



# OPTIMIZING OPTIONAL DESCRIPTORS

Bringing Evaluation Elements to Life  
Using TimeTrack

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**Gardner International Magnet School, Lansing, Michigan**



# MRS. KYLE BURROUGHS, SAM PRINCIPAL

My #1 Fan



The Kids to Share



Frances Bean



Dale Boogie



# MRS. HEATHER BILLS, SAM ASSISTANT PRINCIPAL

1

Augustus



3

My Husband



2

Xena



4

My Daughter





# GARDNER INTERNATIONAL MAGNET SCHOOL



# LANSING KIDS MATTER



# LEARNING TARGETS



Effectively create  
Optional Descriptors.



Incorporating evaluation  
elements into your Optional  
descriptors.



Tracking and managing your  
data to inform instructional  
coaching.



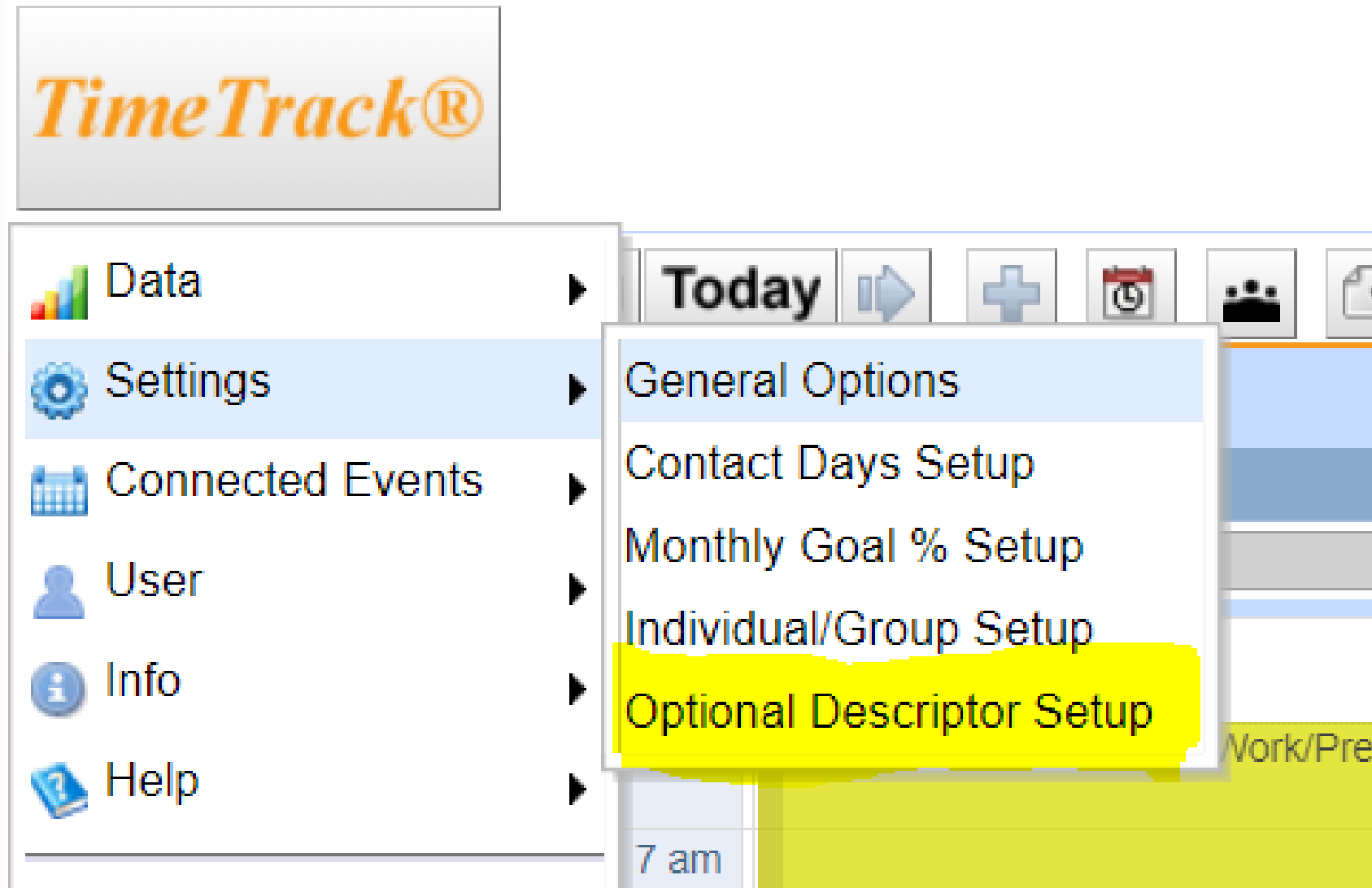
Using Note Track to  
record meaningful  
feedback.

