

Module 1: Getting Started with Articulation (90 Minutes)

Overview: The Curriculum Trak training staff will help launch your mapping project with part or all of your instructional team. This training is designed to help your map editors take their first steps into Curriculum Trak and focus on building relevant course outlines and begin standard alignment efforts. This training module is recommended for all first-time users of Curriculum Trak, especially those who may have little experience with the practices of curriculum mapping. As a result of this training, course outlines one course and standards alignment for one unit will be completed. Map editors will feel equipped to move on from there to the rest of their courses.

Pre-requisites: Setup and Rollout Consults completed, review of users/courses/standards database with CT staff; login email sent and attempted; teachers come prepared to work in at least one course.

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

General Training Outline	Minutes
Logging In	10
Introduction to Why Mapping?	10
CT Dashboard Overview	10
Building/Refining Unit Titles (Course Outlines)	10
Relevant Course Outline Reports and Other Curriculum Searches	10
Standards Alignment	10
Standards Reporting	10
Practice Time with Q&A	20
Recommended Assignments (based on available time and expected timeline)	Total Possible Time - 3 hours per course
Each teacher completes course outlines for all courses for which they are responsible.	Approx. - 20 min. / course
Begin standards alignment with their current or next unit.	Approx. - 15 min./ unit
Complete standards alignment for their entire course.	Approx. 2.5 hours per course

Timing Tips:

- Convert existing staff meetings to dedicated mapping time.
- Co-teachers should divide and conquer
- Specials Teachers should be provided with additional time

Module 2: Introduction to Standards Alignment (90 Minutes)

Overview: Standards and benchmark alignment is sometimes a new endeavor for an instructional team. It may be that they have never been responsible for standards alignment in instructional design, or they are unfamiliar with the specific set of standards they will be using in their current practices. Under the direction of the Curriculum Trak training team, your teachers can explore not only the recommended philosophies and understandings about standards alignment for a faith-based school, but also be provided with some guided exploration to begin unpacking their standards for efficient use in their instructional planning.

Pre-requisites: Course articulation training provided (by school or CT staff); one course outline completed; teachers come prepared to explore the K-12 standards for one instructional area in which they are working.

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

General Training Outline	Minutes
Review the prominent role standards play in Curriculum Trak and how to attach standards	10
Provide a philosophical overview for including standards in instructional design.	20
Invite map editors to explore how their standards indicate and promote growth over time.	10
Invite map editors to explore how their standards set are structured broadly.	10
Invite map editors to explore the nature of the content of their standards.	10
Invite map editors to identify the underlying biases or beliefs driving the standards.	10
Explore observations and questions regarding the standards.	10
Practice Time with Q&A	10
Recommended Assignments (based on available time and expected timeline)	Total Possible Time - 3 hours per course
Begin standards alignment with their current or next unit.	Approx. - 15 min./unit
Complete standards alignment for their entire course.	Approx. 2.5 hours per course

Timing Tips:

- Stress the “guaranteed vs. assessed” mindset as you are working through a rough-draft of standards/benchmark goals for each unit
- Encourage teachers to plan for their best understanding of the unit at the current time and encourage them to revisit/refine over time.
- Map editors should run both the Benchmarks (Course) and Benchmark Map reports to continue gaining insights into how their approach to standards will impact the larger instructional area.

Module 3: Moving Toward Teacher Clarity (90 Minutes)

Overview: The Curriculum Trak training staff will provide clear directions to part or all of your map editors as they begin to focus (or refocus) on populating your template fields. Guided by the principles of teacher clarity, your team will be provided with specific recommendations for each of the basic template fields within your account. This training module is a good fit for teachers who have not yet started collecting their data in this area of their maps, or teachers who may need more guidance and support in their efforts. As a result of this training module, course editors will complete the template fields for one unit and will be equipped to continue their efforts moving forward.

Pre-requisites: Course articulation training provided (by school or CT staff); one course outline completed; teachers come prepared to work within at least one course.

