



Better Principals. Better with SAMS.

TimeTrack[®] Graphs & Charts

TimeTrack has a single point of entry for graphs and charts. Click the graph icon and explore.

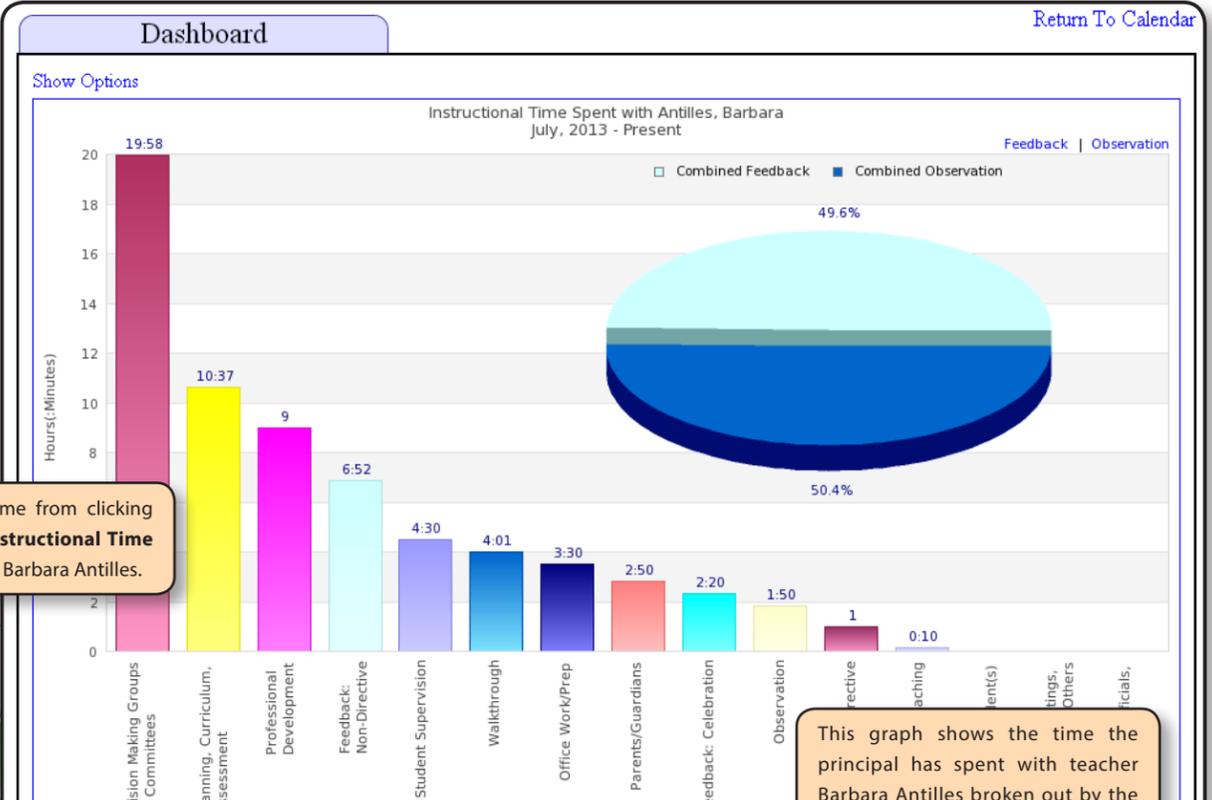
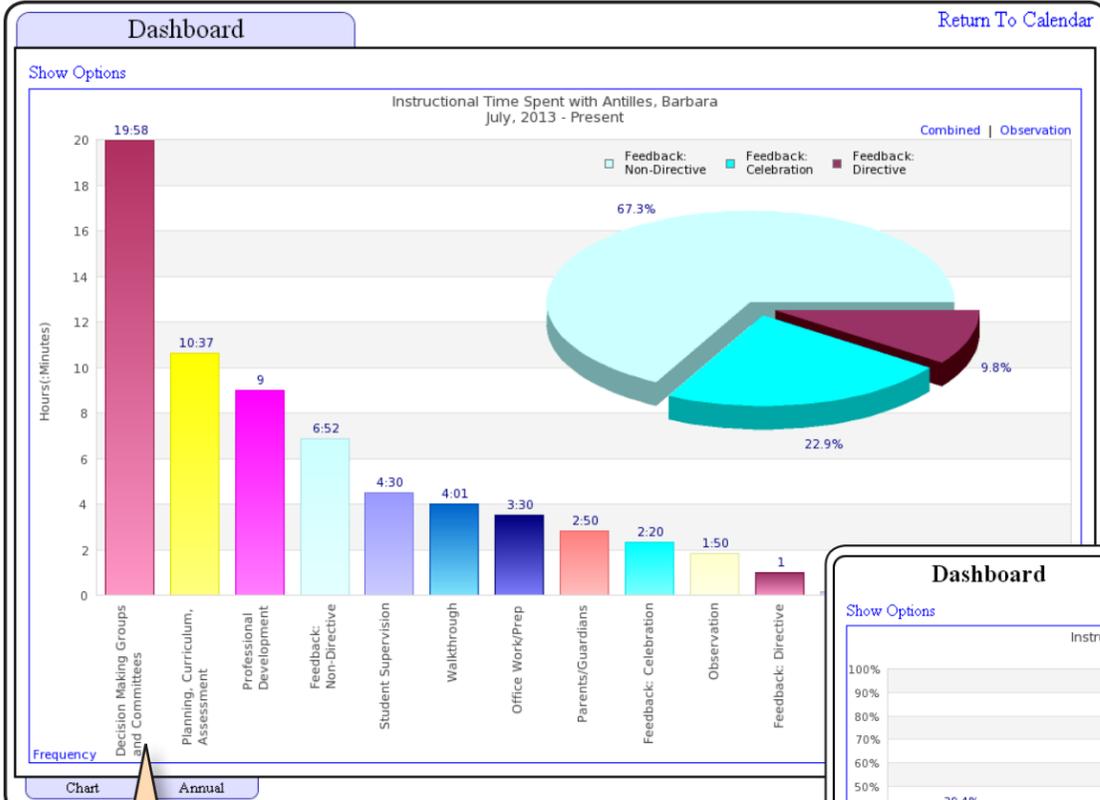
The printer icon allows you to print any calendar. You can elect to hide the details if you would like to share your schedule with others without disclosing what/who/why.

