

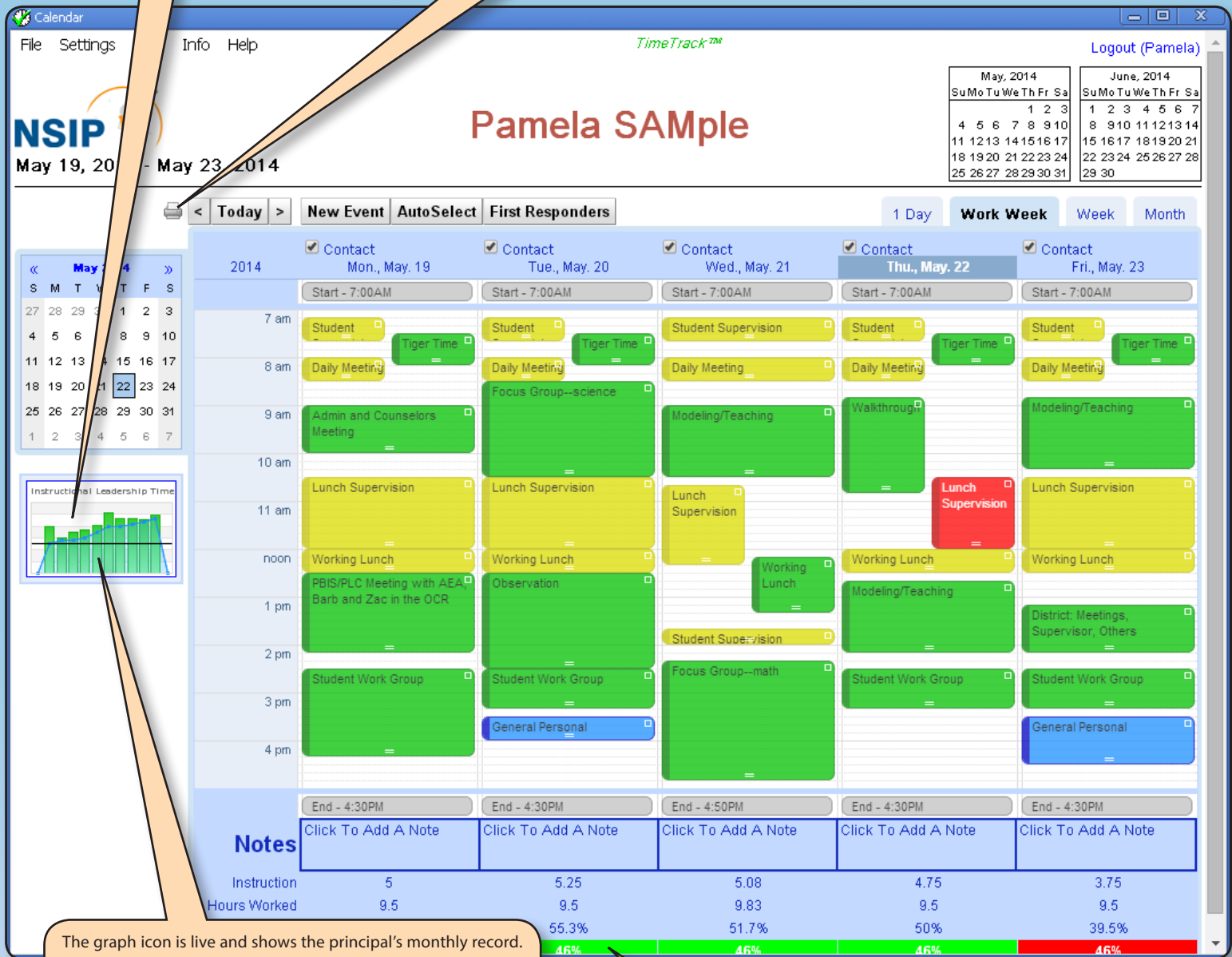


Better Principals. Better with SAMs.

TimeTrack[®] Graphs & Charts

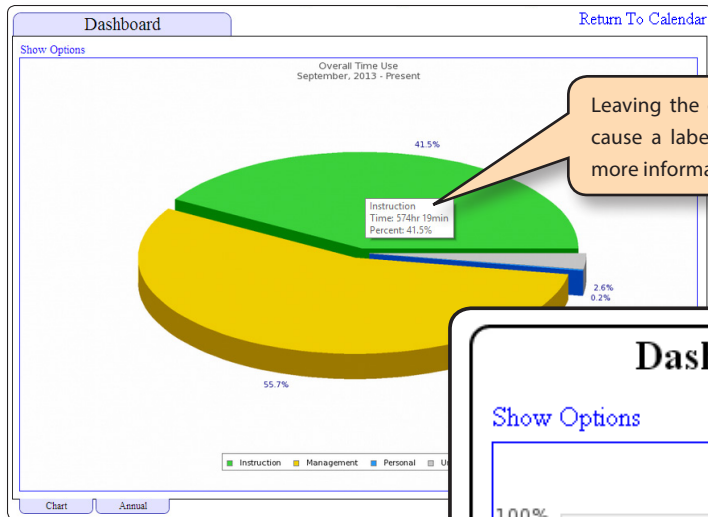
TimeTrack has a single point of entry for graphs and charts. Click the graph icon and explore.

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 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.

