# New Instructor Process for Curriculum
## (on-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 with physical materials (textbooks, workbooks, and a CD rom disc). Here, we will explain the start-up process for the online 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 which delivery method you have chosen.

This process can begin 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. When you are finished, you will be ready to help students through the curriculum materials.

**School setup** - Your school must be added to our eLearning system. We complete these steps, but you should know what is involved.

1) **Create a Gmail account for student correspondences** - Questions, test results, and exercise submissions will be sent to this email account. Each of your school's instructors will be given access to this account. The email address we choose for your school will end with …fanuccnccert@gmail.com. So for a school named McHenry County College, we'll use something like mccfanuccnccert@gmail.com.

2) **Add your school to the eLearning system** - Our eLearning system is hosted by iSpring. We create your school account, and upload school-specific content.

3) **Create an instructor's eLearning account** - Each of your school's instructors can use this account. Along with having full access to all curriculum content (as students do), you will have the additional ability to monitor student progress (this is the same content used in the FANUC instructor class).

4) **Send you an email with login information** - This will include login information for the Gmail account as well as the eLearning account. Again, you will use the eLearning account to see curriculum content and monitor student progress. You will use the Gmail account to send and receive emails to your students. Test results, for example, are automatically sent to this Gmail account.

**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 Class** - Be sure to view the "Getting Started" presentation and reading material in this class. They give more instructions and suggestions for facilitating FANUC Certified classes.

2) **Download the Lesson Plans** - There is one set for each curriculum. 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) **Download the Gradebook/s** - One 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) **Download the Response Templates** - There is one set for each curriculum. Response templates provide a way to acknowledge that you have received student submissions. For exercises, they 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) **Download Certification Cart Projects** - 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 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 it, 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 in the Instructor Training Class.

7) **Configure the FANUC Simulator (if using it)** - There is a FANUC Simulator document (a .pdf file) in the Getting Started folder for each curriculum. 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). 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.

**Adding Students** - Students must be added to the eLearning system, of course, before you can conduct a class.

1) **Acquire Access Code Coupons** - These must be purchased from your FANUC-Authorized Education Reseller. We can either email them to you in a .pdf file or send physical coupons sealed in an envelope. Some schools use the school's bookstore to distribute coupons, so we would send physical coupons in this case.

2) **Distribute Coupons to Your Students** - With electronically delivered access code coupons, first print them and be sure to keep track of who receives them to eliminate the possibility of duplications. We will provide a handy form for doing so. With physical coupons, simply pass them out to your students. If access code coupons must be purchased from your school's bookstore, instruct students to do so.

3) **Instruct Students to Register** - Access code coupons include instructions for registering. Students will go to www.cncci.com/register and provide their name, email address, and some other simple information. Be sure to tell students to double-check their entries to avoid typing mistakes. Once we receive registration information, we will add the student to your school in the eLearning system and then send them a welcome email that includes their login information and instructions for getting started.

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

5) **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. 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. We include a gradebook in the Instructor Training Class that is included with the eLearning system.

1) **Regularly check the instructor email** - Again, this is the instructor Gmail account we set up for your school. It is where you'll find student correspondences.
2) **Be Ready for Questions** - While students may ask questions verbally, they can also use the "Communicate with your instructor" activity to do so. Be sure to respond in a timely manner.
3) **Tell students how to complete lessons** - Let them know that for each lesson, they must view the presentation, study the reading materials, and take the test. Point out that many lessons include a coordinate sheet exercise or programming activity, and that these exercises must be submitted for grading. Make sure they know to use the "Communicate with Your Instructor" activity to submit exercises. This is the first activity in the class.
4) **Record test grades and confirm receipt** - Every lesson includes a test, and test results are automatically sent to the instructor Gmail account. The grade is provided at the beginning of the test results email. Record the grade in the gradebook. You can the "test response template" (downloaded from the Instructor Training Class) to reply to the student to let them know you have received it.
5) **Grade Coordinate Sheet Exercises, record grades, and respond to student** - Coordinate sheet exercises are assigned in 4-5 lessons and organized by lesson number. The corresponding response template (again, downloaded from the Instructor Training Class) provide answers so you can check the students work and determine a grade. Students can either write out their answers or fill in the blanks of the form-field .pdf file. Either way, compare their answers to those in the response template to grade the work. Record the grade, copy the response template, reply to the submission email, paste the response template into the email body, specify the grade and make comments (if necessary), and send it to the student.
6) **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 corresponding response template (again, downloaded from the Instructor Training Class) provide answers so you can check the students work and determine a grade. Many are form-field .pdf files and once students fill in all the blanks, they can submit the .pdf file. Eventually, in later lessons, students must write programs on their own, so they must submit a text file of their program (typing it out). Either way, compare their answers to those in the response template to grade the work. Record the grade, copy the response template, reply to the submission email, paste the response template into the email body, specify the grade and make comments (if necessary), and send it to the student.
7) **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 in the Instructor Training Class, 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 in the Instructor Training Class 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, complete each certification cart project yourself before assigning it to your students.

8) **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.

9) **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, you 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 run 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.