The screenshot shows the TimeTrack interface for user Pamela Sample. The main view is a calendar for May 19, 2014, to May 23, 2014. The interface includes a menu bar (File, Settings, Info, Help), a user profile section (Logout (Pamela)), and a calendar grid. The calendar grid shows activities for each day, such as 'Student Supervision', 'Daily Meeting', 'Lunch Supervision', and 'Working Lunch'. A graph icon is visible in the bottom left corner of the calendar view. The interface also includes a 'Notes' section at the bottom with a table of instructional and working hours.

Instruction	Mon., May 19	Tue., May 20	Wed., May 21	Thu., May 22	Fri., May 23
Instruction	5	5.25	5.08	4.75	3.75
Hours Worked	9.5	9.5	9.83	9.5	9.5
	55.3%	55.3%	51.7%	50%	39.5%

The graph icon is live and shows the principal's monthly record. Place your cursor anywhere on the icon and the instructional time for each month will appear.

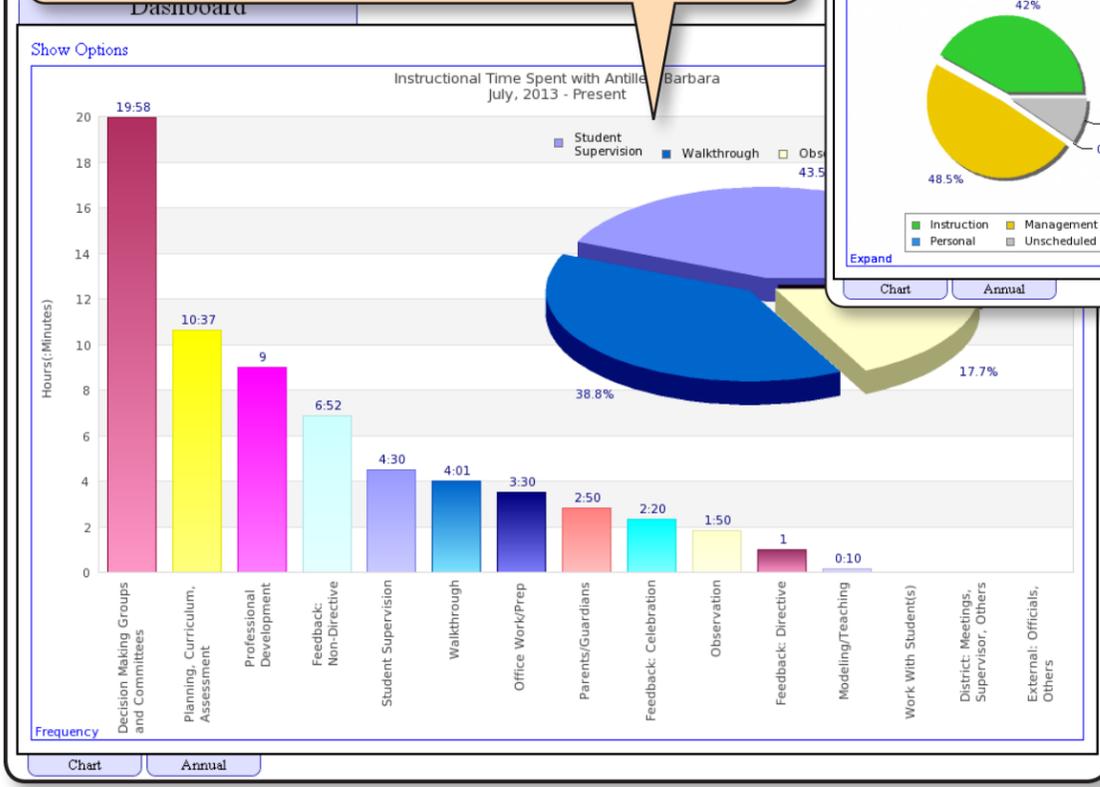
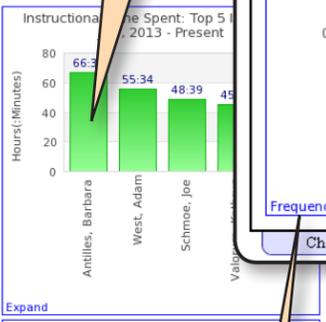
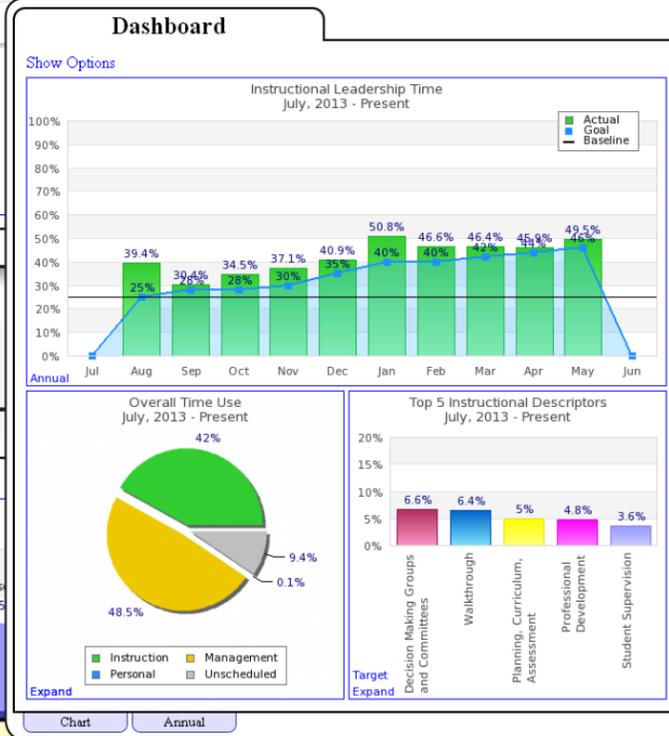
The first step in the SAM process is being **In the Green and Above the Line**. This shows that the team has increased instructional time and focus improving teaching practice and student learning and is above their time baseline. Calendar items in green are instructional. The tab at the bottom of each day show if the principal is in the green.



