

# Making Every Minute Count: An Introduction to the Classroom Time Analysis Tool (CTAT)



Prepared for the Virginia Department of Education  
December 4, 2013

# How to Engage in this Webinar

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Your phone will be muted during the presentation so participants don't hear any background noise



To ask a question either:

- Use the Chat function (lower right-hand corner of the screen)
- “Raise your hand” on the webinar page, and we will unmute you so you can ask the question

# Our Webinar Today is Sponsored by NCTL Partner *The Center on School Turnaround* at WestED



- Creating Pro-Turnaround Environment
- Administering & Managing Programs Effectively
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  - Advocating & Leading

<http://centeronschoolturnaround.org/>



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Darden School of Business  
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# NCTL: Who Are We?

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The **National Center on Time & Learning (NCTL)** is dedicated to expanding learning time to improve student achievement and enable a well-rounded education.

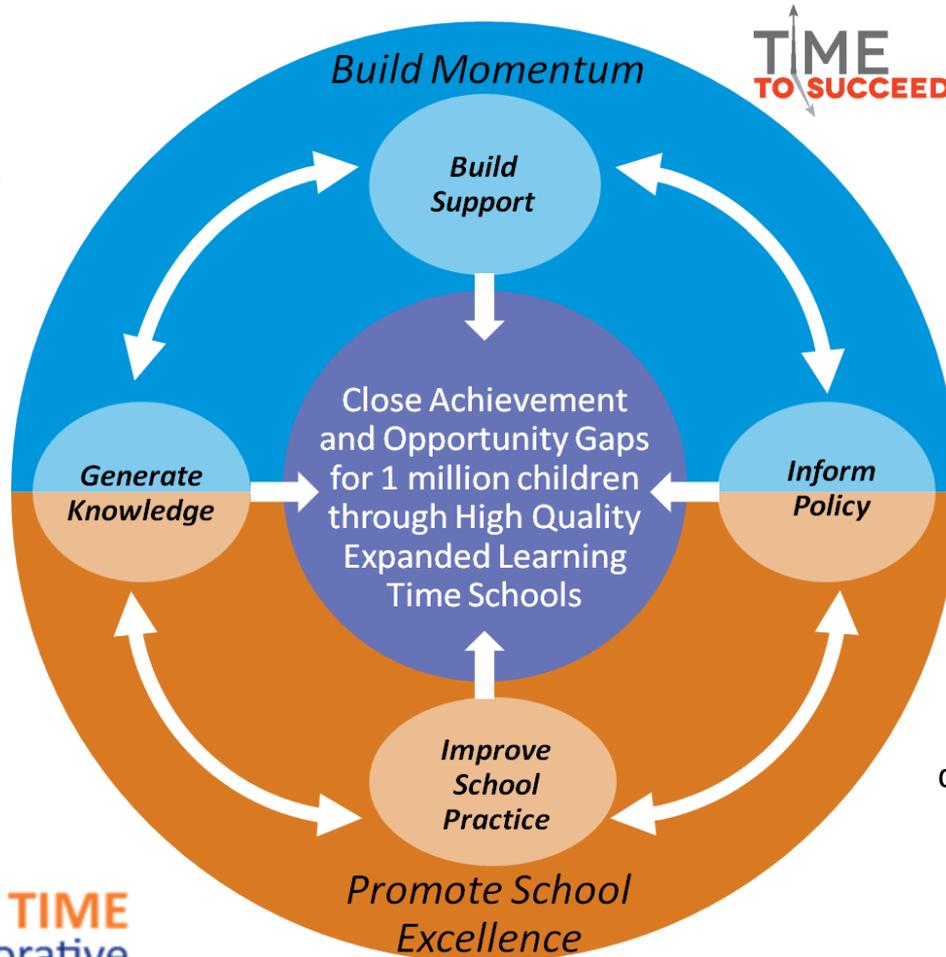
Through **research, public policy, and technical assistance** we support national, state, and local initiatives that add significantly more school time to help children meet the demands of the 21<sup>st</sup> century.

