

Checklist for Monitoring Use of Instructional Time

Purpose Identify use of instructional time

Procedure

- Observe during classroom instruction for 5-15 minutes.
- Every 10-15 seconds, place a checkmark in the appropriate column to indicate how the teacher is using instructional time.
- Place checkmark in column (B) if managing behavior, (E) if addressing environment issues, or (T) if teaching, not monitoring, in small group.
- List the total number of checkmarks in each column to indicate use of instructional time.
- Share and discuss data with teacher. Set goals for improvement if needed.

Use timer to monitor time	B Behavior	E Environment	T Teaching
Observation Criteria	<i>Teacher is talking about or to a student(s), or involved with any issue related to behavior, correcting or complimenting compliance.</i>	<i>Teacher is involved with any issue or performance related to management of classroom materials or environment, i.e., organizing supplies, arranging or discussing placement of assignments, moving furniture or materials.</i>	<i>Teacher is actively engaged with teacher-led instruction with one or more students; NOT monitoring as student(s) practice or complete written activities.</i>
Place a checkmark in the column to represent your observation and teacher's use of instructional time			
Total number checkmarks			

Teacher Name
Class Activity Observed
Name of Observer

Date of Observation
Number of students observed

Comments _____