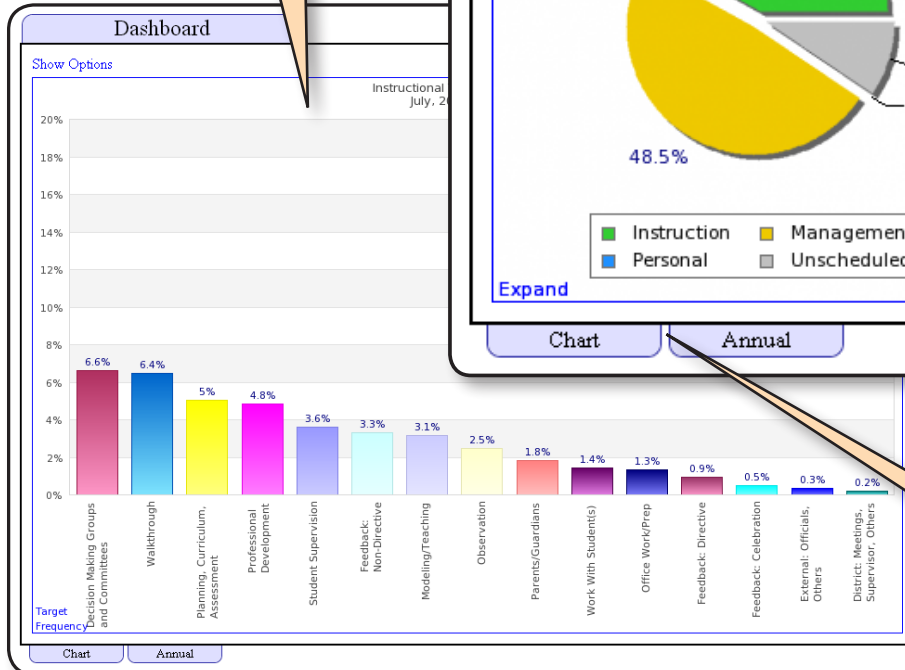


Leaving the cursor in one place will cause a label to appear, giving you more information.

Clicking anywhere on the Dashboard will take you to graphs that further explore your time.

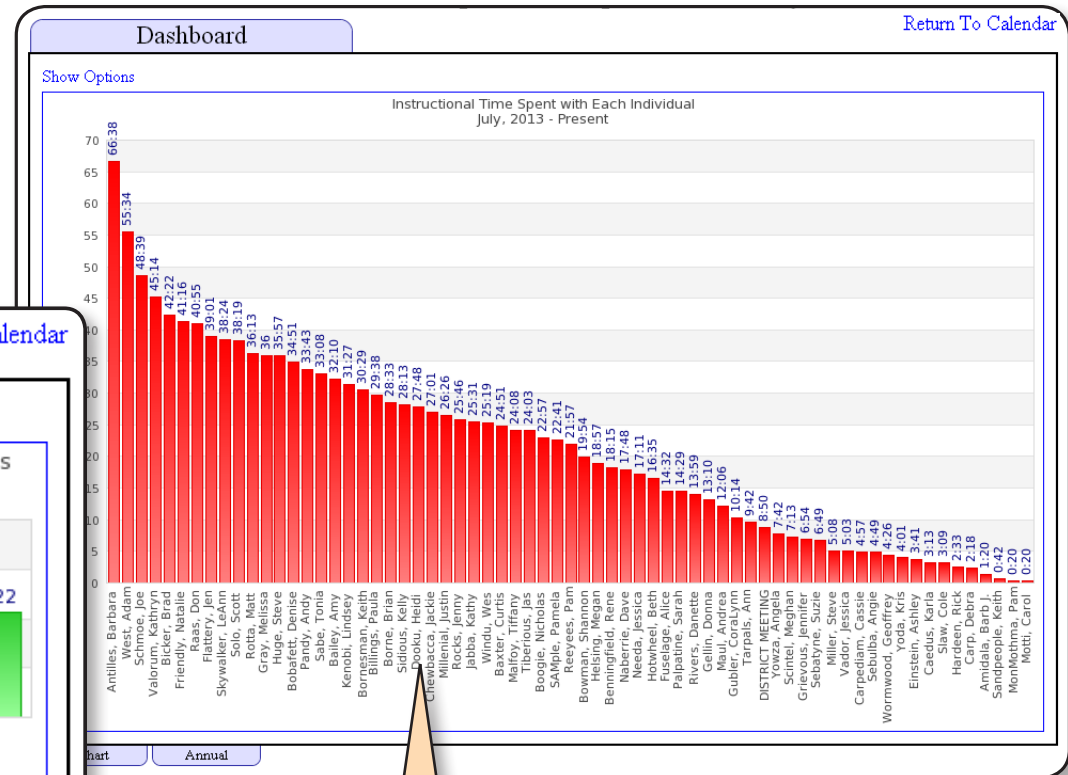
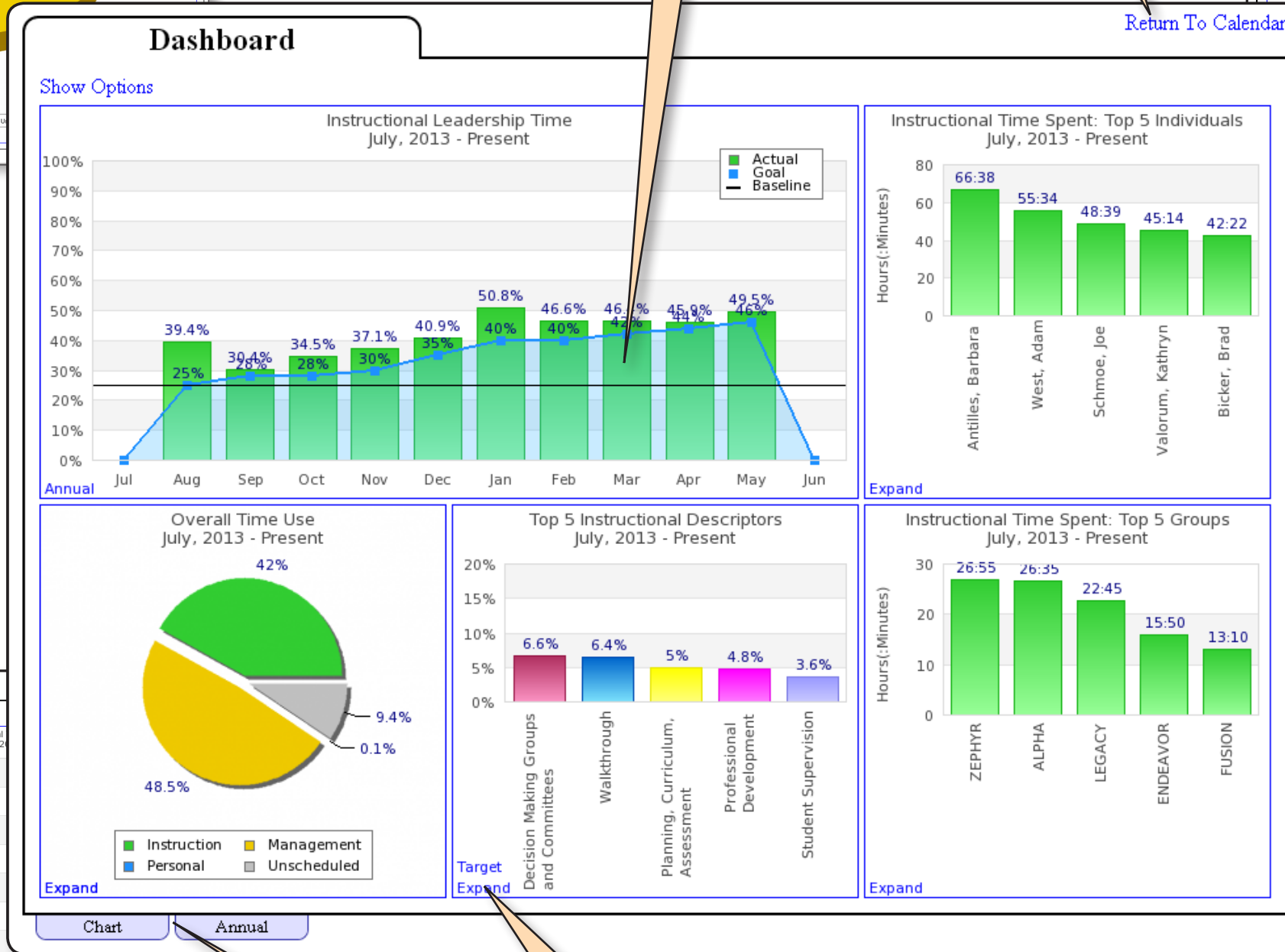
You can return to the calendar page at any time by clicking **Return to Calendar**, upper right hand corner of all graphs and charts.