# NCTL: Our Strategy



## Generate Knowledge:

Document and disseminate effective practices of high-performing expanded learning time charter and district schools across the country



**Build Support:** Build broad-based support to bring high-quality expanded-time school opportunities to all high-poverty students over time



**Inform Policy:** Support policy development and leverage federal, state, and local funding to support high-quality expanded learning time implementation

The **TIME** Collaborative



**Improve School Practice:** Through technical assistance, grow and strengthen the number of high-quality expanded learning time schools nationally

# Successful Districts and Schools Maximize Academic Learning Time

## Academic Learning Time

Time students gain and retain subject knowledge

## Instructional Time

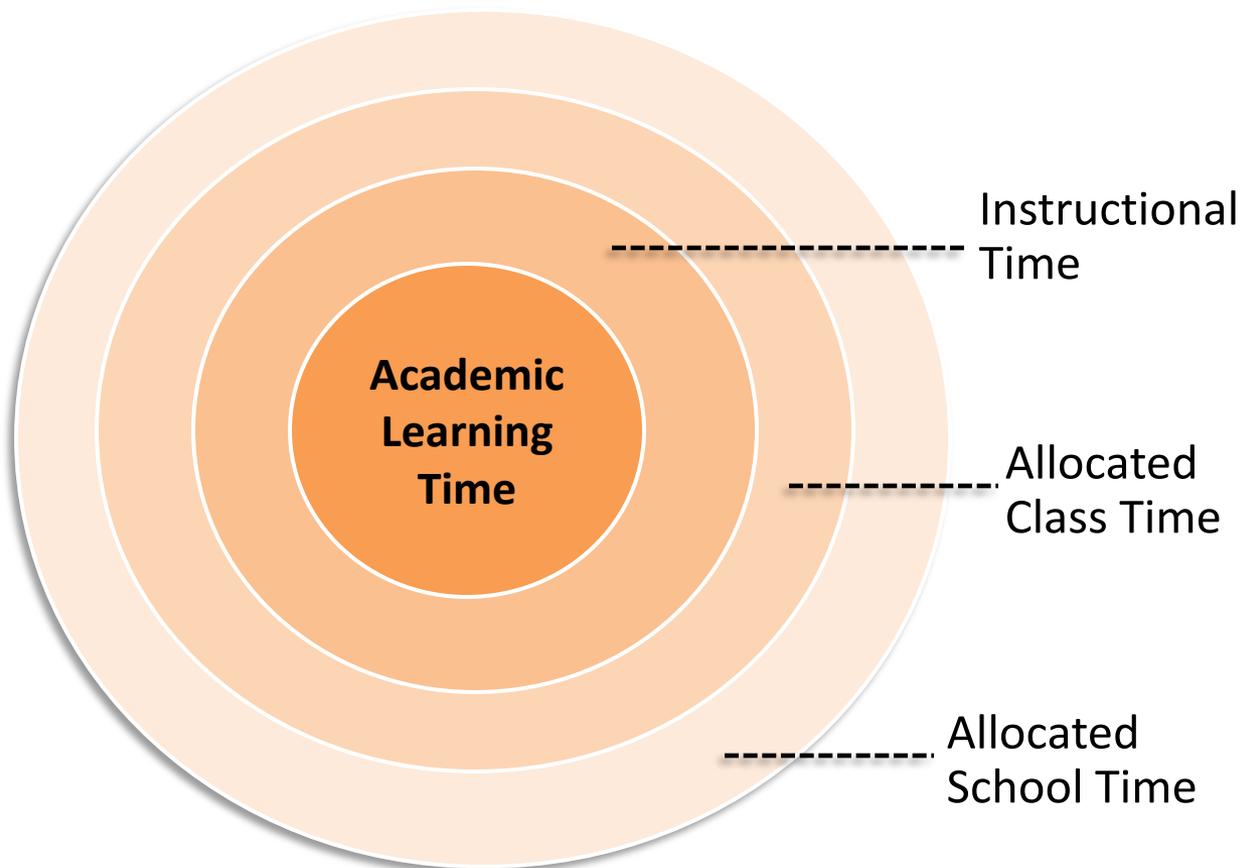
Time devoted to instruction

## Allocated Class Time

Total time in class

## Allocated School Time

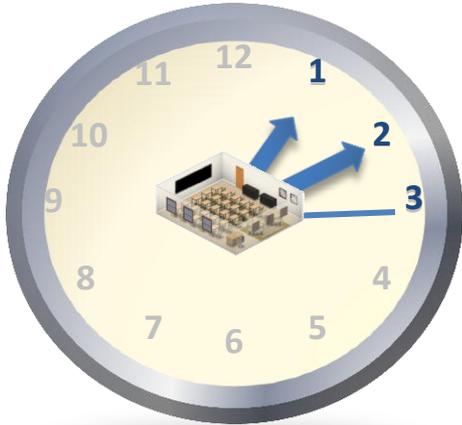
Total time in school



Source: Elena Silva, "On the Clock: Rethinking the Way Schools Use Time," Education Sector Reports, 2007.