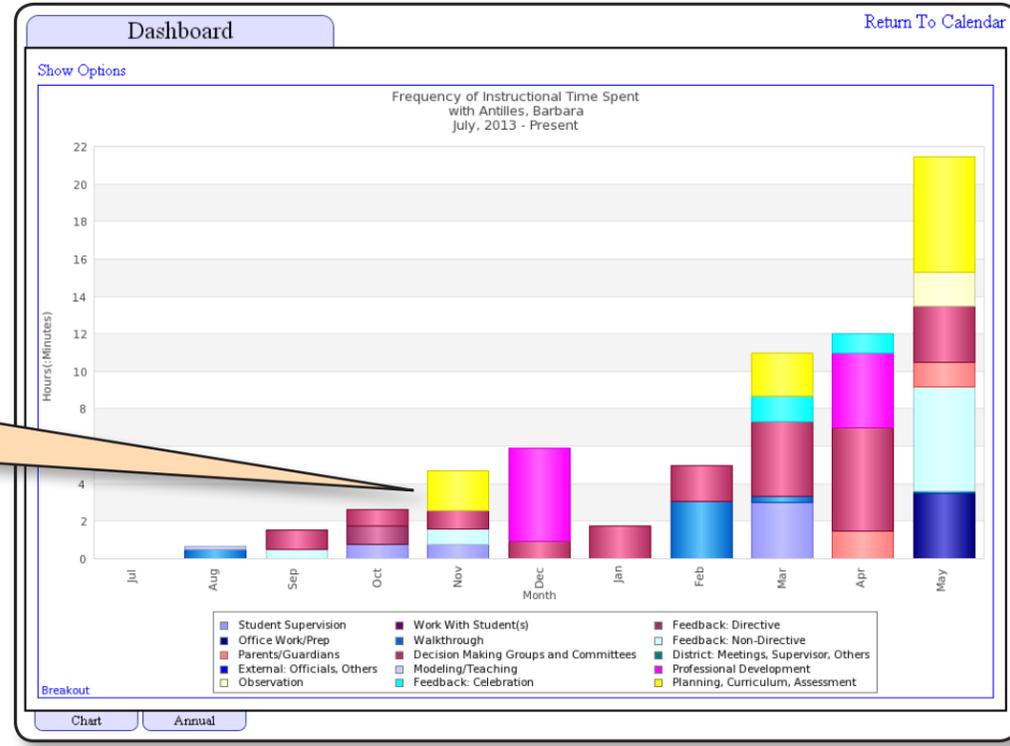
All four graphs came from clicking the Dashboard's **Instructional Time Spent** with teacher Barbara Antilles.

This graph shows the time the principal has spent with teacher Barbara Antilles broken out by the fourteen instructional descriptors. The inset pie graph compares the principal's total observation time with time spent in feedback with the teacher.

The graphs above and below show the time the principal has spent with teacher Barbara Antilles. The bar graphs show the time spent by instructional descriptor. The inset pie graph, above, compares the time spent in the three kinds of feedback. The inset pie graph, below, compares the time spent in the four kinds of observation.



Clicking **Frequency** on the graph above breaks out the time the principal spent with teacher Barbara Antilles by month. This creates the graph, to the right, showing the time the principal spent with the teacher by month and descriptor.



