New Instructor Process for Curriculum
(off-line delivery)

Thank you for choosing to become FANUC Certified. A big part of the FANUC Certified CNC Training is curriculum, and CNC Concepts, Inc. is the curriculum provider. We provide two delivery options to choose from. With on-line delivery, all learning content is provided digitally by our eLearning system. With off-line delivery, the same content is provided to students with physical materials: textbooks, workbooks, and a CD rom disc. Here, we will explain the start-up process for the off line delivery method, taking you all the way through how to conduct your first class. This process begins when your FANUC-Authorized Education Reseller notifies us and specifies that you have chosen the off-line delivery option.

This process can take place prior-to, during, or after you complete your FANUC Certification instructor training. The FANUC instructor training is done online and includes working through the same activities your students will be doing (though again, students will use physical materials). When you are finished, you will be ready to help students through the curriculum materials.

School setup - Your school must be added to our list of schools, and some other preparatory work must be done. We complete these steps, but you should know what is involved.

1) **Add Your School to Our System** - We would like to know about your school and its instructors. This information will probably be included on the purchase order we receive from your FANUC Authorized Education Reseller, but we may additionally ask for email addresses and/or phone numbers so we can communicate more easily.

2) **Ship you the Instructor Training Disc and Other Instructor Materials** - The disc includes getting started information as well as some important files you will need to conduct the class. An answer book will be used to grade tests and exercises. And we also include one set of student materials (textbook and workbook) free of charge. We discuss this material in greater detail later in this document.

3) **Ship you the Presentations Disc/s** - This disc (if used) provides narrated presentations, which are one way for students to learn. More about them later.

Get Ready to Teach - These are steps you should take to ensure that you are prepared to help students through FANUC Certified CNC Training.

1) **View the content in the Instructor Training Disc** - Be sure to view the "Getting Started" presentation and reading material included on this disc. They give more instructions and suggestions for facilitating FANUC Certified classes.

2) **View/print the Lesson Plans** - There is one set for each curriculum. Included on the Instructor Training Disc, they provide you with concise information about what happens during each lesson, including the topics covered, suggestions for at-the-machine demonstrations and lab exercises, and time required to complete activities.

3) **Copy the Gradebook/s to a Folder on Your Computer's Hard Drive**- One grade book is provided for each curriculum. Each is a Microsoft Excel file template. You can enter student names and there is a column for each grade entry. It will even track your entries, and provide a final grade once you have entered all the grades.

4) **Copy the Response Templates to a Folder on Your Computer's Hard Drive**- There is one set for each curriculum. Response templates provide a way to acknowledge that you

have received student submissions. For exercises, they additionally provide answers to help you grade the students' work. You can easily copy the response template text, "Reply" to a student's submission email, and paste the response in the body of your reply email. Response templates also provide space for making comments on the students work.

5) **Copy Certification Cart Projects to a Folder on Your Computer's Hard Drive** - There is one set for each curriculum. These projects are designed to work with the Levil CNC machines. They are setup sheets and provide instructions for running certain programs done when completing programming activities. You will assign these projects once student have completed all of the NCGuide or FANUC simulator lab exercises (after lesson 5.2).

6) **Configure NCGuide (if using NCGuide)**- There is an NCGuide lab exercise included in the first thirteen lessons. NCGuide lab exercises are included on the Presentations Disc. NCGuide is FANUC CNC software running on a personal computer. The lab exercises provide hands-on practice with a FANUC CNC. NCGuide is not a requirement for curriculum completion. If you are using NCGuide, you must configure it before students begin using it. The lab exercise for lesson 1.1 shows how to configure NCGuide. There is also a comprehensive NCGuide presentation on the Instructor Training Disc.

7) **Configure the FANUC Simulator (if using it)** - There is a FANUC Simulator document (a .pdf file) on the Presentations Disc. This document contains all of the lab exercises for the simulator. If you are using the FANUC simulator, have students do these lab exercises as they complete the first thirteen lessons (one per lesson). And if you are using the FANUC Simulator, you must configure it before students begin using it. Instructions for doing so are provided in the Appendix of the FANUC simulator document.