# CREATING OPTIONAL DESCRIPTORS

1

## Step 1

- Click on TimeTrack
- Click on Settings
- Click on Optional Descriptor Setup



# CREATING OPTIONAL DESCRIPTORS

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## Step 2

- Assign a Title for your Optional Descriptor based on your evaluation elements
- Click the Add button.
- Repeat for all elements you would like to add.

This feature allows the TimeTrack user to add another level of tracking beyond the three categories their tracking of leader time.

There is no limit to the number of optional descriptors that can be added for this calendar, and no li

New Active Inactive General

Any optional descriptor can be entered here. Limit optional descriptors to 30 characters.

New Optional Descriptor Name:  Add

In addition to adding optional descriptors with the text above, the following are default descriptors that can be adjusted as needed.

Optional Descriptor Preset:

### Domain 1: Planning and Preparation

- 1a Demonstrating Knowledge of Content and Pedagogy
- 1b Demonstrating Knowledge of Students
- 1c Setting Instructional Outcomes
- 1d Demonstrating Knowledge of Resources
- 1e Designing Coherent Instruction
- 1f Designing Student Assessments

### Domain 4: Professional Responsibilities

- 4a Reflecting on Teaching
- 4b Maintaining Accurate Records
- 4c Communicating with Families
- 4d Participating in the Professional Community
- 4e Growing and Developing Professionally
- 4f Demonstrating Professionalism

### Domain 2: Classroom Environment

- 2a Creating an Environment of Respect and Rapport
- 2b Establishing a Culture for Learning
- 2c Managing Classroom Procedures
- 2d Managing Student Behavior
- 2e Organizing Physical Space

### Domain 3: Instruction

- 3a Communicating With Students
- 3b Using Questioning and Discussion Techniques
- 3c Engaging Students in Learning
- 3d Using Assessment in Instruction
- 3e Demonstrating Flexibility and Responsiveness



# CREATING OPTIONAL DESCRIPTORS

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## Step 3

- Assign the Optional Descriptor to your event in TimeTrack.

Event Description:  
Walkthrough

Event Individuals/Groups Repeat NoteTrack™

**Category**  
Instructional

**Descriptor**  
Walkthrough

**Optional Descriptor**  
3c Engaging Student Learning

**Individuals/Groups**  
Individuals: [REDACTED]  
Groups: None

Set Associations

# CREATING OPTIONAL DESCRIPTORS

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## Step 4

- Assign the Optional Descriptor to your feedback.

Event Description:  
Amplify Walkthrough  
Feedback

Start Time: 12:15 PM  
End Time: 12:20 PM

Event Individuals/Groups Repeat NoteTrack™

**Category**  
Instructional

**Descriptor**  
Feedback: Directive

**Optional Descriptor**  
3c Engaging Student Learning

**Individuals/Groups**  
Individuals: [REDACTED]  
Groups: None  
Set Associations

**Reconcile Event**

# CREATING OPTIONAL DESCRIPTORS

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## Step 5

Add written feedback to NoteTrack.