This graph displays the principal's total time spent broken out by fourteen instructional descriptors. Clicking on any bar will take you to a greater level of detail including frequency and the teacher(s) the principal spent time with by descriptor.

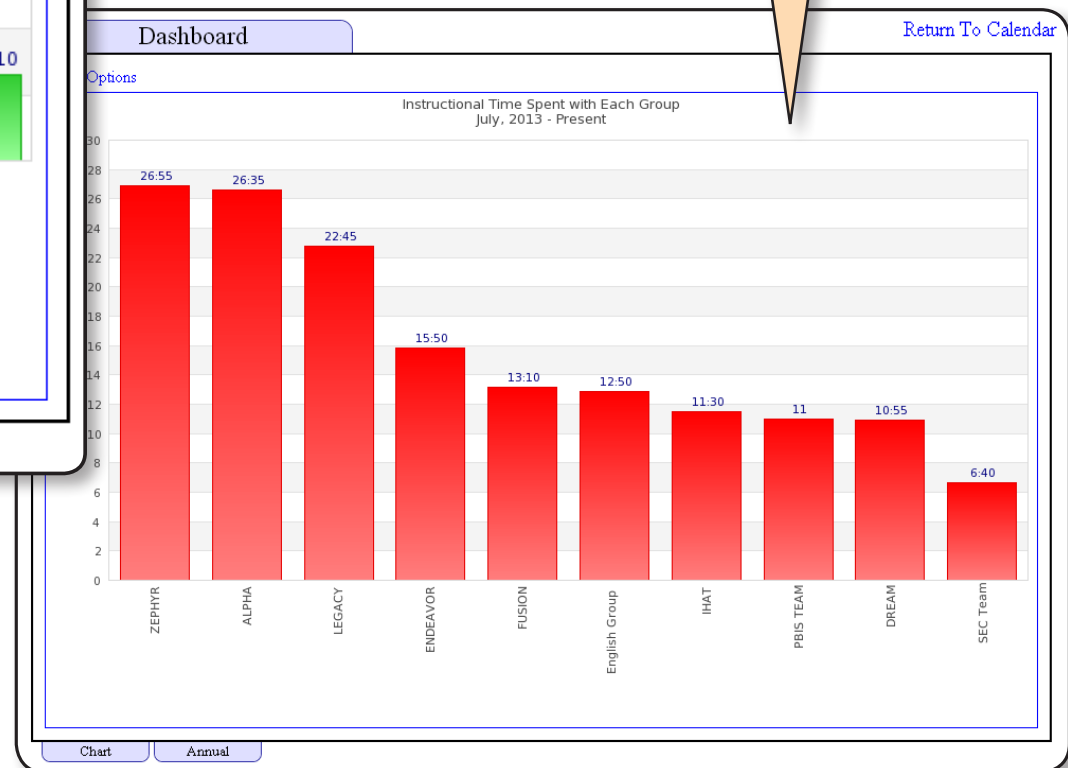


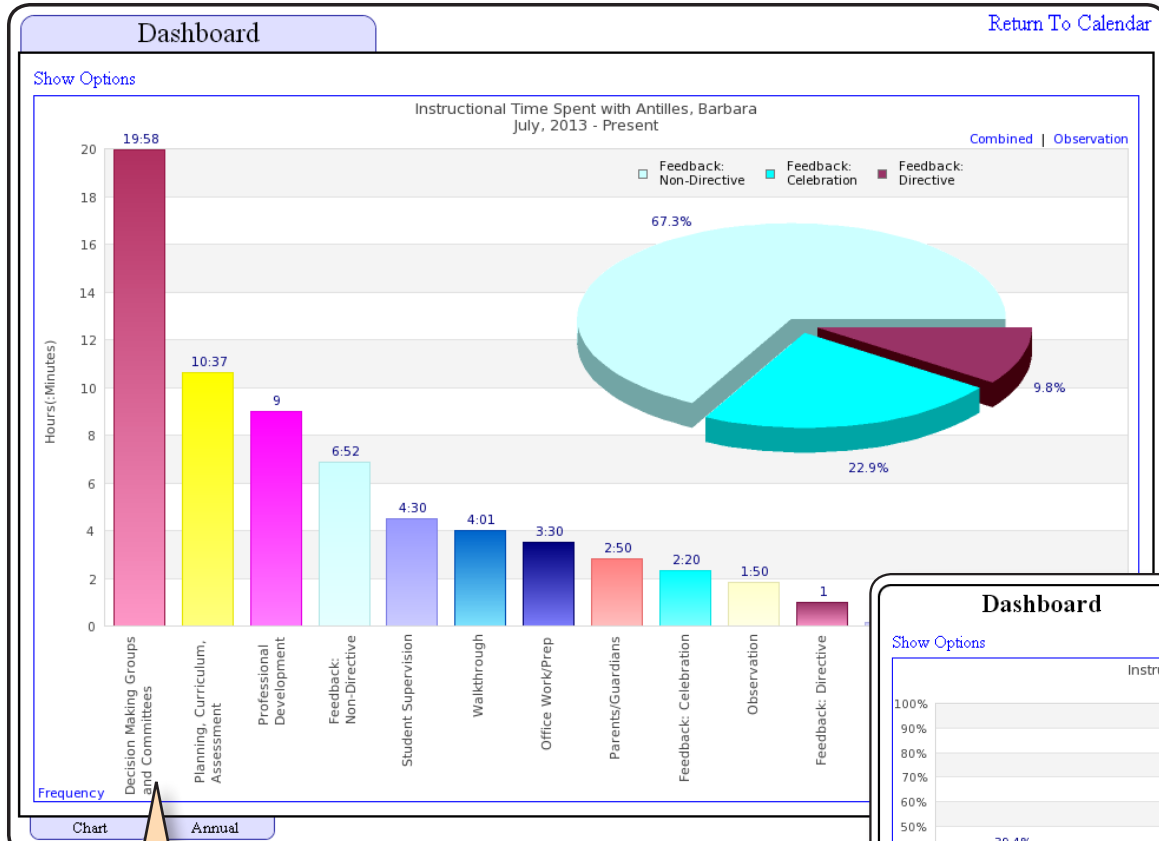
Clicking on the blue **Expand** buttons, left corner of each smaller graph, opens the four additional graphs you see on these pages.