Dashboard [Return To Calendar](#)

Show Options

July, 2013 - Present		Total Hours / Year	% of Year
Hours Worked		1546.3	
Instructional		649.8	42%
Management		750	48.5%
Personal		1.3	0.1%
Unscheduled		145.2	9.4%
Instructional			
Decision Making Groups and Committees		102.1	6.6%
District: Meetings, Supervisor, Others		3	0.2%
External: Officials, Others		5.1	0.3%
Feedback: Celebration		7.8	0.5%
Feedback: Directive		14.4	0.9%
Feedback: Non-Directive		51	3.3%
Modeling/Teaching		48.5	3.1%
Observation		38.5	2.5%
Office Work/Prep		20.6	1.3%
Parents/Guardians		28.3	1.8%
Planning, Curriculum, Assessment		77.9	5%

SAM teams meet each day to review/reconcile calendar events for the last day and schedule follow-up activities. The team uses TimeTrack Graphs and Charts to get the principal to reflect about his/her impact on teacher practice.

For example:
Are you pleased with the time you spent with Barbara Antilles? What positive changes do you see in her practice? Would she agree? What haven't you done with Barbara that you think would help?

Is your interaction with Barbara frequent enough to support the changes you are seeking?

Would Barbara benefit from watching you model/teach?

You've invested the most time with Barbara in Decision Making Meetings—like a PLC or department/grade level meeting. Why? How has this time helped her improve her practice?

Did the nine hours of professional development time you spent with Barbara help? Can you see a change of practice tied to this time spent?

Dashboard [Return To Calendar](#)

Show Options

You can return to the Dashboard by clicking the tab at the top labeled **Dashboard**.

Chart shows a numeric display of your instructional and management time and graphs showing a breakout by month. You can click on any of the graphs to show more detail...and keep clicking for more information.

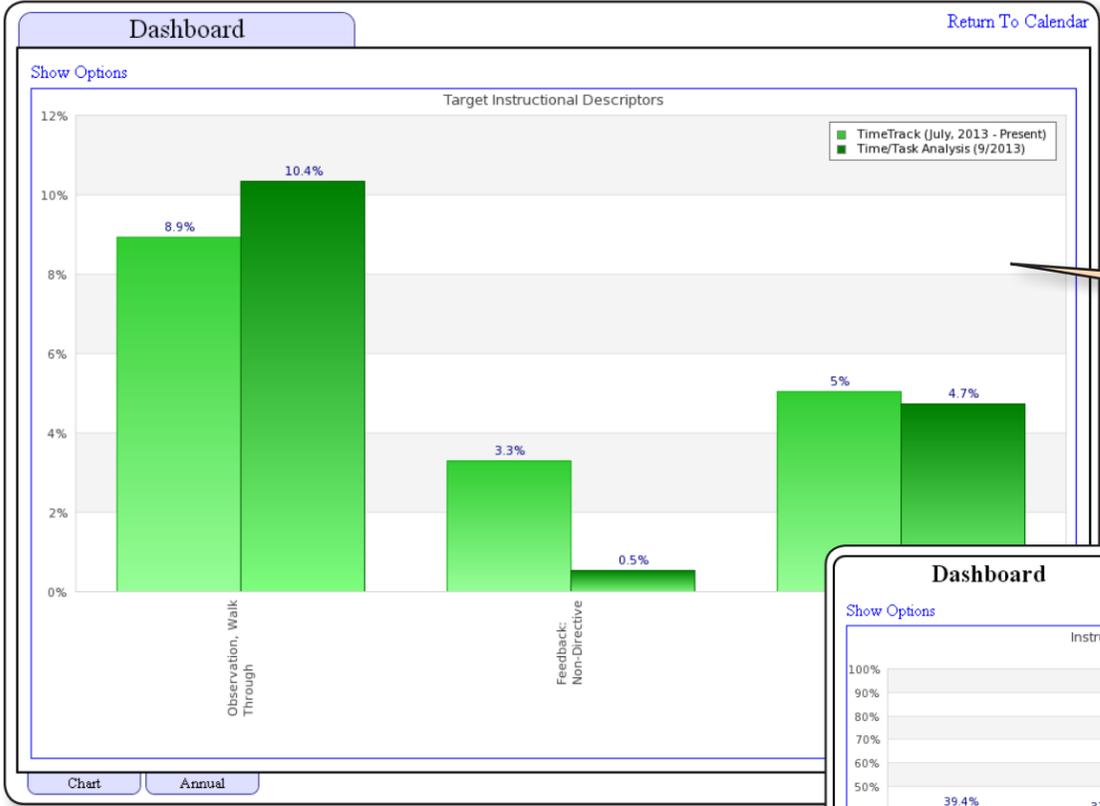
The tabs at the bottom left of the **Dashboard** take you to two additional displays that include a mix of charts and graphs from TimeTrack and Time/Task Analysis. TimeTrack is the principal's running record of time use. Time/Task data is collected annually by a trained data collector. The SAM team uses the initial Time/Task data to set TimeTrack goals. Each following year the SAM team revises its goals after comparing TimeTrack data with Time/Task.