Event Description:

Amplify Walkthrough Feedback

Start Time: 12:15 PM

End Time: 12:20 PM

Oct 2023						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Event Individuals/Groups Repeat NoteTrack™

Update Note

Overall Comments:

Thank you for planning your science lesson using the district provided curriculum. This provided students with an engaging and rigorous science lesson. You had routines and procedures in place to support student success. For your next steps, using Turn and Talk should provide students to develop a deeper level of understanding. Having a clear procedure and time limit and directions on how to manage who speaks first can make the turn and talk much more meaningful. For example, setting the expectation that the student whose birthday is coming up next will start. Each student will have 30 seconds to share while their partner actively listens, then the other student will share or provide feedback on the other students comments. Then cold-calling students to share their thoughts and their partners, and providing the students the opportunity to provide feedback on feedback can occur.

I was unable to determine the percentage of students that displayed the desired effect in their work, if you would like to meet and provide evidence we can reassess the score for their walkthrough on engagement.

Show NoteTrack for: [REDACTED]



# OPTIONAL DESCRIPTOR DATA

## Graph Options

Apply

### Date Range

Current School Year (July - June)  Include Future Events

### Category/Optional Descriptor

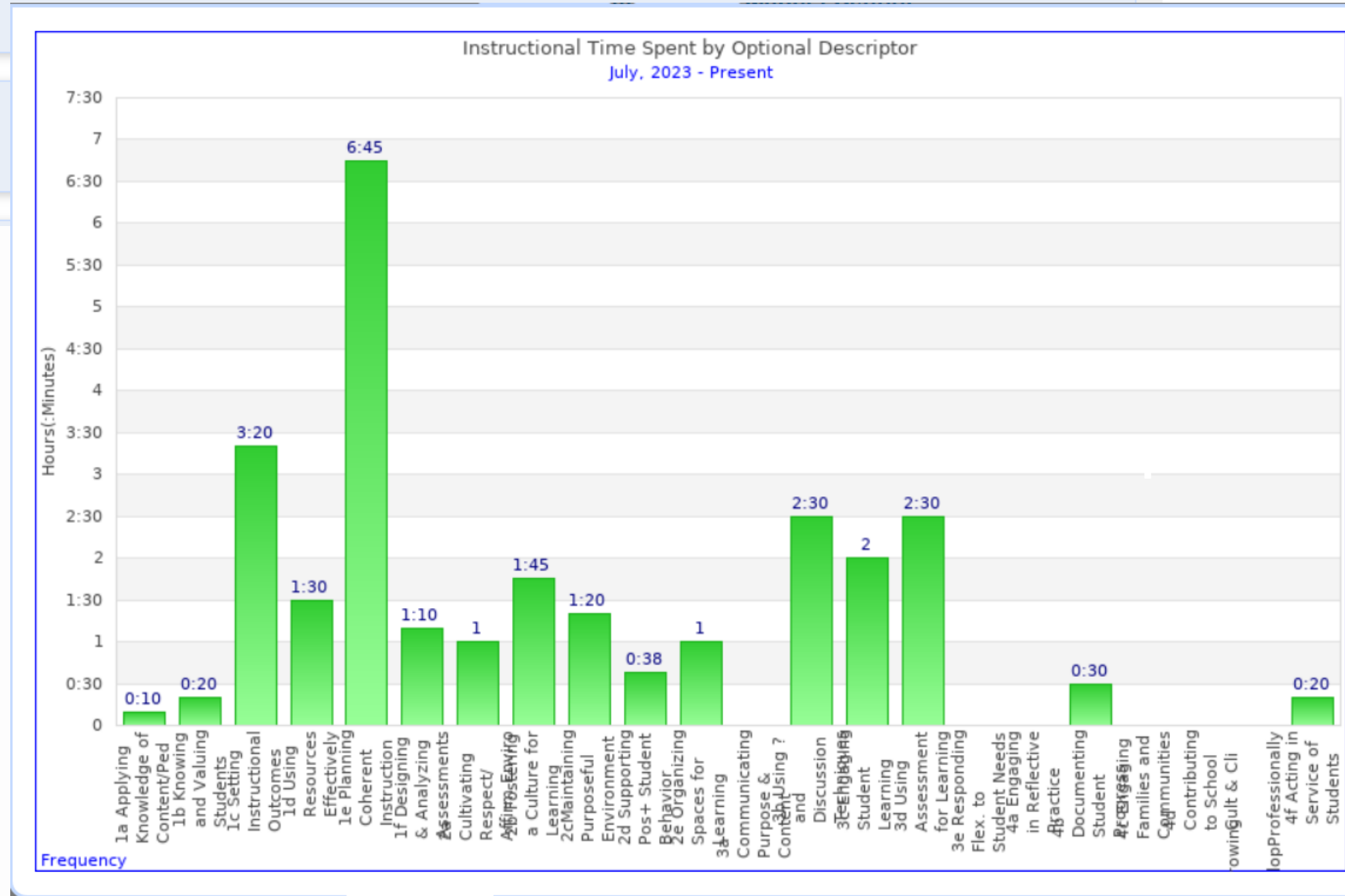
Instructional  Ignore Optional Descriptor

