



# Curriculum Trak Certification Training Plan (Reflective)

Start Time	Description	Session Goals	Training Minutes
<b>Session 1 - Big Picture</b>			
8:00 AM	<b>Getting Organized; Setting Goals</b>	Gather your resources, explore training plan and expectations, identify your goals for this training	15
8:15 AM	<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.	45
9:00 AM	<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.	45
9:45 AM	<b>Getting Up to Speed (Optional)</b>	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.	35
10:05 AM	<b>End of Session 1</b>		
<b>Session 2 - Building a Database</b>			
<b>Minutes</b>			
8:00 AM	<b>Discussion/Assessment - Day 1</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	40
8:40 AM	<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.	40
9:20 AM	<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).	40
10:00 AM	<b>End of Session 2</b>		
<b>Session 3 - Articulation</b>			
<b>Minutes</b>			
8:00 AM	<b>Discussion/Assessment - Day 2</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	30
8:30 AM	<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.	1:00
9:30 AM	<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
10:00 AM	<b>End of Session 3</b>		
<b>Session 4 - Clarity</b>			
<b>Minutes</b>			
8:00 AM	<b>Discussion/Assessment - Day 3</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	30
8:30 AM	<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.	1:00
9:30 AM	<b>Reporting on Clarity</b>	Discuss the relevant reports for exploring course clarity; connect teacher clarity with each mapping phase	30
10:00 AM	<b>End of Session 4</b>		
<b>Session 5 - Instigating Growth</b>			
<b>Minutes</b>			

8:00 AM	<b>Discussion/Assessment - Day 4</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	30
8:30 AM	<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
9:15 AM	<b>Using Reports at Every Phase</b>	Explore a comprehensive outline of how Curriculum Trak reporting can support your practices and phases.	45
10:00 AM	<b>End of Session 5</b>		
<b>Session 6 - Planning Strategically</b>			<b>Minutes</b>
8:00 AM	<b>Discussion/Assessment - Day 5</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	30
8:30 AM	<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
9:30 AM	<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.	30
10:00 AM	<b>End of Session 6</b>		
<b>Session 7 - Adding the Lesson Planner</b>			<b>Minutes</b>
8:00 AM	<b>Discussion/Assessment - Day 6</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	30
8:30 AM	<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
9:15 AM	<b>Lesson Planner Setup</b>	Walk through the admin side of LP setup and explore setup options and best practices.	45
10:00 AM	<b>End of Session 7</b>		
<b>Session 8 - Lesson Planner (Optional)</b>			<b>Minutes</b>
8:00 AM	<b>Discussion/Assessment - Day 7</b>	With your cohort, discuss questions, apply content to your settings, and set short and long term goals; demonstrate proficiency	60
8:30 AM	<b>Teacher Training</b>	Walk through the setup process with teachers, understand training resources, anticipate specific questions	45
9:15 AM	<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	45
10:00 AM	<b>End of Session 8</b>		
<b>Session 9 - Lesson Planner (Optional)</b>			<b>Minutes</b>
8:00 AM	<b>Special Planning Needs</b>	Develop strategies for supporting the unique lesson planning needs at your school.	60
9:00 AM	<b>LP Tools &amp; Reports</b>	Explore the lesson planner report options for both reviewers and admins	60
10:00 AM	<b>End of Session 9 End of Training</b>		