

TRACS 3-Day Classroom Agenda

The TRACS 3-Day classroom training is intended to provide users with understanding of the TRACS system and the principles and tools needed to complete data entry. The 3-day live training covers the TRACS Basics Course, TRACS Advanced Course and Mentoring Session (also available in a Virtual-Instructor Led Training or as self-paced online courses).

DAY 1 Agenda	
Time	Agenda Items
8:00am-9:00am	Basic Course Overview: Introductions (introduce yourself with name, title/agency, and your class goals) Adobe connect set-up: http://wsfr.adobeconnect.com/viltcal/ KMS overview: course videos & assessments online: https://tracs.fws.gov/learning
Break (10 min)	
9:10am-9:30am	Lesson 1: Introduction
9:30am-10:00am	Lesson 2: Creating a map of your project
Break (10 min)	
10:10am-10:40am	Lesson 3: Defining your project properties
10:40am-11:00am	Lesson 4: Entering your project statement
Lunch Break (1.5 hour)	
12:30pm-1:00pm	Morning Review
1:00pm-1:30pm	Lesson 5: Entering your project objectives
Break (10 min)	
1:30pm-1:45pm	Lesson 6: Generating your proposal
1:45pm-2:00pm	Lesson 7: Associating funding source
2:00pm-2:30pm	Lesson 8: Mapping and entering actions
Break (10 min)	
2:30pm-3:00pm	Lesson 9: Entering estimated costs
3:00pm-3:30pm	Lesson 10: Entering your performance report
3:30pm-4:00pm	Day 1 Review & Wrap Up

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DAY 2 Agenda	
Time	Agenda Items
8:00am-9:00am	<p>Advanced Course Overview Introductions for online users (introduce yourself with name, title/agency, and your class goals)</p> <p>Adobe connect set-up: http://wsfr.adobeconnect.com/tracs-advanced/</p> <p>KMS overview: course videos & assessments online: https://tracs.fws.gov/learning</p>
Break (10 min)	
9:10am-9:30am	Lesson 11a: Advanced Mapper Tools
9:30am-10:00am	Lesson 11b: Using Layers and Filters
Break (10 min)	
10:10am-10:40am	Lesson 12: Advanced Shape Editing
10:40am-11:00am	Lesson 13: Import Shapefiles
Lunch Break (1.5 hour)	
12:30pm-12:45pm	Lesson 14: Copy and Delete a Project
12:45pm-1:00pm	Lesson 15: Habitat and Species
1:00pm-1:30pm	Lesson 16: Lands Data
Break (10 min)	
1:40pm-2:10pm	Lesson 17: Revisions and Amendments
2:10pm-2:30pm	Lesson 18: Interim Measures
2:30pm-2:40pm	Lesson 19: Profile and Help Desk
Break (10 min)	
2:50pm-3:20pm	Lesson 20: Workflow Manager
3:20pm-3:30pm	Lesson 21: Accessing FBMS Reports in TRACS
3:30pm-4:00pm	Day 2 Review & Wrap Up

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DAY 3 Agenda	
Time	Agenda Items
8:00am-9:00am	Adobe connect set-up for online group: http://wsfr.adobeconnect.com/mentoring
Break (10 min)	
9:00am-12:00pm	Online Mentoring Session BYOP (Bring Your Own Project) Practice Data Entry “Lab” Fill out course evaluations

Post-Class Tips:

- Please keep the skills you learned in class fresh by continuing to **practice** in the training site! You can use the training site to practice entering current or backlog projects prior to entering them into the live site. Remember, **copy/paste** is your best friend!
- In the training site only: add your name or initials to the end of your project title to make it easier to find. Please take care and **do not modify other users' projects**.
- Visit the **TRACS Knowledge Management Website** (<https://tracs.fws.gov/learning>) for online TRACS information including online courses, videos, reference materials, news and forums.
- Please encourage others to attend training if they need to learn about TRACS. In addition to live classes, we also offer online classes and mentoring session every week and we'd be happy to set up a specialized session that works for your time zone.
- Please contact us if you have any questions about TRACS at tracs-training@fws.gov.