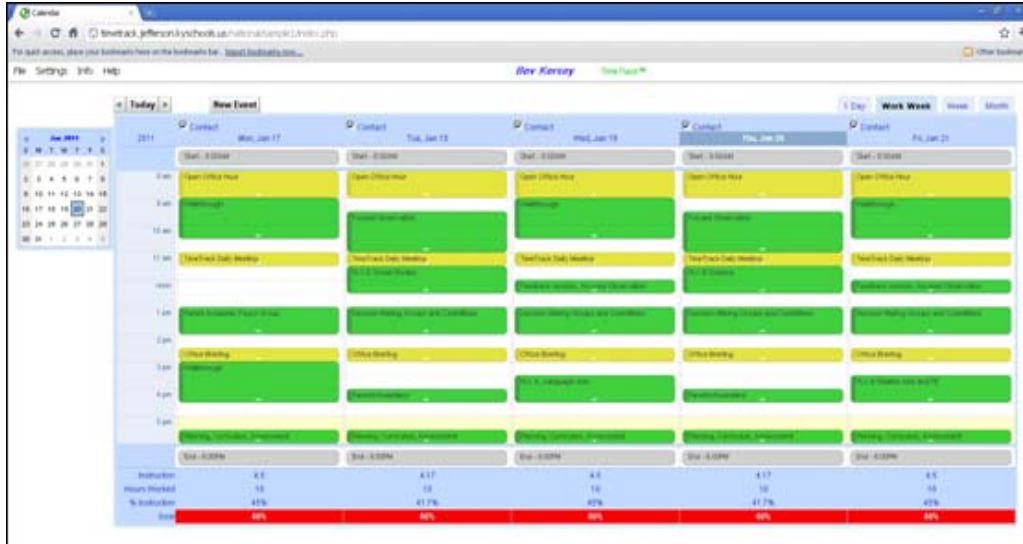


# TimeTrack™

## National SAM Innovation Project

The National SAM Innovation Project is investing in major tech upgrades for a key tool for SAMs and Principals, TimeTrack Web. The second phase of improvements was released last week:

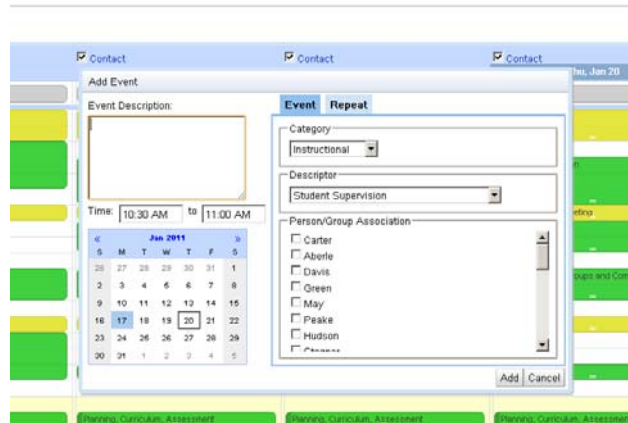
### 1) New Calendar Interface



These features include:

- Increased response speed for users**
- Monthly Mini-calendar** – Located on the left hand side of the screen, the monthly mini-calendar makes navigating from week to week more convenient.
- “Work Week” Tab** – This new viewing option removes Saturday and Sunday from the weekly calendar, allowing extra space for student contact days.
- Drag and Drop Events** – Clicking and holding on the left edge of an event allows the user to drag it to a new date and/or time.
- Instant Event Duration Change** – By clicking and dragging the bottom edge of an event, the user can increase or decrease its duration.

- 2) **Streamlined Event Entry** – The event entry screen has also been redesigned to make creating events faster and more intuitive. The time entry, event category, and descriptors have all had drop-down menus added, and the repeating event controls have been placed on their own tab.



