



# Curriculum Trak Certification Training Plan (Accelerated)

## Session 1 - Big Picture

| Start Time | Description                                       | Session Goals  | Training Minutes |
|------------|---|--|------------------|
| 1:00 PM    | <b>Getting Organized; Setting Goals</b>           | Gather your resources, explore training plan and expectations, identify your goals for this training   | 15               |
| 1:15 PM    | <b>Why Mapping?</b>                               | Explore four basic best practices for curriculum mapping in light of school mission as a framework for organizing your ongoing efforts.  | 40               |
| 1:55 PM    | <b>Phases of Mapping</b>                          | 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. | 40               |
| 2:35 PM    | <b>Building &amp; Keeping Your Databases Tidy</b> | Recognize the need to manage CT databases to achieve accurate mapping insights; Gather strategies for the proper care and feeding of your mapping databases.                                 | 30               |
| 3:05 PM    | <b>Break</b>                                      |  | 15               |
| 3:20 PM    | <b>Onboarding New Staff</b>                       | Explore training resources and processes; put together a training plan (both for startup - as needed - and new hires into the future).   | 30               |
| 3:50 PM    | <b>Discussion &amp; Application</b>               | With your cohort, discuss questions, apply content to your settings, and set short and long term goals.  | 40               |
| 4:30 PM    | <b>Assessment &amp; Feedback</b>                  | Demonstrate mastery of basic technical skills and proficiency of high-level strategies.  | 30               |
| 5:00 PM    | <b>End of Session 1</b>                           |  |                  |

## Session 2 - Articulation

| Start Time | Description  | Session Goals   | Training Minutes |
|------------|--|---|------------------|
| 1:00 PM    | <b>Articulation/Updating Course Scope &amp; Sequence</b> | Outline the technical steps and reports relevant to the "articulation" phase of curriculum mapping. Include tips, tricks, and best practices for supporting your team.                | 1:15             |
| 2:15 PM    | <b>Other Articulation Options</b>                        | 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. | 30               |
| 2:45 PM    | <b>Break</b>   |   | 15               |
| 3:00 PM    | <b>Managing Templates for Clarity &amp; Growth</b>       | Understand how templates promote the clarity of instruction and support you at every phase of the mapping process.  | 1:00             |
| 4:00 PM    | <b>Discussion &amp; Application</b>                      | With your cohort, discuss questions, apply content to your settings, and set short and long term goals.   | 30               |
| 4:30 PM    | <b>Assessment &amp; Feedback</b>                         | Demonstrate mastery of basic technical skills and proficiency of high-level strategies.   | 0:30             |
| 5:00 PM    | <b>End of Session 2</b>                                  |   |                  |

## Session 3 - Clarity

| Start Time | Description                         | Session Goals   | Training Minutes |
|------------|-------------------------------------|---|------------------|
| 1:00 PM    | <b>Developing Clarity</b>           | Outline best practices for adding, updating, and maintaining course content. Include tips, tricks, and best practices for training and supporting your team.                                    | 45               |
| 1:45 PM    | <b>Reporting on Clarity</b>         | Discuss the relevant reports for exploring course clarity; connect teacher clarity with each mapping phase  | 30               |
| 2:15 PM    | <b>Moving Toward Legacy</b>         | Exploring the expanded features of Curriculum Trak and how they might fit into your current mapping phase while pushing toward your mission.  | 45               |
| 3:00 PM    | <b>Break</b>                        |   | 15               |
| 3:15 PM    | <b>Using Reports at Every Phase</b> | Explore a comprehensive outline of how Curriculum Trak reporting can support your practices and phases.   | 20               |
| 3:35 PM    | <b>Creating a Plan</b>              | Define specific short term and long term goals for the ongoing use of Curriculum Trak and identify the planning needs for each.   | 20               |
| 3:55 PM    | <b>Why Lesson Planning?</b>         | 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.                            | 45               |
| 4:40 PM    | <b>Discussion &amp; Assessment</b>  | With your cohort, discuss questions, apply content to your settings, and set short and long term goals. Demonstrate mastery of basic technical skills and proficiency of high-level strategies. | 30               |
| 5:10 PM    | <b>End of Session 3</b>             |   |                  |

## Session 4 - Lesson Planner (Optional)

| Start Time | Description                                 | Session Goals   | Training Minutes |
|------------|---|---|------------------|
| 1:00 PM    | <b>Lesson Planner Setup</b>                 | Walk through the admin side of LP setup and explore setup options and best practices.                               | 45               |
| 1:45 PM    | <b>Teacher Training</b>                     | Walk through the setup process with teachers, understand training resources, anticipate specific questions          | 30               |
| 2:15 PM    | <b>Break</b>                                |   | 15               |
| 2:30 PM    | <b>Building a Database of Lessons</b>       | Understand common complaints and pitfalls teachers encounter as they begin CT lesson planning and how to avoid them | 30               |
| 3:00 PM    | <b>Special Planning Needs</b>               | Develop strategies for supporting the unique lesson planning needs at your school.                                  | 30               |
| 3:30 PM    | <b>LP Tools &amp; Reports</b>               | Explore the lesson planner report options for both reviewers and admins   | 30               |
| 4:00 PM    | <b>Discussion &amp; Application</b>         | With your cohort, discuss questions, apply content to your settings, and set short and long term goals.             | 30               |
| 4:30 PM    | <b>End of Session 4<br/>End of Training</b> |   |                  |