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

General Training Outline	Minutes
Begin Moving Articulation to Phase 2 (review relevant reports again and point out opportunities for improvement)	10
Introduction to Teacher Clarity (5 basic concepts; who is the focus)	7
Three basic rules for developing clarity (Works for me and others around me; Less is More; When in doubt, don't!)	5
Basic editing box overview (Warning about copying/pasting)	5
Basic recommendations for EQ/Learning Targets/Objectives and Connection to UBD and Teacher Clarity	7
Basic recommendations for Instructional Strategies and resources for collecting quality details (Accommodations button)	7
Basic recommendations for Assessment Strategies and resources for collecting quality details.	7
Basic Recommendations for Biblical Integration and resources for collecting quality details (FLI Content, if adopted)	7
Basic practices for collecting Resources (text and attachments)	10
Reporting examples over clarity efforts	10
Practice Time with Q&A	15
Recommended Assignments (based on available time and expected timeline)	Total Possible Time - 3 hours per course
Option 1: Identify one template field for every teacher to complete in every course	Approx. 40 min./field
Option 2: Complete all template fields for current unit in all courses	Approx. - 20 min./unit

Timing Tips:

- Stress the three rules while taking a rough-draft approach to clarity - make it work for you and others around you, less is more, when in doubt don't.
- Scaffold completion expectations by quarter (completing units at the beginning/end of the quarter as you move throughout the year)
- Provide mapping time through either a mapping work day (all courses could be completed), converted staff meetings (multiple per quarter to complete all maps), or by providing a substitute for a few teachers at a time.
- Co-teachers should divide and conquer. Specials teachers should be provided with more mapping time.

Module 4a: Taking Your Maps to the Next Level/Allowing Mapping to Impact School Culture (CT Champions Only) - 90 Minutes

Overview: The Curriculum Trak training team is standing by to review your current mapping progress with you. Collecting your mapping data is more valuable if the data can be used to make strategic improvements to your school-wide curriculum. This module is designed to guide you through the relevant reports and technical realities of Curriculum Trak as you work to identify areas for improvement and growth. We recommend this training module as a support to your early mapping efforts. As a result of this module, instructional leaders will feel equipped to establish specific goals related to your mapping effort and continue leading your instructional team forward on your mapping journey.

Prerequisites: Initial articulation and clarity training (by school or CT staff); recently updated user/courses databases

Pricing: \$250 (or one seat) for up to six curriculum champions.

Topic - Goal: To work through as much as possible before big goals are identified	Minutes
Review of Goals & Phases of Mapping	15
Review as much of the following as possible until significant goal setting can begin.	20
<ul style="list-style-type: none"> ● Articulation Review <ul style="list-style-type: none"> ○ General Mapping Altitude (Curriculum Mapping Progress Report) ○ Conceptually and Uniquely Named Unit Titles (Scope and Sequence Report) ○ Use of Unit Timelines, Course Information, Textbook Information. ● Standards Usage <ul style="list-style-type: none"> ○ Review Standards Needs and Possible Updates (Current Standards Listing) - Look for standards updates and areas that could benefit from standards ○ Overall Standards Alignment Progress (Curriculum Mapping Progress Report) ○ Gap Analysis (Benchmark by Grade) ○ Spot Check Guaranteed vs. Possible alignment (Benchmark by Course report) ○ Explore use of School-Wide Outcomes (Are they using it? If so, are they taking a guaranteed vs possible route?) ● Review of Clarity Practices <ul style="list-style-type: none"> ○ Check current progress of Clarity (Curriculum Mapping Progress) ○ Check how current clarity has been refined (Scope and Sequence/Date Stamp) ○ Review nature of clarity - clear, meaningful, non-repetitive (View Curriculum by Template Field) 	
Identify specific legacy (mission-related) and/or PD goals	20
<ul style="list-style-type: none"> ● Improvements to Articulation (unit titles, standards alignment, course information, unit timelines, ESOs)? ● Improvements to Clarity (refining field content, adding specific details, expanding template fields)? 	

- Professional Development Focus (EQs, Instructional or Assessment Strategies, Biblical Integration, etc.)?
- A Move Toward Integration (Language Arts, STEM/STEAM, PBL)?

Suggest Next Steps and Assist with Goal Setting

15

Module 4b: Taking Your Maps to the Next Level/Making Mapping Part of School Culture (Full Staff) - 90 Minutes

Overview: After working with instructional leadership at your school to identify a mapping improvement plan, the Curriculum Trak training team will provide specific step-by-step guidance to begin achieving the goals you have established for your school. Along the way, your instructors will be invited to make their own observations as they begin to recognize the value of the collected school-wide curricular data to their own practices.