The tabs on the bottom left of the **Dashboard** take you to a charts and graphs showing time use and a year to year comparison of time use.

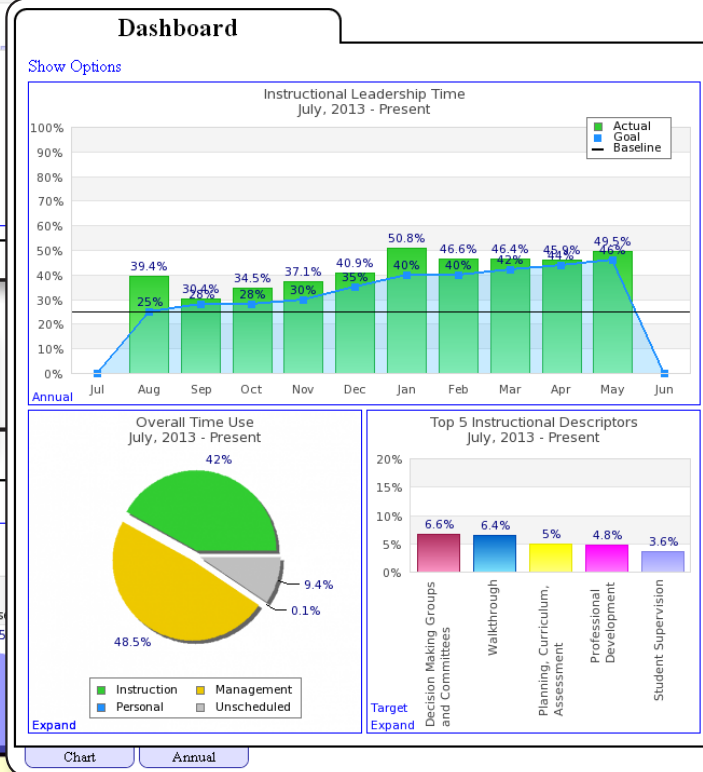
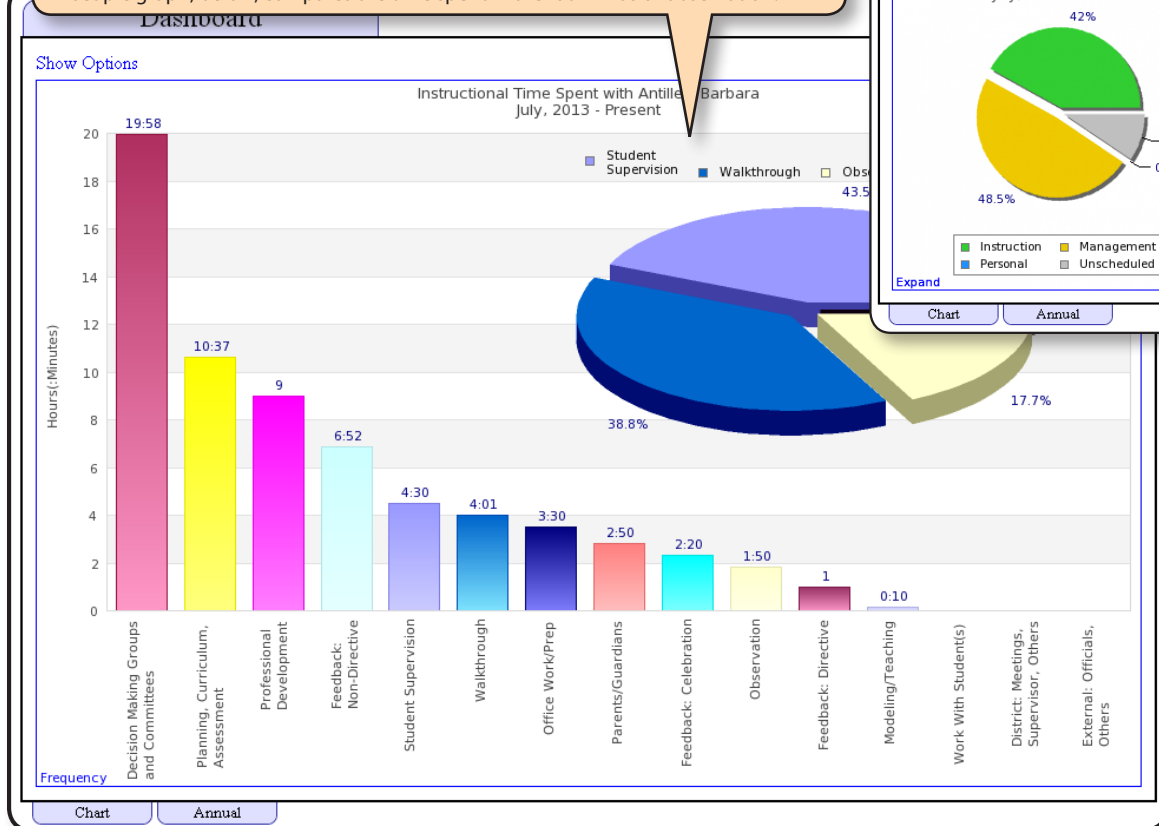


The chart above shows time spent, in descending order, with every teacher in the school. The chart below shows time spent, in descending order, with groups of teachers. Clicking on any bar shows time spent with the individual or group broken out into fourteen instructional leadership descriptors. Clicking again shows the frequency of the principal's interactions with the teacher.

