



Curriculum Trak Certification Training Plan

Agenda - Day One			Training	Reflection
Start Time	Description	Session Goals	Minutes	Minutes
9:00 AM	Opening/Devotions/Meet and Greet		10	
9:10 AM	Why Mapping	Gather around the four basic best practices for curriculum mapping in light of school mission as a framework for organizing your ongoing efforts.	60	20
10:30 AM	Phases of Mapping	Explore the three basic phases in the mapping process and the benefits to be gained at each phase; Identify your school's current phase and begin formulating steps to take you to the next.	45	20
11:35 AM	Break			
11:50 AM	Building and Keeping Your Databases Tidy	Recognize the need to manage CT databases to achieve accurate mapping insights; Gather strategies for the proper care and feeding of your mapping databases.	40	40
1:10 PM	Lunch			
1:40 PM	Articulating/Updating Course Scope and Sequences	Outline the technical steps and reports relevant to the "articulation" phase of curriculum mapping. Include tips, tricks, and best practices for supporting your team.	45	15
2:40 PM	Additional Articulation Options	Understand the importance of the additional articulation options and how they can further support your school's efforts to communicate about and guarantee your curricular decisions.	20	10
3:10 PM	All Things Standards	Become equipped to review, update, and manage standards alignment specifically for your school.	40	20
4:10 PM	Break			
4:25 PM	Managing Templates for Clarity and Growth	Understand how templates promote the clarity of instruction and support you at every phase of the mapping process.	50	25
5:40 PM	Assessment & Feedback	Demonstrate mastery of key concepts covered so far; Provide feedback to CT.		30
6:10 PM	End of Day One			
Agenda - Day Two				
Start Time	Description	Session Goals		
9:00 AM	Opening/Devotions/Key Concept Review		10	
9:10 AM	Developing Clarity	Outline best practices for adding, updating, and maintaining course content. Include tips, tricks, and best practices for training and supporting your team.	30	15
9:55 AM	Reporting on Clarity	Discuss the relevant reports for exploring course clarity; connect teacher clarity with each mapping phase	20	10
10:25 AM	Where Does It All Fit In?	Identify some of the expanded features of Curriculum Trak and where they might best fit according to your current mapping phase.	30	15
11:10 AM	Break			
11:25 AM	Onboarding New Staff Into the Future	Explore training resources and processes; put together a training plan (both for startup - as needed - and new hires into the future)	35	10
12:10 PM	Using Reports at Every Phase	Explore a comprehensive outline of how Curriculum Trak reporting can support your practices and phases.	15	15
12:40 PM	Lunch			
1:10 PM	Why Lesson Planner?	See the CT lesson planner as a natural outgrowth of your mapping efforts; consider where it fits into your current goals and how it might help your mapping efforts.	30	15
1:55 PM	Lesson Planner Setup	Walk through the admin side of LP setup and explore setup options and best practices.	15	20
2:40 PM	Break			
2:55 PM	Teacher Training - Lesson Planner	Walk through the setup process with teachers, understand training resources, anticipate specific questions	15	15
3:25 PM	Building a Database of Lessons	Understand common complaints and pitfalls teachers encounter as they begin CT lesson planning and how to avoid them	20	10
3:55 PM	Special Lesson Planning Needs	Develop strategies for supporting the unique lesson planning needs at your school.	20	10
4:25 PM	LP Tools and Reports	Explore the lesson planner report options for both reviewers and admins	15	15
4:55 PM	Creating an Action Plan for Your School	Define specific short term and long term goals for the ongoing use of Curriculum Trak and identify the planning needs for each.	15	30
5:40 PM	Assessment (Part 2)	Demonstrate mastery of key concepts; Provide feedback to CT		30
6:10 PM	End of Day Two/End of Training			