Dashboard [Return To Calendar](#)

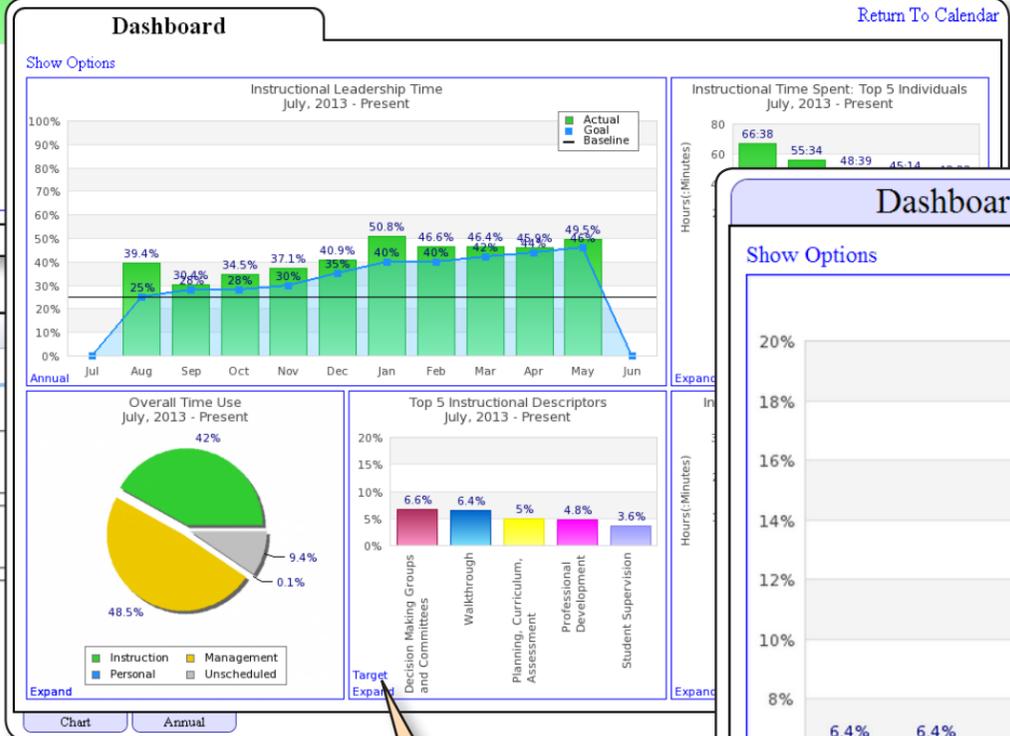
Show Options

Time/Task: 9/2013		
TimeTrack: July, 2013 - Present		
	Time/Task	TimeTrack
Instructional	25.1%	42%
Management	73%	48.5%
Personal	1.9%	0.1%
Instructional		
Decision Making Groups, Meetings	0.9%	6.6%
District: Meetings, Supervision	0%	0.2%
External: Officials, Others	0.5%	0.3%
Feedback: Celebration	0%	0.5%
Feedback: Directive	0.4%	0.9%
Feedback: Non-Directive	0.5%	3.3%
Observation, Walk Through	10.4%	8.9%
Office Work / Prep	3.7%	1.3%
Parents / Guardians	0.2%	1.8%
Planning, Curriculum, Assessment	4.7%	5%
Professional Development	1.2%	4.8%
Student Supervision	2.1%	3.6%
Teaching / Modeling	0%	3.1%
Work with Students	0.5%	1.4%
Management		
Building Management	3%	0.2%
Celebration	1.1%	0.1%
Decision Making Groups, Meetings	6.1%	0.8%
District: Meetings, Supervisors	1.4%	0.3%
Employee Supervision	0.2%	0.1%
Employee Supervision	16%	2%
External: Officials, Others	5.3%	0%
Office Work Prep	22.3%	11.8%
Parents / Guardians	2.1%	0.4%
Student Discipline	0%	0.9%
Student Supervision	15.6%	17.1%

Annual compares TimeTrack with Time/Task Analysis, shadowing, data in numeric and graph form. You can click on any of the graphs to show more detail... and keep clicking for more information.



The **Target** graph, left, displays a comparison between the three instructional areas the principal elected to target for increased time. These are the three areas of work the SAM team believe will have the greatest likelihood to improve teacher practice. The principal's time spent on these three target descriptors is compared with the Time/Task shadowing data. Target Descriptors are usually set by the SAM team each year after they review their Time/Task (shadowing) data. They can be changed/set at any time. Go to the Settings menu, upper right, calendar page, click on GENERAL OPTIONS. Use the drop down menus and then click SAVE.



Clicking on the **Target** link opens the bar graph at the top of the page.