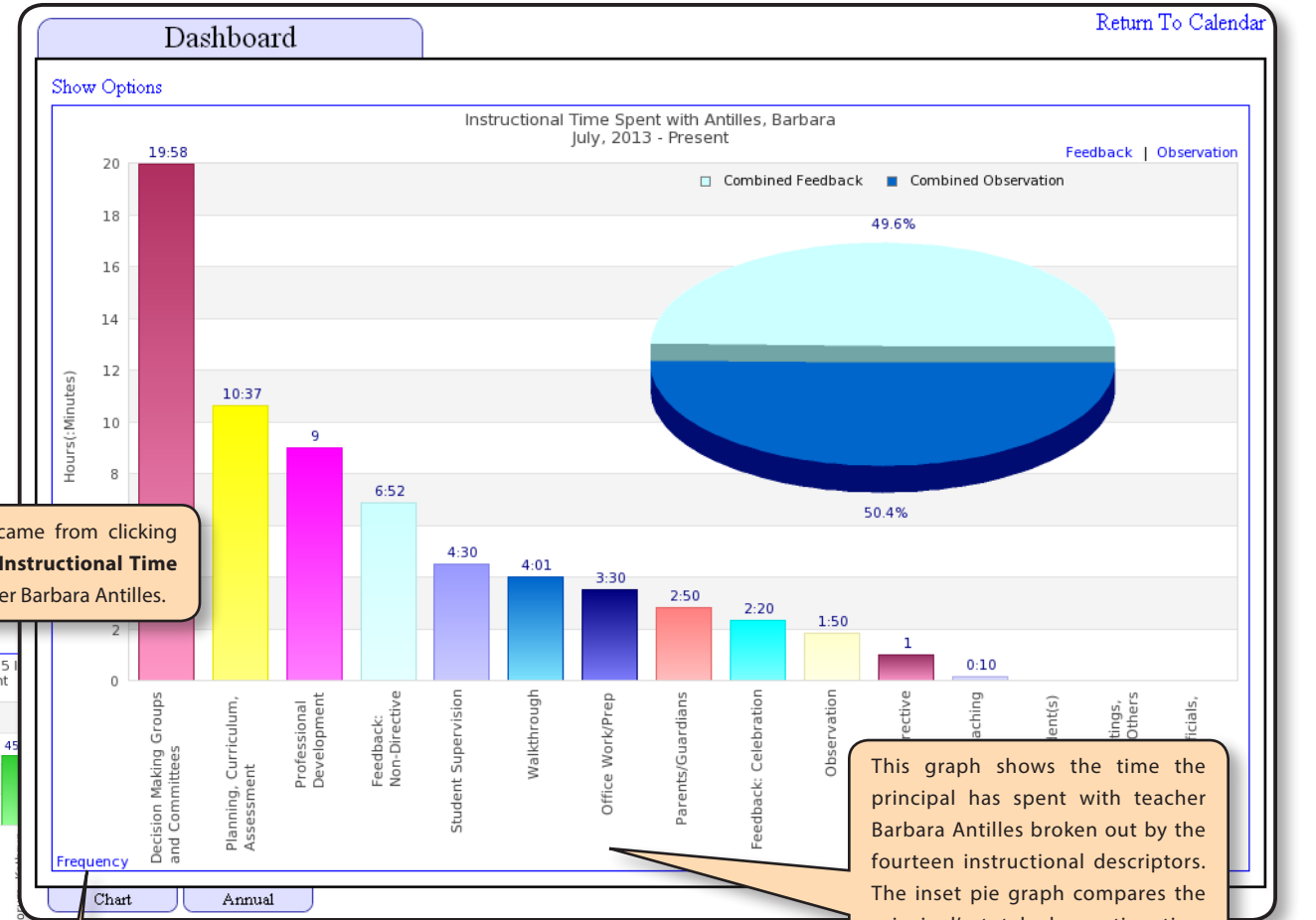




The graphs above and below show the time the principal has spent with teacher Barbara Antilles. The bar graphs show the time spent by instructional descriptor. The inset pie graph, above, compares the time spent in the three kinds of feedback. The inset pie graph, below, compares the time spent in the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

