Guidelines to Digital Target Time

- **Step 1:** Create a Target Time Folder in your Google Drive. This will hold all of the Target Time resources you make copies of for your personal use. **You need to make copies of all resources available to you in the 3rd-5th Science Team Drive before use.**

- **Step 2:** Within that folder, create three folders.
  - Physical Science
  - Earth Science
  - Life Science

- **Step 3:** Go to the 3rd-5th Grade Team Drive. Locate the Target Time Folder. One at a time, make a copy of each Google Site in the subject folders. There is a site for Physical Science, a site for Earth Science, and a site for Life Science. Move your copy of the Google Site into your personal folder.
  - Remove the word TEMPLATE from your copy so that you know it is your version.

- **Step 4:** Go to the 3rd-5th Grade Team Drive. Locate the Target Time Folder. One at a time, make a copy of each Check-In and Exit Ticket Google Form.
  - Remove the word MASTER from your copy so that you know it is your version.
  - I create sub folders to organize the Check-In and Exit Ticket forms further.

- **Step 5:** Insert the Check-In and Exit Ticket Google Forms into your Google Site.
- **Step 6:** Create your Choice Board and add them to your Google Site.*
  - Could include links to videos, STEMscopes activities, Nearpod lesson links, suggestions to students to go read/work with in the classroom.
  - *This is not a necessity. If you have a different way for your students to practice the skills they do not show clear understanding of through the Check-In assessment you do not need to do this step!

- **Step 7:** Publish site. Share link to site on Google Classroom.
  I would recommend creating a Topic in your Google Classroom specifically for Target Time.

I would recommend having a designated Target Time folder still, so that students have a place to organize Error Analysis Sheets and Target Time Graphs.

Even when using the digital version of Target Time, you’ll still need:
- Target Time Folder for each student
- Target Time Graphs (paper copies)
  - Recommended you hole punch and place in the brads of a Target Time folder for each student
- Error Analysis Sheets (Paper copies)
  - Recommended you hole punch and place in the brads of a Target Time folder for each student
- Any activities you may want students to have access to when working on their goal