

TRACS VILT Basic Course Agenda

The TRACS Basic VILT is offered every **Tuesday 8am-4pm Mountain Time** (unless another time is specified). This course is intended to provide new users with basic understanding of the TRACS system and the principles and tools needed to create, manage and complete a project in TRACS.

Pre-Requisites: Attend a “tech check”, download and review materials for class, take a tour of the TRACS Knowledge Management Site (KMS): <https://tracs.fws.gov/learning>

Time	Agenda Items
8:00am-8:45am	Basic Course Overview Introductions (introduce yourself with name, title/agency, and your class goals) Adobe connect set-up, KMS overview: course videos & assessments online: https://tracs.fws.gov/learning
8:45am-9:00am	Lesson 1: Introduction
Break (10 min)	
9:10am-9:40am	Lesson 2: Creating a map of your project
9:40am-10:10am	Lesson 3: Defining your project properties
Break (10 min)	
10:20am-11:00am	Lesson 4: Entering your project statement
11:00am-11:40am	Lesson 5: Entering your project objectives
Break (10 min)	
11:50am-12:10am	Lesson 6: Generating your proposal
12:10am-12:30pm	Lesson 7: Associating funding source
Lunch Break (1.25 hour)	
1:45pm-2:00pm	Morning Review of Project Entry
2:00pm-2:30pm	Lesson 8: Mapping and entering actions
Break (10 min)	
2:40pm-3:00pm	Lesson 9: Entering estimated costs
3:00pm-3:20pm	Lesson 10: Entering your performance report
Break (10 min)	
3:30pm-4:00pm	Day 1 Review & Wrap Up

After Class Tips:

- Join us or drop-in for the **online roundtable/mentoring sessions on Thursdays 8:00am-12:00pm** Mountain Time. This session is an open forum for users that provides mentoring on TRACS with time for questions and answers. Some sessions will cover specific topics as requested. Join at: <http://wsfr.adobeconnect.com/mentoring/>
- Continue to practice! Use the training site to practice entering real projects (current or backlog) and let us know if you have any questions.
- Register for your own access to the TRACS training site (separate registration from live) https://tracs.fws.gov/training/data_tracs/dt/dashboard
- Contact the TRACS training team with any follow-up questions at tracs-training@fws.gov