# High-Performing Schools Focus on Eight Powerful Practices

## Optimize Time for Student Learning



1 Make Every Minute Count

2 Prioritize Time to Focus on Small Set of School-wide Goals

3 Individualize Learning Time and Instruction based on Student Needs

## Use Time to help Students Thrive in School and Beyond



4 Build a School Culture of High Expectations and Mutual Accountability

5 Provide a Well-Rounded Education

6 Prepare Students for College and Career

## Dedicate Time to Improve Teacher Effectiveness



7 Continuously Strengthen Instruction

8 Relentlessly Analyze and Respond to Data

# Instructional Minutes Saved Each Day Matter Over the Long-Term

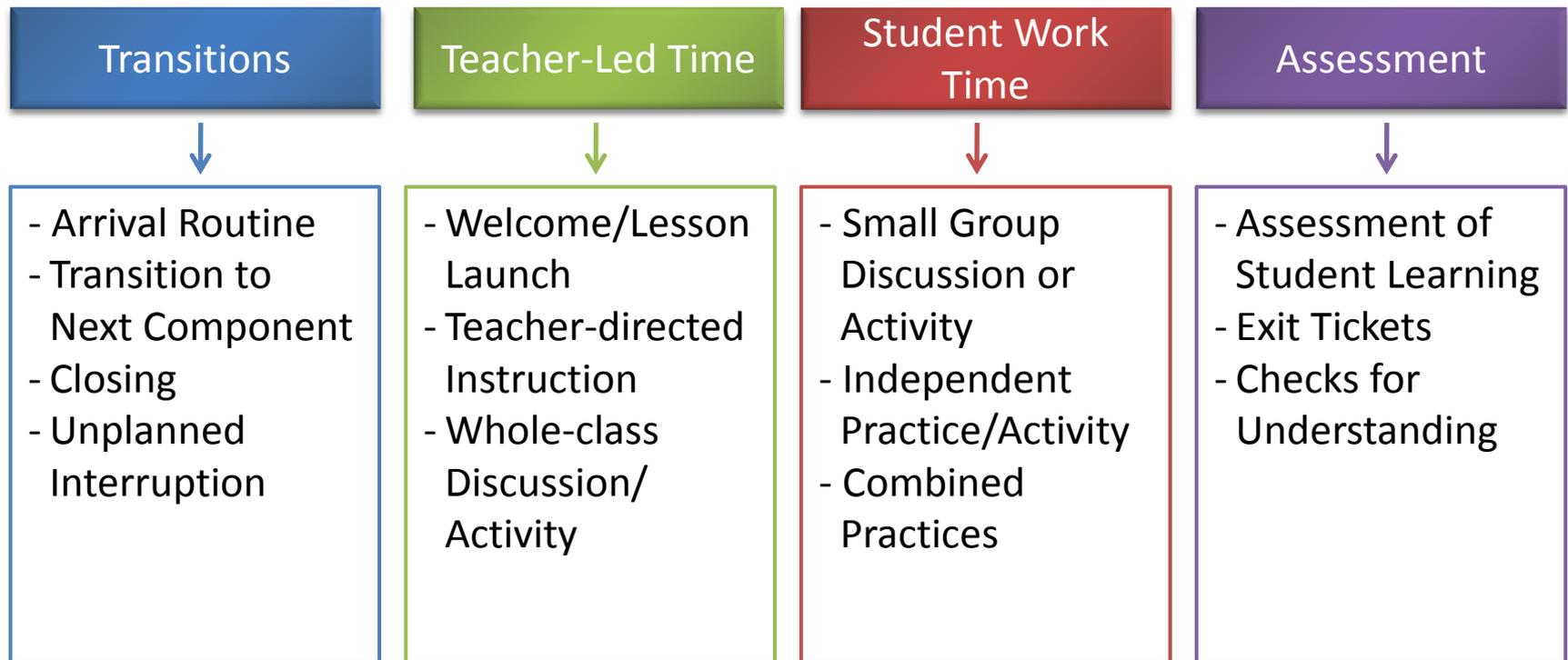


If a teacher increases instructional time by just fifteen minutes a day through the use of more efficient routines, procedures and transitions, students gain 45 hours of instructional time a year.