Add Event

Event Description:

Event Repeat: Make this event the primary

Category: Instructional

Descriptor:

Individual Association:

- Split Time Between Individuals
- Amidala, Barb J. (email)
- Antilles, Barbara (email)
- Bailey, Amy (email)
- Baxter, Curtis (email)
- Benningfield, Rene (email)
- Bicker, Brad (email)
- Billings, Paula (email)
- Bobafett, Denise (email)
- Boogie, Nicholas (email)
- Borne, Brian (email)
- Bornesman, Keith (email)

Target Descriptors:

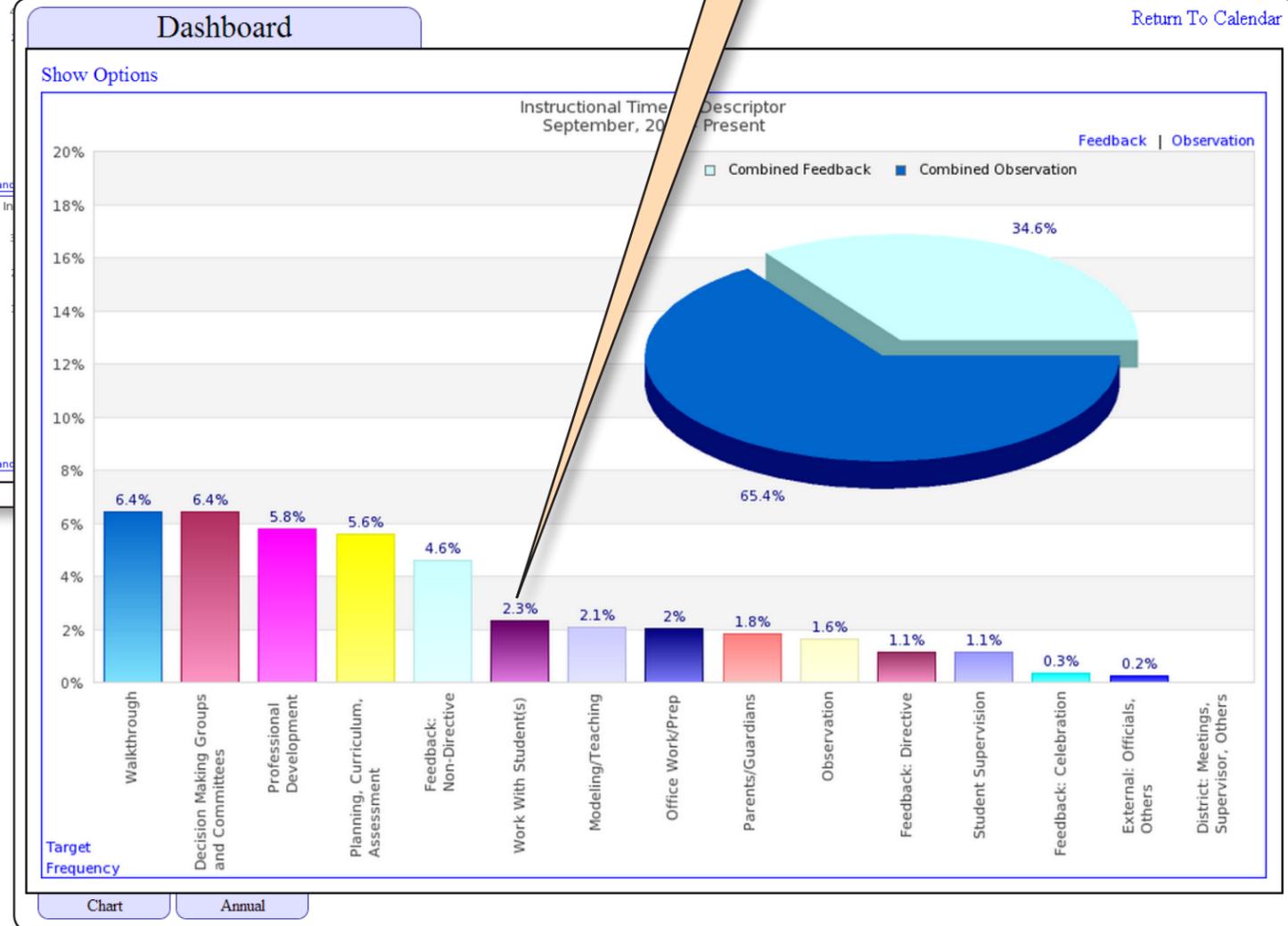
- 🔥 Observation
- 🔥 Feedback: Non-Directive
- 🔥 Planning, Curriculum, Assessment

ALPHA Apply Group

No Individuals Selected

The three **Target Descriptors** are shown when entering any calendar event. The descriptors appear in RED if the amount of time spent in this area is LESS than the Time/Task or shadowing data. The descriptor appears in GREEN if the amount of time spent in this area is greater than the Time/Task or most recently collected annual "shadowing" data.

The bar graph below shows all of the principal's instructional time for the school year broken out by the fourteen instructional descriptors. Clicking on any bar will show when the principal did this instructional work and with which teachers. The inset pie graph compares the principal's time investment in the four kinds of observation with the three kinds of feedback.



Dashboard

Return To Calendar

Hide Options

Options

Date Range

Custom Date Range 7/1/2013 to 6/30/2014

Current Year (July - June)

The Last Month

The Last 6 Weeks

The Last 2 Months

The Last 3 Months

Custom Date Range

All Years

2013 - 2014

Separate Merged Data

Individuals

Select Individuals

All Individuals Compare Individuals of a Group

Bar Density

All Compact Roomy

Sort Order

By Name By Value

Individuals

Select Individuals

All Individuals Compare Individuals of a Group Select Individuals

Amidala, Barb

Antilles, Barbara

Bailey, Amy

Baxter, Curtis

Benningfield, Rene

Bicker, Brad

Billings, Paula

Bobafett, Denise

Bogue, Nicholas

Boogie, Nicholas

Borne, Brian

Apply

Clicking **Show Options** gives the user the ability to select different date ranges. The user can also set a "custom date range" by entering specific dates. For example: January 15 to April 1.