### Merge with Calendars

This Calendar  MI - Gardner International - Burroughs\*

Select All Only This Calendar

### Individuals



# OPTIONAL DESCRIPTORS DATA

1

## Step 1

- Click on the individual associated with the event.

Event Description:  
Feedback: Directive

Start Time: 6:20 AM  
End Time: 6:50 AM

Jan 2024						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Event | Individuals/Groups | Repeat | NoteTrack™

**Category**  
Instructional

**Descriptor**  
Feedback: Directive

**Optional Descriptor**  
None

**Individuals/Groups**  
Individuals:    
Groups: None

**Reconcile Event**  
Basic  
Instruction Amount:  %   
Split Event by Descriptors

**Options**

This event is tentative

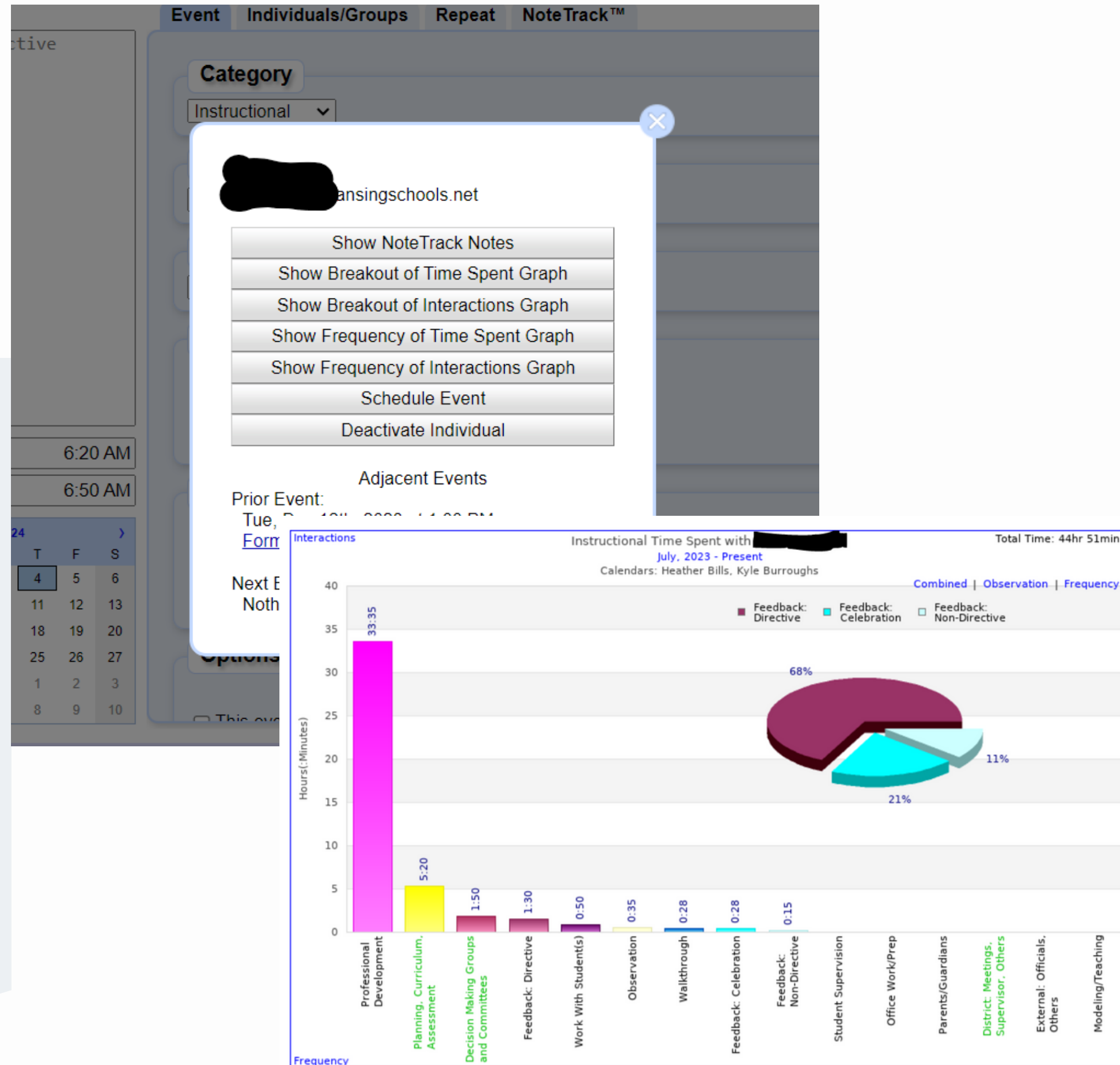
Delete | 1 Individual Selected | Update

# OPTIONAL DESCRIPTORS DATA

2

## Step 2

- Select the correct data or NoteTrack
- Review NoteTrack or Data.
- Repeat for all selections you would like to view.



# EFFECTIVELY UTILIZING OPTIONAL DESCRIPTORS

We have the data...now what?

