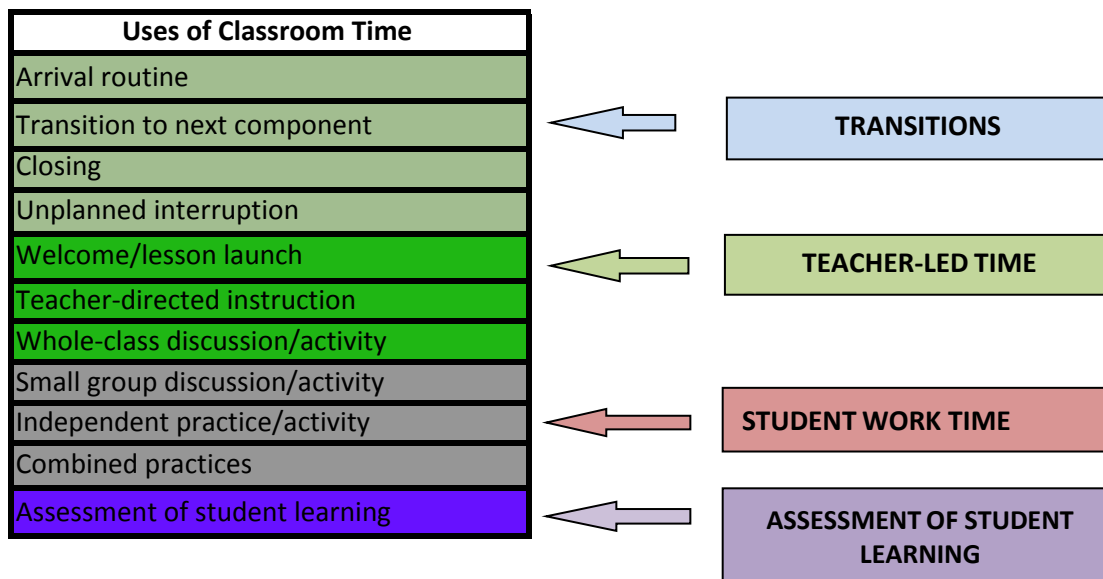


Classroom Time Use Tool: Overview



What is the “Classroom Time Use Tool”?

A simple classroom observation tool that helps teachers understand how, exactly, they are using time in their classrooms. It looks at use of classroom time through four broad categories: Transitions, Teacher-led Time, Student Work Time, and Assessment of Student Learning. Each of these four categories is then sub-divided into more specific uses of time:



How could our school use this tool?

- As a peer observation tool
- To supplement district/school walk-through protocols
- As a way to identify and capture effective time management strategies

What could we do with the data generated by this tool?

- Help teachers calibrate their actual use of time in the classroom against their lesson plans
- Set goals around minimizing transitions and maximizing teacher-led instruction, student work time, and assessment of student learning
- Identify teachers and staff who use time effectively and utilize their expertise in time-management to help your entire building become skilled in maximizing learning time

How does this tool work?

An observer (a peer, administrator, a paraprofessional, student teacher, staff from a partner organization, etc) visits a classroom during a specified period of time, ideally an entire class period/an entire lesson. Then they follow these steps:

- 1) Enter the total hours and minutes for the class period ("Total Allocated Class Time"). For example, a 45-minute class would be 0:45:00; a 120-minute class would be 2:00:00.
- 2) Select an option from the drop-down menu in column A that best describes the way time is being used at the start of the lesson.
- 3) Enter the start time for that component and jot down any notes about how time is being used in the "Notes" column. What are students doing? What is the teacher doing? What are other adults in the room doing?
- 4) Enter the stop time for the component. The stop time in from the first component will automatically enter as the start time for the next component in Column C.
- 5) Select another option from the drop-down menu in column A that best describes the way time is being used during the next component of the lesson.
- 6) Repeat steps 3-5 until the lesson is over.
- 7) The total time for each of the four categories will tally up at the bottom, as well as a percentage of allocated class time spent on each category. The data will also generate a pie chart that shows the distribution of time.

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Definitions: Categories of Classroom Time Use	
Arrival routine	May include students entering classroom, getting out materials, handing in HW, completing a "Do Now", teacher taking attendance, greeting students
Transition to next component	
Closing	May include distributing HW, students recording HW, putting away materials, exiting classroom
Unplanned interruption	May include interruptions (PA system, behavior/classroom management issue) and disruptions to lesson
Welcome/Lesson launch	May include introducing daily agenda/objectives, reviewing HW or "Do Now"
Teacher-directed instruction	Mini-lesson, lecture, read aloud, teacher modeling, guided practice, summarizing lesson
Whole-class discussion/activity	May include whole-class discussion/activity
Small group discussion/activity	May include pair-and-share, small group discussion/activity
Independent practice/activity	
Combined practices	When different student are doing a variety of activities at the same time -- such as centers or when some students doing independent work, others are in small groups, and teacher working with specific students)