The **Options** menu allows the user to display data in different ways. The user can organize the time spent with teachers, for example, by amount of time or the name of the teacher. The user can show/compare time spent with all teachers or in a compact or roomy fashion. The user can show time spent with each teacher in descending order or alphabetical by teacher name.

The **Options** menu gives the user the ability to select time spent with specific individuals or groups by specific categories and descriptors for any time period.

Dashboard

Return To Calendar

Hide Options

Options

Date Range

Current Year (July - June)

Category/Descriptor

Instructional All Descriptors

Merge with Calendar

This Calendar

Separate Merge

Individuals

Select Individuals

All Individuals

Bar Density

All Compact Roomy

Sort Order

By Name By Value

Individuals

Select Individuals

All Descriptors

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

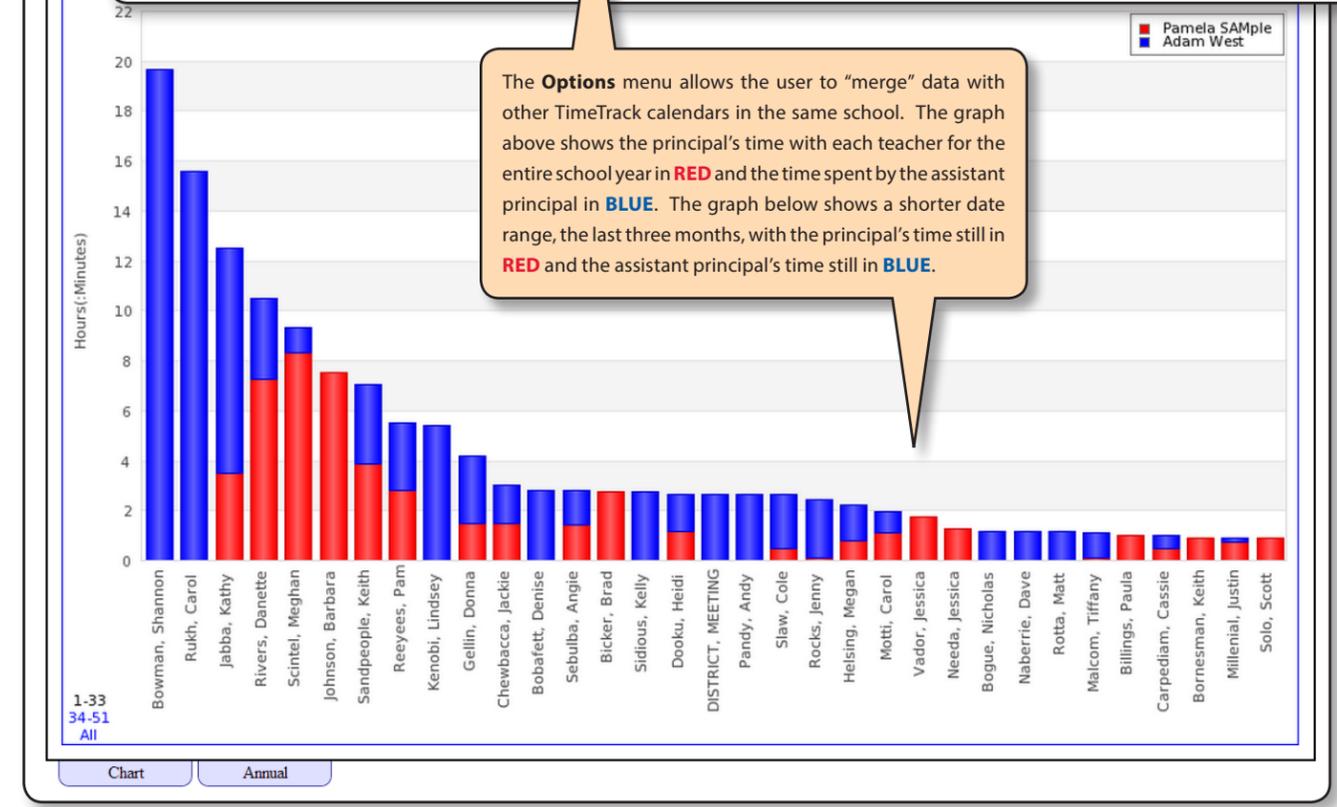
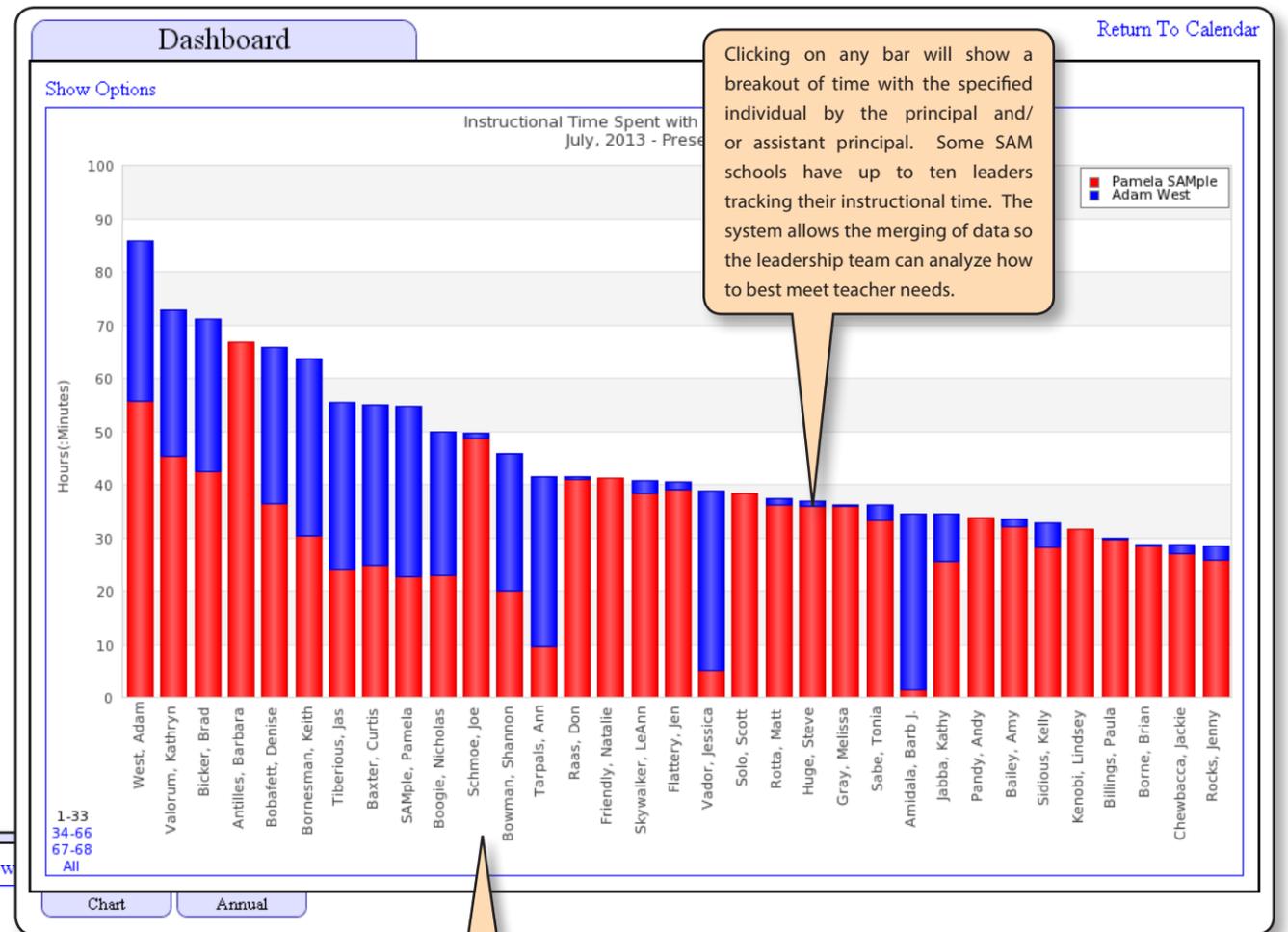
Feedback: Celebration