Coaching Opportunitites

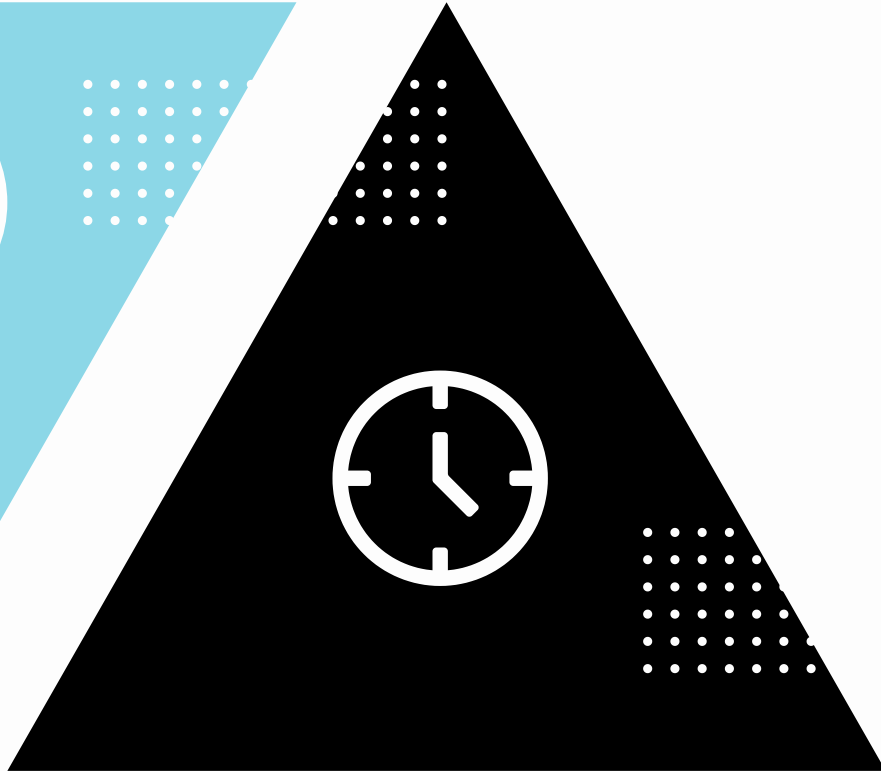
Budget Decisions



Professional  
Development

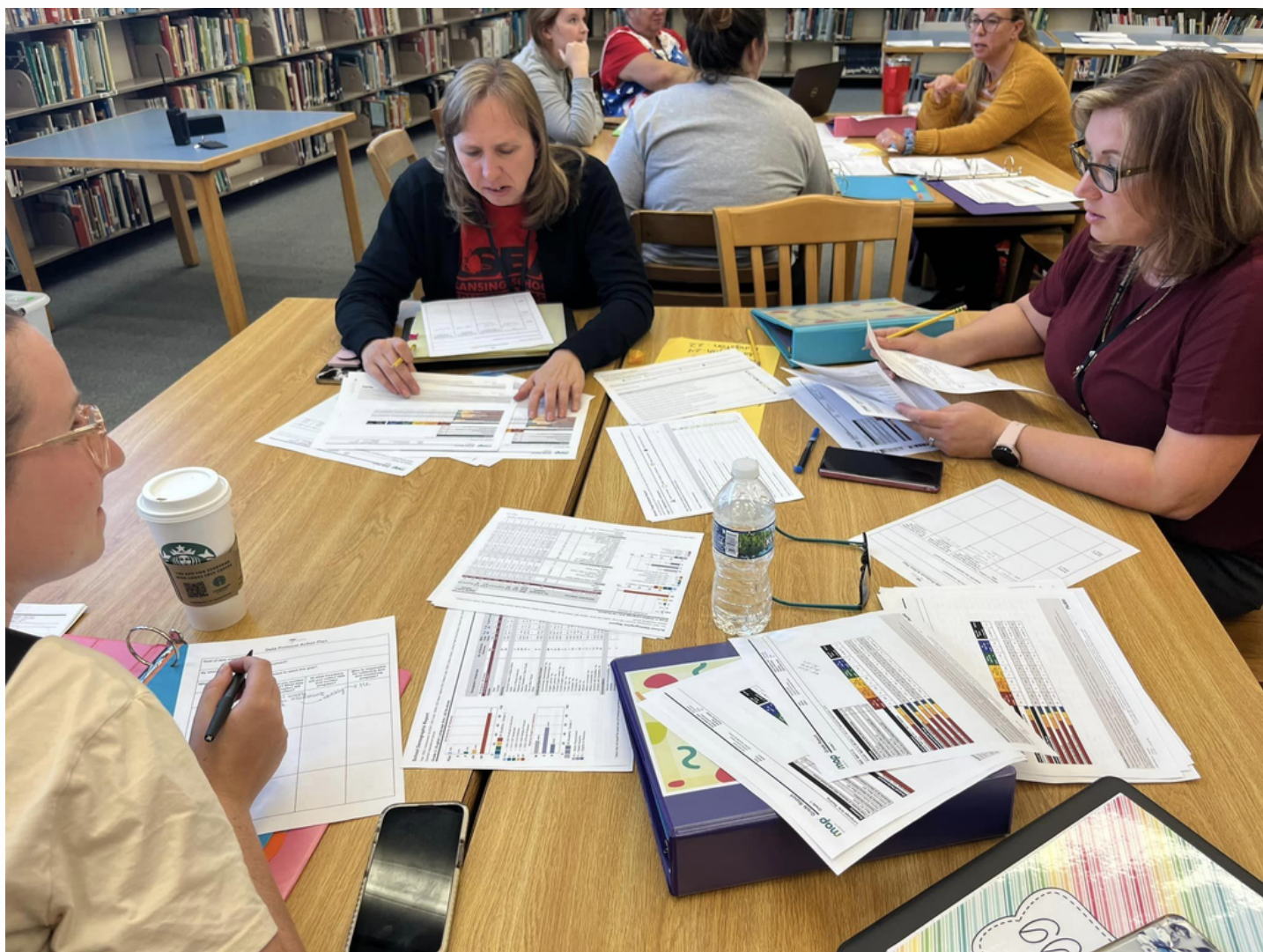


Evaluation Conferences



Curriculum & Pacing

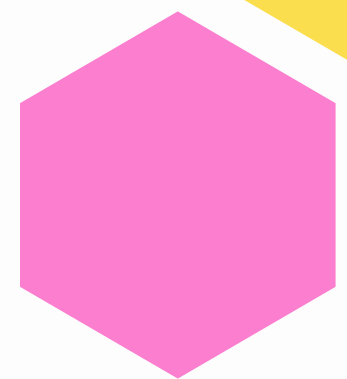
