**Time on Task**

*Research suggests that in an effective class , students should be on task more than 90% of the time (Knight, J., 2007).*

Every five seconds, the observer glances at a student. If the student is on task at the moment the observer looks at her, the observer puts a plus sign (+) in the appropriate box. If the student is off task, the observer puts a zero (0) in the box. While observing the class, the observer moves attention systematically from one student to the next. Thus an observer might observe students in rows, by looking at each student in each row every five seconds, moving down each row student by student. If observing students in groups an observer might move his attention from student to student, every five seconds going in a clockwise motion around the room. Each box on the form represents each student observed. The observer continues to watch students systematically until all 60 boxes contain either a plus or a zero. Once all the boxes are filled, the observer has spent five minutes observing the class. To calculate a percentage of time on task, simply divide the total number of boxes that indicate a student was on task by the total number of boxes. Research (Rienke) suggests that coaches list at least three times (completing three forms) before they calculate time on task for a given class. To increase time on task new strategies must be discussed. Any improvement should be celebrated.

Knight, J., (2007) Instructional Coaching

**Time on Task Analysis**

Classroom and Teacher Observed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 + indicates engaged -indicates not engaged

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Comments: