

TRACS Facilitators/Instructors Guide



This guide is for TRACS training facilitators and instructors, such as Federal Aid Coordinators and/or Federal Grant Specialists planning training sessions for State/Territory staff and project leaders.

Train the Trainer Tips:

1. **Familiarize yourself with TRACS and the Training Portal:** Please attend the TRACS Introduction webinar and any additional topic-based webinars as needed. Review the latest eLearning courses, videos, job aids and manuals on the Training Portal: <https://wsfrtraining.fws.gov/>. Feel free to reach out to the TRACS Training Team with any questions!
2. **Set up training with the TRACS Team:** Your first resource should be the TRACS Training Team and the Training Portal. The U.S. Fish and Wildlife Service's Office of Conservation Investment has a dedicated TRACS training specialist available to provide a custom training session for your group via webinar (using GovZoom or Teams) or in-person by special request. The preferred design of a custom session is to have the TRACS trainer provide the technical training and one or more Federal Grant Specialists from the Regional Office facilitate and answer regional / policy questions. See contact information at the bottom of this document.
3. **Scheduling Tips:** Avoid overloading the content. Set the main objectives of what you are trying to achieve in the time available and then keep everything else precise and short (half day or less is preferred). Make sure to include short breaks and pause frequently to allow for questions! Trying to cover too much in too little time just leads to overload which will affect retention. Do not be afraid to repeat or review content!
4. **Plan for accessibility needs:** This means that there should be no barriers for people regardless of disabilities, assistive technologies that are used, different screen sizes and different input devices (e.g., mouse, keyboard and touchscreen). Our eLearning courses and materials are designed to meet Section 508 and the Americans with Disabilities Act (ADA) guidelines, including providing closed captioning and transcripts for videos and descriptive text for images. Please let us know if you have any accessibility needs or requests.
5. **Let us know when your training will be held:** Please contact the TRACS Training Team to notify us if the date and time of your training session. We will notify the development team, so they do not schedule system updates during your session!

6. **Don't Reinvent the Wheel:** Please limit the creation of new training materials (perhaps just include a job aid on regional or group specific best practices). Please use the Training Portal for up-to-date training content available on the site!
7. **Materials for Training:** Check out the sample materials and templates (PowerPoints, etc.) available on the TRACS Training Facilitators/Instructors Information page: <https://wsfrtraining.fws.gov/mod/page/view.php?id=378&forceview=1>
8. **Keep up with the latest updates:** Keep in mind that TRACS is an evolving system with new functionality released periodically to enhance usability, system performance and meet regulatory requirements. We update training materials regularly to include these updates. Please visit the [TRACS Release Notes](#) periodically to review the latest system updates!
9. **Use the TRACS Training Environment:** The TRACS Training Environment (<https://tracs-training.fws.gov/login>) is used for practice and for training demonstrations of the system.
 - If you plan to demonstrate entering information into TRACS, do not use the live system! Please enter any demo grants or records into the Training Environment (pre-staged or entered live).
 - Keep in mind that any data that is entered into the training environment is not saved and cannot be transferred to the live system. It is a great place to practice and play with the system without impacting real data.
 - Please instruct users with the following: Do NOT register for an account for the training environment directly – instead register for the live system! You must have an approved account in the live system before you can access the training environment (login with the same credentials). Our development team will periodically import approved users from the live system into the training environment.
 - Keep in mind that the training environment looks almost identical to the live system, but has "training" in the web address URL and as warning pop-up box when you first login - so make sure you are in the right place.
10. **Post Session:** Please send us any follow-up questions you have and we will do our best to answer them or contact the regional office and/or Grants Training Team for additional assistance. Send a follow-up email to the participants with the Q&A and a recording of the session if available. Please reference the Training Portal for additional/refresher training!

TRACS training questions and requests: Please contact the TRACS Training Team by emailing Yonah Cohen (TRACS Training Coordinator) at yonah_cohen@fws.gov or call 720-454-0510.

TRACS troubleshooting and technical assistance: Contact the TRACS Help Desk at tracs-helpdesk@fws.gov or call 1-844-408-7227.