# REFLECTIONS AND ADJUSTMENTS



Narrow vs. Wide Focus



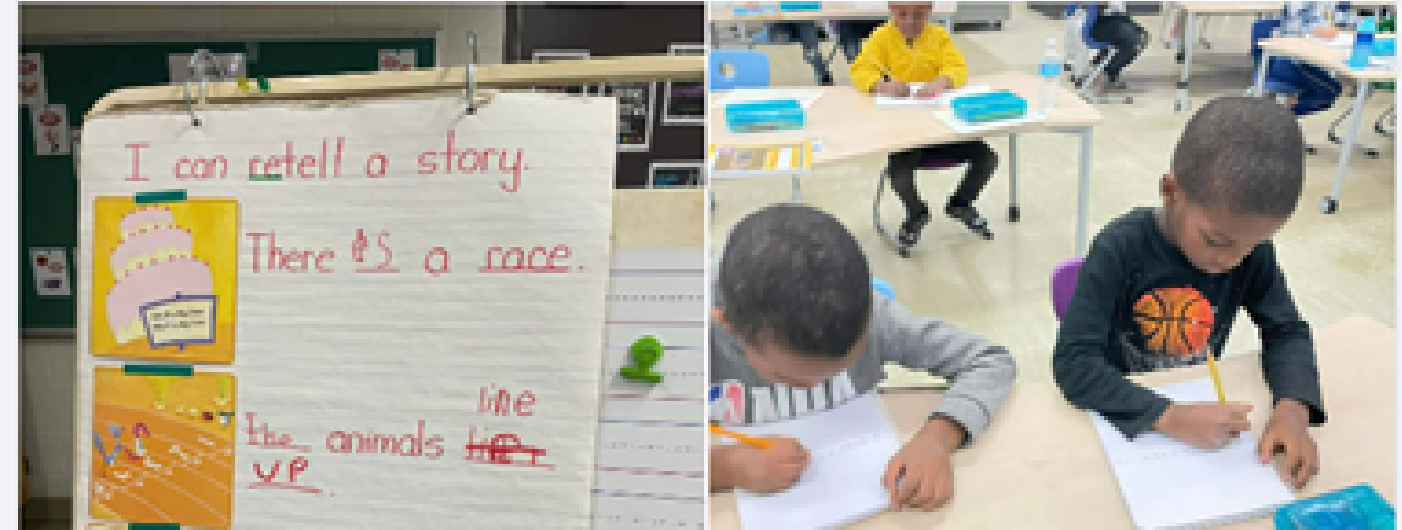
Utilizing Visualize on Timetrack



Instructional Image

 **Gardner International Magnet School**  
Published by Kyle Burroughs · December 20, 2023 at 7:37 PM ·

📍 I can retell a story.  
First graders in Miss Bigg's classroom worked hard to complete the retelling of a story after helping her sequence the events from the story to identify the beginning middle and end.







**QUESTIONS?**





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