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

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.

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.

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.

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

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.

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.

You can return to the calendar page at any time by clicking Return to Calendar, upper right hand corner of all graphs and charts.
Clicking Frequency on the graph above breaks out the time the principal spent with teacher Barbara Antilles by month. This creates the graph on the right, showing the time the principal spent with the teacher by month and descriptor.

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.

The graphs above and below show 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.
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?

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

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 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.
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.

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

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.

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

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