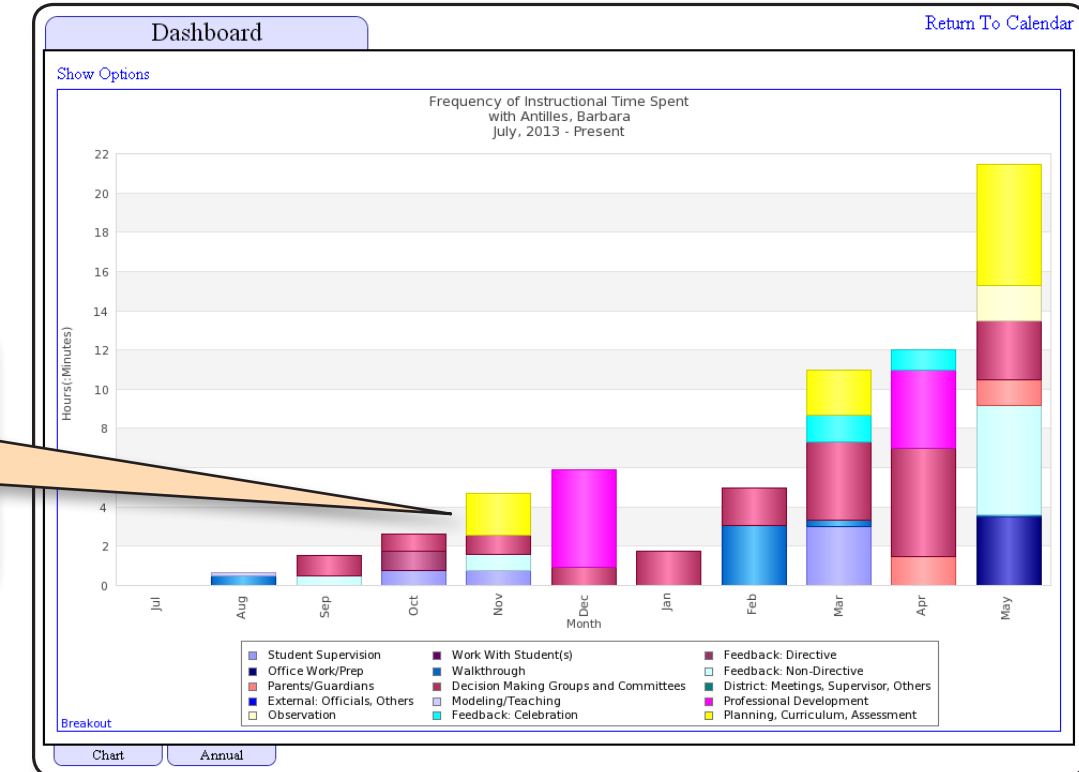


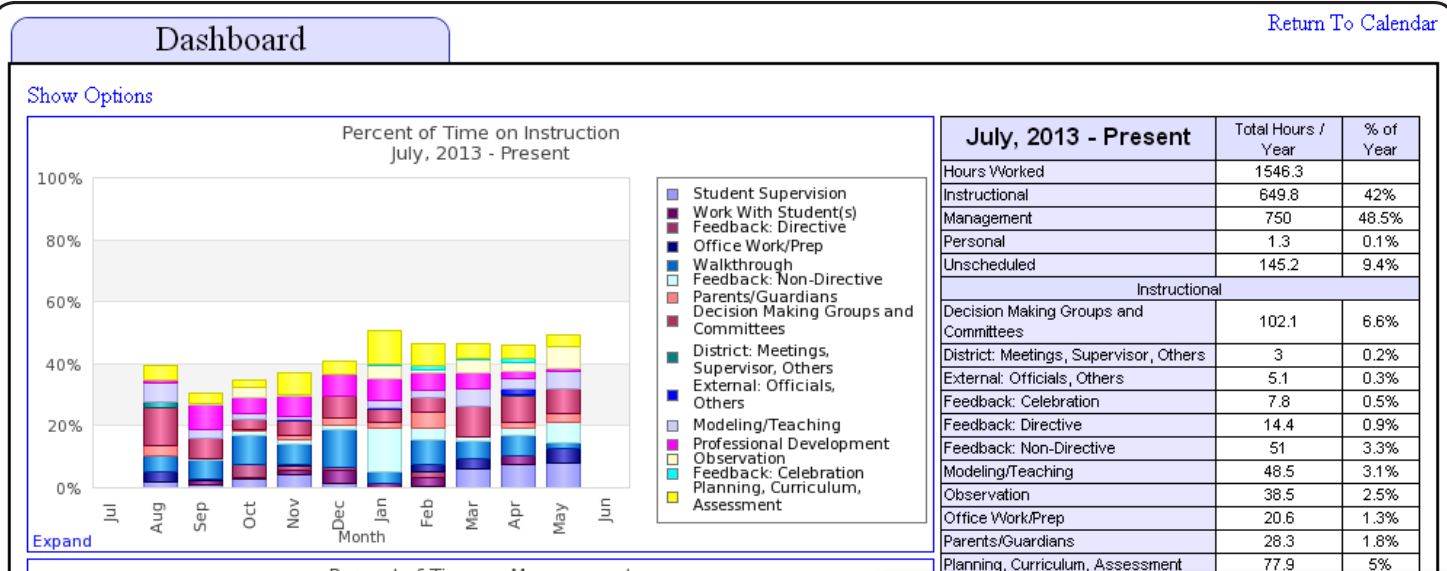
All four graphs came from clicking the Dashboard's **Instructional Time Spent** with teacher Barbara Antilles.