Preparing Students - Students must be ready to ready to learn.

1) **Acquire Student Materials** - Student materials include a textbook and workbook for each curriculum, and must be purchased from your FANUC Authorized Education Reseller. These materials may be purchased by and sent to you (at the school) or your school's bookstore, depending upon how you want to distribute the student materials. More about these materials later.

2) **Distribute Coupons to Your Students** - If student materials have been sent to you, simply pass them out to your students. If they must be purchased from your school's bookstore, instruct students to do so.

3) **Add students to the gradebook** - Don't forget to add each student to the gradebook so you will be ready to record their grades.

4) **Encourage Students to Begin with the "Getting Started" presentation** - This presentation will help students get off on the right foot.

Conduct your class - As you know if you completed FANUC instructor training, content in the FANUC Certified CNC curriculums is self-study. As long as you are using the Presentations Disc/s, there shouldn't be much need for lecturing. Your responsibilities will be limited to answering questions, grading, and overseeing students as they complete lab exercises. As stated, we include a gradebook on the Instructor Training Disc that is included with the eLearning system. Admittedly, some instructors like to lecture. That's fine as long as you cover the content included in each curriculum. These instructors typically use the textbook and assign reading from the textbooks to supplement lectures.

1) **Be Ready for Questions** - Students will likely have questions they voice during their studies. If you have completed the FANUC Instructor Certification (on-line) class, you should be ready to answer them. But don't hesitate to call us if you need help (847-639-8847).

2) **Tell students how to complete lessons** - Let them know that for each lesson, they must view the presentation (assuming you are using the Presentations Disc), study the reading materials (in the textbook, and take the test (in the workbook). Point out that the test for many lessons directs them to complete a coordinate sheet exercise or programming activity (also in the workbook), and that these exercises must be submitted for grading.

3) **Grade Tests and record grades** - As stated, every lesson includes a test. Tests make up about the first half of the workbook. Use the answer book to grade each test. Record the student's grade and let the student know how they did.

4) **Grade Coordinate Sheet Exercises, record grades, and respond to student** - Coordinate sheet exercises are assigned in 4-5 lessons and organized by lesson number. Answers are included in the answer book. Compare the students work and determine a grade. Record the grade in the grade book and let the student know how they did.

5) **Grade Programming Activities, record grades, and respond to student** - Programming activities are assigned in 12-13 lessons and organized by lesson number. As with coordinate sheet exercises, the answer book includes the answer programs. Compare the students work and determine a grade. Record the grade and let the student know how they did.

6) **Assign Certification Cart Projects** - Once students have completed all NCGuide lab exercises and you feel they are ready (this should be after about lesson 5.2), assign the certification cart projects (there are two or three per curriculum). These projects can be found on the Instructor Training Disc, and provide setup instructions as well as the CNC program. While these are the same programs from certain programming activities, we recommend using the programs provided on the Instructor Training Disc to minimize the potential for issues. You must closely monitor their work to ensure safety. **IMPORTANT:** You are not required to do the certification cart projects during the FANUC instructor training class. If you have never run a CNC Machine before, you must proceed with extreme caution. At the very least, <u>complete each certification cart project yourself before assigning it to your students</u>.

7) **Do you have your own projects**? - You can replace the certification cart project with those of your own design. What is most important is that your students get practice setting up and running physical CNC machines during their FANUC Certified training.

8) **Determine a Final Grade and Award Certificate** - Once your school is certified, FANUC America will provide you with a certificate template and authorize you to award it to students completing the curriculum. As a FANUC-Certified instructor, <u>you</u> determine whether or not student has successfully completed the class. We recommend that minimum requirements include a minimum average overall grade of 70% for tests and exercises - and that students have setup and completed at least two projects on physical CNC machines.

If You Have Questions - We hope this material helps you get through your first class. But you will likely have questions along the way. You can contact Mike Lynch of CNC Concepts, Inc. at (847) 639-8847 with any questions or comments you have.