Prerequisites: Initial articulation and clarity training (by school or CT staff); recently updated user/courses databases; End of Year Review Consult with CT Staff

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

Possible Topics to Include Based on Findings of Module 4a:	Minutes
Articulation Refinement (Unit Titles, Scope and Sequence Review/Refinement, Course Information, Unit Timelines, Etc.)	30
Standards/ESO Refinement (Gap Analysis, Moving Toward Guaranteed Benchmarks, Transitioning to an Updated Standards Set, Etc.)	
Clarity Refinement (Clarifying content goals, updating specific fields based on recommendations, reviewing reports to gain insights and growth, etc.)	
Guided Work Time while Exploring Reports and Making Observations	30

Module 5: Beginning with the CT Lesson Planner (90 Minutes)

Overview: Get your school-wide lesson planning efforts off to a successful start with the help of the Curriculum Trak training team. This training module is recommended for users who are familiar with curriculum mapping through Curriculum Trak who also have regular lesson planning responsibilities. This training is designed to introduce either all of your teachers or groups of your instructional team to the lesson planner and help them prepare their first week of lesson plans. At the end of the training, they should feel equipped to continue their basic lesson planning practices in Curriculum Trak.

Pre-requisites: Lesson planner setup consult with CT staff (admins and lead teachers only); User/Courses Database review; articulation training (by school or CT staff) provided); determine if FACTS, Google Classroom, or other public sharing options will be part of the process.

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

General Training Outline	Minutes
Lesson Planner Introduction and Connection to Teacher Clarity and Collaboration	10
Class Section Setup (Fixed vs. Flex)	8
Try it Out: Each teacher setup at least one class session; review and provide suggestions for improvement	10
Building a Database (Naming, Copying, Reviewing)	7
Try it Out: Create at least one lesson plan with at least a lesson title.	10
Sharing Lessons	5
Scheduling Lessons (from Database or Weekly Planner)	5
Working in the Weekly Planner (Attaching, creating, moving, and adding notes; updating visible content)	5
Reviewing Scheduled Lessons (Three other scheduled reports)	5
Collaboration through reports	5
Optional: Communicating with Parents/Students - Google Classroom, FACTS, Public Access, etc.	5
Practice Time with Q&A - Work on creating/posting lessons for one section for the next week	15
Recommended Assignments (based on available time and expected timeline)	Total Possible Time - 2 hours per course
Finish creating lesson for one course for one week	Approx. 15

min./lesson

Finish setting up class sections and begin creating lessons for other course/sections for one week.

Approx. - 20 min./
unit

Timing Tips:

- Identify required fields and allow teachers to begin planning in the most minimal way.
- Encourage copying/pasting of common lesson structures and editing to indicate daily/weekly changes.
- Identify a pilot group tasked with scouting out possible tips & tricks or solutions to specific concerns.

Module 6: Advanced Lesson Planner Training (90 Minutes)

Overview: Not all lesson planning is created equally, and every teacher doesn't settle into a school-wide approach to lesson planning at the same pace. This training module is designed to provide additional support to those teachers who are looking for more best practices related to the Curriculum Trak Lesson Planner, or those who might be struggling to embrace it fully. As a result of this training module, users will feel more confident in using the CT Lesson Planner to accomplish their specific lesson planning needs into the future.

Prerequisites: Basic articulation and lesson planning work being completed by some users in some courses; user/courses database updates completed within the school year; identify if communication options will be part of the process - Google Classroom, FACTS integration, Public Access, etc.

Pricing: \$250 (or one seat) for up to 15 attendees. Each additional group of 15 will be an additional seat (or \$250).

Possible Topics - Based on Perceived or Stated Needs	Minutes
Q&A over current concerns or barriers	30
Identifying opportunities for growth	30
Supporting teachers requiring an expanded template	10
Copying/Importing lessons from another user or school	10
Reviewing and reusing lessons	15
Running collaboration reports	15
Running Reviewer reports	15
Rolling over to a new school year	15
Moving lessons to a different course/Reattaching orphaned lessons	15