



Curriculum Trak Certification Training Plan (Accelerated)

Session 1 - Big Picture			Training
Start Time	Description	Session Goals	Minutes
8:00 AM	Getting Organized; Setting Goals	Gather your resources, explore training plan and expectations, identify your goals for this training	15
8:15 AM	Why Mapping?	Explore four basic best practices for curriculum mapping in light of school mission as a framework for organizing your ongoing efforts.	50
9:10 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.	50
10:05 AM	Break		15
10:20 AM	Building & 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
11:00 AM	Onboarding New Staff	Explore training resources and processes; put together a training plan (both for startup - as needed - and new hires into the future).	30
11:30 AM	Getting Up to Speed (Optional)	This is a dedicated work time for those new to Curriculum Trak to make sure you have the permission levels and pre-requisite knowledge needed to feel successful with this training.	30
12:00 PM	End of Session 1		
Session 2 - Articulation			Training
Start Time	Description	Session Goals	Minutes
8:00 AM	Debrief/Assessment - Day 1	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	50
8:50 AM	Articulation/Updating Course Scope & Sequence	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
10:05 AM	Break		15
10:20 AM	Other 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.	40
11:00 AM	Managing Templates for Clarity & Growth	Understand how templates promote the clarity of instruction and support you at every phase of the mapping process.	1:00
12:00 PM	End of Session 2		
Session 3 - Clarity			Training
Start Time	Description	Session Goals	Minutes
8:00 AM	Debrief/Assessment - Day 2	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	40
8:40 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.	45
9:25 AM	Reporting on Clarity	Discuss the relevant reports for exploring course clarity; connect teacher clarity with each mapping phase	25
9:50 AM	Break		15
10:05 AM	Moving Toward Legacy	Exploring the expanded features of Curriculum Trak and how they might fit into your current mapping phase while pushing toward your mission.	45
10:50 AM	Using Reports at Every Phase	Explore a comprehensive outline of how Curriculum Trak reporting can support your practices and phases.	15
11:05 AM	Creating a Plan	Define specific short term and long term goals for the ongoing use of Curriculum Trak and identify the planning needs for each.	15
11:20 AM	Why Lesson Planning?	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.	40
12:00 PM	End of Session 3		
Session 4 - Lesson Planner (Optional)			Training
Start Time	Description	Session Goals	Minutes
8:00 AM	Debrief/Assessment - Day 3	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	40
8:40 AM	Lesson Planner Setup	Walk through the admin side of LP setup and explore setup options and best practices.	45
9:25 AM	Teacher Training	Walk through the setup process with teachers, understand training resources, anticipate specific questions	30
9:55 AM	Break		15
10:10 AM	Building a Database of Lessons	Understand common complaints and pitfalls teachers encounter as they begin CT lesson planning and how to avoid them	30
10:40 AM	Special Planning Needs	Develop strategies for supporting the unique lesson planning needs at your school.	30
11:10 AM	LP Tools & Reports	Explore the lesson planner report options for both reviewers and admins	30
11:40 AM	Discussion & Application	With your cohort, discuss questions, apply content to your settings, and set short and long term goals.	20
12:00 PM	End of Session 4 End of Training		