

TIME TRACKING – ALL STUDENTS

Date: _____

SIGNING IN		Number of Prompts per Student										
Task Analysis		Student Initials:										
1	Finds time card											
2	Checks the day/date											
3	Finds day/date on time card											
4	Checks the time											
5	Finds “in” on time card											
6	Writes/marks time in											
Total Number of Prompts												

SIGNING OUT		Number of Prompts per Student										
Task Analysis		Student Initials:										
1	Finds time card											
2	Checks the time											
3	Finds “out” next to “in”											
4	Writes/marks time out											
Total Number of Prompts												