- 3) **Person/Group List Upload** – This new section, located on the Person/Group Setup screen allows the user to upload a txt or csv list of all of People/Groups. A list can be created in Microsoft Word, Excel or any text editing program. Place each desired entry on its own line, and save the list as a “.txt” file. Choose the file, and click “Upload File”. Your list will be populated with the new entries. The system will automatically alphabetize those entries.

#### Upload File

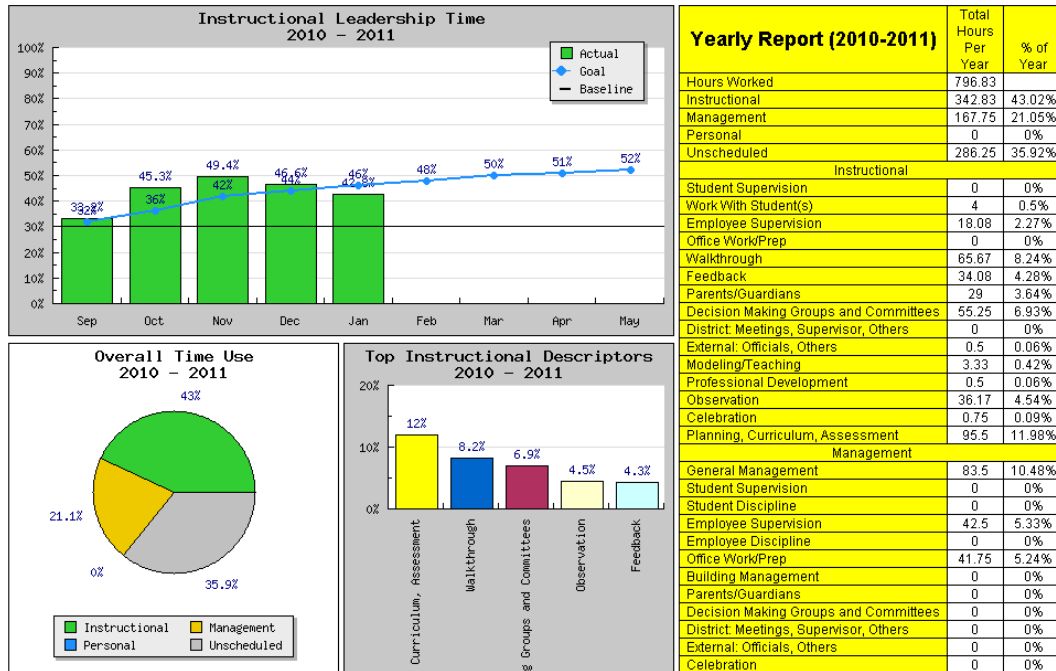
File:  No file chosen

#### File Upload Requirements:

**Comma Separated Values (\*.csv) File:** Only the first column will be used, and any text found in the first column will be assumed to be a Person/Group.

**Text (\*.txt) File:** Each line will be assumed to be a Person/Group.

4) **Progress Dashboard** – Located on the “File” menu, the Progress Dashboard allows the user to get an overview of their performance at a glance. It includes graphs for Instructional Leadership Time, Overall Time Use and Top Instructional Descriptors, and also a report which shows time use for the current year.



5) **Updated Graph Wizard** – The Graph Wizard now also has a dashboard style view. The 5 Types of graphs used most often by SAM/Principal teams are now featured on the main menu. All of the original TimeTrack Web graphing options are available under the “Advanced Graphing Options” section.

<b>TimeTrack Web Graphs</b>																														
<p><b>Progression of Instructional Leadership Over Time</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="6"><b>Instructional Time Use</b></th> </tr> </thead> <tbody> <tr> <td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td> </tr> <tr> <td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td>Jul</td><td>Aug</td> </tr> <tr> <td colspan="6"><b>Current Year (2010 - 2011)</b></td> </tr> </tbody> </table>						<b>Instructional Time Use</b>						Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	<b>Current Year (2010 - 2011)</b>					
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The next set of upgrades will be automatically added to all TimeTrack calendars in late February and will include another increase in speed, new graphing options and automatic synching with Outlook and other calendar programs.