

CurriculumTrak Setup Checklist

Congratulations on becoming a member of the CurriculumTrak learning community. In an effort to streamline your setup as much as possible, we have developed the following checklist.

There may be some exceptions; however, this is the order that we recommend for your setup. Please take a few minutes to view this checklist and complete step 1 asap. Once you complete this step, we are able to add your organization onto our project list. If possible, all setup correspondence should take place via email using curriculum@faithwebsites.com.

Embedded in this checklist are links to helpful video files. Some of these videos are very large and will take some time to open. Please be patient!

1. **Contact Information: Email** the following information to our setup team: School System Name, Address, City, State, Zip, Phone, Fax, Email and your Primary Contact Name for this project. Also, please email me your school system's current enrollment.
2. **Gain a general understanding of CurriculumTrak.** In order to understand the setup process and why we are setting up your data the way we are, it would be beneficial to have a general understanding of the software. [Click here](#) to watch a 23 minute video explaining how CurriculumTrak works. If you already have this understanding, you can skip this step.
3. **Upload your district's teachers and courses data.**
 - a. Users (Teachers) Upload – [Click here](#) to watch this 10 minute video.
 - b. Courses Upload – [Click here](#) to watch this 8 minute video.
 - c. Upload Templates- [Click here](#) to find these excel files.
4. **Set up the proper permissions for each of your users / teachers.**
 - a. [Click here](#) to watch this 17 minute video.
5. **Receive a consultation from our Curriculum Professionals.**
 - a. Send an email to curriculum@faithwebsites.com to schedule an hour long consultation. During this meeting, our professionals will want to discuss what you are currently doing with curriculum work (standards/benchmarks, curriculum map / unit plan templates, etc.) and how we can best set up the system to meet your future needs. This meeting will be done online using GoToMeeting.
6. **Training:** The following set of videos have been developed to be used by each of the following groups.
 - a. Curriculum Admins – [Click here](#) to watch this 30 minute video.
 - b. Curriculum Editors – [Click here](#) to watch this 20 minute video.
 - c. Curriculum Viewers – [Click here](#) to watch this 16 minute video.