Guidelines to Set up Paper/Pencil Target Time

- **Step 1:** Have students designate a folder as their “Target Time” folder.

- **Step 2:** Print each student a copy of the Physical Science Error Analysis sheet. I would recommend hole punching these so they can go in the brads of the folder.

- **Step 3:** Print the Target Time Graph (hole punched as well).
  
  If you do not want to print more Target Time graphs each time place this sheet in a screen protector and students can use a vis-a-vis marker to record their goals and track the time spent on each goal.

- **Step 2:** Print first Check-In (Properties of Matter) for each student.
  
  Students all take this at the same time.

- **Step 3:** Provide students with access to answer keys. Students check their answers and identify targets they need additional practice with.
  
  **Ideas:**
  - Could keep in a teacher folder of answer keys, cover up answers to Exit Tickets with a sticky note
  - Create Master Copy of Check-In students can look at
  - Display answers on the board when all student have finished completing the Check-In

- **Step 4:** Have materials available for students to use to practice skills addressed on Check-In that they did not show mastery on. This could be in the form of a Choice Board.

- **Step 5:** Have Exit Tickets printed and available for when students have met your time expectation for practicing their goals.