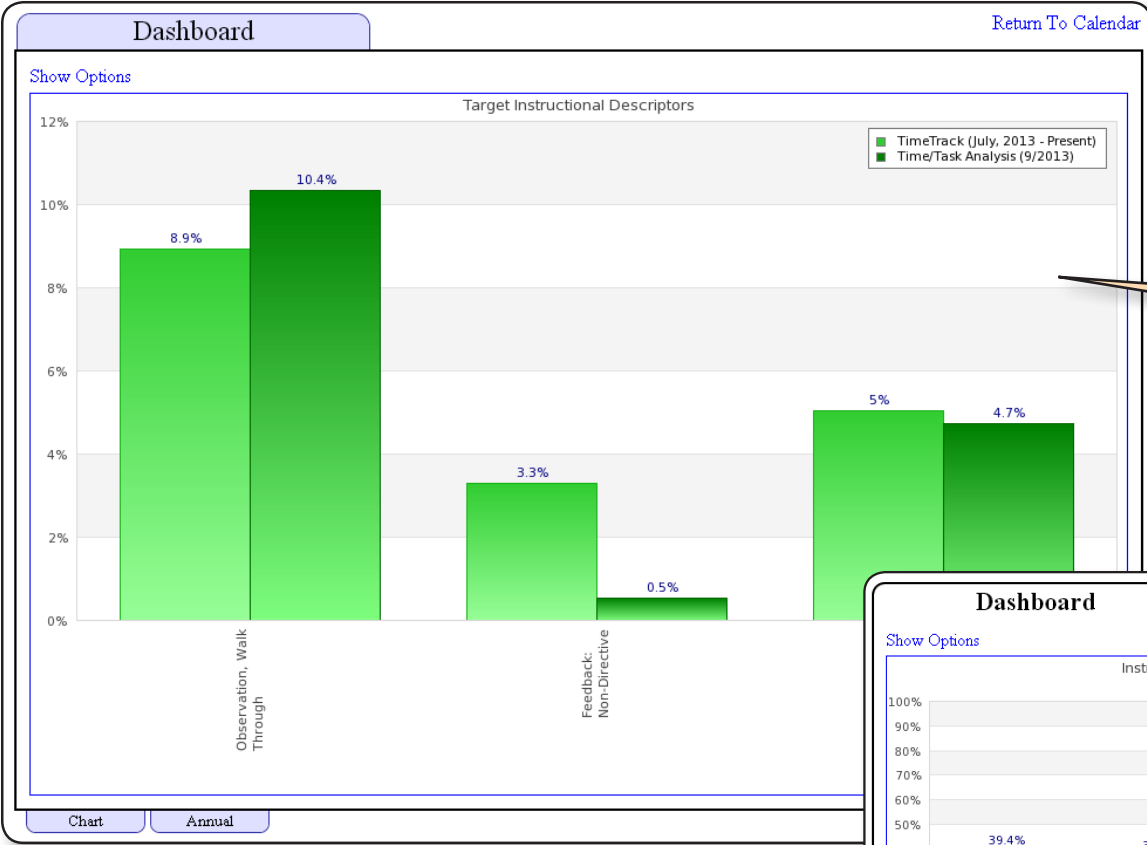


This graph shows the time the principal has spent with teacher Barbara Antilles broken out by the fourteen instructional descriptors. The inset pie graph compares the principal's total observation time with time spent in feedback with the teacher.

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.







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.

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.

Add Event

Event Description:

Time: 8:00 AM to 8:30 AM

Category: Instructional

Descriptor:

Individual Association

☐ Split Time Between Individuals

New Individual: Add

☐ 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)

☐ ... (email)

Target Descriptors

Observation

Feedback: Non-Directive

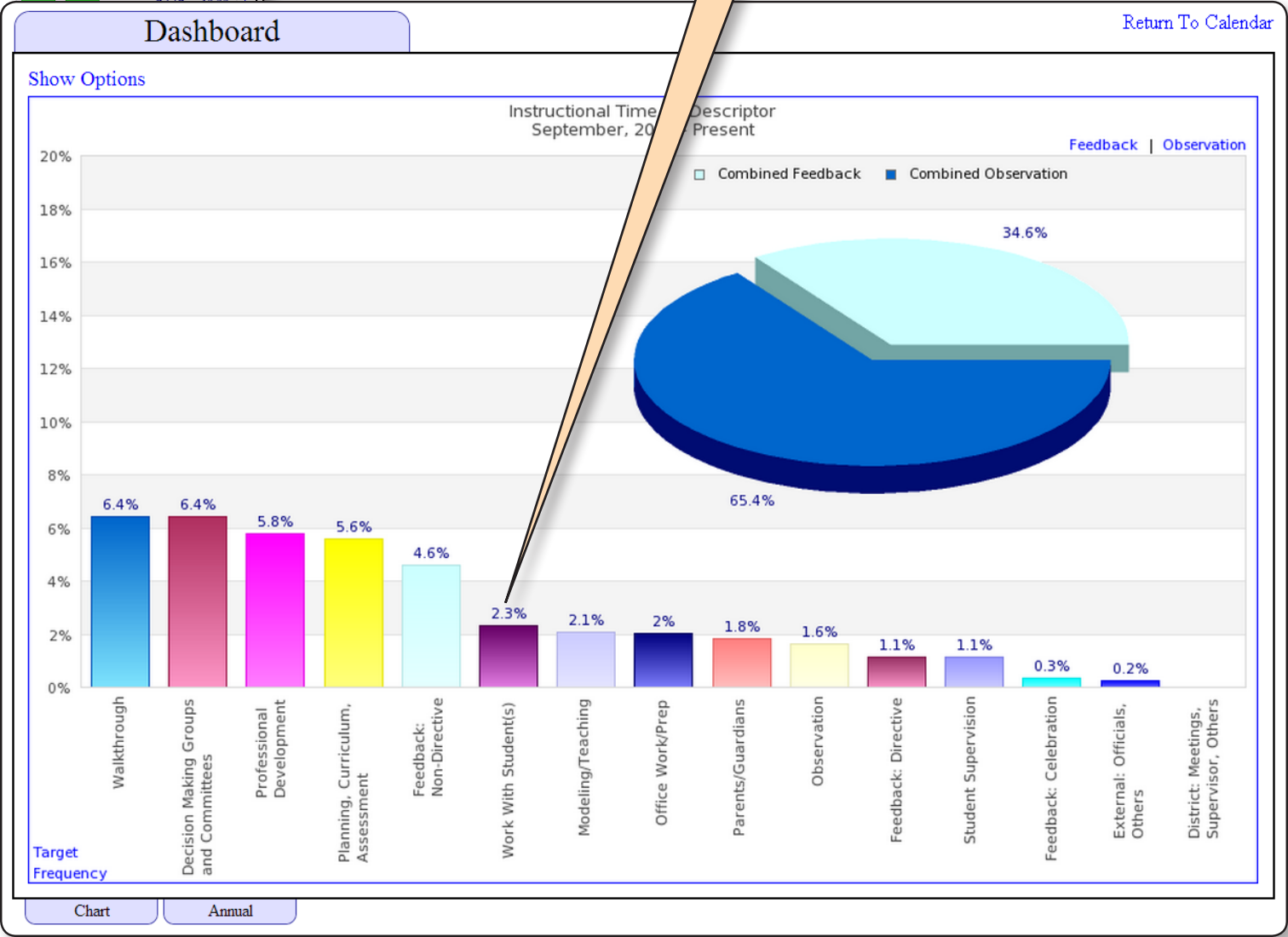
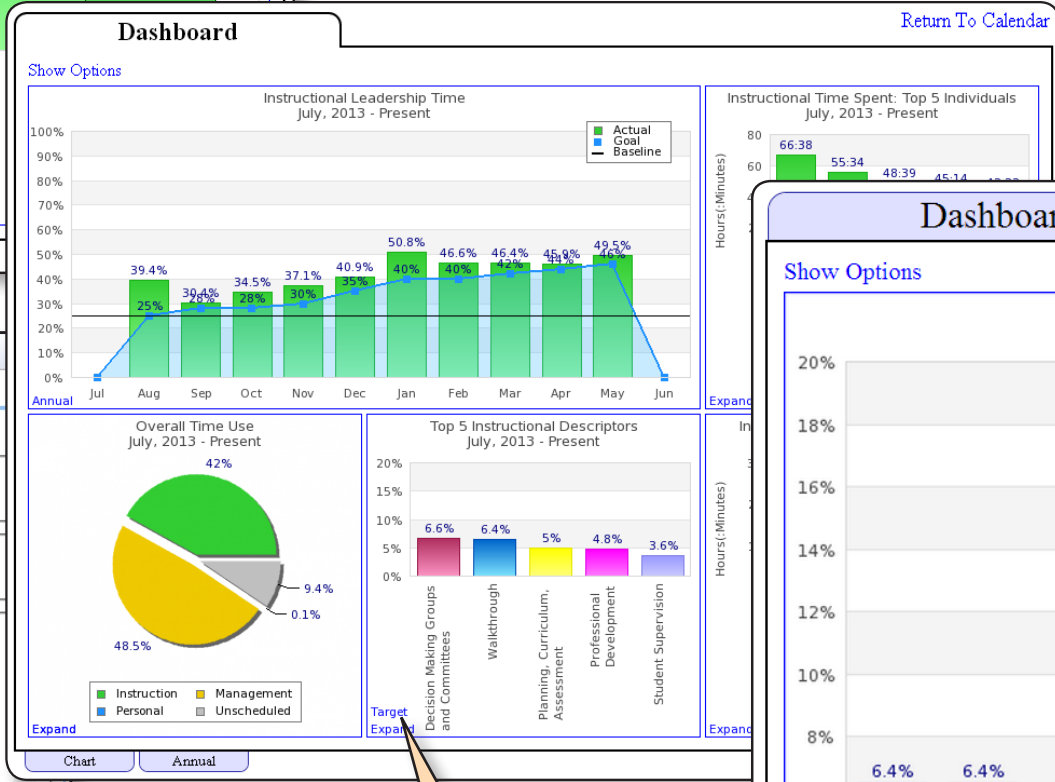
Planning, Curriculum, Assessment