# CTAT Provides Insights into Classroom Time Use Across Four Categories

## Categories & Subcategories of Time in a Typical Class Period



# Using the Classroom Time Analysis Tool (CTAT)

## WHAT YOU NEED

A laptop or handheld device with access to the internet.

<http://ctat.nctl.iontier.com>



## WHO YOU NEED

An observer/user and a classroom teacher



## HOW LONG IT WILL TAKE



The best observations are conducted for an entire instructional period to capture all phases of a lesson.

## HOW YOU'LL NEED TO FOLLOW-UP...

- Print/save final report
- Email/share report with classroom teacher
- Generate conversations and action steps
- Follow-through on action steps

# CTAT - Tips

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## **Remember to:**

- Print and read the user guide. Review the classroom time categories and subcategories. Record each element of the lesson, even if it is just a 15 second interruption

## **Remember *not* to:**

- Record anything in the notes column other than what the teacher and students are doing – no value judgments. Take brief notes to edit after the observation.

## **Remember:**

- The CTAT is an observation tool only. It is not intended to be used as an evaluation tool.

# CTAT Login

The screenshot shows the CTAT Login page. At the top, there is a blue header with the National Center on Time & Learning logo on the left and navigation links (About Us, Support Us, News Room, Help Desk) and a Google Custom Search bar on the right. Below the header is a yellow navigation bar with links for Why Time Matters, Promising Practices, Resource Search, How We Can Help, Research, Public Policy, and Time Matters Blog. On the left side, there is a sidebar with a yellow 'CTAT Login' button and links for 'User Guide' and 'About CTAT'. The main content area is titled 'Classroom Time Analysis Tool (CTAT) Login' and contains the following text: 'Please log in to CTAT by entering your email address twice.', 'This tool works best with current browsers; older browsers may need to be updated.', and 'For assistance updating your browser, visit [Browse Happy](#).' Below this text are two input fields: 'Enter your email address:' and 'Re-enter your email address:'. A 'Log in' button is positioned below the second input field. At the bottom of the page, the URL <http://ctat.nctl.iontier.com> is displayed in large blue text.

# The CTAT Report

NATIONAL CENTER ON  
**TIME & LEARNING** CLASSROOM TIME ANALYSIS TOOL  
*Understanding Why Time Matters*

Class: 7th Grade Science      Class Size: 29  
 Teacher: Barrett      Start Time: 8:15 a.m.  
 Observer: Pryor      Allotted Class Time: 55  
 Wednesday, January 23, 2013 8:29 PM

Activity Category	Activity Subcategory	Time	Notes
Transitions	Arrival routine	00:01:01	Do Now posted, students working while teacher takes roll on computer.
Assessment of Student Learning	Oral assessment of student learning	00:00:54	Checking for Understanding, and recored to yesterday's lesson
Teacher-Led Time	Welcome / lesson launch	00:01:43	Agenda and learning objectives posted, students have materials out, 1/2 of students have moved to computers for independent practice while teacher providing direct instruction on objectives. Tells students they will switch in 15 minutes.
Transitions	Transition to next component	00:00:54	Students switch from direct instruction to computers, settle in quickly, obviously understand the routine and procedure for this process.
Transitions	Transition to next component	00:00:02	Students switch from direct instruction to computers, settle in quickly, obviously understand the routine and procedure for this process.
Student Work Time	Combined practices	00:01:21	2nd round of direct instruction with 1/2 of class working independently on computers.
Transitions	Unplanned interruption	00:01:19	Student gets sick in class, leaves room.
Student Work Time	Combined practices	00:01:18	Students continue working in assigned small groups. Teacher moves around room assisting groups as needed.
Assessment of Student Learning	Written assessment of student learning	00:00:38	All students prepare exit ticket.
Transitions	Dismissal routine	00:00:55	Bell rings and teacher dismisses students. Students engaged until teacher dismisses, students leave and drop off exit ticket at door.
Transitions	Dismissal routine	00:00:03	Bell rings and teacher dismisses students. Students engaged until teacher dismisses, students leave and drop off exit ticket at door.
Transitions	Dismissal routine	00:00:06	

