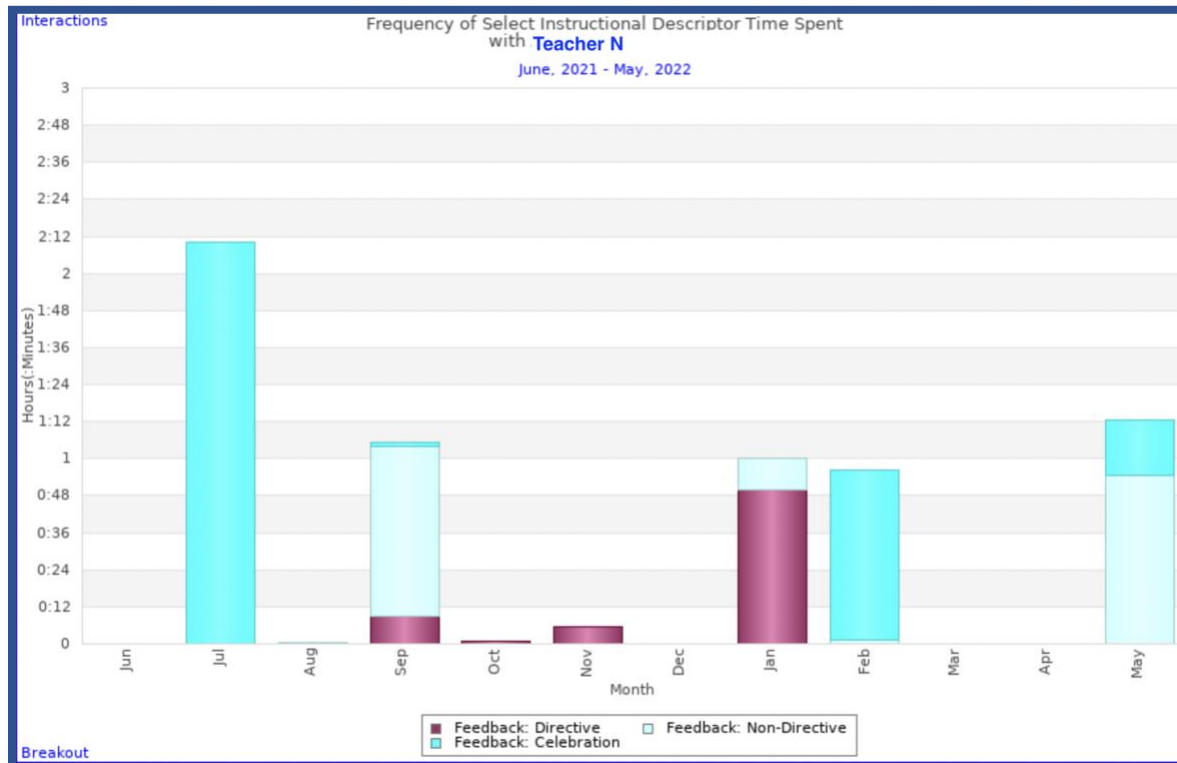


## Part 4c: Merged Frequency Data for Feedback with a Select Individual Teacher N



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

Compared to only the Principal's Feedback with Select Individual Teacher N



The question is not,  
**“Do leaders** make a  
difference?”

The question is,  
**“How do** leaders make  
a **positive** difference?”

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Click on “Dashboard” to go back to the main dashboard screen.