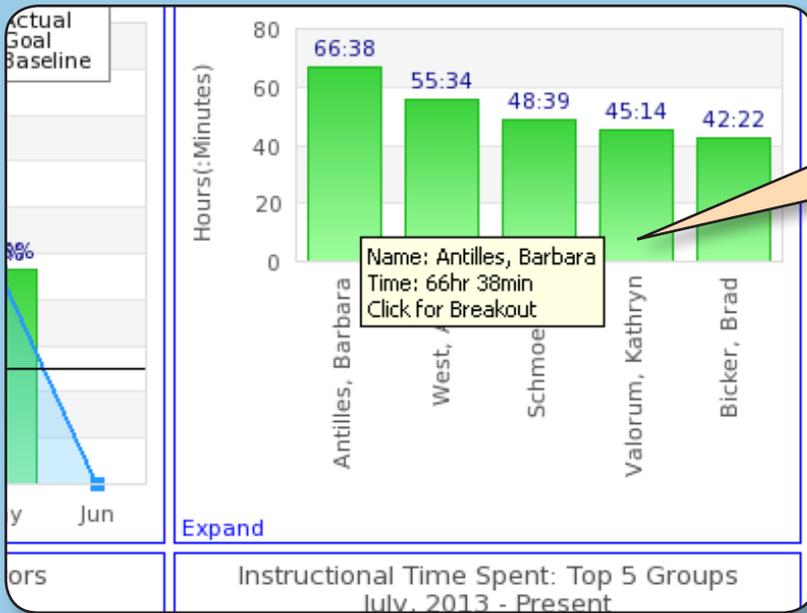
Planning, Curriculum, Assessment

Select Individuals

Click **Apply** to implement your option choices.

When the user clicks the **Dashboard** Tab the options are automatically reset to the school year view.





On any desktop or laptop computer you can move the cursor over any graph feature and a label will appear. You can also click on the graph feature to expand and provide more information.

Tablets and smartphones do not use a cursor. Instead, the user clicks to expand a graph feature and selects **Hover Mode** to activate labels. In Hover Mode, when the user taps a graph feature the label will appear. The user exits Hover Mode to expand a graph feature by tapping.