Total Time By Activity Category

Transitions	00:04:20	42.35 %
Teacher-Led Time	00:01:43	16.78 %
Student Work Time	00:02:39	25.90 %
Assessment of Student Learning	00:01:32	14.98 %

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*Understanding Why Time Matters*

% of Time by Activity Category



Assessment of Student Learning Student Work Time Teacher-Led Time Transitions

# How can you use CTAT?

**With a colleague,  
as a peer  
observation tool**



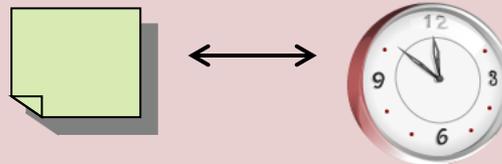
**With a video-taped  
lesson, as a self-  
assessment tool**



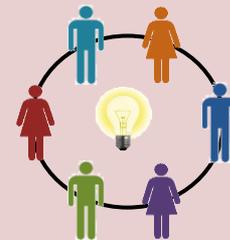
**With your  
administrative  
team, as a way to  
help teachers set  
development goals**

**As an induction tool  
for new teachers to  
use with their  
mentors**

**To calibrate written  
lesson plans against  
actual lessons**



**As a department or  
grade-level team**



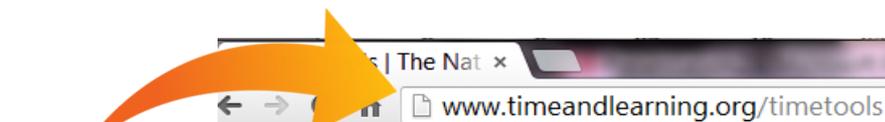
# Questions?

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**Please type questions about the CTAT in the chatbox  
or un-mute your phone to ask a question verbally.**



# Please Refer to the NCTL Website and/or Reach Out to Us If You Have Questions While Using the CTAT



Visit our website at:  
[www.timeandlearning.org](http://www.timeandlearning.org)

Time Tools assistance:  
Lisa Pryor, Senior Director  
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Rubrics, Guides, Books, and Time Analysis Tools

[Back to Resource Search](#)

Successfully expanding learning time means carefully planning all time with students. Administrators and teachers must be single-minded in their efforts to conserve and optimize their time. Successful school leaders create a sense of urgency, messaging to all members of the school community the need to maximize time for learning and eliminate unproductive time in the schedule. Our time tools will help your school identify how you are currently using time. The analysis can drive important discussions and decisions about how to expand learning time to generate academic, social and emotional growth for all students.

#### School Time Analysis Tool (STAT)

The STAT is a web-based tool that allows schools to understand current time use and identify areas for improvement. We recommend that you read and print the User's Guide before using the tool.

Users can navigate through the tabs entering standard data from school calendars and bell schedules. Other data estimates should derive from conversations with school teams about interruptions and transitions across grade levels, subject areas and ultimately across the entire school. The tool seeks to determine estimated averages for the allocation of all time for students and produces a snapshot in time of your school. [Click here to begin this tool.](#)

If you have questions about the STAT, please email us at [stat@timeandlearning.org](mailto:stat@timeandlearning.org).

#### Classroom Time Analysis Tool (CTAT)

The CTAT is a web-based observation tool that helps individual teachers understand how they are using time in their classrooms, and helps schools identify and capture effective time management strategies across classrooms. Schools typically use this as either pre or observation tool and to supplement existing school or district classroom walk-through protocols. The tool is meant for ongoing use between the observer and the teacher. We recommend that you read and print the User's Guide before using the tool.

The CTAT looks at use of classroom time through four broad categories: Teacher-led Time, Student Work Time, Assessment of Student Learning, and Transitions which are further defined by subcategories. Using the CTAT will help teachers calibrate their actual use of time in the classroom against their lesson plans and to set goals around minimizing transitions and maximizing teacher-led time, student work time, and assessment of student learning. [Click here to begin using this tool.](#)

If you have questions about the CTAT, please email us at [ctat@timeandlearning.org](mailto:ctat@timeandlearning.org).