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.

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



Dashboard

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

Dashboard

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

Compare Individuals of a Group

Select Individuals

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.

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

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

Dashboard

Show Options

Instructional Time Spent with July, 2013 - Present

Hours (Minutes)

100

90

80

70

60

50

40

30

20

10

0

West, Adam

Valorum, Kathryn

Bicker, Brad

Antilles, Barbara

Bobafett, Denise

Bornesman, Keith

Tiberious, Jas

Baxter, Curtis

SAMPLE, Pamela

Boogie, Nicholas

Schmoe, Joe

Bowman, Shannon

Tarpals, Ann

Raas, Don

Friendly, Natalie

Skywalker, LeAnn

Flattery, Jen

Vador, Jessica

Solo, Scott

Rotta, Matt

Huge, Steve

Gray, Melissa

Sabe, Tonia

Amidala, Barb J.

Jabba, Kathy

Pandy, Andy

Bailey, Amy

Sidious, Kelly

Kenobi, Lindsey

Billings, Paula

Borne, Brian

Chewbacca, Jackie

Rocks, Jenny

Pamela SAMPLE

Adam West

1-33

34-66

67-99

All

Chart

Annual

Clicking on any bar will show a breakout of time with the specified individual by the principal and/or assistant principal. Some SAM schools have up to ten leaders tracking their instructional time. The system allows the merging of data so the leadership team can analyze how to best meet teacher needs.

Show

Chart

Annual

Hours (Minutes)

22

20

18

16

14

12

10

8

6

4

2

0

Bowman, Shannon

Rukh, Carol

Jabba, Kathy

Rivers, Danette

Scintel, Meghan

Johnson, Barbara

Sandpeople, Keith

Reeyees, Pam

Kenobi, Lindsey

Gellin, Donna

Chewbacca, Jackie

Bobafett, Denise

Sebulba, Angie

Bicker, Brad

Sidious, Kelly

Dooku, Heidi

DISTRICT, MEETING

Pandy, Andy

Slaw, Cole

Rocks, Jenny

Helsing, Megan

Motti, Carol

Vador, Jessica

Needa, Jessica

Bogue, Nicholas

Naberrie, Dave

Rotta, Matt

Malcom, Tiffany

Billings, Paula

Carpediam, Cassie

Bornesman, Keith

Millenial, Justin

Solo, Scott

Pamela SAMPLE

Adam West

1-33

34-51

All

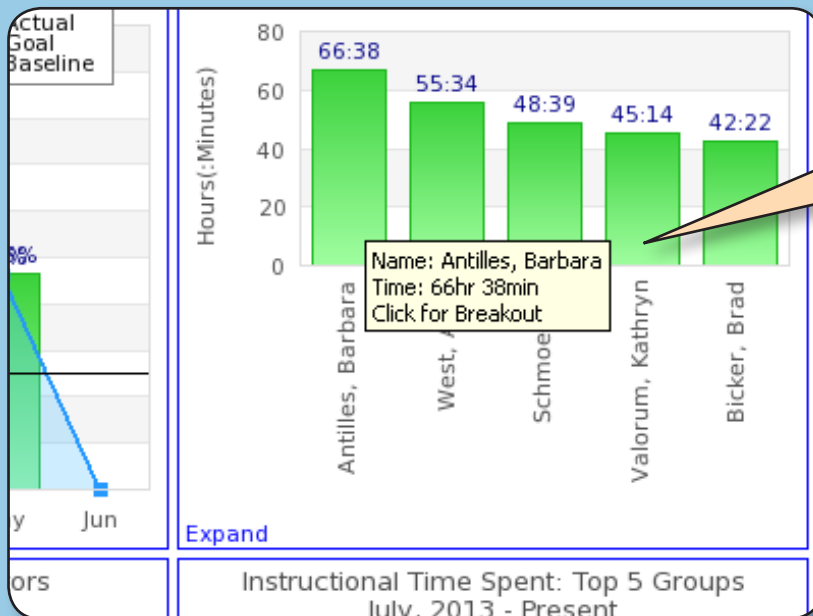
Chart

Annual

The **Options** menu allows the user to "merge" data with other TimeTrack calendars in the same school. The graph above shows the principal's time with each teacher for the entire school year in **RED** and the time spent by the assistant principal in **BLUE**. The graph below shows a shorter date range, the last three months, with the principal's time still in **RED** and the assistant principal's time still in **BLUE**.

10

11



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.

